



HONORING THE PAST,
CARING FOR THE PRESENT,
BUILDING FOR THE FUTURE

MATANUSKA-SUSITNA BOROUGH

Department of Public Works

ROAD SERVICE AREA OPERATING MANUAL

Latest Revision: January 25, 2012

(This document replaces all other documents in print)



Also found on the Matanuska-Susitna Borough Public Works Website:

www.matsugov.us/PublicWorks/RoadServiceAreaOperatingManual





Table of Contents

I.	PURPOSE	1
II.	GENERAL DESCRIPTION OF THE ROAD SERVICE AREAS	1
III.	LIST OF THE ROAD SERVICE AREAS.....	2
IV.	CREATING ROAD SERVICE AREAS	3
V.	ALTERATION OF ROAD SERVICE AREAS	6
VI.	CONSOLIDATION OF ROAD SERVICE AREAS	6
VII.	ABOLITION OF ROAD SERVICE AREAS	6
VIII.	COMPOSITION AND TERM OF SERVICE	6
IX.	ROAD SERVICE AREA ADVISORY BOARD RELATIONSHIP	6
X.	RSA ADVISORY BOARD MEMBER QUALIFICATIONS.....	8
XI.	LIABILITY OF ADVISORY BOARD MEMBERS	8
XII.	APPOINTMENT OF RSA ADVISORY BOARD MEMBERS	8
XIII.	REMOVAL OF ADVISORY BOARD MEMBERS	8
XIV.	RSA ADVISORY BOARD VACANCY	9
XV.	DUTIES AND RESPONSIBILITIES OF THE RSA ADVISORY BOARD	9
XVI.	DUTIES AND RESPONSIBILITIES OF THE RSA SUPERINTENDENT.....	10
XVII.	DUTIES AND RESPONSIBILITIES OF THE ASSEMBLY	11
XVIII.	TRAINING FOR RSA SUPERVISORS	11
XIX.	COMPENSATION	12
XX.	RSA ADVISORY BOARD OF SUPERVISOR'S MEETINGS.....	12
XXI.	LOCAL ROAD SERVICE AREA (LRSA) ADVISORY BOARD.....	14
XXII.	ROAD SERVICE AREA BOARD OF SUPERVISORS AUTHORITY	15
XXIII.	ROAD SERVICE AREA CONTRACT ADMINISTRATION GUIDELINES	15
XXIV.	ROAD SERVICE AREA (RSA) AUTHORITY.....	16
XXV.	REVOLVING LOAN FUNDS.....	19
XXVI.	ACCOUNTING CODES	19
XXVII.	STAFF SUPPORT FOR SERVICE AREAS	20



Appendices

- (A) Matanuska-Susitna Borough Code Title 4, Boards and Commissions
 1. 4.05 General Procedures
 2. 4.48 Local Road Service Area Advisory Board
- (B) Matanuska-Susitna Borough Code Title 5, Service Areas
 1. 5.10 Establishment of Service Areas
 2. 5.15 Operation of Service Areas
 3. 5.20 Alteration, Consolidation, or Abolition of Service Areas
 4. 5.25 Service Areas
- (C) Alaska Statute 44.62.310-312, Open Meetings Act
- (D) Matanuska-Susitna Borough Ordinance Serial No. 04-053(AM), Ordinance adopting new procedures for the implementation of an areawide road dust control program for air pollution control.
- (E) Mileage Reimbursement Form
- (F) Sample Agenda
- (G) The basic of Robert's Rules of Order
- (H) "Road Construction 101" Training



Road Service Area Operating Manual

Matanuska-Susitna Borough Code Titles 4 and 5

I. PURPOSE

The purpose of this manual is to provide general guidelines under the laws of the State of Alaska and Matanuska-Susitna Borough (MSB) Code of Ordinances governing road service areas (RSA) in the Borough. This manual does not supersede statutes, laws, code, legislative or administrative policies governing the activities of the Matanuska-Susitna Borough.

The intent of the document is to familiarize the reader with how RSAs are developed, configured, their responsibilities as an RSA Board member, and to help provide them with some basic tools to do their jobs. Ultimately, they are assisting the RSA Superintendents in ensuring the taxpayers are getting their money's worth from the maintenance contractor.

The readers and users of this manual should become familiar with relevant statutes, laws, codes, and policies, as this manual provides guidelines only.

II. GENERAL DESCRIPTION OF THE ROAD SERVICE AREAS

The Matanuska-Susitna Borough has sixteen (16) road service areas for the streets and drainage systems, repair and maintenance services. Each road service area is described in detail in MSB Title 5. All service areas providing road maintenance services have a Board of Supervisors (comprised of three members). All road service area board members are appointed by the Mayor and confirmed by the Assembly.



Road Service Areas are tax revenue generating units of the Borough. Property taxes are levied by the Assembly for each service area based on MSB 5.15.019, Taxes, Charges and Assessments, and the annual road service area budget adopted by the Assembly. The Assembly approves all mill levy rates.

The Borough maintains a separate fund for each road service area to account for revenues collected and expenditures made by each road service area. Tax revenues collected by each road service area, plus other revenues, are used exclusively for the direct benefit of that road service area.

Expenditures made by a road service area are exclusively for that road service area. Revenues not encumbered or used each budget year are maintained in a fund balance





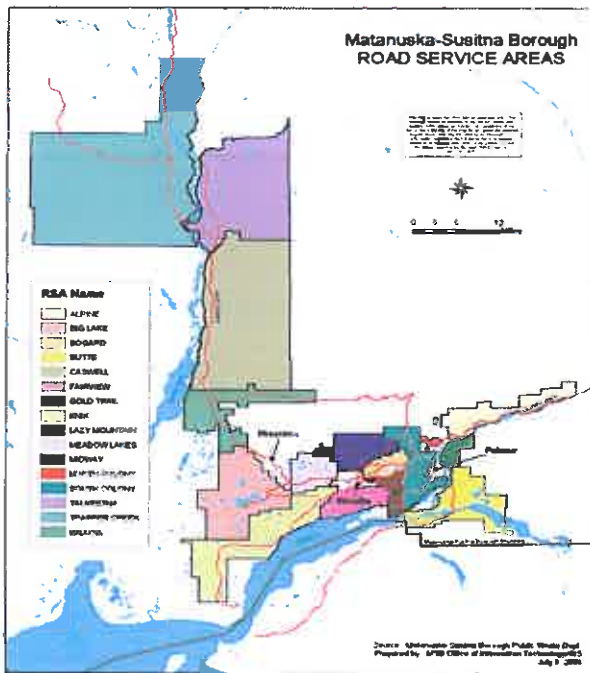
account for each road service area, until appropriated by the Assembly for use by the service area.



III. LIST OF THE ROAD SERVICE AREAS

The Borough has the following RSA's:

- Midway Road Service Area No. 9
- Fairview Road Service Area No. 14
- Caswell Lakes Road Service Area No. 15
- South Colony Road Service Area No. 16
- Knik Road Service Area No. 17
- Lazy Mountain Road Service Area No. 19
- Greater Willow Road Service Area No. 20
- Big Lake Road Service Area No. 21
- North Colony Road Service Area No. 23
- Bogard Road Service Area No. 25
- Greater Butte Road Service Area No. 26
- Meadow Lakes Road Service Area No. 27
- Gold Trails Road Service Area No. 28
- Greater Talkeetna Road Service Area No. 29
- Trapper Creek Road Service Area No. 30
- Alpine Road Service Area No. 31



Detailed maps of all Service Areas are located in MSB 5.25.002. Also, this information may be obtained from accessing the following website:
http://www.matsugov.us/GIS2/maps_rsa.cfm.

IV. CREATING ROAD SERVICE AREAS

The Borough Clerk is responsible for processing and certifying petitions for service area annexations, and for preparing corresponding ordinances for the Assembly's consideration.

A service area may be initiated by filing a petition with the Borough Clerk containing signatures of persons owning at least 50 percent of the real property within the proposed service area.

All signatures of property owners shall be made and dated within 90 calendar days preceding submission of the petition to the clerk. Petitions shall contain:

- (1) The signature, legal description and mailing address of each signatory;
- (2) The name and mailing address of a representative designated by the signatories to receive correspondence on their behalf;
- (3) A statement of the services proposed to the signatories;
- (4) A vicinity map indicating the location of the proposed service area with respect to cities and existing service areas as presented to the signatories; and
- (5) The legal description of the real property owned within the proposed service area.

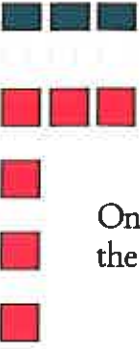
On receipt of a petition proposing formation of a service area, the Clerk shall review that petition and determine whether it contains the information required. The Clerk shall certify petitions containing the required information and forward them to the Manager for further action. Petitions found insufficient shall be immediately returned to their sponsors.

A service area established through a petition may not be amended or repealed within two years after its effective date.

A service area may be initiated by resolution of the Assembly, provided the Assembly finds the public interest served through formation of a service area does not require circulation of a petition among residents in that area under MSB 5.10.010.

Petitions certified by the Clerk under MSB 5.10.010 and resolutions of the Assembly authorized by MSB 5.10.015 shall be referred to the Manager for analysis and recommendation.





On receipt of a certified petition or resolution proposing formation of a service area, the Manager shall within 90 calendar days compile the following information:

- (1) A description of all parcels within the boundary of the service area which can be made certain in property records of the Borough;
- (2) The assessed or estimated value of all taxable property within that area, with separate totals for both real and personal property;
- (3) The number of persons living within the area;
- (4) The estimated cost of the proposed services for the first year expressed in mills and dollar amounts; and
- (5) A service area map showing all parcels, rights-of-way and easements necessary to provide services.

The Manager shall also prepare a recommendation on the wisdom of forming the service area as proposed, reflecting the Manager's consideration of the feasibility of and public interest served by creation of the proposed service area.

Upon completion, the Manager's analysis and recommendation shall be submitted to the Assembly together with a proposed ordinance calling for submission of the question of formation of the proposed service area to qualified voters of the next regular election. If formation of the service area is proposed through a certified petition bearing the signatures of 100 percent of all property owners in the area and if no voters reside in that area, the proposed ordinance need contain only language establishing the service area immediately upon its passage by the Assembly.

After notice and public hearing, the Assembly shall consider enactment of the ordinance prepared by the Manager under MSB 5.10.020. The Assembly shall make specific findings concerning the feasibility and practicability of providing the services proposed, the public interest served through creation of the proposed road service area, and its determination of the area affected, where required by MSB 5.10.035.

This chapter shall not be construed to limit the Assembly's power to amend, substitute or take other action as allowed by law on the ordinance presented to that body by the Manager under MSB 5.10.020.

Where no voters reside in a proposed service area and where the service area was proposed to the Assembly by a certified petition bearing the signatures of 100 percent of the property owners in that area, the ordinance creating the road service area shall become law upon enactment by the Assembly and need not be ratified by the voters.



Ballot propositions submitted to the voters under MSB 5.10.025 shall contain:

- (1) The question of whether a service area to be known as the _____ service area shall be established to provide services.
- (2) A clear description of the geographic area shall be included on the ballot or made available to voters at the precinct polling place.
- (3) A map depicting the location and boundaries of the proposed service area shall appear on the ballot or be made available to voters at the polling place.
- (4) The estimated cost of the proposed services for the first year expressed in mills and dollar amounts. Only voters residing within the proposed service area may vote on the ballot proposition. The majority of the voters voting must approve the ballot proposition. The petitioners and individuals in the proposed service area may encourage others to vote for or against the ballot proposition. The same is true for owners of property in the proposed new service area.
- (5) Other information as the Assembly by ordinance deems appropriate.

If voters reside within a service area that provides road, fire protection, or parks and recreation services, abolishment of the service area is subject to approval by the majority of the voters residing in the service area who vote on the question.

A service area that provides road, fire protection, or parks and recreation services in which voters reside may not be abolished and replaced by a larger service area unless that proposal is approved, separately, by a majority of the voters who vote on the question residing in the existing service area and by a majority of the voters who vote on the question residing in the area proposed to be included within the new service area but outside of the existing service area.



A service area that provides road, fire protection, or parks and recreation services in which voters reside may not be altered or combined with another service area unless that proposal is approved, separately, by a majority of the voters who vote on the question and who reside in each of the service areas or in the area outside of service areas that is affected by the proposal.

This subsection does not apply to a proposed change to a service area that provides fire protection services that would result in increasing the number of parcels of land in the service area or successor service area if the increase is no more than six percent and would add no more than 1,000 residents. This section applies to a home rule or general law municipality. (AS 29.35.450)

Unless otherwise stated in the ordinance and ballot proposition establishing a road service area, provision of municipal services in that area shall commence on July 1



following certification of the election at which establishment of the road service area was approved.

V. ALTERATION OF ROAD SERVICE AREAS

Territory may be annexed to a road service area in the same manner that territory can be made a road service area under MSB 5.10. Territory may be deleted from a road service area and a road service area may be divided into two or more road service areas by ordinance or by vote of the qualified voters living within the areas affected. Unless otherwise provided by the ordinance calling for an election on the question of deletion or division, a separate affirmative majority vote is required in the area to be deleted and in the area remaining in the case of a deletion, and in each of the proposed new service areas in the case of a division.

VI. CONSOLIDATION OF ROAD SERVICE AREAS

The Assembly may by ordinance consolidate or adjust the boundary between two or more road service areas providing substantially the same kind and level of service.

VII. ABOLITION OF ROAD SERVICE AREAS

Road Service Areas may be abolished by ordinance or vote of the qualified voters living within the service area in the same manner they may be established under MSB 5.10.

VIII. COMPOSITION AND TERM OF SERVICE

RSA Advisory Boards are comprised of three members, the primary, and two alternates. These personnel comprise the RSA Board of Supervisors. This Board will consist of a Chairman (Primary), Vice Chairman (Alternate), and Secretary (Alternate). As there are 16 RSAs, there would be 48 members if all Boards were fully manned. Each appointed board member for a road service area has a three-year term and may serve additional terms.

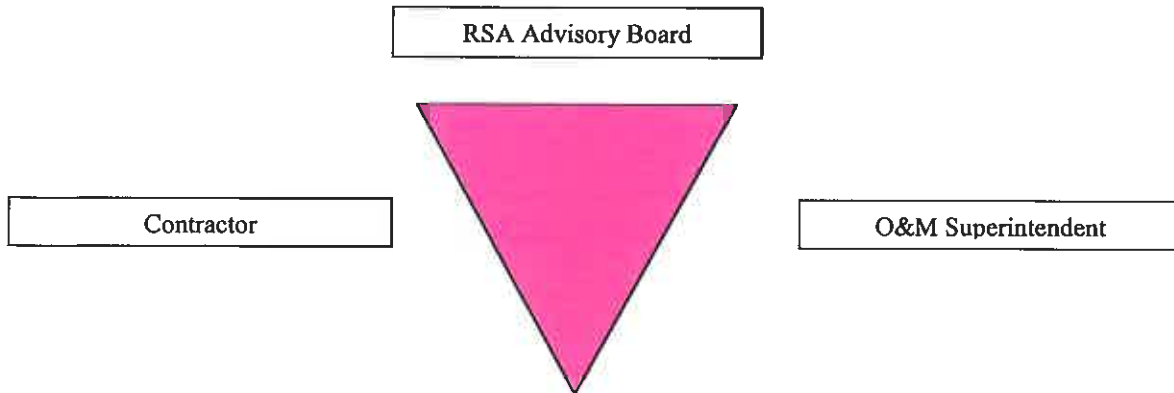
The three-year term will be calculated on a calendar year basis. The terms of members initially appointed shall be staggered so that as nearly as possible an equal number of vacancies occur each year on a board. Vacancies occurring on a board of supervisors shall be filled for terms remaining by the mayor, subject to assembly confirmation.

IX. ROAD SERVICE AREA ADVISORY BOARD RELATIONSHIP

The RSA Advisory boards have been established to provide a special community relationship between the service area residents and the Borough relating to road maintenance and repair services. The key figureheads in this relationship are the RSA



Advisory Board Supervisor who represents the community, the RSA Superintendent who represents the Borough (O & M Division), and the contractor who maintains the roads in accordance with the contract. The key players are shown below:



The Road Service Area Advisory Board “advises” the Borough on issues pertinent to the Service Area. They also act as the Borough’s liaison with the community and is the Borough’s “eyes and ears” to the contractor’s performance in the overall maintenance of the RSA’s roads. The Borough’s Superintendent provides the continuity, and road maintenance and contract expertise, to ensure the contractor meets his/her obligations in the contract. The relationship between the Supervisor and the Superintendent must be based upon open communication, trust, and teamwork.

Open communication must occur between the RSA Advisory Board of Supervisors and the Superintendent at all times. The RSA Advisory Board of Supervisors must work with the Superintendent and allow these issues to be worked at this level. If the issues are not resolved to the satisfaction of the RSA Advisory Board of Supervisor, they then should raise it to the next level, the O&M Division Manager, then to the Public Works Director, and then on to the Borough Manager for resolution. It is paramount that this process be followed. When issues are elevated without allowing them to be worked at the lowest level, a lot of resources tend to get needlessly wasted.



Finally, it is important for the RSA Advisory Board members to understand that the Borough places the RSA Superintendents in their positions because they have the knowledge of roads and professional road construction experience that is critical to ensuring the Borough’s and the RSA’s interests are guarded. Over time, they also gain the continuity which also proves critical in helping ensure roads are maintained properly and in accordance with the contract.



- In many cases, the members of the RSA Boards do not possess this knowledge, level of expertise, or continuity, which is why open communication and teamwork on road maintenance issues is critical. Also, due to the unique capabilities of the RSA Superintendents, they are given administrative authority over the contracts; not the RSA Advisory Board members.

X. RSA ADVISORY BOARD MEMBER QUALIFICATIONS

Required qualifications:

- Registered voter
- Resident of the Road Service Area



XI. LIABILITY OF ADVISORY BOARD MEMBERS

As long as the Board and its members act within the scope of the authority granted by the Matanuska-Susitna Borough Code in a reasonable manner, the Borough will defend, indemnify and hold the Board and its members harmless from a liability claim.

Each Board, acting as a whole, and each member, is required to learn the limits of authority and the responsibilities and duties.

XII. APPOINTMENT OF RSA ADVISORY BOARD MEMBERS

Board members shall be appointed by the mayor and confirmed by the Assembly. These actions take two assembly meetings. Assembly confirmation of an appointment made by the mayor may occur only at a special meeting called for the purpose of considering the appointment, or the next regular meeting following the meeting at which the appointment was made.

XIII. REMOVAL OF ADVISORY BOARD MEMBERS

A member may be removed by the Assembly before the expiration of the member's term in accordance with the following.

- (1) A member is removed for good cause by the mayor with the approval of the Assembly or by a two-thirds majority of the Assembly. Good cause shall be as determined solely by the Assembly and shall be stated with each removal action.
- (2) A confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation.
- (3) A board member departs the Borough intending to remain outside the Borough for 90 calendar days or more or an indefinite amount of time.
- (4) A board member submits a resignation accepted by the mayor.





- (5) A board member, due to incapacity or absence from the Borough, cannot attend board meetings for 90 calendar days or more.
- (6) The board member is absent for more than three consecutive regular board meetings, and the respective board requests the removal, in writing, to the Assembly.

XIV. RSA ADVISORY BOARD VACANCY

In the event that a vacancy is created on a board, the mayor shall promptly act to fill the vacancy for the remainder of the term.

XV. DUTIES AND RESPONSIBILITIES OF THE RSA ADVISORY BOARD

The RSA Advisory Board shall make recommendations to the Manager or Assembly, as appropriate, on Borough policy and actions with respect to the maintenance on the RSA's roads. Each Service Area Advisory Board shall:

- (1) With involvement from the RSA Superintendent and after public hearing, recommend an annual budget to the Manager and recommend a capital project priority list of projects as outlined in MSB Ordinance Serial No. 04-053. See Attachment D. This activity occurs in the Fall of every year.
- (2) Assist the RSA Superintendent with development of contractor summer and winter maintenance needs, and other matters as the Manager or Assembly may request. These duties also specifically include:
 - A. Standards and priorities for maintenance for different types of local service roads.
 - B. Standards and priorities for programs for reconstructing and upgrading local service roads.
 - C. Development of sources of revenues for maintenance, reconstruction and upgrade of local service roads including, but not limited to, assessments, levied through road local improvement districts and property taxes.
 - D. Which roads should be used as the basis for state aid for road construction.
- (3) Assist RSA Superintendent with providing quality assurance of the maintenance contractor. This includes documenting contractor deficiencies and forwarding them to the RSA Superintendent for resolution. These inputs will provide critical documentation on whether option years on contracts will be exercised.





- (4) Respond promptly to telephone calls and inquiries from residents regarding road maintenance, road hazards, and road conditions that require immediate remedy. Refer the complaints to the Borough's Hotline – 745-9826.
- (5) Hold public meetings at least quarterly to discuss road maintenance plans and the annual budget recommendation.
- (6) Maintain a book of board minutes, board correspondence, board documents, and service area contracts.
- (7) Inform RSA Superintendent of all board meetings at least nine (9) calendar days prior to each board meeting.
- (8) Become familiar with the requirements of the maintenance contract for his/her Service Area.

XVI. DUTIES AND RESPONSIBILITIES OF THE RSA SUPERINTENDENT

The RSA Superintendent's responsibilities include, but are not limited to the following:

- (1) Prepare road maintenance specifications through a joint effort by the RSA Advisory Board, the Purchasing Division, and the Operations and Maintenance Division. Road maintenance contracts for road service areas may only be procured by the competitive bidding process, through the Borough's Purchasing Division.
- (2) Administer the road maintenance contract. This duty includes:
 - A. Supervise and direct the road maintenance contractor.
 - B. Provide quality assurance by monitoring contractor compliance with the contract which involves personally driving the roads within their service areas on a weekly basis.
 - C. Approve the winter and summer work performed by the road maintenance contractor.
 - D. Coordinate required change orders for maintenance services.
- (3) With inputs from the RSA Supervisors, prepare and submit an annual winter and summer road maintenance capital program to the Assembly, generally accomplished in conjunction with the annual budget recommendation.
- (4) Respond to resident inquiries regarding road maintenance services, budget, and other related service area matters.
- (5) Coordinate all in-house requirements for signage, culvert thawing, etc.
- (6) Within 30 days of a new Supervisor being appointed by the Mayor, have a meeting with the Supervisor to give them an overview of the service area and an explanation of what is expected of them.
- (7) Provide a copy of the maintenance contract to the Supervisor and review it with them.





- (8) Attend and be part of the annual training sessions for the RSA Supervisors.
- (9) Brief area residents to forward complaints to the Borough's Hotline number – 745-9826.
- (10) Provide periodic briefings at the RSA Board of Supervisor's meetings in accordance with Section XX.

The Road Service Area Advisory Board may recommend to the Assembly ordinances and other actions relating to road service area matters. For issues that require concurrence, Borough staff will coordinate a resolution through the Road Service Area Advisory Board.

Currently, there are 3 RSA Superintendents with each overseeing the activities of certain RSAs:

<u>Doug Lange (745-9818)</u>	<u>Will Barickman (745-9816)</u>	<u>Mike Lachelt (745-9823)</u>
RSA 9 (Midway)	RSA 14 (Fairview)	RSA 15 (Caswell)
RSA 16 (South Colony)	RSA 17 (Knik)	RSA 20 (Willow)
RSA 19 (Lazy Mountain)	RSA 27 (Meadow Lakes)	RSA 21 (Big Lake)
RSA 23 (North Colony)	RSA 28 (Gold Trails)	RSA 29 (Talkeetna)
RSA 25 (Bogard)		RSA 30 (Trapper Creek)
RSA 26 (Butte)		
RSA 31 (Alpine)		

XVII. DUTIES AND RESPONSIBILITIES OF THE ASSEMBLY



The Assembly member that represents the District that the RSA is within is a key player in ensuring the business of the RSA is conducted in a timely and efficient manner. Here are some of the key duties of the Assembly:

- (1) Review and approve the Budget and Capital Program for each RSA.
- (2) Attend quarterly RSA Board of Supervisor meetings.
- (3) Attend monthly Local RSA Advisory Board meetings.
- (4) Take an aggressive role in pursuing and obtaining qualified people to be on the Boards.
- (5) Support bonds (when they makes sense) to upgrade major collectors and arterials within the different RSAs.
- (6) Coordinate with the Public Works Director for an orientation meeting after being selected to serve on the Assembly.
- (7) Coordinate road maintenance issues with the Public Works Director or the O&M Division Manager.

XVIII. TRAINING FOR RSA SUPERVISORS





The Borough Staff support this program and are very much interested in having RSA Supervisors that are successful with their responsibilities. The first aspect of this is to ensure people with the right skill sets and with the concern for the entire RSA are recruited. From there, Borough staff will provide initial and annual training to ensure the RSA Supervisor is able to complete their duties.

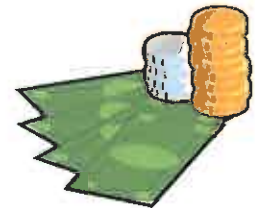
Within 30 days of a new supervisor being appointed by the Mayor, the RSA Superintendent will meet with the new Supervisor to give them an overview of their service area and what is expected of them. At this meeting, the RSA Supervisor will also get a copy of the RSA Operating Manual.

After that initial training, the Borough will provide two member training sessions in March and September of each year. The focus of this training will be to review the RSA Operating Manual, with emphasis on the following topics:

- (1) How to handle resident complaints and their resolutions
- (2) How to interface with Borough RSA Superintendents and the RSA contractors.
- (3) How to interface with other Boards of Supervisors at the Local RSA Advisory Board.
- (4) Provide an understanding of road maintenance, road conditions – what is acceptable, and what needs to be improved.
- (5) Open Meetings Act and its applicability to RSA business.
- (6) Established policies and procedures.
- (7) How to read and understand the monthly Budget Performance Reports.

XIX. COMPENSATION

Board members shall be reimbursed for mileage incurred in connection with meetings of the board in the same manner as Borough employees are compensated for mileage expenses upon presentation of supporting documentation satisfactory to the Director of Public Works.



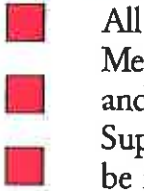
See Attachment (E) for the Mileage Reimbursement Form.

XX. RSA ADVISORY BOARD OF SUPERVISOR’S MEETINGS



Each Board should meet each year no less than quarterly, at a designated time and place, or as otherwise provided by resolution or ordinance. A majority of the board may call a special board meeting. All meetings shall be open to the public, and are subject to the Open Meetings Act (ASW 44.62.310-312) See Attachment C.





All meetings will be advertised on the Frontiersman Borough page, Notice of Public Meetings, by the Borough Clerk's Office. Contact the Clerk's Office to schedule any and all meetings at least 14 days in advance of the meeting. Also, contact the RSA Superintendent with the confirmed meeting date. The Clerk's Office will also have to be notified promptly of cancellations or meeting changes in order to provide adequate public notice of any changes.

The board establishes a meeting agenda and maintains a book of minutes containing written minutes for all meetings. The minutes shall include, at a minimum, meeting time, location, members participating, public attendances, agenda, and actions taken. The Board's Secretary will transmit a copy of the minutes to the Borough Clerk's Office within 7 days after they have been approved.

The board shall also maintain a file of correspondence, service area documents, and service area contracts. The board consults and advises the Assembly and mayor concerning the administration of the affairs of the service area and information regarding the services being provided by the service area.

No meeting may be held unless a quorum is present. A quorum is a majority of the actual membership, and not of those members attending a meeting. An affirmative vote by a majority of the board members (2 of 3, for a 3-member board, for example) is necessary for the board to approve any action. A majority of the authorized members of a board is a quorum for the transaction of business.

At a meeting with only a quorum, a majority vote of the quorum is sufficient to carry motions and resolutions. In the absence of a quorum for the transaction of business, any number less than a quorum may recess a meeting to a later time or date. Without a quorum, a board cannot take any action other than recess.

An RSA Superintendent from O&M will also attend these meetings and will present the following information:

- (8) 1st Quarter (January/February/March). Topics: Proposed O&M budget, including 265 account and funds expended in optional maintenance. Explain the Monthly Budget Performance Report.
- (9) 2nd Quarter (April/May/June). Topics: Proposed crack sealing, calcium chloride, grid rolling and construction projects – to include gravel and paving projects, locations and schedules. ROW issues solved, ROW changes, Notification of bids for Capital Improvement program. Ballot propositions, if proposed. Explain funds used in optional maintenance.
- (10) 3rd Quarter (July/August/September). Topics: Recap of summer work, estimated project cost versus actual project cost, scheduled work still to be completed, winter shutdown. Winter maintenance. Explain funds used in optional maintenance.





- (11) 4th Quarter (October/November/December). Topics: Develop CIP for next fiscal year. State lobbying effort for funding. Audited fund balances. Explain funds used in optional maintenance.



XXI. LOCAL ROAD SERVICE AREA (LRSA) ADVISORY BOARD

The Primary representative (or his/her designated representative from the RSAs three board members) will meet the 3rd Thursday of every month to discuss issues that are pertinent to all of the RSAs. This meeting is called the Local Road Service Area Advisory Board meeting. This is a 16-member board (the Primary from each RSA) that will have a nominated Chairman, Vice Chairman, and a Secretary.

The membership of these 3 positions will be selected from the Primary RSA Board of Supervisors who attend this meeting. This meeting starts at 6:30 pm and the meetings are currently being held at the Central Public Safety Building in Wasilla. This meeting is also attended by the Borough's Director of Public Works, or the Operations and Maintenance (O&M) Division Manager when the Director of Public Works is unavailable.

All meetings shall be open to the public, and are subject to the Open Meetings Act (ASW 44.62.310-312) See Attachment C.

As is stated in paragraph XX, all meetings will be advertised on the Frontiersman Borough page, Notice of Public Meetings, by the Borough Clerk's Office. The Board President will contact the O&M's secretary at 745-9804 to coordinate with the Clerk's Office to get the advertisements completed. The Board President must promptly contact the O&M secretary to notify them of cancellations or meeting changes. This will ensure adequate time is provided to notice the public of any changes.

The Board establishes a meeting agenda and maintains a book of minutes containing written minutes for all meetings. The minutes shall include, at a minimum, meeting time, location, members participating, public attendances, agenda, and actions taken. The Board's Secretary will transmit a copy of the minutes to the Borough Clerk's Office within 7 days after they have been approved.

On issues where a vote is required at the meeting, only one vote from each RSA will be counted, and that is typically the vote of the Primary member. No meeting may be held unless a quorum is present. A quorum is a majority of the actual membership, and not of those members attending a meeting. A majority of the authorized members of a board is a quorum for the transaction of business.

At a meeting with only a quorum, a majority vote of the quorum is sufficient to carry motions and resolutions. In the absence of a quorum for the transaction of business,



any number less than a quorum may recess a meeting to a later time or date. Without a quorum, a board cannot take any action other than recess.

XXII. ROAD SERVICE AREA BOARD OF SUPERVISORS AUTHORITY

The Road Service Area Board of Supervisors are units of the Borough, subject to the same legislative and administrative laws of the Borough. The Board's authority is limited to the powers and authority granted under the ordinance which created the specific road service area and the Matanuska-Susitna Borough Code provisions, and the rules and regulations developed there under.



The Board has no legislative, administrative, contractual, bonding, taxing, or other authority to deal with the public, an individual, an entity or to contract work with contractors. Such authority is vested in the Assembly. The Assembly has delegated this authority to various departments, subject to Assembly approval and ratification. Generally, all actions of the Road Service Area Board fall under the administrative authority of the Borough Manager, except those recommendations the Service Area Board may direct to the Mayor and Assembly. The Borough Manager has delegated this administrative authority to Operations and Maintenance Division, Department of Public Works.

A service area and Board do not have authority to place signage, traffic signs, or traffic devices. The Borough handles traffic signs, speed bumps, speed humps, and other related signage and devices.

The Road Service Area Board has no authority to use resources, including contracted services, for the benefit of private persons or property. The Road Service Area Board has no authority to go onto private property without the explicit permission of the property owner.

XXIII. ROAD SERVICE AREA CONTRACT ADMINISTRATION GUIDELINES

The Road Service Area Board of Supervisors is under the general and specific auspices of the Matanuska-Susitna Borough, and subject to all laws, ordinances, rules and regulations of the Matanuska-Susitna Borough.



Each road service area prepares road maintenance specifications through a joint effort by the Board, Purchasing Division and the Operations and Maintenance (O & M) Division. Road maintenance contracts for road service areas may only be procured by the competitive bidding process, through the Borough Purchasing Division



- Road service area maintenance contracts contain specific provisions, in addition to the bid for equipment and labor items that control the actions of the contractor and the relationship between the Board, the contractor and the Borough. The Board is the Borough's representative to track the contractor's road maintenance performance, and to document either non-performance or poor performance, which provides the Borough with adequate grounds to terminate or not to extend the contract.

The Board has no authority to prevent the exercise of renewal options, but the Board's input will be evaluated and considered prior to any exercise of renewal options. In any case, non-renewal of a contract with renewal options must be for reasonable cause, not just for any kind of reason. Consequently, the Board, has the authority to:

- (1) Review the contractor's work.
- (2) Document any deficiencies in the contractor's work.
- (3) Request the contractor, through the Borough, to perform remedial work to remedy the deficiencies.
- (4) Recommend the Borough not renew a contract based upon inadequate performance.

All contractors shall be:

- (1) Licensed by the State of Alaska, be bonded and maintain liability insurance protecting the Borough and its political divisions;
- (2) Apply for and obtain all permits required to work within the road right-of-way, including road ditches; and
- (3) Responsible for the actions and inactions of its employees, contractors, agents, representatives and any other persons under its direct control or supervision.

XXIV. ROAD SERVICE AREA (RSA) AUTHORITY

The extent of road service area authority to provide road services depends on the condition and type of roads in existence at the time of creation of the road service area, new roads added to the area, and new roads annexed to the road service area.

Other than ordinary grading and snow removal, road service areas can provide the following services depending upon priority work and funding levels:

- (1) Rural dirt roads in a road service area in only fair condition may be maintained to a point guided by hazard and safety considerations. It is not permissible, however, to reconstruct the road, or





- (2) rehabilitate the road to the extent work is more than maintenance work. Paved roads in a road service area may be maintained to preserve and extend the life of the road, including re-paving break-ups requiring minimum overlay to preserve, but not including rebuilding of the road base.
- (3) A road service area is allowed to bring in other materials and grading to save a dirt road from complete erosion due to wear and tear and drainage.
- (4) A road service area may fill and grade of potholes, and clean out existing drainages.
- (5) Normal grading and reforming are permissible, as well as replacement of drainage culverts in the same area as the original culvert, and with the same size culvert, unless increased natural or manmade drainage requires a larger culvert.
- (6) Dust control, such as placing Calcium Chloride on dirt roads, and crack sealing on existing paved roads.
- (7) Strip paving.

It is common knowledge that the Borough is fighting an uphill battle trying to make certain that we have adequate funding to keep our road transportation network in a maintained state. Given this fact, all RSA funds (generated through RSA tax dollars) must be spent wisely and the expenditure of these funds must be applied in a consistent manner across all RSAs.

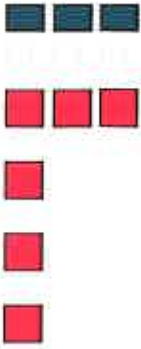
Road improvement within service areas may be financed by any method permitted by law, and by the Assembly through funds made available to the Borough for local service roads as allowed in this section.

Local service road funds may be expended for up to 50 percent of the cost of any road project as defined by the Assembly with the remaining funds to be generated through tax levies or other lawful means. The Assembly may, however, expend local road funds for up to 100 percent of the cost of any road project, as defined by the Assembly, provided that the project supported is a collector road dedicated to public use and the benefit derived by the general public in the project warrants full funding through local service road and trail funds.

In order for a project to be funded by the RSA it must meet the following requirements:

- (1) The road being improved must have an existing dedicated public right-of-way or easement.





- (2) The project must have the support of the RSA Board and the Borough Road Superintendent for the area, be added to the Capital Projects List, and be approved by the Assembly.
- (3) The roads eligible for RSA participation should be limited solely to those roads providing access to people's primary residences. Roads to raw land, for example, would not be eligible for RSA participation.
- (4) RSA funds cannot be used on a proposed upgrade if the residences that would be served by the upgrade have other up-to-standard access available.
- (5) To be eligible, the properties affected must be paying road service taxes.
- (6) The number of residences served relative to the cost of the upgrade must have a reasonable and appropriate cost/benefit balance.
- (7) If the project is funded at less than 100 percent, the remaining funds needed may come from other lawful sources such as State funds or a special mil rate assessed on the owners served by the project as allowed by Title 5.15.025.

Roads that do not meet the above requirements may be funded from other sources such as:

- (1) Apply for a General Construction Permit. An individual or a group of property owners may apply for a General Construction Permit from the Public Works Department for the purpose of upgrading a road to meet Borough standards. The permit holder must hire a Professional Licensed Surveyor and a Professional Civil Engineer to provide the survey control and certification that the improvements meet the requirement for borough acceptance. The cost for all of the improvements and support from a surveyor and civil engineer are borne by the permit holder.
- (2) Create a Local Improvement District (LID). An LID may be used for upgrading roads for the purpose of obtaining road maintenance. The entire (100%) cost of the project, including the borough's administrative time is borne by the petitioners. The advantage of the LID process is to spread the cost between all the property owners that will benefit from the improvement.
- (3) Pursue funding through other State-Funded Programs. A property owner can seek funding for projects of this nature through different agencies and the State Legislators.





XXV. REVOLVING LOAN FUNDS



Within the annual operating budget of the borough, the assembly may establish revolving loan funds to provide moneys necessary for the operation of, and the acquisition of capital items in service areas. The assembly by resolution may approve loans to service areas from the revolving loan funds, and shall establish interest rates for the loans.

Resolutions approving loans from service area revolving funds may describe additional terms and conditions as the assembly deems appropriate.

Repayment of loans made from the service area revolving loan funds shall be accomplished through additional mill levies within the service area indebted unless the assembly approves some other means of repayment.

XXVI. ACCOUNTING CODES

Each service area is assigned an individual set of accounting codes by the Borough Finance Department. Frequent terms are described below:

<u>Fund-</u>	A unique governmental account number assigned to a specific road service area in which revenues and expenditures are recorded and credit/debit balances maintained. Revenues not expended are identified and accrue interest. Revenues collected and expenditures made are specifically for the benefit of the particular road service area.	
--------------	--	--

<u>Revenue code-</u>	A revenue code is assigned to a specific road service area to record general revenues, such as tax revenues, received for the benefit of the specific service area.
----------------------	---

<u>Budget year-</u>	Generally, the year in which the general tax revenues and general expenditures for a specific budget year occur. The fiscal year for the Borough is July through June 30. However, in certain cases, such as state or federal grants, the budget year refers to the year in which the grant was appropriated and received by the Matanuska-Susitna Borough for the benefit of the service area.
---------------------	---





Account code-

An account number describing a specific type of road service area expenditures, such as 428.600 for general contractual road maintenance services.



Fund balance-

An audited accounting balance of the unique service area fund of revenues, commitments and expenditures, similar to a savings account for future use exclusively by the specific service area.

Example: **MIDWAY ROAD SERVICE AREA**
 Fund 270
 Budget year 2005
 Rev 311.100 Real Property

XXVII. STAFF SUPPORT FOR SERVICE AREAS



Operations and Maintenance Division administrative staff is delegated to assist, direct and coordinate service area matters. Department contact information is as follows:

NAME, TITLE	PHONE	FAX	EMAIL
Shaune O'Neil Director of Public Works	745-9801	745-9825	soneil@matsugov.us
Chuck Braun, O & M Division Manager	745-9831	746-5769	cbraun@matsugov.us
Jennifer Ballinger, Secretary	745-9804	746-5769	jballinger@matsugov.us
Doug Lange, RSA Superintendent II	745-9818	746-5769	dlange@matsugov.us
Mike Lachelt, RSA Superintendent	745-9823	746-5769	mlachelt@matsugov.us
Will Barickman, RSA Superintendent	745-9816	746-5769	wbarickman@matsugov.us
Bob Walden, RSA Superintendent/Construction Inspector II	745-9807	746-5769	bob.walden@matsugov.us



CHAPTER 4.05: GENERAL PROCEDURES

Section

- 4.05.010 Applicability of chapter
- 4.05.020 Creation/termination
- 4.05.030 Appointment, removal and vacancy
- 4.05.040 Qualifications of board members
- 4.05.050 Term of service
- 4.05.060 Termination and reestablishment of boards [Repealed]
- 4.05.071 Compensation and reimbursement
- 4.05.080 Quorum
- 4.05.090 Meetings
- 4.05.100 Ethics
- 4.05.110 Officers

4.05.010 APPLICABILITY OF CHAPTER.

(A) Each board, commission, or committee created by the assembly shall be governed by this chapter unless otherwise provided by ordinance. For purposes of this chapter, the terms "board," "commission," and "committee" have identical meanings.

(B) Temporary committees and committees formed for a special purpose of limited duration by ordinance or otherwise shall not be subject to the term of service provisions of this chapter. Such temporary committees shall not terminate until the duty assigned to them is accomplished and the assembly receives its final report, or upon dissolution by the assembly.

(C) Boards and committees may create their own subcommittees as needed.

(D) All committees and boards, whether temporary or not, shall comply with the relevant provisions of the code and shall abide by the rules of procedure as outlined in the most current edition of *Robert's Rules of Order, Newly Revised*.

(Ord. 04-080, § 2, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

4.05.020 CREATION/TERMINATION.

(A) A board shall be created either by ordinance or by resolution. Unless established by ordinance, a board shall have advisory functions only, and shall not otherwise act, individually or collectively, as a borough agent.

(B) The assembly may terminate a board in the same manner as it was created.

(C) This section shall not apply to boards created by state statute.

(Ord. 04-080, § 3, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

4.05.030 APPOINTMENT, REMOVAL AND VACANCY.

(A) Board members shall be appointed by the mayor and confirmed by the assembly.

Assembly confirmation of an appointment made by the mayor may occur only at a special meeting called for the purpose of considering the appointment, or the next regular meeting following the meeting at which the appointment was made. A member may be removed by the assembly before the expiration of the member's term in accordance with this section.

(B) A vacancy occurs on the board when:

- (1) a member is removed for good cause by the mayor with the approval of the assembly or by a two-thirds majority of the assembly. Good cause shall be as determined solely by the assembly and shall be stated with each removal action;
- (2) a confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation;
- (3) a board member departs the borough intending to remain outside the borough for 90 calendar days or more or an indefinite amount of time;
- (4) a board member submits a resignation accepted by the mayor;
- (5) a board member, due to incapacity or absence from the borough, cannot attend board meetings for 90 calendar days or more; and
- (6) the board member is absent from more than three consecutive regular board meetings, and the respective board requests the removal, in writing, to the assembly.

(C) In the event that a vacancy is created on a board, the mayor shall promptly act to fill the vacancy for the remainder of the term.

(Ord. 04-080, § 4, 2004; Ord. 97-037, § 2, 1997; Ord. 94-001AM, § 5 (part), 1994; Ord. 86-107, § 2, 1986; Ord. 84-34, § 25 (part), 1984)

4.05.040 QUALIFICATIONS OF BOARD MEMBERS.

(A) In addition to any other qualifications which may be required, each board member shall be a registered voter of the borough while serving on a board unless otherwise established by ordinance.

(B) *[Repealed by Ord. 04-080, § 5, 2004]*

(Ord. 04-080, § 5, 2004; Ord. 97-037, § 3, 1997; Ord. 95-092, § 2 (part), 1995; Ord. 94-001AM, § 5 (part), 1994; Ord. 90-156, § 2, 1991; Ord. 86-4, § 2, 1986; Ord. 84-34, § 25 (part), 1984)

4.05.050 TERM OF SERVICE.

(A) The term of any board member is three years unless a different term is established by ordinance. Terms shall be staggered by the appointment of initial members for lesser terms so that as nearly as possible a pro rata number of members are appointed each year.

(B) Except as provided in MSB 4.05.030, the board member serves during the term for which they are appointed and until a successor has been elected or appointed and has taken the seat to which they were elected or appointed. In any event, the board member shall serve no longer than the thirtieth calendar day following the final day of the original term.

(C) Unless otherwise provided in the ordinance establishing a board, a board member may not serve more than two full consecutive terms on the same board. A board member who serves more than one-half of a term is considered to have served a full term. After one year from the date of termination of a board member's second full consecutive term, the ex-board member may be reappointed to the same board.

(D) In filling vacancies for unexpired terms, an officer who has served more than half a term in office is considered to have served a full term.

(E) The required three-year terms shall be calculated on a calendar-year basis.

(Ord. 04-080, § 6, 2004; Ord. 98-020SUB, § 2, 1998; Ord. 97-037, § 4, 1997; Ord. 94-001AM, § 5 (part), 1994; Ord. 89-24, § 2, 1989; Ord. 86-86, § 2, 1986; Ord. 84-34, § 25 (part), 1984)

4.05.060 Termination and reestablishment of boards. [Repealed by Ord. 04-080, § 7, 2004]

4.05.071 COMPENSATION AND REIMBURSEMENT.

(A) *General provisions.* A board member shall be eligible for compensation and reimbursement, provided that the board is established by a codified ordinance which sets forth the amount of compensation and reimbursement a member is entitled to receive.

(B) *Compensation.* Compensation for board members shall be paid as follows:

(1) A board member shall be compensated as prescribed by ordinance.

(2) A board member may request a waiver of compensation for any reason or no reason by submitting the request to in writing to the clerk.

(3) For the purposes of compensation, meetings shall be narrowly construed as official and advertised board meetings, and shall include regularly scheduled and special or emergency meetings and work sessions.

(4) Compensation may not be paid for a member's attendance at meetings, training or informal activities which are not official and advertised sessions of the board or commission, though attendance fees may be eligible for reimbursement.

(C) *Reimbursement.* Members shall be reimbursed as follows:

(1) A board member shall be reimbursed for actual, necessary, and pre-approved expenses incurred on authorized board business.

(2) Board members whose borough business takes them outside the borough for

any reason shall receive approval from the manager in advance to be eligible for reimbursement.

(3) *[Repealed by Ord. 04-080, § 8, 2004]*

(D) This section shall apply only to boards established by ordinance pursuant to MSB 4.05.020.

(Ord. 04-080, § 8, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 92-037AM, § 3 (part), 1991)

4.05.080 QUORUM.

(A) All meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.

(B) A majority of the number of authorized board seats shall be a quorum for the transaction of business. In the absence of a quorum, any business transacted is null and void. The only action that can legally be taken in the absence of a quorum is to adjourn, recess, or take measures to obtain a quorum.

(Ord. 04-080, § 9, 2004; Ord. 97-038, § 5, 1997; Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

4.05.090 MEETINGS.

(A) Board meetings shall be held regularly at a designated time and place, or as otherwise provided by resolution or ordinance. The chair or majority of the board may call a special board meeting. All meetings shall be open to the public.

(B) *[Repealed by Ord. 04-080, § 10, 2004]*

(C) *[Repealed by Ord. 04-080, § 10, 2004]*

(Ord. 04-080, § 10, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

4.05.100 ETHICS.

All board members shall abide by and are subject to the borough code of ethics, MSB 2.70.

(Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

4.05.110 OFFICERS.

(A) Each board shall have a chairperson and a vice chairperson. Officers shall be elected by a majority of the board members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled.

(B) The duties of the chairperson are:

(1) to open the meeting at the appointed time and determine that a quorum is present;

(2) to enforce the rules relating to debate, order, and decorum;

(3) to state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;

(4) if a motion is not in order, to rule it out of order; and

(5) to assign a member to note those members present and absent and ensure minutes are taken on all actions by the board at each meeting.

(C) The duties of the vice chairperson shall be to perform duties of the chairperson in the chairperson's absence.

(Ord. 04-080, § 11, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 84-34, § 25 (part), 1984)

This page of the Matanuska-Susitna Borough Code is current through Ordinance 11-131, passed September 20, 2011.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Borough Website: <http://www.matsugov.us/>
Borough Telephone: (907) 745-4801
Code Publishing Company
eLibrary

CHAPTER 4.48: LOCAL ROAD SERVICE AREA ADVISORY BOARD

Section

- 4.48.010 Board established; purpose
- 4.48.020 Composition and term
- 4.48.025 Compensation
- 4.48.030 Organization; meetings
- 4.48.040 Duties
- 4.48.050 Service area boards

4.48.010 BOARD ESTABLISHED; PURPOSE.

There is established a road service area advisory board to advise the assembly and administration on local road policy within the borough.

(Ord. 94-001AM, § 5 (part), 1994; Ord. 85-93, § 2 (part), 1985)

4.48.020 COMPOSITION AND TERM.

(A) The board is comprised of one road supervisor from each of the road service areas within the borough. Each service area board shall select its representative and a first and second alternate from within its own members.

(Ord. 04-080, § 35, 2004; Ord. 87-14, § 2, 1987; Ord. 85-93, § 2 (part), 1985)

4.48.025 COMPENSATION.

Board members shall be reimbursed for mileage incurred in connection with meetings of the board in the same manner as borough employees are compensated for mileage expenses upon presentation of supporting documentation satisfactory to the appropriate director.

(Ord. 00-082 § 2, 2000)

4.48.030 ORGANIZATION; MEETINGS.

(A) The road service area advisory board shall establish a regular meeting schedule each calendar year and may hold additional meetings as are called by its chairperson, one-third of its members, or the mayor. Minutes shall be kept of each meeting by the secretary, who shall transmit a copy to the clerk for its preservation.

(B) No meeting may be held unless a quorum is present. A quorum is a majority of the actual membership. An affirmative vote by a majority of those members attending a lawful meeting is necessary for the board to take action.

(Ord. 04-080, § 36, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 87-14, § 3, 1987; Ord. 85-93, § 2 (part), 1985)

4.48.040 DUTIES.

(A) The road service area advisory board shall make recommendations to the manager or assembly, as appropriate, on borough policy and actions with respect to:

- (1) standards and priorities for maintenance for different types of local service roads;
 - (2) standards and priorities for programs for reconstructing and upgrading local service roads;
 - (3) development of sources of revenues for maintenance, reconstruction and upgrade of local service roads including, but not limited to, assessments levied through road local improvement districts and property taxes;
 - (4) which roads should be used as the basis for state aid for road maintenance; and
 - (5) administration of road service area operations.
- (B) The road service area advisory board shall review the budget for each road service area and make recommendations to the administration no later than March 31st of each year.
- (C) The road service area advisory board may recommend to the assembly ordinances and other actions relating to road service area matters.

(Ord. 04-080, § 37, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 85-93, § 2 (part), 1985)

4.48.050 SERVICE AREA BOARDS.

- (A) The establishment of the road service area advisory board shall not displace or lessen any function or duty of a road service area board of supervisors.

(Ord. 04-080, § 38, 2004; Ord. 94-001AM, § 5 (part), 1994; Ord. 85-93, § 2 (part), 1985)

This page of the Matanuska-Susitna Borough Code is current through Ordinance 11-131, passed September 20, 2011.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Borough Website: <http://www.matsugov.us/>
 Borough Telephone: (907) 745-4801
 Code Publishing Company
 eLibrary

CHAPTER 5.10: ESTABLISHMENT OF SERVICE AREAS

Section

- 5.10.005 Standards for designation
- 5.10.010 Initiation by petition
- 5.10.015 Initiation by the assembly
- 5.10.020 Review by manager
- 5.10.025 Action by assembly
- 5.10.030 Ballot propositions
- 5.10.035 Election
- 5.10.040 Commencement of services
- 5.10.045 Establishment of service areas; public lands
- 5.10.050 Service area boundaries

Statutory reference:

For statutory provisions regarding service areas, see A.S. 29.35.450 through 29.35.490

5.10.005 STANDARDS FOR DESIGNATION.

(A) Territory within the borough may be designated a service area if:

- (1) Consistent with the purposes of Article X of the constitution of the state of Alaska, the new services cannot be provided by an existing service area, by incorporation as a city, or by annexation to a city;
- (2) The facilities or services to be provided are needed for the health, safety or welfare of persons and property within the proposed service area; or
- (3) The facilities or services proposed are provided through exercise of municipal powers permitted by A.S. 29.35.450 through 29.35.490 or other provisions of law.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 80-8, 1980)

5.10.010 INITIATION BY PETITION.

(A) A service area may be initiated by filing a petition with the clerk containing signatures of persons owning at least 50 percent of the real property within the proposed service area.

(B) All signatures of property owners shall be made and dated within 90 calendar days preceding submission of the petition to the clerk.

(C) Petitions shall contain:

- (1) The signature, legal description and mailing address of each signatory;
- (2) The name and mailing address of a representative designated by the signatories to receive correspondence on their behalf;

- (3) A statement of the services proposed to the signatories;
- (4) A vicinity map indicating the location of the proposed service area with respect to cities and existing service areas as presented to the signatories; and
- (5) The legal description of the real property owned within the proposed service area.

(D) On receipt of a petition proposing formation of a service area, the clerk shall review that petition and determine whether it contains the information required by this section. The clerk shall certify petitions containing the required information and forward them to the manager for further action. Petitions found insufficient shall be immediately returned to their sponsors.

(E) A service area established through a petition may not be amended or repealed within two years after its effective date.

(Ord. 95-027, § 7, 1995; Ord. 94-001AM, § 6 (part), 1994; Ord. 80-87, § 2, 1980; Ord. 80-8 (part), 1980)

5.10.015 INITIATION BY THE ASSEMBLY.

(A) A service area may be initiated by resolution of the assembly, provided the assembly finds the public interest served through formation of a service area does not require circulation of a petition among residents in that area under MSB 5.10.010.

(B) Resolutions initiating service areas under this section shall contain:

- (1) Findings required by subsection (A);
- (2) A statement of services proposed; and
- (3) A description of the geographic boundaries of the proposed service area.

(Ord. 80-8 (part), 1980)

5.10.020 REVIEW BY MANAGER.

(A) Petitions certified by the clerk under MSB 5.10.010 and resolutions of the assembly authorized by MSB 5.10.015 shall be referred to the manager for analysis and recommendation.

(B) On receipt of a certified petition or resolution proposing formation of a service area, the manager shall within 90 calendar days compile the following information:

- (1) A description of all parcels within the boundary of the service area which can be made certain in property records of the borough;
- (2) The assessed or estimated value of all taxable property within that area, with separate totals for both real and personal property;
- (3) The number of persons living within the area;

(4) The estimated cost of the proposed services for the first year expressed in mills and dollar amounts; and

(5) A service area map showing all parcels, rights-of-way and easements necessary to provide services.

(C) The manager shall also prepare a recommendation on the wisdom of forming the service area as proposed, reflecting the manager's consideration of the feasibility of and public interest served by creation of the proposed service area.

(D) Upon completion, the manager's analysis and recommendation shall be submitted to the assembly together with a proposed ordinance calling for submission of the question of formation of the proposed service area to qualified voters of the next regular election. If formation of the service area is proposed through a certified petition bearing the signatures of 100 percent of all property owners in the area and if no voters reside in that area, the proposed ordinance need contain only language establishing the service area immediately upon its passage by the assembly. (IM 97-001, page 1, presented 1-7-97; Ord. 95-103, § 2 (part), 1995; Ord. 95-027, § 8, 1995; Ord. 88-44, § 2, 1988; Ord. 80-8 (part), 1980)

5.10.025 ACTION BY ASSEMBLY.

(A) After notice and public hearing, the assembly shall consider enactment of the ordinance prepared by the manager under MSB 5.10.020. The assembly shall make specific findings concerning the feasibility and practicability of providing the services proposed, the public interest served through creation of the proposed service area, and its determination of the area affected, where required by MSB 5.10.035.

(B) This chapter shall not be construed to limit the assembly's power to amend, substitute or take other action as allowed by law on the ordinance presented to that body by the manager under MSB 5.10.020.

(C) Where no voters reside in a proposed service area and where the service area was proposed to the assembly by a certified petition bearing the signatures of 100 percent of the property owners in that area, the ordinance creating the service area shall become law upon enactment by the assembly and need not be ratified by the voters.

(D) *[Repealed by Ord. 95-103, § 3 (part), 1995]*

(Ord. 95-103, § 3 (part), 1995; Ord. 95-027, § 9, 1995; Ord. 94-001AM, § 6 (part), 1994; Ord. 80-87, § 3, 1980; Ord. 80-8 (part), 1980)

5.10.030 BALLOT PROPOSITIONS.

(A) Ballot propositions submitted to the voters under MSB 5.10.025 shall contain:

(1) The question of whether a service area to be known as the _____ service area shall be established to provide services.

(2) A clear description of the geographic area shall be included on the ballot or made available to voters at the precinct polling place.

(3) A map depicting the location and boundaries of the proposed service area shall appear on the ballot or be made available to voters at the polling place.

(4) The estimated cost of the proposed services for the first year expressed in mills and dollar amounts.

(5) Other information as the assembly by ordinance deems appropriate.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 89-99, § 2, 1989; Ord. 88-199, § 2, 1988; Ord. 80-8 (part), 1980)

5.10.035 ELECTION.

(A) Ballot propositions proposing the establishment or the abolition of service areas shall be submitted only to the qualified voters residing within the proposed service area or the service area to be abolished.

(B) Ballot propositions proposing the annexation of territory to an existing service area other than a road or fire protection service area shall be submitted only to the qualified voters residing within the area proposed for annexation. If, however, the assembly finds, based on public testimony and other information received in connection with consideration of an ordinance proposing modification of a service area and the analysis and recommendation of an existing board of supervisors having jurisdiction over the area in question, that the area affected by the proposed annexation includes the existing service area, the proposition must be approved by a majority of the voters within each area before it is effective. In determining the area affected by service area modification, the assembly shall consider its effect on the level of services, the cost of services, and public policy favoring maximum local self-government through a minimum of local government units.

(Ord. 08-039(AM), § 3, 2008; Ord. 80-87, §§ 4 and 5, 1980; Ord. 80-8 (part), 1980)

5.10.040 COMMENCEMENT OF SERVICES.

Unless otherwise stated in the ordinance and ballot proposition establishing a service area, provision of municipal services in that area shall commence on July 1st following certification of the election at which establishment of the service area was approved.

(Ord. 80-8 (part), 1980)

5.10.045 ESTABLISHMENT OF SERVICE AREAS; PUBLIC LANDS.

(A) The assembly may establish a service area by ordinance which may include only vacant, unappropriated, and unreserved land owned by the borough. The borough may establish a service area, with the concurrence of the commissioner of natural resources, which may include only vacant, unappropriated, and unreserved land owned by the state and classified for disposal to individuals. The borough may provide those services in a service area established under this section necessary to develop state or municipal land as required by planning and planning ordinances of the borough.

(B) Provided that formation of service areas authorized by this section is accomplished by ordinance, the provisions of MSB 5.10.010 through 5.10.040 do not apply to formation of those service areas.

(Ord. 80-8 (part), 1980)

5.10.050 SERVICE AREA BOUNDARIES.

(A) Where a boundary of a service area is a section line, the right-of-way, if any, along both sides of the section line is included in the service area. State-maintained roads within described territory of road service areas are excluded.

(B) Boundary streets of subdivisions within service areas shall be included within the service area to the extent of the full width of those streets to abutting property lines.

(Ord. 80-8 (part), 1980)

This page of the Matanuska-Susitna Borough Code is current through Ordinance 11-131, passed September 20, 2011.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Borough Website: <http://www.matsugov.us/>
Borough Telephone: (907) 745-4801
Code Publishing Company
eLibrary

CHAPTER 5.15: OPERATION OF SERVICE AREAS

Section

- 5.15.005 Service area boards of supervisors
- 5.15.010 Organization of boards of supervisors
- 5.15.015 Duties of boards of supervisors
- 5.15.017 Compensation for boards of supervisors
- 5.15.019 Taxes, charges, and assessments
- 5.15.020 Service area revolving loan funds
- 5.15.025 Road service areas; local service roads and trails funds
- 5.15.030 Administration of fire service areas
- 5.15.040 Fire service mutual aid plans and agreements
- 5.15.050 Uniform fire service administration and operation

5.15.005 SERVICE AREA BOARDS OF SUPERVISORS.

The assembly may by ordinance establish appointed or elected boards of supervisors to assist in the operation of service areas.

(Ord. 80-8 (part), 1980)

5.15.010 ORGANIZATION OF BOARDS OF SUPERVISORS.

(A) Unless otherwise provided in the ordinance establishing a service area, or as provided by subsequent resolution of the assembly, the board of supervisors for each service area shall be composed of three persons who are qualified voters residing within the service area, appointed by the mayor and approved by the assembly. Each supervisor shall serve a term of three years and may serve additional terms. The three-year term shall be calculated on a calendar year basis. The terms of members initially appointed shall be staggered so that as nearly as possible an equal number of vacancies occur each year on a board. Vacancies occurring on a board of supervisors shall be filled for terms remaining by the mayor, subject to assembly confirmation.

(B) *[Repealed by Ord. 98-022, § 2, 1998]*

(C) The board shall first meet at the call of the mayor within 15 calendar days of the election or its appointment in order to organize. The board shall select from among its members a presiding officer, elected by a majority of the board members for a term of one year, to preside at meetings and adopt rules of procedure. The election of the presiding officer shall be the first order of business at any time that the officer's seat is not filled. The board shall meet no less than quarterly and may meet at other times as its members shall determine. A majority of the authorized members of the board shall constitute a quorum for transaction of business. In the absence of a quorum for the transaction of business, any number less than a quorum may recess a meeting to a later time and date.

(Ord. 06-016, § 2, 2006; Ord. 05-010, § 2, 2005; Ord. 98-022, § 2, 1998; Ord. 95-027, § 10, 1995; Ord. 94-001AM, § 6 (part), 1994; Ord. 93-049, § 2, 1993; Ord. 93-044, § 2,

1993; Ord. 93-041, § 2, 1993; Ord. 90-157AM, § 2, 1991; Ord. 80-87, §§ 6 and 7, 1980; Ord. 80-8 (part), 1980)

5.15.015 DUTIES OF BOARDS OF SUPERVISORS.

(A) Boards of supervisors for all service areas shall:

- (1) After public hearing, recommend an annual budget to the manager; and
- (2) Make recommendations to the manager and the assembly on building programs, equipment acquisition and disposal, administrative policies and procedures, contracts, maintenance needs, and other matters as the manager or the assembly may request.

(B) In addition to those duties described in subsection (A), boards of supervisors of fire service areas shall also:

- (1) make recommendations to the manager and assembly on the appointment and supervision of volunteer fire chiefs appointed to administer the fire service area; and
- (2) submit an annual efficiency report on volunteer fire chiefs to the manager.

(C) A board of supervisors for an area for which fire services are provided through contract may not make recommendations on the following:

- (1) whether the services should be provided by contract;
- (2) the terms of the contract;
- (3) the appointment, supervision, and efficiency of the fire chief; and
- (4) fees or other reimbursement paid to volunteers for fire-fighting duties.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 93-41, § 3, 1993; Ord. 80-8 (part), 1980)

5.15.017 COMPENSATION FOR BOARDS OF SUPERVISORS.

Board members shall be reimbursed for mileage incurred in connection with meetings of the board in the same manner as borough employees are compensated for mileage expenses upon presentation of supporting documentation satisfactory to the appropriate director.

(Ord. 00-084 § 2, 2000)

5.15.019 TAXES, CHARGES, AND ASSESSMENTS.

The assembly may levy or authorize the levying of taxes, charges, or assessments in service areas to finance the services. If the assembly authorizes the levying of taxes, charges, or assessments, the rate of taxation and issuance of bonds shall remain subject to the approval of the assembly.

(Ord. 94-001AM, § 6 (part), 1994)

5.15.020 SERVICE AREA REVOLVING LOAN FUNDS.

Within the annual operating budget of the borough, the assembly may establish revolving loan funds to provide moneys necessary for the operation of, and the acquisition of capital items in service areas. The assembly by resolution may approve loans to service areas from the revolving loan funds, and shall establish interest rates for the loans. Resolutions approving loans from service area revolving funds may describe additional terms and conditions as the assembly deems appropriate. Repayment of loans made from the service area revolving loan funds shall be accomplished through additional mill levies within the service area indebted unless the assembly approves some other means of repayment.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 80-8 (part), 1980)

5.15.025 ROAD SERVICE AREAS; LOCAL SERVICE ROADS AND TRAILS FUNDS.

(A) Road maintenance and improvements within road service areas may be financed by any method permitted by law, and by the assembly through funds made available to the borough for local service roads and trails funds as allowed in this section.

(B) Local service roads and trails funds may be expended for up to 50 percent of the cost of any road project as defined by the assembly with the remaining funds to be generated through tax levies or other lawful means. The assembly may, however, expend local service roads and trails funds for up to 100 percent of the cost of any road project, as defined by the assembly, provided that the project supported is a collector road dedicated to public use, or if the benefit derived by the general public in the project warrants full funding through local service roads and trails funds.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 80-8 (part), 1980)

5.15.030 ADMINISTRATION OF FIRE SERVICE AREAS.

(A) The operation of a fire service area shall be under the direction and command of a fire chief appointed by the manager after considering the recommendations of the board of supervisors for the fire service area, unless the assembly provides fire protection in that area through contract.

(B) A paid fire chief, as a borough employee, shall be subject to borough personnel rules and regulations.

(C) Each fire chief shall:

- (1) Appoint, supervise and command the personnel of the service area;
- (2) Develop and maintain operational policies, procedures and training of the fire service area;
- (3) Advise and provide staff assistance to the board of supervisors;
- (4) Have custody of and all maintenance responsibilities for all fire equipment, supplies, materials, buildings and grounds assigned to use by the fire service area;
- (5) Maintain records of fire service area operations;

(6) Report activities of the fire service area to the manager and the board of supervisors; and

(7) Perform other emergency service duties as directed by the manager.

(D) A fire chief may be removed from office by the manager. A volunteer fire chief shall be given notice and an opportunity to be heard within ten days of the notice and prior to removal. The manager shall make a final decision on removal after considering the recommendations of the board of supervisors, within 20 days of the notice. A fire chief may be suspended from duties, with pay, immediately upon notice of removal.

(E) Fees or other reimbursement paid to volunteers for fire-fighting duties shall be set by assembly resolution, upon the manager's recommendation and a majority of the supervisors for that fire service area.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 84-34, § 26, 1984; Ord. 80-87, §§ 8 and 9, 1980; Ord. 80-8 (part), 1980)

5.15.040 FIRE SERVICE MUTUAL AID PLANS AND AGREEMENTS.

The manager may provide for fire service automatic and mutual aid plans and agreements among fire service areas and cities within the borough after considering the recommendations of the involved fire service area boards of supervisors. (Ord. 94-001AM, § 6 (part), 1994; Ord. 88-250, § 2, 1988)

5.15.050 UNIFORM FIRE SERVICE ADMINISTRATION AND OPERATION.

The manager shall provide for uniform policies, procedures and standards for the administration and operation of all borough fire service areas.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 89-7, § 2, 1989)

This page of the Matanuska-Susitna Borough Code is current through Ordinance 11-131, passed September 20, 2011.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Borough Website: <http://www.matsugov.us/>
Borough Telephone: (907) 745-4801
Code Publishing Company
eLibrary

CHAPTER 5.20: ALTERATION, CONSOLIDATION, OR ABOLITION OF SERVICE AREAS

Section

- 5.20.005 Alteration, consolidation, or abolition of road and fire service areas
- 5.20.010 *Consolidation of service areas [Repealed]*
- 5.20.015 *Abolition of service areas [Repealed]*
- 5.20.020 Alteration, consolidation, or abolition of other service areas

5.20.005 ALTERATION, CONSOLIDATION, OR ABOLITION OF ROAD AND FIRE SERVICE AREAS.

- (A) *[Repealed by Ord. 08-039(AM), § 2 (part), 2008]*
- (B) *[Repealed by Ord. 08-039(AM), § 2 (part), 2008]*
- (C) A proposal to alter, abolish, consolidate, or combine a service area that provides road or fire protection services may be made in the manner prescribed in MSB 5.10. However, when such a proposal is initiated by petition:
- (1) a petition must contain signatures of persons owning at least 50 percent of the real property to be added to the existing area if a proposal would result in increasing the amount of real property within a service area; or
 - (2) a petition must contain signatures of persons owning at least 50 percent of the real property within the existing service area if a proposal would result in decreasing the amount of real property within the service area.
- (D) If voters reside within a service area that provides road or fire protection services, abolishment of the service area is subject to approval by the majority of the voters residing in the service area who vote on the question.
- (E) A service area that provides road or fire protection services in which voters reside may not be abolished and replaced by a larger service area unless that proposal is approved, separately, by a majority of the voters who vote on the question residing in the existing service area and by a majority of the voters who vote on the question residing in the area proposed to be included within the new service area but outside of the existing service area.
- (F) A service area that provides road or fire protection services in which voters reside may not be altered or combined with another service area unless that proposal is approved, separately, by a majority of the voters who vote on the question and who reside in each of the service areas or in the area outside of the service areas that is affected by the proposal.
- (G) Subsections (D), (E) and (F) of this section do not apply:
- (1) to a proposed change to a service area that provides fire protection services

that would result in increasing the number of parcels of land in the service area or successor service area if the increase is not more than 6 percent and would add not more than 1,000 residents;

(2) to abolishment of a road service area or consolidation of two or more road service areas if:

(a) taxes have not been levied in the service area for road maintenance or construction during the last 12 months and there is no balance in any account available to pay for these road services for the service area;

(b) during the last 12 months, the service area board has not met with a quorum present and in accordance with law; or

(c) there are no road maintenance contracts in effect for the service area or the existing road maintenance contracts fail to provide for minimum road standards required by law that are necessary to protect the borough from civil liability;

(3) to require approval by the voters residing in a subdivision or parcel proposed to be added to a road service area if roads maintained by the service area provide the only access to the subdivision or parcel or provide access to the subdivision or parcel that is required by the subdivision plat or by other regulation or ordinance;

(4) to a change in the boundaries of a road service area to exclude a subdivision or parcel that does not rely on the use of roads maintained by the service area for the subdivision's or parcel's only access or for access that is required by the subdivision plat or by other regulation or ordinance.

(Ord. 08-039(AM), § 2 (part), 2008; Ord. 94-001AM, § 6 (part), 1994; Ord. 87-67, § 9, 1987; Ord. 80-8 (part), 1980)

5.20.010 CONSOLIDATION OF SERVICE AREAS.

[Repealed by Ord. 08-039(AM), § 2 (part), 2008]

(Ord. 82-67, 1982; Ord. 80-8 (part), 1980)

5.20.015 ABOLITION OF SERVICE AREAS.

[Repealed by Ord. 08-039(AM), § 2 (part), 2008]

(Ord. 94-001AM, § 6 (part), 1994; Ord. 80-8 (part), 1980)

5.20.020 ALTERATION, CONSOLIDATION, OR ABOLITION OF OTHER SERVICE AREAS.

(A) Service areas providing services other than road or fire protection services may be altered, combined, consolidated, or abolished by ordinance or by vote of the qualified voters living in the service area in the same manner as they may be established under MSB 5.10.

(Ord. 08-039(AM), § 2 (part), 2008)

This page of the Matanuska-Susitna Borough Code is current through Ordinance 11-131, passed September 20, 2011.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Borough Website: <http://www.matsugov.us/>
Borough Telephone: (907) 745-4801
Code Publishing Company
eLibrary

Section

5.25.002	Service area maps
<i>5.25.004</i>	<i>Service Area No. 1: Wasilla Fire Service Area [Repealed]</i>
5.25.006	Service Area No. 2: Butte Fire Service Area
<i>5.25.008</i>	<i>Fire Service Area No. 3: Greater Palmer Fire Service Area [Repealed]</i>
5.25.010	Service Area No. 4: Sutton Fire Service Area
5.25.012	Service Area No. 7: Talkeetna Flood Control Service Area
5.25.014	Service Area No. 8: Garden Terrace Service Area
5.25.016	Service Area No. 9: Midway Road Service Area
5.25.018	Service Area No. 14: Fairview Road Service Area
5.25.020	Service Area No. 15: Caswell Lakes Road Service Area
5.25.022	Service Area No. 16: South Colony Road Service Area
5.25.024	Service Area No. 17: Knik Road Service Area
5.25.026	Service Area No. 18: Trapper Creek Fire Service Area
5.25.028	Service Area No. 19: Lazy Mt. Road Service Area
5.25.030	Service Area No. 20: Greater Willow Road Service Area
5.25.032	Service Area No. 21: Big Lake Road Service Area
<i>5.25.034</i>	<i>Service Area No. 22: Lakes Fire Service Area [Repealed]</i>
5.25.036	Service Area No. 23: North Colony Road Service Area
5.25.038	Service Area No. 24: Talkeetna Fire Service Area
5.25.040	Service Area No. 25: Bogard Road Service Area
5.25.042	Service Area No. 26: Greater Butte Road Service Area
5.25.044	Service Area No. 27: Meadow Lakes Road Service Area
5.25.046	Service Area No. 28: Gold Trail Road Service Area
5.25.048	Service Area No. 29: Greater Talkeetna Road Service Area
5.25.050	Service Area No. 30: Trapper Creek Road Service Area
5.25.052	Service Area No. 31: Alpine Road Service Area
<i>5.25.054</i>	<i>Service Area No. 32: Fishhook Fire Service Area [Repealed]</i>
<i>5.25.056</i>	<i>Service Area No. 33: Big Lake Fire Service Area [Repealed]</i>
<i>5.25.058</i>	<i>Service Area No. 34: Meadow Lakes Fire Service Area [Repealed]</i>
5.25.059	Service Area No. 35: Willow Fire Service Area
5.25.060	Service Area No. 36: Talkeetna Sewer and Water Service Area
5.25.094	Service Area No. 69: Pt. MacKenzie Service Area
<i>5.25.130</i>	<i>Service Area No. 104: Fish Lake Road Electric Service Area [Repealed]</i>
<i>5.25.131</i>	<i>Service Area No. 105: Lawrence Airfield Electric Service Area [Repealed]</i>
<i>5.25.132</i>	<i>Service Area No. 106: Bruce Lake Subdivision Electric Service Area [Repealed]</i>
<i>5.25.136</i>	<i>Service Area No. 110: Butte Flood and Water Erosion Control Service Area [Repealed]</i>
<i>5.25.137</i>	<i>Service Area No. 120: Goose Bay Heights Electric Service Area [Repealed]</i>
<i>5.25.138</i>	<i>Service Area No. 116: Bruce Lake Electric Service Area [Repealed]</i>
<i>5.25.139</i>	<i>Service Area No. 129: Pinnacle Mountain Electric Service Area [Repealed]</i>
5.25.140	Service Area No. 130: Wasilla-Lakes Fire Service Area
5.25.141	Service Area No. 131: Circle View and Stampede Estates Flood and Water Erosion Control Service Area
5.25.142	Service Area No. 132: Greater Palmer Consolidated Fire Service Area
5.25.143	Service Area No. 134: Chase Trail Service Area
5.25.144	Service Area No. 135: Caswell Lakes Fire Service Area
5.25.145	Service Area No. 136: West Lakes Fire Service Area

5.25.002 SERVICE AREA MAPS.

(A) The clerk shall maintain official service area maps showing the geographic boundaries of service areas. The clerk

shall revise official service area maps upon certification of any election during which voters approve the establishment, alteration or abolition of service areas, or at the direction of the assembly upon consolidation of service areas.

(B) In the event of conflict between description of service area boundaries in ordinances relating to service areas and official service area maps maintained by the clerk, descriptions found in ordinances of the assembly shall govern. (Ord. 80-8 (part), 1980)

5.25.004 SERVICE AREA NO. 1: WASILLA FIRE SERVICE AREA. [Repealed by Ord. 91-056. See MSB 5.25.140]

5.25.006 SERVICE AREA NO. 2: BUTTE FIRE SERVICE AREA.

(A) Establishment. There is established the Butte Fire Service Area No. 2, more particularly described as:

Butte Fire Service Area No. 2:

Township 16 North, Range 1 East, Seward Meridian, Alaska

Section 13 and 14 All

Township 16 North, Range 2 East, Seward Meridian, Alaska

Section 1, 2 and 3 All

Sections 8, 9, 10 and 11 All

Sections 17 and 18 All

Township 16 North, Range 3 East, Seward Meridian, Alaska

Section 4 SW ¼

Section 5 S ½

Section 6 All

Section 8 N ½

Section 9 E ½ NW ¼

Section 10 All

Section 15 All

Section 16 E ½ NE ¼

Section 23 NW ¼ N ½ S ½

Section 24 S ½

Section 25 N ½ N ½ N ½

Township 16 North, Range 4 East, Seward Meridian, Alaska

Section 19 S ½ S ½

Section 29 W ½ W ½ W ½

Section 30 All

Section 31 E ½ NE ¼

Section 32 N ½

Section 33 W ½ NW ¼

Township 17 North, Range 2 East, Seward Meridian, Alaska

Section 1 and 2 All

Sections 11, 12, 13 and 14 All

Section 15 That portion southeasterly of the thread of the Matanuska River

Section 21 That portion southerly of the thread of the Matanuska River

Sections 22, 23, 24, 25, 26, 27 and 28	All
Sections 33, 34, 35 and 36	All
Township 17 North, Range 3 East, Seward Meridian, Alaska	
Section 6 and 7	All
Sections 18 and 19	All
Sections 30 and 31	All

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The Butte Fire Service Area No. 2 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis. (Ord. 97-166, § 2, 1997; Ord. 82-29, § 5, 1982; Ord. 80-8 (part), 1980; Ord. 77-23, 1977; Ord. 72-2, 1972; Ord. 65-18, 1965)

5.25.008 Fire Service Area No. 3: Greater Palmer Fire Service Area. [Repealed by Ord. 92-036, § 3, 1992. See MSB 5.25.142]

5.25.010 SERVICE AREA NO. 4: SUTTON FIRE SERVICE AREA.

(A) Establishment. There is established the Sutton Fire Service Area No. 4, more particularly described as:

Sutton Fire Service Area No. 4:

Township 18 North, Range 2 East, Seward Meridian, Alaska

Section 1 That portion northerly of the thread of the Matanuska River

Section 2 That portion northerly of the thread of the Matanuska River and northerly and easterly of the thread of Moose Creek

Township 18 North, Range 3 East, Seward Meridian, Alaska

Sections 5 and 6 That portion northerly of the thread of the Matanuska River

Township 19 North, Range 2 East, Seward Meridian, Alaska

Section 25 S ½

Section 26 S ½

Sections 35 and 36 All

Township 19 North, Range 3 East, Seward Meridian, Alaska

Sections 13, 14, 15 and 16 All

Section 17 SE ¼

Sections 19, 20, 21, 22 and 23 All

Section 24 That portion northerly and westerly of the thread of the Matanuska River

Section 25 That portion northwesterly of the thread of the Matanuska River

Section 26 That portion northerly of the thread of the Matanuska River

Section 27	That portion northerly and westerly of the thread of the Matanuska River
Section 28	That portion northerly of the thread of the Matanuska River
Sections 29, 30 and 31	All
Section 32	That portion westerly of the thread of the Matanuska River
Township 19 North, Range 4 East, Seward Meridian, Alaska	
Section 16	That portion of the SW ¼ northeasterly of the thread of the Matanuska River and northerly of the thread of the King River
Section 17	SW ¼, That portion of the SE ¼ northerly of the thread of the Matanuska River
Section 18	S ½
Section 19	Tax Parcel B002

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The Sutton Fire Service Area No. 4 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis. (Ord. 06-224, § 3, 2006; Ord. 97-167, § 2, 1997; Ord. 91-068, § 4, 1991; Ord. 80-8 (part), 1980; Ord. 77-24, 1977, Ord. 76-33, 1976, Ord. 76-32, 1976; Ord. 76-31, 1976; Ord. 76-24, 1976; Ord. 65-20, 1965)

5.25.012 SERVICE AREA NO. 7: TALKEETNA FLOOD CONTROL SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough service area known as the Talkeetna Flood Control Service Area, whose boundaries are described in Ord. 74-50 and on the official service area map.

(B) Services provided within this service area include water erosion and flood control. (Ord. 80-8 (part), 1980; Ord. 74-50, 1974)

5.25.014 SERVICE AREA NO. 8: GARDEN TERRACE SERVICE AREA.

(A) There is established the Garden Terrace Service Area No. 8 more particularly described as follows:

(1) Garden Terrace Service Area No. 8. Section 17, Township 17 North, Range 1 East, S.M., Alaska, Garden Terrace Estates, Plat No. 75-38, including the 40' right-of-way on the west side of the SE 1/4 NW 1/4 of said section known as Oak Street and in the W 1/2 NW 1/4 of said section the Alaska Railroad right-of-way south of the Fairview Loop Road right-of-way.

(B) Services provided within this service area include establishment and maintenance of sewer and sewage treatment facilities, municipal water supply and distribution, garbage and solid waste collection and disposal, and police protection and facilities. (Ord. 93-078, § 3, 1993; Ord. 80-8 (part), 1980; Ord. 75-35, 1975)

5.25.016 SERVICE AREA NO. 9: MIDWAY ROAD SERVICE AREA.

(A) Establishment. There is established a Matanuska-Susitna Borough Service Area No. 9, known as the Midway Road Service Area (formerly Goddard Subdivision Road Service Area) whose boundaries are described as follows:

Township 16 North, Range 1 East, Seward Meridian, Alaska

Section 3	That portion northerly of the thread of the Matanuska River and westerly of the centerline of the Glenn Highway
Section 4	All
Section 5	E ½

Section 8	That portion of the E ½ northerly of mean high water (MHW) of Knik Arm
Section 9	That portion northerly of MHW of Knik Arm
Township 17 North, Range 1 East, Seward Meridian, Alaska	
Section 3	That portion southerly of the centerline of the Palmer-Wasilla Highway and westerly of the centerline of Trunk Road
Sections 4 and 5	That portion southerly of the centerline of the Palmer-Wasilla Highway
Sections 7, 8 and 9	All
Section 10	That portion westerly of the centerline of Trunk Road
Section 15	That portion westerly of the centerline of Trunk Road and westerly of the centerline of the portion of the Parks Highway between the intersection of the centerlines of said roads and the south section line of Section 15, T17N, R1E, S.M.
Section 16	All
Section 17	E ½, that portion of the NW ¼ northerly of the centerline of the Alaska Railroad
Section 18	That portion northerly of the centerline of the Alaska Railroad
Section 20	That portion of the E ½ northerly of the centerline of the Alaska Railroad
Section 21	That portion northerly of the centerline of the Alaska Railroad SE ¼, S ½ SW ¼
Section 22	That portion westerly of the centerline of the Parks Highway and westerly of the centerline of the portion of the Glenn Highway from the intersection of the centerlines of said roads to the south section line of Section 22, T17N, R1E, S.M.
Section 27	That portion westerly of the centerline of the Glenn Highway
Section 28	All
Section 29	E ½
Section 32	E ½
Section 33	All
Section 34	That portion westerly of the centerline of the Glenn Highway
Township 17 North, Range 1 West, Seward Meridian, Alaska	
Section 11	That portion southeasterly of centerline of the Palmer-Wasilla Highway and

northeasterly of the centerline of the
Parks Highway

Section 12 That portion southerly of the centerline
of the Palmer-Wasilla Highway;
excluding the S ½ S ½ and excluding
Happy Mountain Estates Subdivision
Plat No. 77-107

Excepting therefrom the area within the corporate limits of the City of Wasilla.

(B) Services provided in this service area include construction and maintenance of roads, streets, sidewalks and related drainage facilities.

(C) Board of Supervisors. The Midway Road Service Area No. 9 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis. (Ord. 06-090, § 3, 2006; Ord. 00-012, §§ 2, 3, 2000; Ord. 81-42, § 5, 1981; Ord. 81-25, § 5, 1981; Ord. 80-52, § 4, 1980; Ord. 80-44, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-94, 1979; Ord. 79-31, 1979; Ord. 75-68, 1974)

5.25.018 SERVICE AREA NO. 14: FAIRVIEW ROAD SERVICE AREA.

(A) Establishment. There is established a Matanuska-Susitna Borough Service Area No. 14, known as the Fairview Road Service Area, more particularly described as:

Township 16 North, Range 1 West, Seward Meridian, Alaska

Sections 2 and 3 That portion northerly of the thread of
Palmer Slough

Section 4 That portion northerly of mean high water
(MHW) of Knik Arm

Section 5 That portion westerly and northerly of
MHW of Knik Arm

Section 6 All

Sections 7 and 8 That portion northerly of MHW of Knik
Arm

Township 16 North, Range 2 West, Seward Meridian, Alaska

Sections 1 and 2 All

Sections 11 and 12 That portion northerly of MHW of Knik
Arm

Township 17 North, Range 1 East, Seward Meridian, Alaska

Section 17 That portion of the W ½ southerly of the
centerline of the Alaska Railroad

Section 18 That portion southerly of the centerline of
the Alaska Railroad

Section 19 All

Section 20 W ½, that portion of the E ½ southerly of
the centerline of the Alaska Railroad

Section 21 That portion southerly of the centerline of
the Alaska Railroad excepting the SE ¼, S
½ SW ¼

Section 29 W ½

Section 30 All

Section 31 That portion northerly of the thread of

Palmer Slough

Section 32 That portion of the W 1/2 northerly of the thread of Palmer Slough

Township 17 North, Range 1 West, Seward Meridian, Alaska

Sections 13 and 14 S 1/2

Section 15 S 1/2 S 1/2

Section 16 That portion southerly of the southerly right-of-way line of Knik Goose Bay Road and southerly and westerly of Lot 1, Catherine Subdivision, Plat No. 78-021, Palmer Recording District

Section 17 That portion southerly of the southerly right-of-way line of Knik Goose Bay Road

Section 19 That portion southerly of the southerly right-of-way line of Knik Goose Bay Road

Section 20 That portion southerly and easterly of the southerly right-of-way line of Knik Goose Bay Road

Sections 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34 All

Section 35 That portion northwesterly of the thread of Palmer Slough

Section 36 That portion northerly of the thread of Palmer Slough

Township 17 North, Range 2 West, Seward Meridian, Alaska

Section 24 That portion of the E 1/2 southerly of the southerly right-of-way line of Knik Goose Bay Road

Section 25 E 1/2 E 1/2 SW 1/4

Section 35 E 1/2, SW 1/4

Section 36 All

(B) Services provided within this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities. (Ord. 06-090, § 4, 2006; Ord. 03-128, § 3, 2003; Ord. 81-43, § 5, 1981; Ord. 81-26, § 5, 1981; Ord. 80-8 (part), 1980; Ord. 79-93, 1979; Ord. 77-17, 1977)

5.25.020 SERVICE AREA NO. 15: CASWELL LAKES ROAD SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough service area known as the Caswell Lakes Service Area No. 15, whose boundaries are described in Ord. 91-017AM, 82-69, 79-90, 79-33, and 77-16, and on the official service area map.

(B) Services provided in this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities. (Ord. 91-017AM, § 3 (part), 1991; Ord. 82-69, § 3, 1982; Ord. 80-8 (part), 1980; Ord. 79-90, 1979; Ord. 79-33, 1979; Ord. 77-16, 1977)

5.25.022 SERVICE AREA NO. 16: SOUTH COLONY ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 16, known as the South Colony Road Service Area (formerly Green Valley Road Service Area), whose boundaries are described in Ord. 89-47, 81-73, 81-45, 81-28, 81-27, 80-56, 80-43, 80-42, 79-89, and 77-70 and on the official service area map.

(B) Services provided in this service area include the construction and maintenance of streets, roads, sidewalks and related drainage facilities.

(Ord. 89-47, § 5, 1989; Ord. 81-73, § 5, 1981; Ord. 81-45, § 5, 1981; Ord. 81-28, § 5, 1981; Ord. 81-27, § 5, 1981; Ord. 80-56, § 4, 1980; Ord. 80-43, § 5, 1980; Ord. 80-42, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-89, 1979; Ord. 77-70, 1977)

5.25.024 SERVICE AREA NO. 17: KNIK ROAD SERVICE AREA.

(A) Establishment. There is established Matanuska-Susitna Borough Service Area No. 17, known as the Knik Road Service Area (formerly the Birch Harbor Road Service Area), more particularly described as:

Knik Road Service Area No. 17:

Township 14 North, Range 4 West, Seward Meridian, Alaska

Sections 4, 5, 6, 7, 8, and 9 All

Sections 16, 17, and 18 All

Township 14 North, Range 5
West, Seward Meridian, Alaska

Section 1 All

Sections 12 and 13 All

Township 15 North, Range 3 West, Seward Meridian, Alaska

Section 2 That portion westerly of mean high
water (MHW) of Knik Arm

Section 3 That portion westerly and northerly of
MHW of Knik Arm

Sections 4, 5, 6, 7, and 8 All

Section 9 That portion westerly and northerly of
MHW of Knik Arm

Section 10 That portion westerly of MHW of Knik
Arm

Township 15 North, Range 4 West, Seward Meridian, Alaska

Sections 1, 2, 3, 4, 5, 6, 7,
8, 9, 10, 11, and 12 All

Sections 16, 17, 18, 19, 20, and 21 All

Sections 28, 29, 30, 31, 32, and 33 All

Township 15 North, Range 5 West, Seward Meridian, Alaska

Sections 1 and 2 All

Sections 11, 12, 13, and 14 All

Sections 23, 24, 25, and 26 All

Section 36 All

Township 16 North, Range 2 West, Seward Meridian, Alaska

Sections 3, 4, 5, 6, 7, 8, and 9 All

Section 10 That portion westerly and northerly of
MHW of Knik Arm

Section 15 That portion westerly and northerly of
MHW of Knik Arm

Section 16 That portion northerly of MHW of Knik
Arm

Section 17	That portion westerly and northerly of MHW of Knik Arm
Section 18	All
Section 19	That portion westerly and northerly of MHW of Knik Arm
Section 20	That portion northerly of MHW of Knik Arm
Township 16 North, Range 3 West, Seward Meridian, Alaska	
Sections 1, 2, and 3	All
Section 4	S ½
Section 5	SE ¼
Sections 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23	All
Sections 24, 25, and 26	That portion westerly and northerly of MHW of Knik Arm
Sections 27, 28, 29, 30, 31, 32, 33, and 34	All
Section 35	That portion westerly of MHW of Knik Arm
Township 16 North, Range 4 West, Seward Meridian, Alaska	
Sections 31, 32, 33, 34, 35, and 36	All
Township 16 North, Range 5 West, Seward Meridian, Alaska	
Section 33	NE ¼
Section 34	N ½
Sections 35 and 36	All
Township 17 North, Range 1 West, Seward Meridian, Alaska	
Section 18	SW ¼
Section 19	That portion of the W ½ northerly of the southerly right-of-way line of Knik Goose Bay Road
Township 17 North, Range 2 West, Seward Meridian, Alaska	
Sections 13 and 14	S ½
Section 15	SE ¼
Sections 19 and 20	S ½
Sections 21, 22, and 23	All
Section 24	W ½, that portion of the E ½ westerly and northerly of the southerly right-of- way line of Knik Goose Bay Road
Section 25	W ½ SW ¼, NW ¼
Sections 26, 27, 28, 29, 30, 31, 32, 33, and 34	All
Section 35	NW ¼

(B) Services provided within the service area include construction and maintenance of streets, roads, sidewalks and related drainage facilities.

(Ord. 03-129, § 3, 2003; Ord. 82-68, § 3, 1982; Ord. 82-47, § 5, 1982; Ord. 82-46, § 5, 1982; Ord. 82-45, § 5, 1982; Ord. 82-33, § 4, 1982; Ord. 82-30, § 5, 1982; Ord. 81-78, § 4, 1981; Ord. 81-29, § 5, 1981; Ord. 80-94, § 4, 1980; Ord. 80-53, § 4, 1980; Ord. 80-8 (part), 1980; Ord. 79-95, 1979; Ord. 77-69, 1977)

5.25.026 SERVICE AREA NO. 18: TRAPPER CREEK FIRE SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough service area known as the Trapper Creek Fire Service Area No. 18, whose boundaries are described in Ord. 78-6 and on the official service area map.

(B) Services provided within this service area shall include fire protection, but shall not be provided, nor shall the power to provide those services be exercised until the assembly by ordinance so orders.

(Ord. 80-8 (part), 1980; Ord. 78-6, 1978)

5.25.028 SERVICE AREA NO. 19: LAZY MT. ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 19, known as the Lazy Mountain Road Service Area, whose boundaries are described in Ord. 81-47, 81-31 and 78-7 and on the official service area map.

(B) Services provided within this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 81-47, § 5, 1981; Ord. 81-31, § 5, 1981; Ord. 80-8 (part), 1980; Ord. 78-7, 1978)

5.25.030 SERVICE AREA NO. 20: GREATER WILLOW ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 20, known as the Greater Willow Road Service Area (formerly the Nancy Lake Road Service Area), whose boundaries are described in Ord. 87-89, 83-86, 81-48, 80-55, 80-54, 80-34, 79-32 and 78-8 and described on the official service area map.

(B) Services within this service area include the construction, reconstruction and maintenance of roads, streets, and sidewalks and related drainage facilities.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 87-89, § 5, 1987; Ord. 83-86, § 5, 1983; Ord. 81-48, § 5, 1981; Ord. 80-55, § 4, 1980; Ord. 80-54, § 4, 1980; Ord. 80-34, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-32, 1979; Ord. 78-8, 1978)

5.25.032 SERVICE AREA NO. 21: BIG LAKE ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 21, known as the Big Lake Road Service Area (formerly the South Big Lake Road Service Area), whose boundaries are described in Ord. 82-68, 81-49, 81-33, 81-32, 80-102, 80-40, 80-39, 79-96, 78-52, 78-28 and 78-9, and described on the official service area map.

(B) Services provided within this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 82-68, § 4, 1982; Ord. 81-49, § 5, 1981; Ord. 81-33, § 5, 1981; Ord. 81-32, § 5, 1981; Ord. 80-102, § 4, 1980; Ord. 80-40, § 5, 1980; Ord. 80-39, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-96, 1979; Ord. 78-52, 1978, Ord. 78-28, 1978; Ord. 78-9, 1978)

5.25.034 SERVICE AREA NO. 22: LAKES FIRE SERVICE AREA. [Repealed by Ord. 91-056. See MSB 5.25.140]

5.25.036 SERVICE AREA NO. 23: NORTH COLONY ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 23, known as the North Colony Road Service Area (formerly the Holiday Road Service Area) more particularly described as follows:

Township 18 North, Range 2 East, Seward Meridian, Alaska

Section 4	S ½ SW ¼
Section 5	SE ¼ SE ¼
Section 6	S ½
Section 7	N ½
Section 8	All
Section 9	That portion lying westerly and northerly of the northerly right-of-way line of the Glenn Highway

Township 19 North, Range 2 East, Seward Meridian, Alaska

Section 21	SW ¼
Section 28	NW ¼
Sections 20, 28, and 29	Alaska State Department of Natural Resources, Division of Lands right-of-way Permit ADL No. 49012 (Murphy Road)

(B) Services provided within this service area include construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 03-125, § 3, 2003; Ord. 80-36, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 78-55, 1978)

5.25.038 SERVICE AREA NO. 24: TALKEETNA FIRE SERVICE AREA.

(A) Establishment. There is established the Talkeetna Fire Service Area No. 24, more particularly described as:

Township 23 North, Range 4 West, Seward Meridian, Alaska

Section 4	N ½, W ½ SW ¼
Section 5	All
Section 8	N ½, N ½ S ½

Township 24 North, Range 4 West, Seward Meridian, Alaska

Sections 3, 4, 5, and 6	All
Sections 8 and 9	All
Sections 16 and 17	All
Section 18	That portion easterly of the Alaska Railroad right-of-way
Sections 20 and 21	All
Sections 28 and 29	All
Sections 32 and 33	All

Township 25 North, Range 4 West, Seward Meridian, Alaska

Sections 5, 6, 7, and 8	All
Sections 17, 18, 19, and 20	All
Sections 28, 29, 30, and 31	All

Township 25 North, Range 5 West, Seward Meridian, Alaska

Section 1	That portion easterly of the thread of the Susitna River
Sections 12 and 13	That portion easterly of the thread of the Susitna River
Sections 23, 24, and 25	That portion easterly of the thread of the Susitna River

Township 26 North, Range 4 West, Seward Meridian, Alaska

Sections 16, 17, 18, and 19	That portion southeasterly of the thread of the Talkeetna River
Sections 20 and 21	All
Sections 29, 30, 31, and 32	All

Township 26 North, Range 5 West, Seward Meridian, Alaska

Section 24	That portion southeasterly of the thread of the Talkeetna River
Section 25	That portion easterly of the thread of the Susitna River
Section 36	That portion easterly of the thread of the Susitna River

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The Talkeetna Fire Service Area No. 24 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis.

(Ord. 03-126, § 3, 2003; IM 97-041, page 1, presented 3-4-97; Ord. 96-027, § 2, 1996; Ord. 87-108, § 4, 1987; Ord. 87-88, § 4, 1987; Ord. 85-62, § 5, 1985; Ord. 80-8 (part), 1980; Ord. 78-53, 1978)

5.25.040 SERVICE AREA NO. 25: BOGARD ROAD SERVICE AREA.

(A) Establishment. There is hereby established Matanuska-Susitna Borough Service Area No. 25, known as the Bogard Road Service Area No. 25, whose boundaries are described in Ord. 99-130, 81-74, 81-51, 81-34, 80-38, 79-91 and 79-25 and described on the official service area map.

(B) Services provided within this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 99-130, § 3, 1999; Ord. 81-74, § 4, 1981; Ord. 81-51, § 5, 1981; Ord. 81-34, § 5, 1981; Ord. 80-38, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-25, 1979)

5.25.042 SERVICE AREA NO. 26: GREATER BUTTE ROAD SERVICE AREA.

(A) There is established the Matanuska-Susitna Borough Service Area No. 26 known as the Greater Butte Road Service Area, whose boundaries are described in Ord. 00-125, 86-66, 81-52, and 79-26 and on the official service area map.

(B) Services provided in this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 00-125, § 3, 2000; Ord. 86-66, § 5, 1986; Ord. 81-52, § 5, 1981; Ord. 80-8 (part), 1980; Ord. 79-26, 1979)

5.25.044 SERVICE AREA NO. 27: MEADOW LAKES ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 27, known as the Meadow Lakes Road Service Area, more particularly described as follows:

Township 18 North, Range 1 West, Seward Meridian, Alaska

Section 30 SW ¼

Section 31 W ½

Township 18 North, Range 2 West, Seward Meridian, Alaska

Sections 20, 21 All

Section 22 S ½

Section 23 S ½

Section 24 SW ¼

Section 25 SE ¼, W ½

Sections 26, 27, 28, 29,

30, 31, 32, 33, 34, 35, 36 All

Township 17 North, Range 1 West, Seward Meridian, Alaska

Section 6 W ½

Section 7 S ½ NW ¼, NW ¼ NW ¼

Section 18 S ½ NW ¼

Township 17 North, Range 2 West, Seward Meridian, Alaska

Sections 1, 2, 3, 4, 5, 6,

7, 8, 9, 10 and 11

All

Section 12

All excepting therefrom That portion lying within Boundary of the New Wasilla Airport, Project No. 58025 described within plat file 92-6, Palmer Recording District. Further excepting That portion of SE ¼ NE ¼ lying south of the northerly easement line of the Alaska Railroad and the east 412.98 feet of SW ¼ NE ¼ lying south of the northerly easement line of the Alaska Railroad. Further excepting North 385.35 feet of the east 1217.62 feet of the NE ¼ SE ¼ and the north 25.00 feet of the west 100.00 feet of NE ¼ SE ¼.

Section 13

N ½ excepting therefrom That portion lying within the boundary of the New Wasilla Airport, Project No. 58028 described within plat file 92-6,

Palmer Recording District.

Section 14

N ½

Section 15

N ½, SW ¼

Sections 16, 17 and 18

All

Section 19

N ½

Section 20

N ½

Excepting therefrom all the above the area within the corporate limits of the City of Wasilla.

(B) Services provided within this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 03-050, § 2, 2003; Ord. 84-122, § 4, 1984; Ord. 81-114, § 5, 1981; Ord. 81-35, § 5, 1981; Ord. 80-51, § 4, 1980; Ord. 80-8 (part), 1980; Ord. 79-88, 1979; Ord. 79-27, 1979)

5.25.046 SERVICE AREA NO. 28: GOLD TRAIL ROAD SERVICE AREA.

(A) Establishment. There is established the Gold Trail Road Service Area No. 28, more particularly described as:

Gold Trail Road Service Area No. 28:

Township 18 North, Range 1 West, Seward Meridian, Alaska

Section 1, 2, 3, 4, 5, 6, 7, 8, 9,

10, 11, 12, 13, 14, 15, 16, 17, 18,

19, 20, 21, 22, 23 and 24

All

Sections 25 and 26

That portion northwesterly of the northwesterly right-of-way line of Wasilla-Fishhook Road

Sections 27, 28 and 29

All

Section 30

NW ¼, E ½

Section 31

E ½

Sections 32 and 33

All

Sections 34 and 35

That portion northwesterly of the

northwesterly right-of-way line of Wasilla
Fishhook Road

Township 18 North, Range 2 West, Seward Meridian, Alaska

- Section 11 SW ¼
- Sections 13 and 14 All
- Section 15 S ½ NE ¼, SE ¼, E ½ SW ¼, SW ¼ SW ¼
- Sections 22 and 23 N ½
- Section 24 NW ¼, E ½
- Section 25 NE ¼

Township 18 North, Range 1 East, Seward Meridian, Alaska

- Sections 6, 7, 8 and 9 All
- Sections 16, 17 and 18 All
- Section 19 W ½, NE ¼
- Section 20 N ½

Excepting therefrom the area within the corporate limits of the city of Wasilla.

(B) Services. The services to be provided in this service area are all things necessary and proper to provide construction, reconstruction, and maintenance of roads, streets, sidewalks, and related drainage facilities.

(C) Board of Supervisors. The Gold Trail Road Service Area No. 28 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis. (IM 97-002, page 1, presented 1-7-97; Ord. 96-074, § 2, 1996; Ord. 85-37, § 5, 1985; Ord. 81-54, § 5, 1981; Ord. 81-40, § 5, 1981; Ord. 81-39, § 5, 1981; Ord. 81-38, § 5, 1981; Ord. 81-37, § 5, 1981; Ord. 80-46, § 5, 1980; Ord. 80-37, § 5, 1980; Ord. 80-8 (part), 1980; Ord. 79-92, 1979; Ord. 79-28, 1979; Ord. 76-30, 1976; Ord. 75-60, 1975)

5.25.048 SERVICE AREA NO. 29: GREATER TALKEETNA ROAD SERVICE AREA.

(A) There is established Matanuska-Susitna Borough Service Area No. 29, known as the Greater Talkeetna Road Service Area, whose boundaries are described in Ords. 91-017AM, 82-69, 81-55, 81-41 and 79-29 and described on the official service area map.

(B) Services provided within this service area include construction, reconstruction and maintenance of roads, streets and sidewalks and related drainage facilities.

(Ord. 91-017AM, § 3 (part), 1991; Ord. 82-69, § 4, 1982; Ord. 81-55, § 5, 1981; Ord. 81-41, § 5, 1981; Ord. 80-8 (part), 1980; Ord. 79-29, 1979)

5.25.050 SERVICE AREA NO. 30: TRAPPER CREEK ROAD SERVICE AREA.

(A) There is established the Matanuska-Susitna Borough Service Area No. 30 known as the Trapper Creek Road Service Area, whose boundaries are described in Ords. 86-69, 85-80 and 79-30 and described on the official service area map.

(B) Services provided within this service area include construction, reconstruction and maintenance of roads, streets and sidewalks and related drainage facilities.

(Ord. 86-69, § 5, 1986; Ord. 85-80, § 5, 1985; Ord. 80-8 (part), 1980; Ord. 79-30, 1979)

5.25.052 SERVICE AREA NO. 31: ALPINE ROAD SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough service area known as the Alpine Road Service Area No. 31, whose boundaries are described in Ord. 84-99, 82-28 and 79-76 and on the official service area map.

(B) Services provided in this service area include the construction, reconstruction and maintenance of roads, streets, sidewalks and related drainage facilities.

(Ord. 84-99, § 3, 1984; Ord. 82-28, § 5, 1982; Ord. 80-8 (part), 1980; Ord. 79-76, 1979)

5.25.054 Service Area No. 32: Fishhook Fire Service area. [Repealed by Ord. 92-036, § 4, 1992. see MSB 5.25.142]

5.25.056 Service Area No. 33: Big Lake Fire Service Area. [Repealed by Ord. 09-001, § 2, 2009]

5.25.058 Service Area No. 34: Meadow Lakes Fire Service Area. [Repealed by Ord. 09-001, § 3, 2009]

5.25.059 SERVICE AREA NO. 35: WILLOW FIRE SERVICE AREA.

(A) Establishment. There is established the Willow Fire Service Area No. 35 more particularly described as:

Willow Fire Service Area No. 35:

**Township 18 North, Range 4
West, Seward Meridian, Alaska**

Sections 1, 2, 3, and 4 All

Sections 9, 10, 11, 12,
13, 14, 15, and 16 All

**Township 19 North, Range 2
West, Seward Meridian, Alaska**

Section 3 Lot 1, USS 5547

Sections 4, 5, and 6 All

**Township 19 North, Range 3
West, Seward Meridian, Alaska**

Sections 1, 2, 3, 4, 5, and 6 All

**Township 19 North, Range 4
West, Seward Meridian, Alaska**

Sections 1, 2, 3, 4, 5, 6,
7, 8, 9, 10, 11, and 12 All

Sections 16, 17, 18, 19,
20, 21, and 22 All

Sections 26, 27, 28, 29,
30, 31, 32, 33, 34, and 35 All

**Township 19 North, Range 5
West, Seward Meridian, Alaska**

Sections 1, 2, and 3 All

Sections 10, 11, 12, 13, 14, and
15 All

Sections 21, 22, 23, 24, 25,
26, and 27 All

Sections 34, 35, and 36 All

**Township 20 North, Range 2
West, Seward Meridian, Alaska**

Section 31 All

**Township 20 North, Range 3
West, Seward Meridian, Alaska**

Sections 30, 31, 32, 33,
34, 35, and 36 All

**Township 20 North, Range 4
West, Seward Meridian, Alaska**

Sections 6 and 7 All

Sections 18 and 19 All

Sections 30, 31, 32, 33, All

34, 35, and 36

**Township 20 North, Range 5
West, Seward Meridian, Alaska**

Section 1	All
Section 11	Lots 7, 8, and 8, Willow Crest Subdivision, according to Plat No. 67-6, recorded June 2, 1967, in the Palmer Recording District, Alaska
Sections 12 and 13	All
Sections 23, 24, 25, and 26	All
Sections 34, 35, and 36	All

**Township 21 North, Range 4
West, Seward Meridian, Alaska**

Sections 30 and 31 All

**Township 21 North, Range 5
West, Seward Meridian, Alaska**

Section 25 All

Section 36 All

Excepting therefrom the area
within the corporate limits of the
city of Houston.

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of supervisors. The Willow Fire Service Area No. 35 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis.

(Ord. 10-053, § 2, 2010; Ord. 10-050, § 2, 2010; Ord. 06-134, § 3, 2006; IM 97-041, page 2, presented 3-4-97; Ord. 96-028, § 2, 1996; Ord. 87-122, § 4, 1987; Ord. 85-59, § 5, 1985; Ord. 84-92, § 5, 1984; Ord. 83-50, § 5, 1983)

5.25.060 SERVICE AREA NO. 36: TALKEETNA SEWER AND WATER SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough Service Area No. 36 known as the Talkeetna Sewer and Water Service Area, whose boundaries are described in Ord. 84-79 and 88-89, and shown on the official service area map.

(B) Services provided in this area are water, sewer and sewage treatment services and facilities, including construction, operation and maintenance of such facilities.

(C) The borough adopts, by reference, the "Operating Rules, Rates and Procedures for the Use and Supply of Public Sewer and Water Systems in Talkeetna, Alaska," for the Talkeetna Sewer and Water Special Service Area, as amended August 1995, for the water systems, as amended January 1996, for the sewer systems, as amended June 2005, for water and sewer systems, and as amended June 2006, for sewer and water systems. The Talkeetna Sewer and Water Special Service Area regulations may be amended by the manager as required for the operation of the sewer and water system.

(D) The service area shall have a board of supervisors consisting of five qualified voters who reside in the service area. (Ord. 06-124(AM), § 2, 2006; Ord. 05-077(AM), § 2, 2005; Ord. 96-012, § 3, 1996; Ord. 95-141, § 2, 1995; Ord. 92-011, § 2, 1992; Ord. 89-223, 1989, 90-028AM, § 3, 1990; Ord. 88-89, § 4, 1988; Ord. 84-79, § 5, 1984)

5.25.094 SERVICE AREA NO. 69: PT. MACKENZIE SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough Service Area No. 69 known as the Pt. MacKenzie Service Area, the boundaries of which are described in Ord. 88-070 and shown on the official service area map.

(B) The services provided in the area are construction, reconstruction, establishment, maintenance and operation of roads, streets and sidewalks, natural gas distribution lines, water, sewer and septic waste collection and treatment facilities, road and street lighting, water supply and distribution, garbage and solid waste collection and disposal, sidewalks and related drainage facilities.

(C) Unless otherwise provided by subsequent resolution or ordinance of the assembly, there shall be no board of supervisors for this service area.

(Ord. 88-70, § 4, 1988)

5.25.130 *Service Area No. 104: Fish Lake Road Electric Service Area. [Repealed by Ord. 91-146]*

5.25.131 *Service Area No. 105: Lawrence Airfield Electric Service Area. [Repealed by Ord. 91-146]*

5.25.132 *Service Area No. 106: Bruce Lake Subdivision Electric Service Area. [Repealed by Ord. 91-146]*

5.25.136 *Service Area No. 110: Butte Flood and Water Erosion Control Service Area. [Repealed by Ord. 90-065]*

5.25.137 *Service Area No. 120: Goose Bay Heights Electric Service Area. [Repealed by Ord. 91-146]*

5.25.138 *Service Area No. 116: Bruce Lake Electric Service Area. [Repealed by Ord. 91-146]*

5.25.139 *Service Area No. 129: Pinnacle Mountain Electric Service Area. [Repealed by Ord. 91-146]*

5.25.140 SERVICE AREA NO. 130: WASILLA-LAKES FIRE SERVICE AREA.

(A) Establishment. The Wasilla-Lakes Fire Service Area No. 1 and the Lakes Fire Service Area No. 22 are hereby consolidated and there is established the Wasilla-Lakes Fire Service Area No. 130, more particularly described as:

Wasilla-Lakes Fire Service Area No. 130:

**Township 18 North, Range 1 West,
Seward Meridian, Alaska**

Section 23 S ½ NW ¼, S ½

Section 24 SE ¼ SE ¼, S ½ SW ¼

Sections 25 and 26 All

Section 27 SE ¼ SE ¼

Section 32 SE ¼

Section 33 S ½

Section 34 NE ¼, S ½

Sections 35 and 36 All

**Township 18 North, Range 1 East, Seward
Meridian, Alaska**

Section 19 All

Sections 21 and 22 All

Section 23 NW ¼, S ½

Section 24 S ½ SW ¼

Section 25 W ½ excepting: Lots 32 and 36, Block 1, Snowgoose Pond Addition No. 1 Subdivision, according to Plat No. 2002-120, recorded October 31, 2002, in the Palmer Recording District, Alaska.

Sections 26, 27, 28, 29, 30, 31, 32, and 33
All

Section 34 W ½ SW ¼, N ½

Section 35 N ½

Section 36 NW ¼

**Township 17 North, Range 3 West,
Seward Meridian, Alaska**

Section 24 and 25 All

Section 26 Lots 1, 2, 3, and 4, Block 1, Section 36 All
Whale Lake Subdivision, according to Plat
No. 78-59, recorded May 9, 1978, Palmer
Recording District, Alaska.

**Township 17 North, Range 2 West,
Seward Meridian, Alaska**

Section 1 E ½

Section 11 E ½ TOGETHER WITH
THE FOLLOWING PORTION: Easterly
225.52 feet of the North one-half of the
Northwest one-quarter.

Sections 12, 13, and 14 All

Sections 19, 20, 21, 22, 23, 24, 25, 26, and
27 All

Sections 28, 29, 30, 31, 32, 33, 34, 35, and
36 All

**Township 17 North, Range 1 West,
Seward Meridian, Alaska**

Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and
12 All

Sections 13, 14, 15, 16, 17, 18, 19, 20, 21,
and 22 All

Sections 23 and 24 All

Section 26 All

Section 27 N ½

Sections 28, 29, and 30 All

Section 31 N ½, NW ¼ SW ¼

Section 32 N ½

**Township 17 North, Range 1 East, Seward
Meridian, Alaska**

Section 1 SW ¼

Section 2 S ½

Section 3 NW ¼, S ½

Sections 4, 5, 6, 7, 8, 9, 10, and 11 All

Section 12 W ½

Sections 14, 15, 16, 17, 18, 19, 20, 21, and
22 All

**Township 16 North, Range 4 West,
Seward Meridian, Alaska**

Section 29 All that portion of Tract D-2
within Section 29, according to Plat No. 68-
31, recorded December 31, 1968, in the
Palmer Recording District.

Section 32 All

Section 33 S ½, W ½ NW ¼

Sections 34, 35, and 36 All

**Township 16 North, Range 3 West,
Seward Meridian, Alaska**

Section 1 All

Sections 10, 11, 12, 13, 14, and 15 All

Section 21 SE ¼ SE ¼

Sections 22 and 23 All

Sections 24, 25, and 26 Upland from
mean high water

Section 27 All

Sections 30 and 31 All

Section 33 All

Section 34 All

Section 35 Upland from mean high
water

**Township 16 North, Range 2 West,
Seward Meridian, Alaska**

Section 1 NW ¼

Sections 2, 3, 4, 5, 6, 7, 8, and 9 All

Section 10 Upland from mean high
water

Sections 15, 16, and 17 Upland from
mean high water

Section 18 All

Section 19 Upland from mean high
water

**Township 15 North, Range 4 West,
Seward Meridian, Alaska**

Section 1 All

Section 3 All

Section 4 U.S. Government Lots 1, 2
and 3

Section 12 All

**Township 15 North, Range 3 West,
Seward Meridian, Alaska**

Sections 2 and 3 Upland from mean
high water

Section 4, 5, and 6 All

Section 9 Upland from mean high water

Section 10 Upland from mean high
water

Including the area within the corporate limits
of the city of Wasilla.

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire

protection.

(C) Board of supervisors. The Wasilla-Lakes Fire Service Area No. 130 Board of Supervisors shall consist of a five-member board that shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis. (Ord. 09-107, § 2, 2009; Ord. 09-054, § 2, 2009; Ord. 06-135, § 3, 2006; Ord. 03-035, § 3, 2003; Ord. 02-168, § 3, 2002; Ord. 00-192, § 3, 2000; Ord. 97-030, § 2, 1997; Ord. 95-077, § 4, 1995; Ord. 95-076(sub), § 3, 1995, ratified by voters at 10-3-95 election; Ord. 93-028, § 3, 1993, ratified by voters at the 4/20/93 election; Ord. 91-56AM, § 4, 1991)

5.25.141 SERVICE AREA NO. 131: CIRCLE VIEW AND STAMPEDE ESTATES FLOOD AND WATER EROSION CONTROL SERVICE AREA.

(A) Establishment. There is established a Matanuska-Susitna Borough Service Area No. 131 known as the Circle View and Stampede Estates Flood and Water Erosion Control Service Area, more particularly described as follows:

Circle View and Stamped Estates Flood and Water Erosion Control Service Area No. 131:

Township 17 North, Range 2 East, Seward Meridian, Alaska

Section 21 SE ¼ SW ¼, that portion of the E ½ southerly of the thread of the Matanuska River excepting therefrom the following two parcels.

(1) 17N02E21D008 described as follows:

commencing at the SE 1/16 corner of said Section 21 which is the southwest corner of Circleview Subdivision, plat no. 79-328, thence N 0° 05' 28" W along the easterly 1/16 line 531.52 feet of the northerly right-of-way line of Brian Drive, which is the true point of beginning; thence along said right-of-way line S 84° 46' 14" W 645.73 feet; thence N 0° 05' 28" W 338.65 feet thence N 84 46' 14" E 645.73 feet to the easterly 1/16 line; thence along the 1/16 line S 0 05' 28" E 338.65 feet to the true point of beginning.

(2) Lot 14, Block 2, Circleview Subdivision plat no. 79-328

Section 22 W ½ SW ¼ SW ¼ NW ¼ SW ¼ that portion of the NW ¼ southerly and easterly of the thread of the Matanuska River.

(B) The services provided in the area are for water erosion and flood control including improvements and maintenance thereof.

(C) The service area shall have a board of supervisors consisting of five qualified voters who reside in the area. (Ord. 99-120, § 3, 1999; Ord. 94-121, § 5, 1994; Ord. 92-019, § 3, 1992, ratified by voters at the 5-5-92 election; Ord. 91-121, § 2, 1991; Ord. 91-087, § 4, 1991, ratified by voters at the 10-1-91 election)

5.25.142 SERVICE AREA NO. 132: GREATER PALMER CONSOLIDATED FIRE SERVICE AREA.

(A) Establishment. The Greater Palmer Fire Service Area No. 3 and the Fishhook Fire Service Area No. 32 are hereby consolidated and there is established the Greater Palmer Consolidated Fire Service Area No. 132 more particularly described as:

Greater Palmer Consolidated Fire Service Area No. 132:

Township 19 North, Range 1 East, Seward Meridian, Alaska

- Section 26 All
- Section 27 E ½
- Sections 32, 33, 34, and 35 All

Township 19 North, Range 2 East, Seward Meridian, Alaska

- Section 21 SW ¼
- Section 28 That portion westerly of the western ordinary high water mark of Moose Creek
- Section 33 That portion southerly and westerly of the southern ordinary high water mark of Moose Creek
- Section 34 That portion southerly and westerly of the southern ordinary high water mark of Moose Creek

Township 18 North, Range 1 West, Seward Meridian, Alaska

- Section 13 S ½
- Section 24 N ½, N ½ S ½, SW ¼ SE ¼

Township 18 North, Range 1 East, Seward Meridian, Alaska

- Section 1 W ½
- Sections 2, 3, 4, and 5 All
- Sections 7, 8, 9, 10, 11, and 12 All
- Sections 13, 14, 15, 16, 17, and 18 All
- Section 20 All
- Section 23 NE ¼
- Section 24 N ½, SE ¼, N ½ SW ¼
- Section 25 E ½, together with that portion of the W ½ described as: Beginning at a point on the East boundary of Ptarmigan Heights Subdivision, according to Plat No. 2000-72 recorded August 24, 2000, in the Palmer Recording District, Alaska, lying South 00°06'53" East and 477.86 feet distant from the northeast corner of said subdivision; thence South 43°51'12" West for 690.96 feet; thence South 46°15'00" East for 353.55 feet; thence South 00°00'00" East for 100 feet; thence North 89°56'11" East for 225.00 feet to the center one-quarter corner of Section 25; thence North 00°06'53" West for 842.50 feet to the point of beginning

Section 34	SE ¼, E ½ SW ¼
Section 35	S ½
Section 36	S ½, NE ¼
Township 18 North, Range 2 East, Seward Meridian, Alaska	
Section 2	That portion northerly and westerly of the northern right-of-way line of the Glenn Highway and southerly of the southern ordinary high water mark of Moose Creek
Section 3	W ½ and that portion of the E ½ northerly of the northern right-of-way line of the Glenn Highway and southerly of the southern ordinary high water mark of Moose Creek
Section 4	All
Section 6	S ½
Sections 7, 8, and 9	All
Section 10	That portion northerly and westerly of the northern right-of-way line of the Glenn Highway
Section 11	U.S. Government Lot 1, SE ¼, E ½ SW ¼, SW ¼ SW ¼
Section 12	U.S. Government Lot 1, that portion of Alaska Ranchos Unit No. 1 Subdivision Plat Nos. 71-28 and 92-52 Palmer Recording Office lying within U.S. Government Lots 3 and 4, SE ¼ NE ¼, S ½
Section 13	That portion of SW ¼ southerly of a line beginning at the N-S1/64 corner common with Sections 13 and 14, thence South 70°39' East 2797.60 feet to a point on the center quarter line 1056.00 feet northerly of the S ¼ corner, NE ¼ NE ¼, NW ¼ NE ¼, N ½ N ½ NW ¼
Section 14	S ½ NE ¼ NE ¼, NW ¼ NE ¼, S ½, S ½ N ½, N ½ NE ¼ NE ¼, N ½ NW ¼
Section 15	S ½, S ½ N ½
Sections 16, 17, 18, 19, 20, 21, 22, and 23	All
Section 24	N ½
Section 25	SW ¼, W ½ SE ¼
Sections 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36	All

Township 17 North, Range 1 East, Seward Meridian, Alaska

Section 1	NW ¼, E ½
Section 2	N ½
Section 3	NE ¼
Section 12	E ½
Section 13	All
Section 23	N ½
Section 24	N ½

Township 17 North, Range 2 East, Seward Meridian, Alaska

Section 3	That portion lying westerly of the thread of the Matanuska River
Sections 4, 5, 6, 7, 8, and 9	All
Section 10	That portion lying westerly of the thread of the Matanuska River
Sections 15 and 16	That portion lying northerly and westerly of the thread of the Matanuska River
Sections 17 and 18	All
Section 19	N ½
Section 20	That portion lying northwesterly of the thread of the Matanuska River

Township 18 North, Range 3 East, Seward Meridian, Alaska

Section 5	NE ¼ SE ¼, W ½ SE ¼, E ½ SW ¼, SW ¼ SW ¼
Section 6	U.S. Government Lots 9 and 10
Section 7	All excepting U.S. Government Lots 18 through 26 also excepting Wolf Lake
Section 8	U.S. Government Lots 1 through 4, U.S. Government Lots 7 through 11

Excepting from all the above area within the corporate limits of the city of Palmer.

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The Greater Palmer Consolidated Fire Service Area No. 132 Board of Supervisors shall consist of a three-member board, which shall operate pursuant to MSB 5.15.010. The three-year terms shall be calculated on a calendar year basis.

(Ord. 10-051, § 2, 2010; IM 05-067, pages 1, 2, presented 4/5/05; Ord. 03-124, § 3, 2003; Ord. 02-167, § 3, 2002; Ord. 02-100, § 3, 2002; Ord. 00-191, § 3, 2000; Ord. 98-122, § 3, 1998; Ord. 97-088, § 3, 1997; Ord. 97-087, § 3, 1997; Ord. 97-028, § 2, 1997; Ord. 95-014, § 2, 1995; Ord. 94-001AM, § 6 (part), 1994; Ord. 93-006, § 4, 1993; Ord. 92-036, § 3, 1992)

5.25.143 SERVICE AREA NO. 134: CHASE TRAIL SERVICE AREA.

(A) There is established a Matanuska-Susitna Borough Service Area No. 134 known as the Chase Trail Service Area more particularly described as:

Commencing at the corner common to Sections 13, 14, 23 and 24, T26N, R05W, S.M., Third Judicial District State of Alaska;

Thence west on the section line common to Sections 14 and 23 to the intersection of the ordinary high water level on the left bank of the Susitna River, the True Point of Beginning;

Thence northerly on the ordinary high water level on the left bank of said river to the intersection of the section line of Sections 21 and 28, T29N, R04W, S.M.;

Thence south on the section lines to the southeast corner of Section 33 common with the southwest corner of Section 34, T29N, R04W, S.M. and the north section line of Section 4, T28N, R04W, S.M.;

Thence east on the north section line of said Section 4 to its northeast corner common with the northwest corner of Section 3;

Thence south on the section lines to the corner of Sections 9, 10, 15 and 16, T28N, R04W, S.M.;

Thence east on the north section line of said Section 15 to its northeast corner common with the northwest corner of Section 14;

Thence south on the common section line of Sections 14 and 15 to the corner of Sections 14, 15, 22 and 23, T28N, R04W, S.M.;

Thence east on the section lines to the intersection of the ordinary high water level on the right bank of Chuniilna Creek in Sections 17 and 20, T28N, R03W, S.M.;

Thence southerly on the ordinary high water level on the right bank of Chuniilna Creek to its confluence with the Talkeetna River in Section 4, T26N, R04W, S.M.;

Thence on the ordinary high water level on the right bank of the Talkeetna River to its confluence with the Susitna River in Section 24, T26N, R05W, S.M.;

Thence northerly on the ordinary high water level on the left bank of the Susitna River to the intersection of the section line common to Sections 14 and 23, T26N, R05W, S.M., the True Point of Beginning.

And shown on the official service area map.

(B) The services provided in the area include construction, reconstruction, maintenance and operation of an access trail from Talkeetna to Alaska Railroad Mile 232, paralleling the track bed.

(C) The service area shall have a board of supervisors consisting of three qualified voters who reside in the area. The board of supervisors shall be appointed by the assembly and serve until the next scheduled election.

(Ord. 94-001AM, § 6 (part), 1994; Ord. 92-087, § 3, 1992, ratified by voters at the 10/6/92 election)

5.25.144 SERVICE AREA NO. 135: CASWELL LAKES FIRE SERVICE AREA.

(A) Establishment. There is established the Caswell Lakes Fire Service Area No. 135 more particularly described as:

Township 21 North, Range 4 West, Seward Meridian, Alaska

Sections 5, 6, 7, 8, 17, 18, 19, and 20 All

Township 21 North, Range 5 West, Seward Meridian, Alaska

Sections 12, 13, and 24 All

Township 22 North, Range 4 West, Seward Meridian, Alaska

Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36 All

Township 23 North, Range 4 West, Seward Meridian, Alaska

Section 8 S ½ S ½

Sections 17, 18, 19, 20, 21,
28, 29, 30, 31, 32, and 33 All

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The Caswell Lakes Fire Service Area No. 135 Board of Supervisors shall consist of a three-member board that shall operate pursuant to MSB 5.15.010. The three-year term shall be calculated on a calendar-year basis. (Ord. 09-002, § 2, 2009; Ord. 08-095, § 3, 2008)

5.25.145 SERVICE AREA NO. 136: WEST LAKES FIRE SERVICE AREA.

(A) Establishment. There is established the West Lakes Fire Service Area No. 136 more particularly described as:

Township 16 North, Range 3 West, Seward Meridian, Alaska

Sections 2, 3, 4, 5, and 6 All

Sections 8 and 9 All

Township 16 North, Range 4 West, Seward Meridian, Alaska

Section 1 All

Township 17 North, Range 2 West, Seward Meridian, Alaska

Section 1 W ½

Sections 2, 3, 4, 5, 6, 7, 8, 9, and 10 All

Section 11 W ½ excluding therefrom the following portion: Easterly 225.52 feet of the N ½ of the NW ¼

Sections 15, 16, 17, and 18 All

Township 17 North, Range 3 West, Seward Meridian, Alaska

Sections 4 and 5 All

Sections 8, 9, and 10 All

Sections 13, 14, 15, 16, 17, and 18 All

Sections 20 and 21 Those portions upland from the ordinary high water line of Big Lake, except the islands

Sections 22 and 23 All

Section 26 All, except Lots 1, 2, 3, and 4, Block 1, Whale Lake Subdivision (Plat No. 78-059, Palmer Recording District)

Section 27 All

Sections 28, 29, 30, and 31 Those portions lying upland from the southeasterly ordinary high water line of Big Lake

Sections 32, 33, 34 and 35 All

Township 17 North, Range 4 West, Seward Meridian, Alaska

Section 11 That portion lying upland from the southeasterly ordinary high water line of West Lake

Section 12	All, except Government Lots 10, 11, 12 and 13
Sections 13 and 14	All
Section 15	E ½
Section 23	E ½
Section 24	All
Section 25	N ½ N ½ all that portion of Government Lot 1 except the east 150 feet
Section 26	Lots 1, 2, 3, 4, 5, and 6, Stewart Subdivision (Plat No. 68-028, Palmer Recording District), and that portion of the NE ¼ upland of ordinary high water line of Big Lake, except the islands
Section 34	All that portion of Phase I Jana Estates Subdivision (Plat No. 87-035, Palmer Recording District) except Tracts C and D
Section 35	That portion of the S ½ lying upland of ordinary high water line of Big Lake, except the islands
Section 36	That portion upland from the ordinary high water line of Big Lake, except the islands

Township 18 North, Range 1 West, Seward Meridian, Alaska

Sections 8, 9, 10, 11, and 12	All
Section 13	N ½ N ½
Sections 14, 15, 16, 17, 18, 19, 20, 21, and 22	All
Section 23	N ½ NW ¼ NE ¼
Section 27	N ½ SW ¼ N ½ SE ¼ SW ¼ SE ¼
Sections 28, 29, 30, and 31	All
Section 32	N ½ SW ¼
Section 33	N ½
Section 34	NW ¼

Township 18 North, Range 2 West, Seward Meridian, Alaska

Sections 13, 14, and 15	All
Section 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36	All

Excepting therefrom the area within the corporate limits of the cities of Houston and Wasilla.

(B) Services. The services to be provided in this service area are all things necessary and proper to provide fire protection.

(C) Board of Supervisors. The West Lakes Fire Service Area No. 136 Board of Supervisors shall consist of a five-member board that shall operate pursuant to MSB 5.15.010. The three-year term shall be calculated on a calendar-year basis. (Ord. 09-026, §§ 2, 3, 2009; Ord. 09-001, § 4, 2009; Ord. 08-111, § 3, 2008)

Alaska Statutes.

Title 44. State Government

Chapter 62. Administrative Procedure Act

Section 310. Government Meetings Public.

previous: [Section 305](#). Judicial Relief in Administrative Matters.

next: [Section 312](#). State Policy Regarding Meetings.

AS 44.62.310. Government Meetings Public.

(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

- (1)** matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2)** subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3)** matters which by law, municipal charter, or ordinance are required to be confidential;
- (4)** matters involving consideration of government records that by law are not subject to public disclosure.

(d) This section does not apply to

- (1)** a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;
- (2)** juries;
- (3)** parole or pardon boards;
- (4)** meetings of a hospital medical staff;

(5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges or discipline;

(6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents; or

(7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings.

(e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and if, the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to posting notice of a meeting on the Alaska Online Public Notice System as required by AS 44.62.175 (a), the notice may be given using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings.

(f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void, the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

(1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;

(2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;

(3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;

(4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;

(5) the amount of time that has passed since the action was taken;

(6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;

(7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;

(8) the degree to which violations of this section were wilful, flagrant, or obvious;

(9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312 (a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

(1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;

(2) "meeting" means a gathering of members of a governmental body when

(A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or

(B) the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

(3) "public entity" means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

All content © 2008 by [Touch N' Go/Bright Solutions, Inc.](#)

Note to HTML Version:

This version of the Alaska Statutes is current through December, 2007. The Alaska Statutes were automatically converted to HTML from a plain text format. Every effort has been made to ensure their accuracy, but this can not be guaranteed. *If it is critical that the precise terms of the Alaska Statutes be known, it is recommended that more formal sources be consulted.* For statutes adopted after the effective date of these statutes, see, [Alaska State Legislature](#) If any errors are found, please e-mail Touch N' Go systems at E-mail. We hope you find this information useful.

This page has been updated: 08/26/2011 16:05:06

Introduced: 03/16/04
Public Hearing: 04/06/04
Amended: 04/06/04
Adopted: 04/06/04

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 04-053 (AM)**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ADOPTING NEW PROCEDURES FOR THE IMPLEMENTATION OF AN AREAWIDE ROAD DUST CONTROL PROGRAM FOR AIR POLLUTION CONTROL.

WHEREAS, the Matanuska-Susitna Borough Assembly passed Ordinance Serial No. 97-062(AM) to address expending funds from the areawide general fund for the upgrade of Borough roads; and

WHEREAS, Ordinance Serial No. 01-008, adopted on January 16, 2001, allowed the air pollution control program to be utilized for costs associated with the purchase and application of calcium chloride on unpaved Borough roads; and

WHEREAS, these funds can only be used for an areawide purpose; and

WHEREAS, the purpose is to improve air quality by establishing a program to pave or apply calcium chloride to the maximum number of lane miles annually; and

WHEREAS, to achieve the maximum number of lane miles, the projects will be prioritized utilizing matching funds from sources other than Borough areawide appropriation.

WHEREAS, Ordinance Serial No. 97-062(AM) needs to be updated to better administer this program.

BE IT ENACTED:

Section 1. Classification. This is a non-code ordinance.

Section 2. Procedures. The following procedures are

established for the implementation of areawide road paving and calcium chloride programs for air pollution control:

(A) The Matanuska-Susitna Borough Assembly appropriated funds in the fiscal year 1997 budget for the upgrade of Borough roads and have appropriated additional funds in the following years. Funds were appropriated from the fund balance in the areawide general fund and can, therefore, be used only for an areawide purpose. Air pollution control is an areawide power of the Matanuska-Susitna Borough. The populated area of the Matanuska-Susitna Borough is subjected to increasing air pollution due to dust levels that are hazardous to human health. Violations of the health standards were noted in a study conducted in 1996 by the Alaska State Department of Environmental Conservation. Two control measures available to the Matanuska-Susitna Borough are paving and calcium chloride application. The Borough maintains 959 miles of road, of which 200 miles have been paved since the inception of the paving program in 1997. A total of 253 miles are now paved.

(B) The purpose of this program is to improve the environmental conditions, especially air quality, in the Matanuska-Susitna Borough through a comprehensive areawide program to pave or apply calcium chloride to borough roads. This program is structured with the intention to provide dust control on the maximum number of lane miles annually, on a priority ranking basis, as

funding permits. Any project considered for this program must include a financial match using funds from a source other than the areawide appropriation by the Matanuska-Susitna Borough.

(C) Selection criteria.

(1) Project selections will be made based on functional classification of a Borough road, matching funds, and timing. In road service areas with limited funds, calcium chloride applications may be substituted for pavement for dust control. The same selection criteria will be used for both pavement and calcium chloride applications. A description of these follows:

(a) Functional classification means arterial roads will receive the highest priority, followed by collector and residential roads. A summary of the characteristics of the functional classification follows:

Road Type	Traffic Volume	Property Access	Speed (mph)
Arterial	High	Less critical	35-55
Collector	Medium	Moderate	30-55
Residential	Low	Primary	25

(b) For purposes of this matrix, a collector is defined as serving or having the potential of serving more than one subdivision, or is a main access route serving a single subdivision. A residential road is defined as serving one or a part of one subdivision.

(c) Traffic counts will be used to

prioritize projects based on the greatest number of people benefiting from the proposed dust control method, along with a consideration of fair areawide distribution of funds, and project recommendations gathered in the process stated in subsection (E).

(i) Vehicle traffic counts will be made using the program in the Planning Department, for the collection, editing, processing and analysis of count data.

(d) Higher priority will be given to projects with higher matching percentages from non-areawide funds. Local improvement district (LID) funded matching projects will have the highest priority. The borough will fund all roads classified as arterial or higher. The minimum match from non-areawide sources will be 50 percent for collectors and 50 percent for residential roads.

(i) Examples of sources other than the Borough areawide appropriation would be revenues from: the cities of Palmer, Wasilla and Houston; the creation of local improvement districts; road service areas; state government; federal government; and contributions by private sources to the upgrade of existing Borough-owned roads; or any combination of these sources.

(ii) Matching funds must be available at the time the project list is submitted to

the Assembly for action and must remain available until project completion. A promise of funds from future mill levies, grants, and local improvement districts will make the project ineligible. Matching local improvement district funds must be from an approved and adopted local improvement district which has the capability of 100 percent of the funding coming from the local improvement district.

(2) Once a project meets all the criteria to become an approved project, it will be handled on a "first come, first served" basis. When the project is included on the approved projects list, it can only move up in priority provided funding remains in place. If any funded projects cannot be completed in a particular year, they will retain priority over other projects in subsequent years.

(D) Local improvement district requests shall be submitted to the Finance Department. The request shall contain a point of contact, road name, location and boundaries, source, amount, and availability of matching funds.

(E) All road projects will originate from the following sources:

(1) The Public Works Department based upon ongoing maintenance issues and costs, public safety, road characteristics indicating whether pavement or calcium chloride is appropriate and the cost of improvements.

(2) Road service area boards using the public hearing process.

(3) Petitions by local residents using the local improvement district process.

(4) The cities of Palmer, Houston and Wasilla.

(F) The following schedule will be followed for processing dust control requests:

(1) September 1 - The Public Works Department will send letters to the Mayor, Assembly, road service area boards, and cities of Palmer, Houston and Wasilla, soliciting nominations for projects for the next fiscal year. A copy of this ordinance and other appropriate attachments will be included.

(2) October 1 - All nominations are returned to the Public Works Department. Public Works will compile lists for each road service area including adopted and proposed local improvement districts that are within each road service area, develop project costs, and verify non-areawide funding sources.

(3) November 1 - Project lists, including local improvement districts, are submitted to the Mayor and appropriate Assembly member whose district the road service area lies within. The Assembly member and Mayor will submit comments and recommendations by November 20 to the Public Works Department.

(4) December 1 to January 15 - The road service area boards hold public hearings and meet with the Mayor

and appropriate Assembly member to develop a priority list of projects.

(5) January 15 - The Public Works Department compiles the priority lists, reconfirms project costs, and sends the final list to the Mayor, road service area boards, the Assembly, and the three cities for final verification.

(6) February 15 - Projects are submitted to the Planning Commission and the Transportation Advisory Board for comment.

(7) March 1 - An action memorandum (AM) is prepared by the Public Works Department and submitted to the Clerk's Office for the second Assembly meeting in March. Notwithstanding, if a paving LID has been approved prior to adoption of the project AM, the project will be added to the approved project list and provided with available matching funds.

(G) After approval by the Assembly, the Public Works Department will create individual project numbers for each project. The exception is funding for the three cities will be done by either a grant agreement or transfer of responsibilities agreement (TORA). When a matching fund source is coming from a source other than an areawide fund that will lapse at the end of a fiscal year, the Public Works Department will, by ordinance, move those funds into a non-lapsing project account. The Public Works Department will then place the approved

projects on a schedule for construction as the projects are prioritized and contract for pavement or calcium chloride for all roads outside city limits following established procedures and the cities will contract for their paving projects.

(H) The department will issue a monthly Assembly status report describing the status of all projects including information on delays, cost overruns or other problems.

(1) If a cost overrun, delay, or other problem occurs with an approved project, the Public Works Department will notify the Assembly before taking administrative action to delay or cancel a project.

(I) Public Works will ensure that all costs for the individual projects are charged to the proper project number. During the bidding process, if projects go over the estimated project cost, additional funding will be transferred from the lowest prioritized project, or additional funds may be provided from the service area, other sources, or dust control funds if available. The Public Works Department will notify the Assembly before reducing funding for a project.

(J) Project finalization. Public Works will prepare a project completion form at the completion of each project. This completion notice will be given to the Finance Department so they may start their process of

billing for the local improvement district match. The cities shall forward a project completion form and bill to the Public Works Department upon completion of the projects within the cities. The department will inspect the project and, upon approval, recommend payment to the Finance Department.

Section 3. Effective date. This ordinance shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough Assembly this 6 day
of April, 2004.

/S/

TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

/S/

MICHELLE M. MCGEHEE, Borough Clerk

(SEAL)

PASSED UNANIMOUSLY: Bush, Allen, Colberg, Kvalheim, Simpson,
Colver, and Vehrs

VENDOR NUMBER: _____

Appendix E

**MATANUSKA-SUSITNA BOROUGH
MILEAGE REIMBURSEMENT FORM**

NAME: _____
ADDRESS: _____

TITLE: _____

_____ AK _____ PHONE: _____

DATE	TOTAL MILES DRIVEN	DESTINATION	PURPOSE

Total in-borough mileage _____ X .555 per mile = \$ _____
 Total out-of-borough mileage _____ X .555 per mile = \$ _____

The above expenses are true and correct. Reimbursement is hereby requested.

Signed: _____ Coded: _____ \$ _____
 _____ Coded: _____ \$ _____
 Dated: _____ Approved: _____ Total \$ _____

**MATANUSKA-SUSITNA BOROUGH
LOCAL ROAD SERVICE AREA ADVISORY BOARD**

**REGULAR MEETING
MASCOT Office at 225 W. Riley, Wasilla**

**July 21, 2011
6:30 P.M.**

Conference Call Line Number: 745-9510

1. CALL TO ORDER
2. ROLL CALL, DETERMINATION OF QUORUM
3. PLEDGE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM: June 16, 2011
6. TRAINING
7. STAFF REPORTS
 - a. O & M
8. BOARD MEMBER REPORTS
 - a. TAB
9. UNFINISHED BUSINESS
 - a. Resolution 11-03
10. NEW BUSINESS
 - a. Request from Attorney
 - b. Road Service Area Consolidation Issue
11. PERSONS TO BE HEARD
12. CORRESPONDENCE AND INFORMATION
 - a. Board Vacancies
 - b. Title 16 versus 27
13. OTHER BUSINESS
14. BOARD COMMENTS
15. ADJOURNMENT

The next meeting will be on August 18, 2011

Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
 2. Why is Parliamentary Procedure Important?
 3. Example of the Order of Business
 4. Motions
 5. Types of Motions
 6. How are Motions Presented?
 7. Voting on a Motion
-

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the

membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.



“Road Construction 101”





Overview

- Common Road Features
- Road Details
- “The Good, The Bad, and The Ugly”



Common Road Features



Common Road Features

- Common Road Features

- Back slope: Typically 2:1 or shallower, only allowed to be steeper under certain circumstances and requires an Engineers evaluation
- Fore slope: For unpaved roads the steepest grade is 3:1 or shallower for 7.5 feet from the shoulder of the road, then 2:1 beyond that. For Paved roads the maximum fore slope is 2:1 or shallower
- Ditch Depth: typically 2'-2.5' deep. Shallower ditches require special measures to ensure snow storage and drainage continues to function
- Minimum ditch grade: 0.5%. Ditches and drainage areas shall be designed and constructed so that no standing water is contained or trapped against the road prism fore slopes
- All loose material exceeding 6 inches in size is to be removed from the right of way especially along the ditches and fore slopes
- Crown is to be 3% for unpaved roads and 2% for paved roads
- Average Daily Trips (ADT) for new residential streets may be estimated as number of potential single family dwelling units X 6



Common Road Features

- Specific Requirements for Residential Standard Road
 - Residential standard roads are to be designed to provide direct access to abutting lots and carry the least amount of traffic
 - Maximum centerline grade is 10%, however other factors should be taken into account to avoid combining steep grades with curves, poor sight distances, and intersections
 - Maximum grade within 50' of a "T" intersection is 5%, and 7% through the intersection
 - Traffic way to be 20' wide, with an additional 2' gravel shoulder for paved streets
 - Limited to 400 ADT for a loop street, 200 if only one outlet to a higher standard road. Streets that terminate in a cul-de-sac must provide to access to 20 lots or fewer and be no more than 1000' in length
 - Intersection corner radius is 20'



Common Road Features

- Specific Requirements for Sub-collector Standard Roads
 - Residential sub-collector streets:
 - Provide access to abutting properties and may also move traffic from residential streets that intersect it. sub-collector streets are to be designed to exclude all external through traffic which has neither origin nor destination on the sub-collector or its tributary residential access streets
 - Residential sub-collector streets must take access from a street of higher order in the system (collector or arterial)
 - Maximum centerline grade of 10%, other factors should be taken into account to avoid combining steep grades with curves, poor sight distances, and intersections
 - Maximum grade within 50' of a "T" intersection is 5%, and 7% through the intersection
 - Traffic way to be 20' wide. Sub-collector streets require a 1' gravel shoulder for unpaved roads and 2' gravel shoulders for paved roads
 - Limited to 1000 ADT if a loop street, 1000 ADT if only one point of access to a higher standard road.
 - Intersection corner radius is 25'

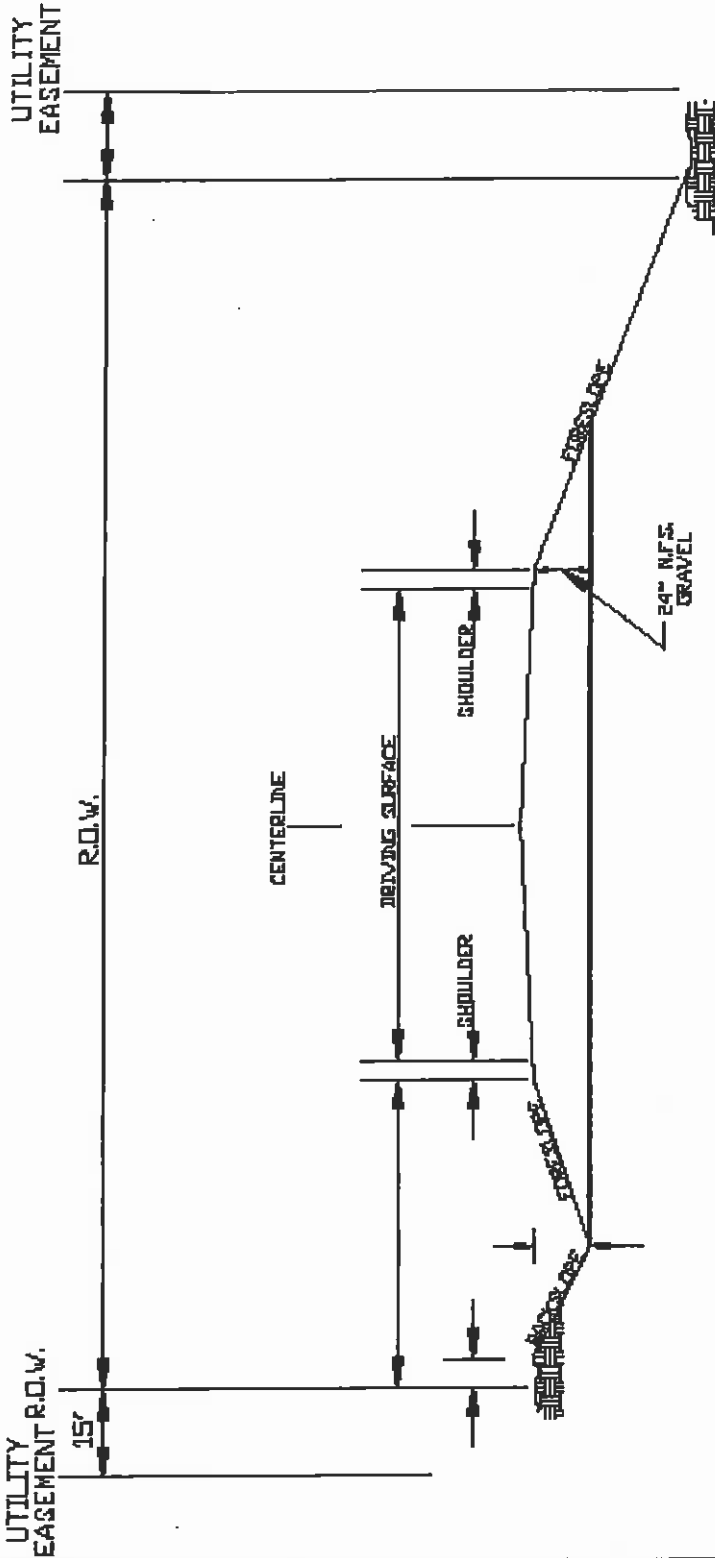


Common Road Features

- Specific Requirements for Collector Standard Roads (as defined in the Subdivision Construction Manual dated 1991)
 - A residential collector street is a street which carries residential neighborhood traffic, but which restricts or limits residential frontage
 - Residential collector streets should be designed to have no residential lots directly fronting on them, however there are guidelines for maximum amount of frontage based on ADT
 - Traffic way to be 22' wide with a 1' gravel shoulders for unpaved roads and 2' gravel shoulders for paved roads
 - Residential collector roads must be provided with no fewer than two access intersection to streets of equal or higher classification unless its termination is approved by the Public Works Department
 - Residential collector streets have specific requirements for frontage based on ADT
 - Maximum grade within 50' of intersection is 4%
 - Roadway intersection corner radius is 30'



Road Details



TYPICAL SECTION

WATANUBEA - SUBITNA

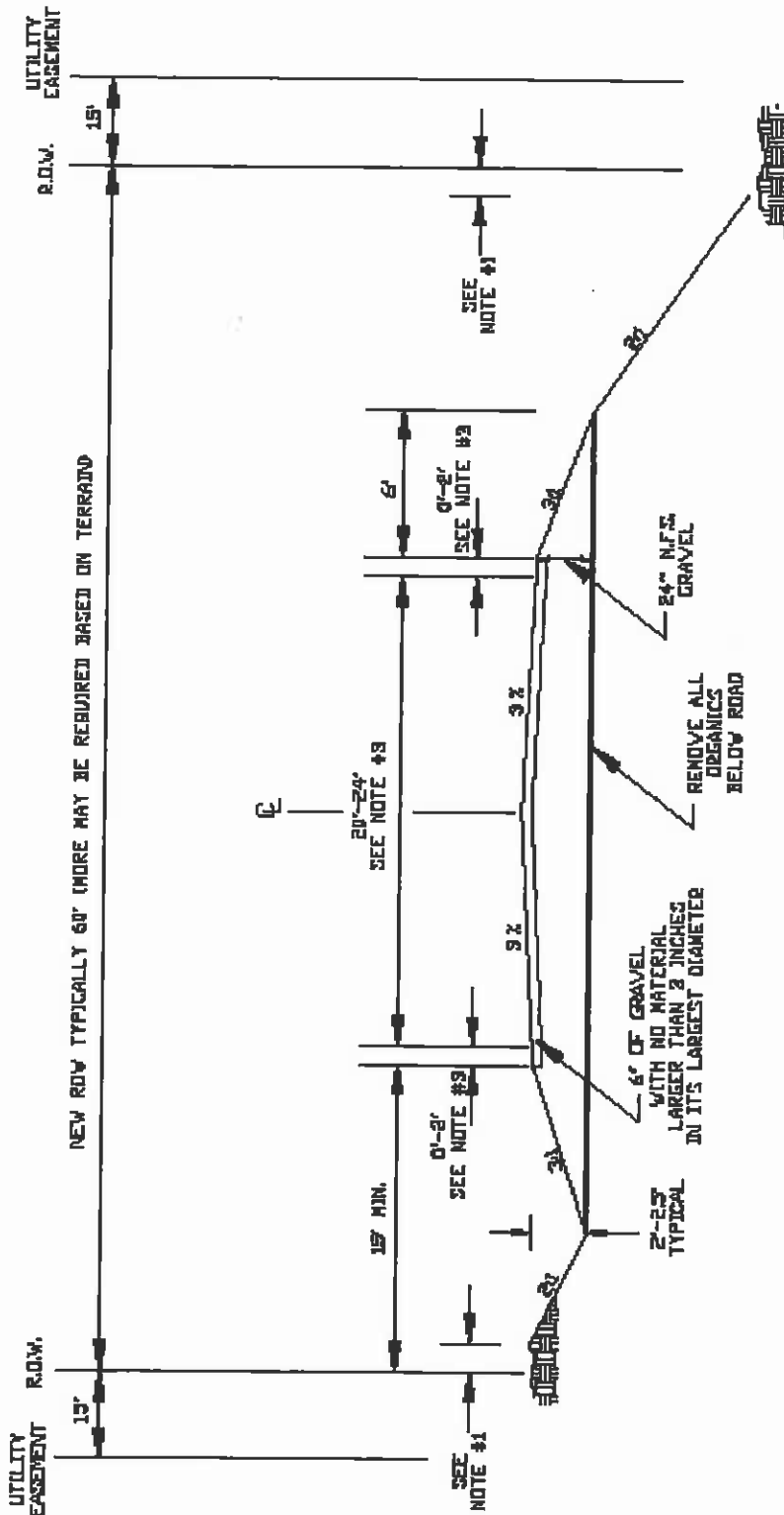


SCALE
NONE

APPROVED

REVISED
4/08

UNPAVED STREETS



TYPICAL SECTION

NOTES

- 1) R.O.W. OR SLOPE EASEMENT TO CONTAIN ALL CONSTRUCTION +5'
- 2) DITCH SLOPES SHOWN ARE THE STEEPEST ALLOWED
- 3) VARIES BASED ON ROAD CLASSIFICATION

MATANUSKA-GORITNA



BRIDGES

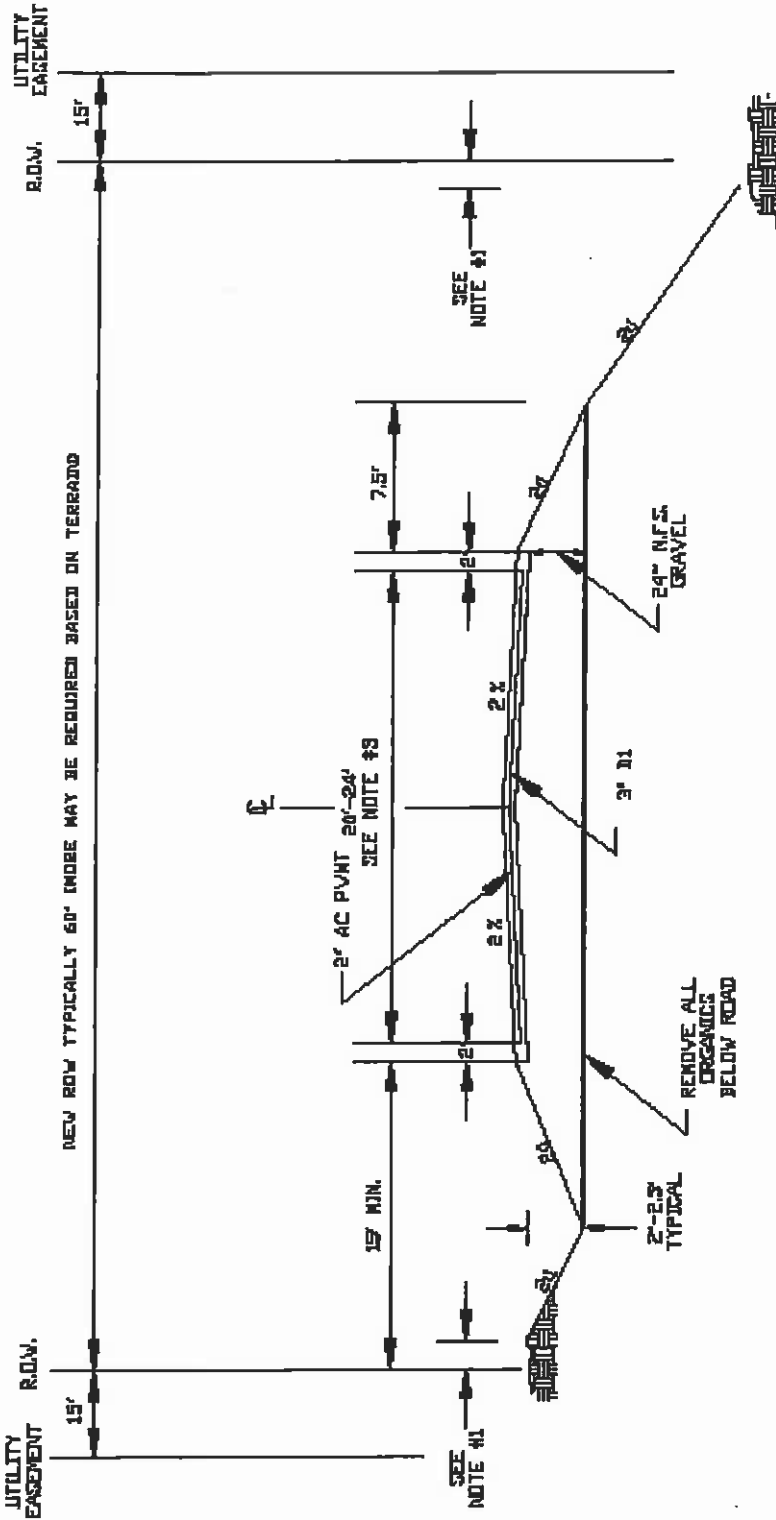
SCALE:
NONE

APPROVED

REVISED
4/08

UNPAVED STREETS

DRAWING NOT TO SCALE



TYPICAL SECTION

NOTES

- 1) R.O.W. OR SLOPE EASEMENT TO CONTAIN ALL CONSTRUCTION +5'
- 2) DITCH SLOPES SHOWN ARE THE STEEPEST ALLOWED
- 3) VARIES BASED ON ROAD CLASSIFICATION



SCALE:
NONE
APPROVED
REVISED
4/08

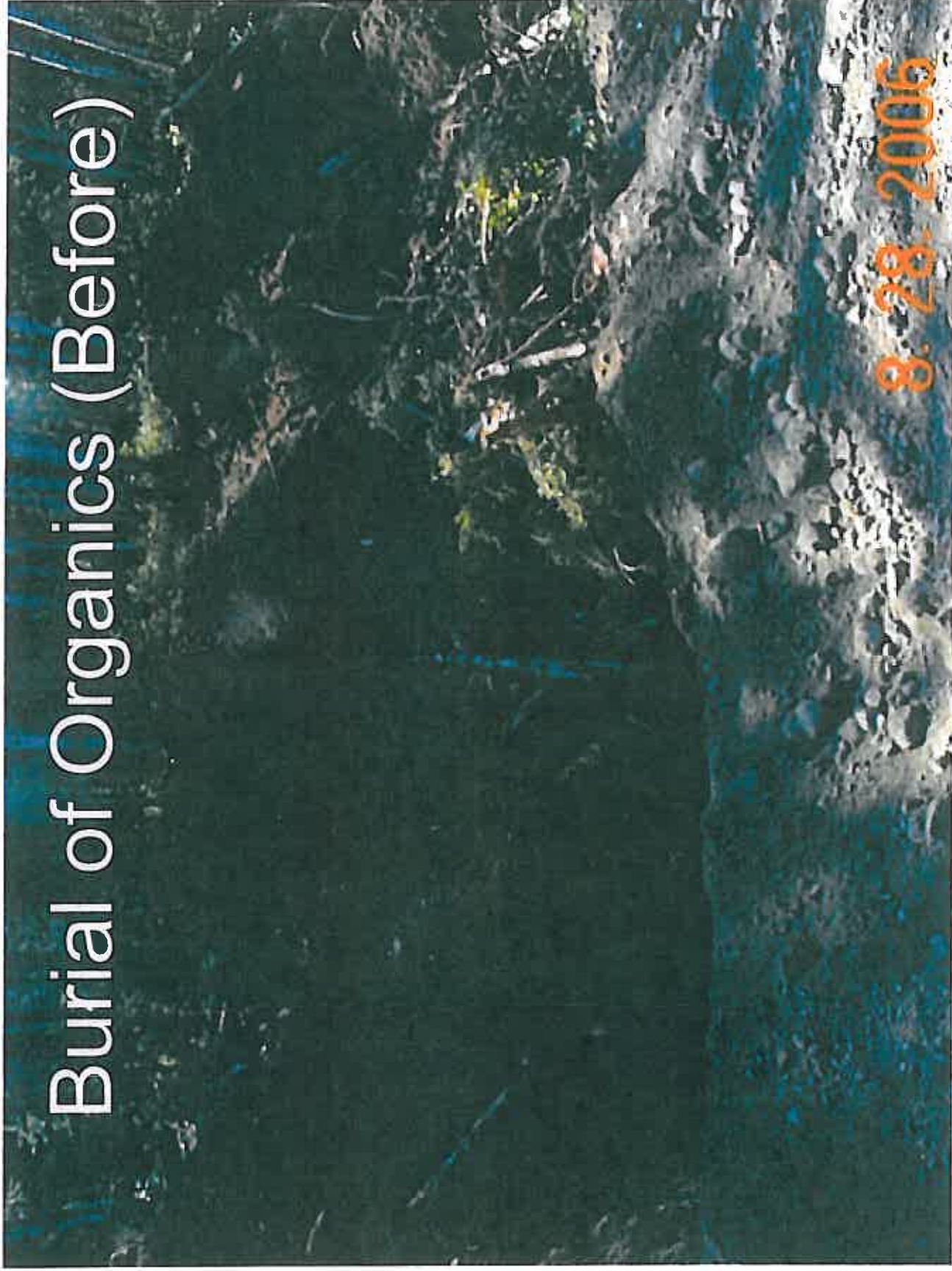
PAVED STREETS

DRAWING NOT TO SCALE



“The Good, The Bad, and The Ugly”

Burial of Organics (Before)

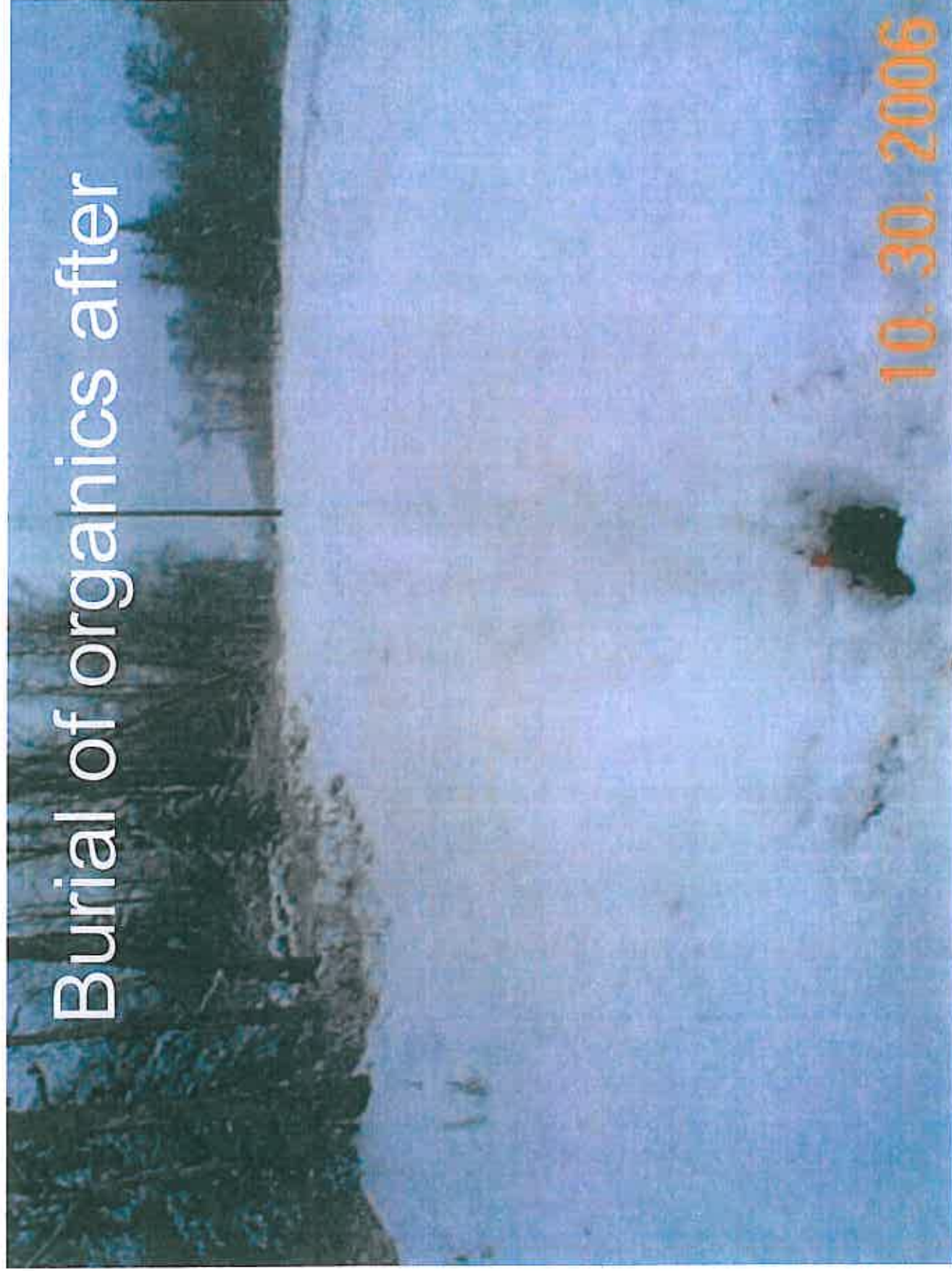


Burial of organics after



10.7.2006

Burial of organics after



10.30.2006

Oversized Material





Over-sized material after



07/13/2007 06:16 PM

Poor material

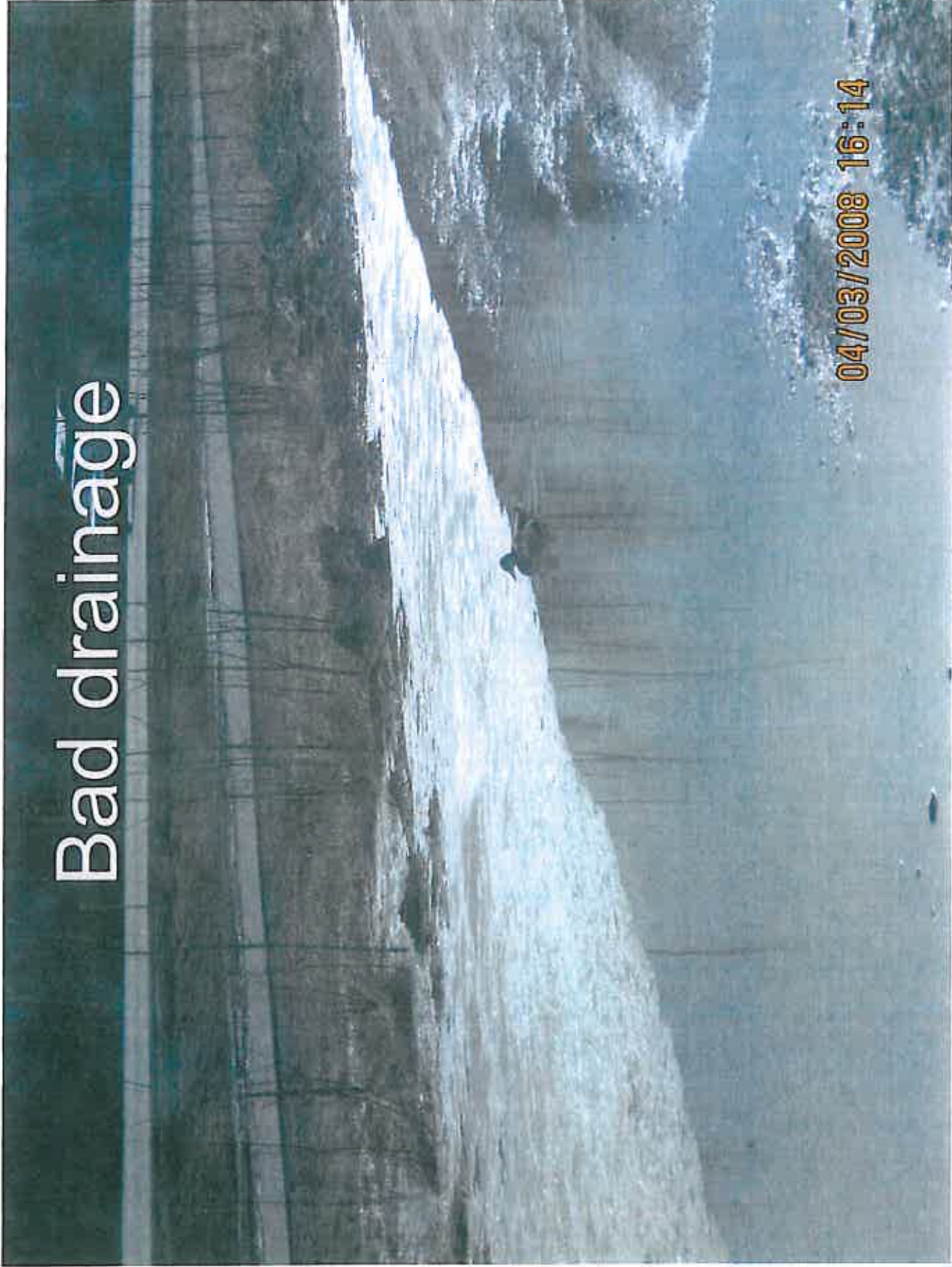


Poor material



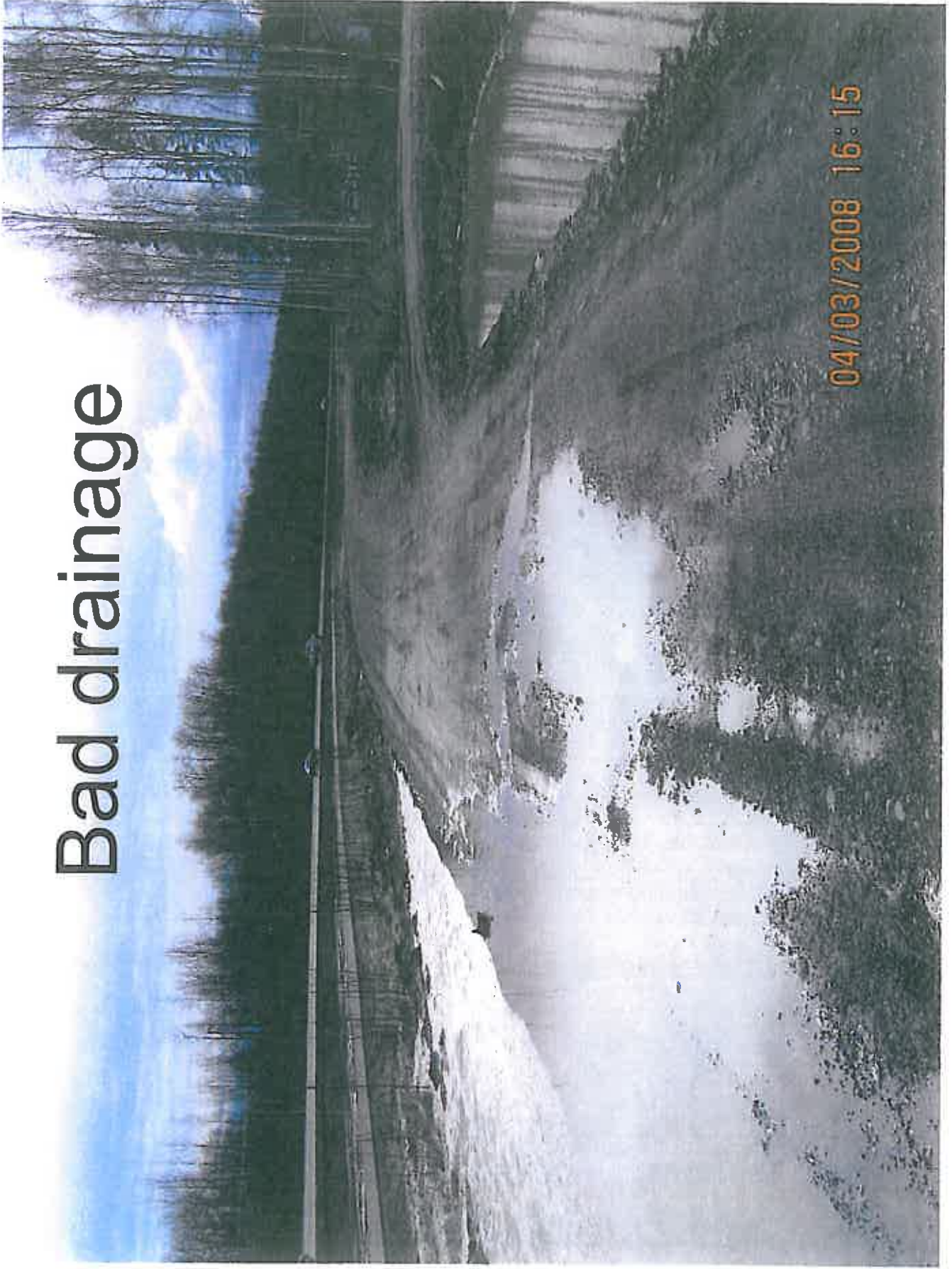
7.23.2007

Bad drainage



04/03/2008 16:14

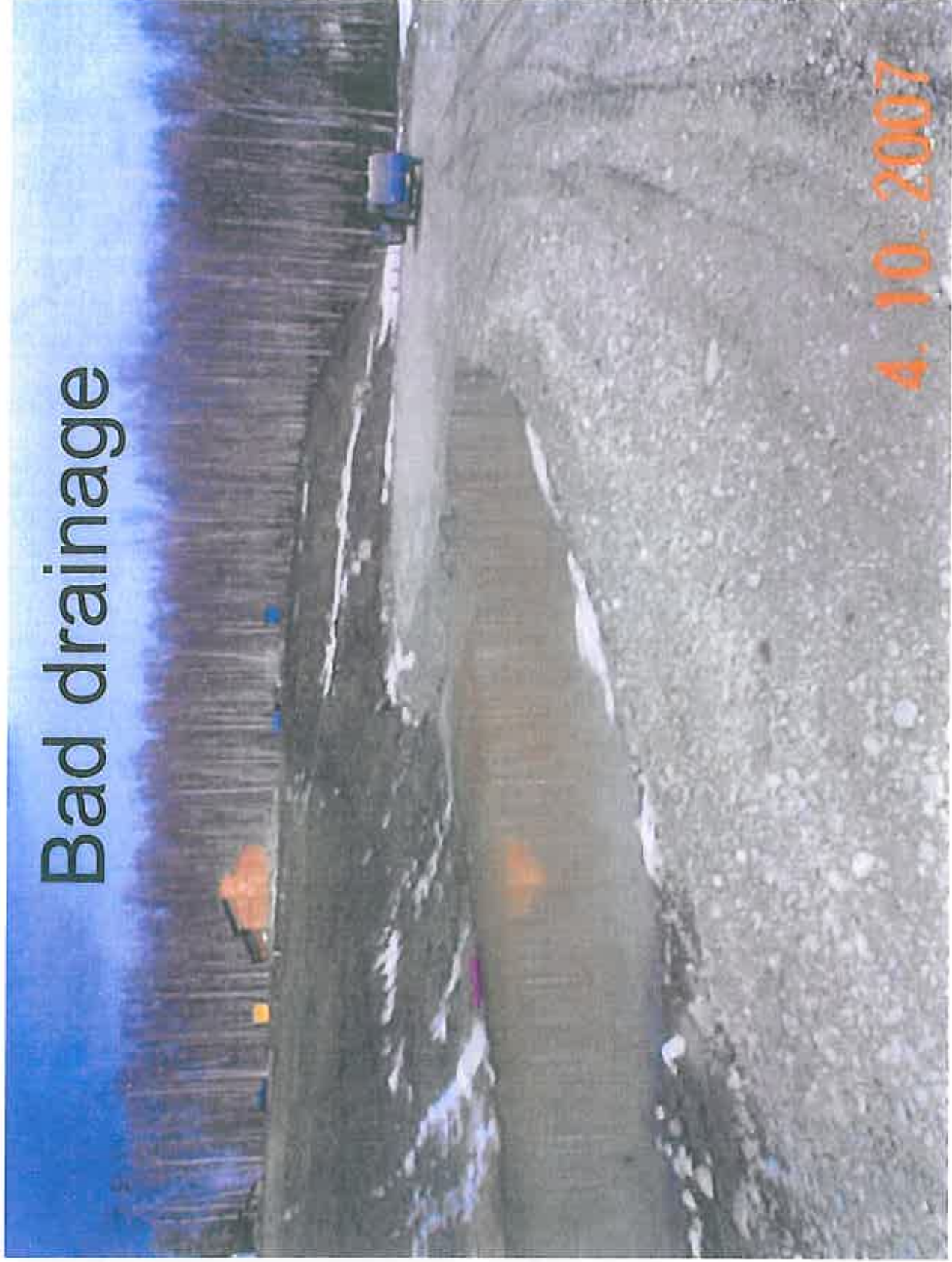
Bad drainage



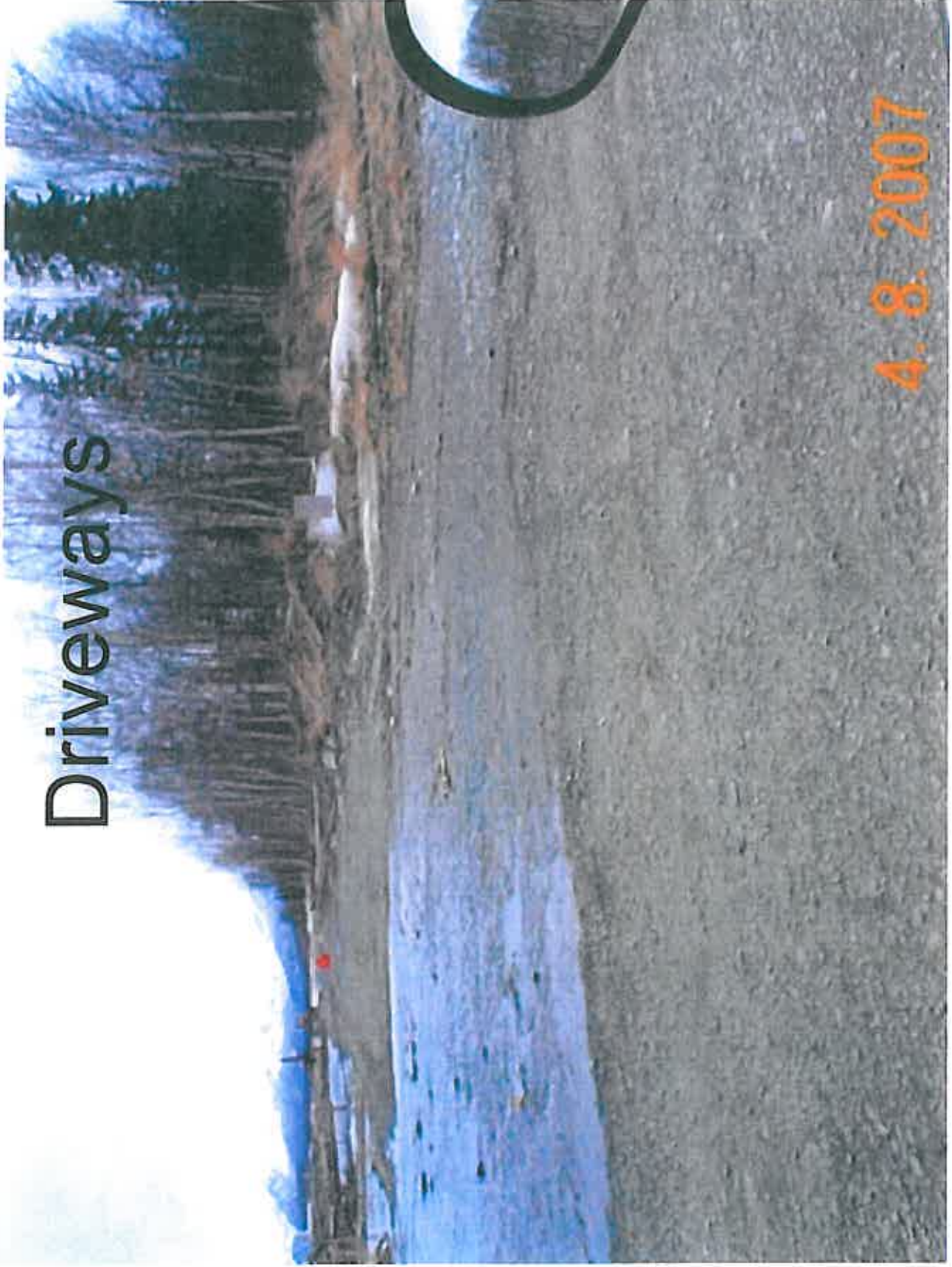
Bad Drainage



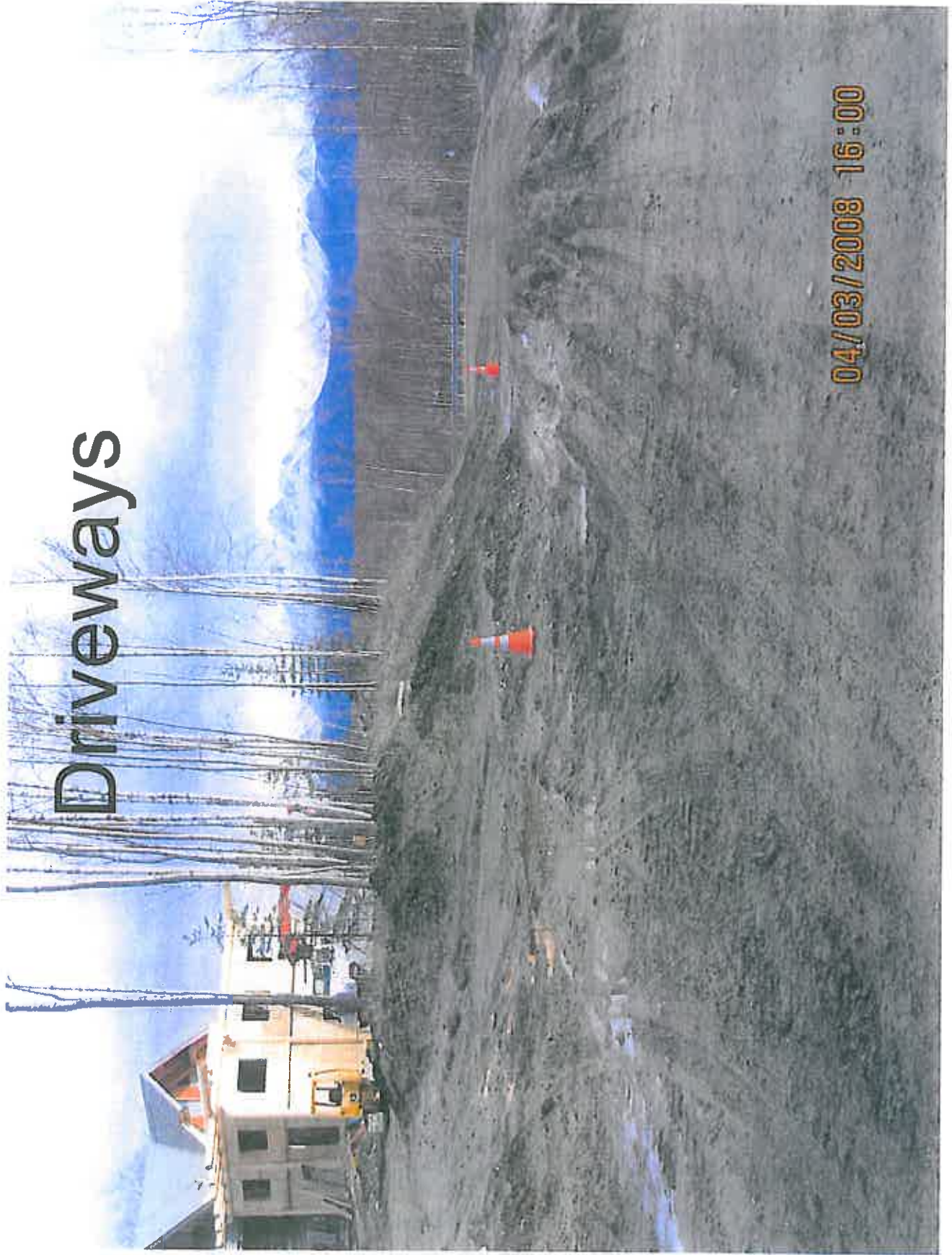
Bad drainage



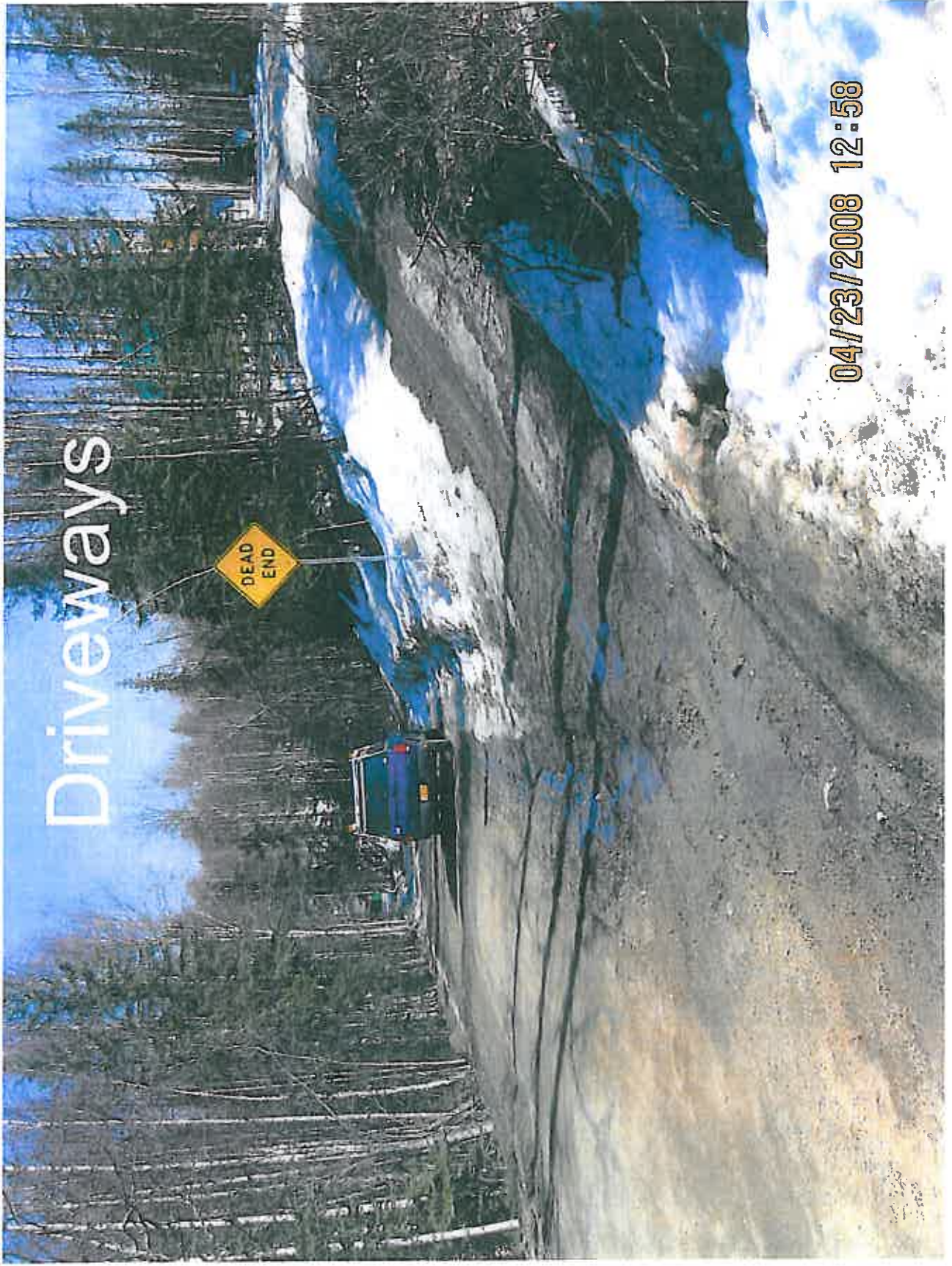
Driveways



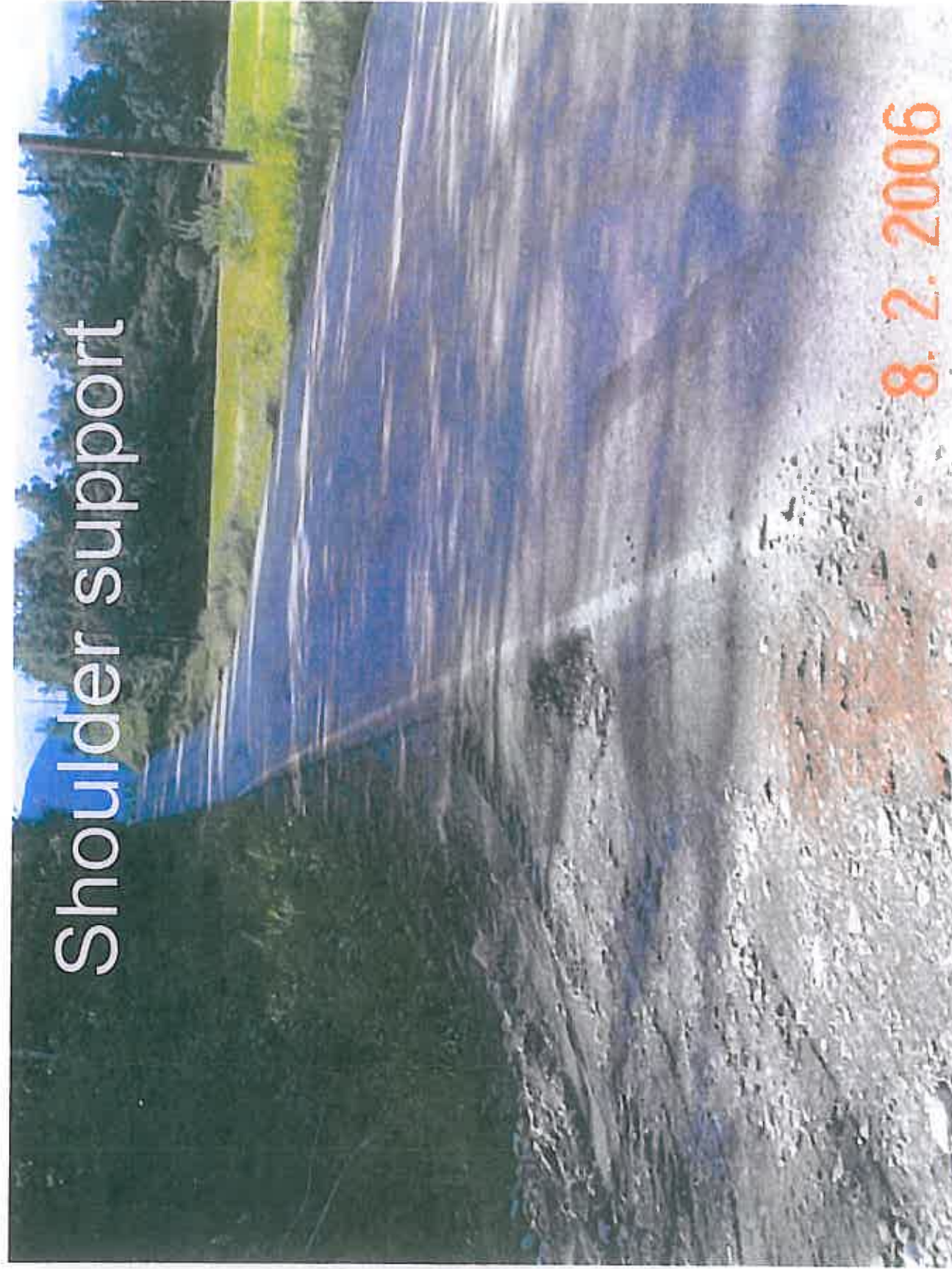
Driveways



Driveways

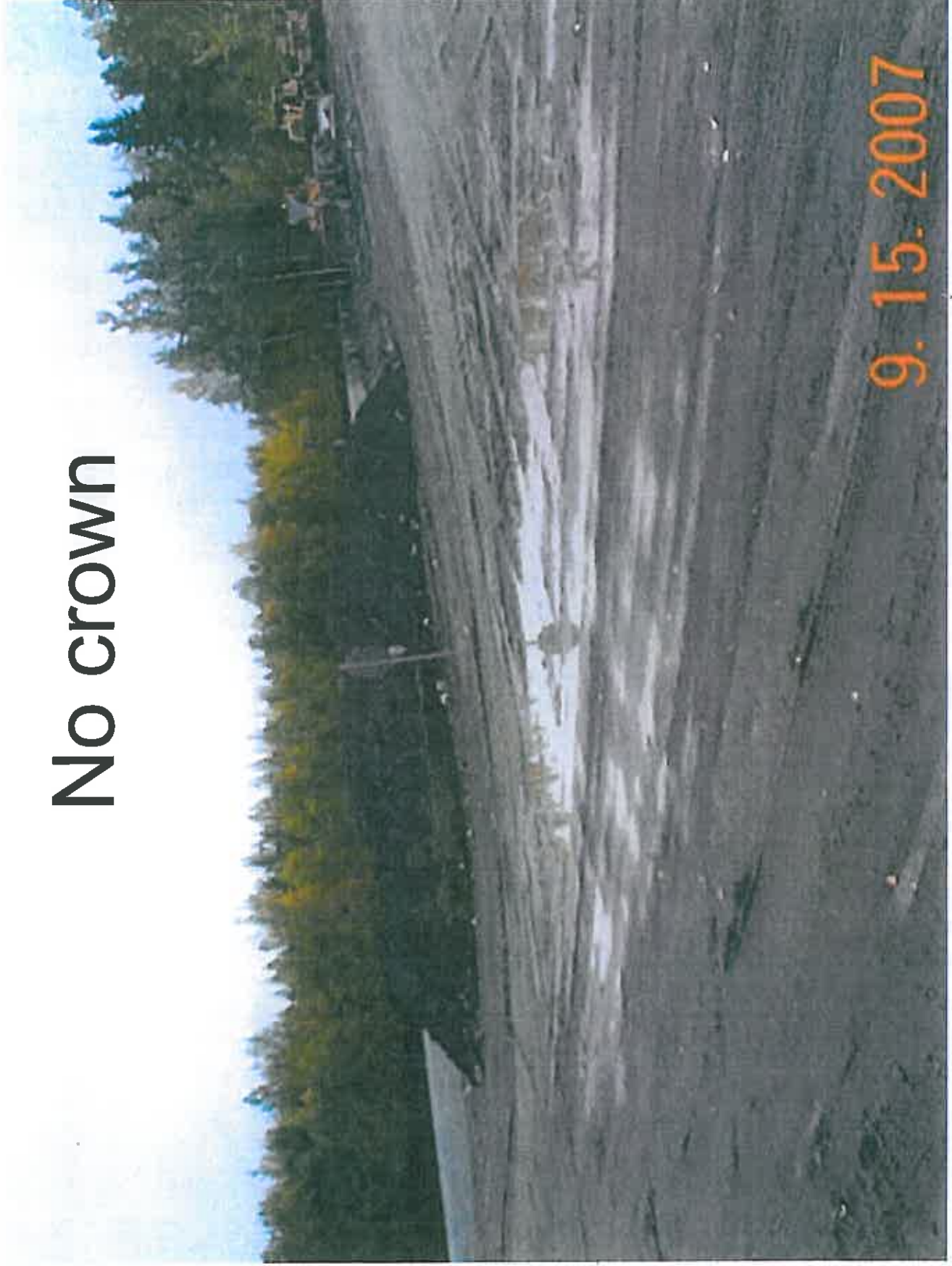


Shoulder support

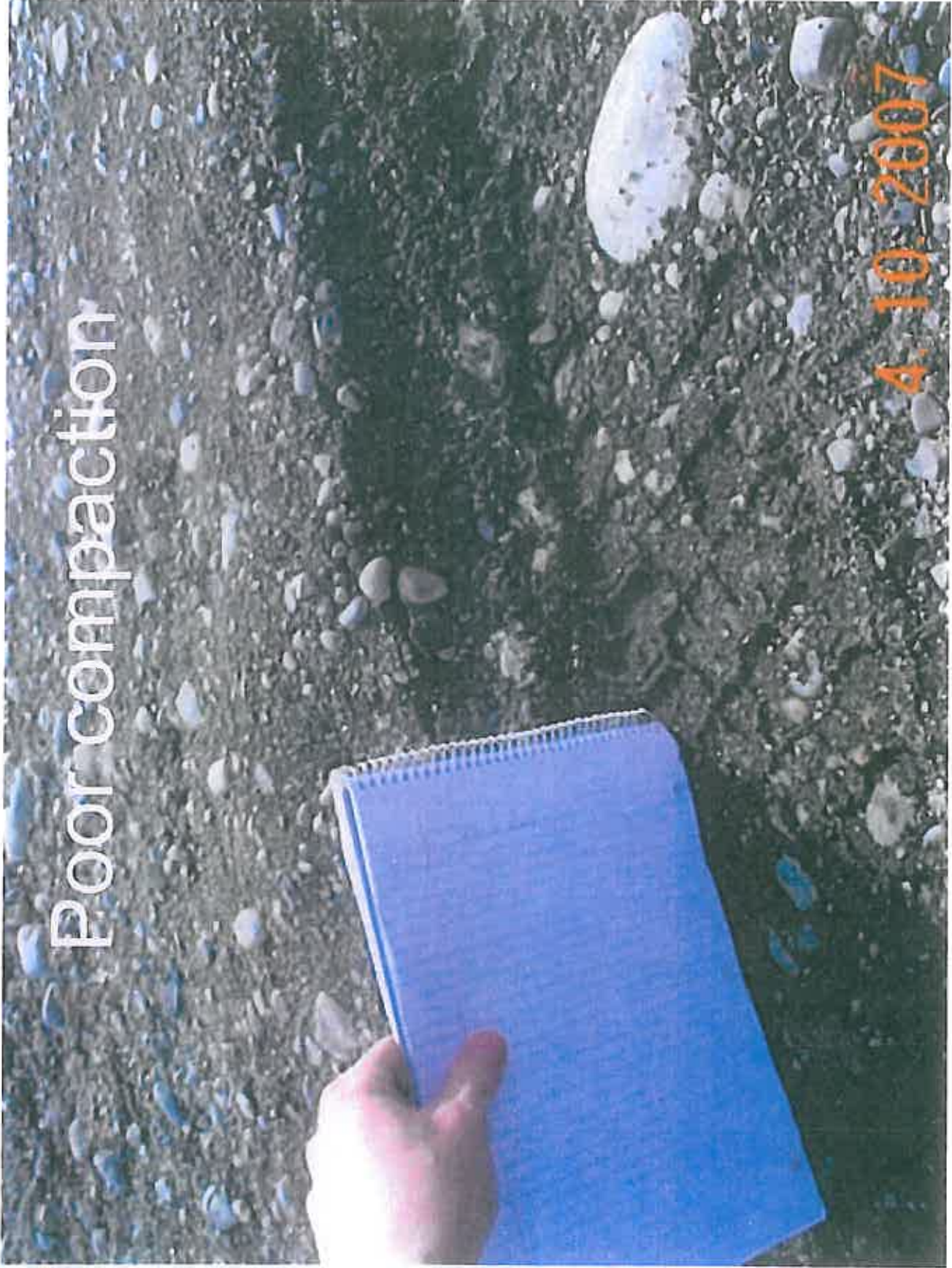


8. 2. 2006

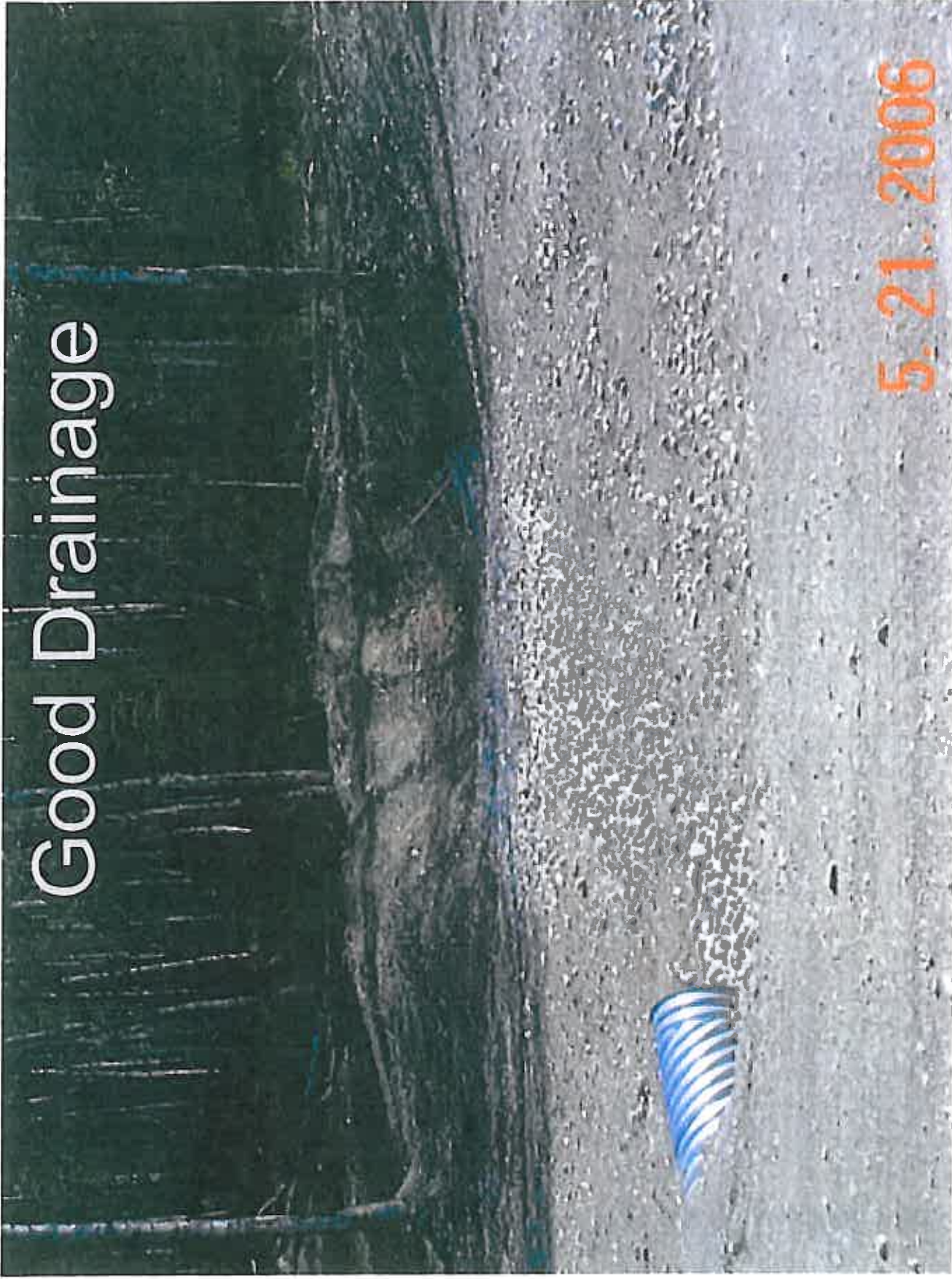
No crown



Poor compaction



Good Drainage



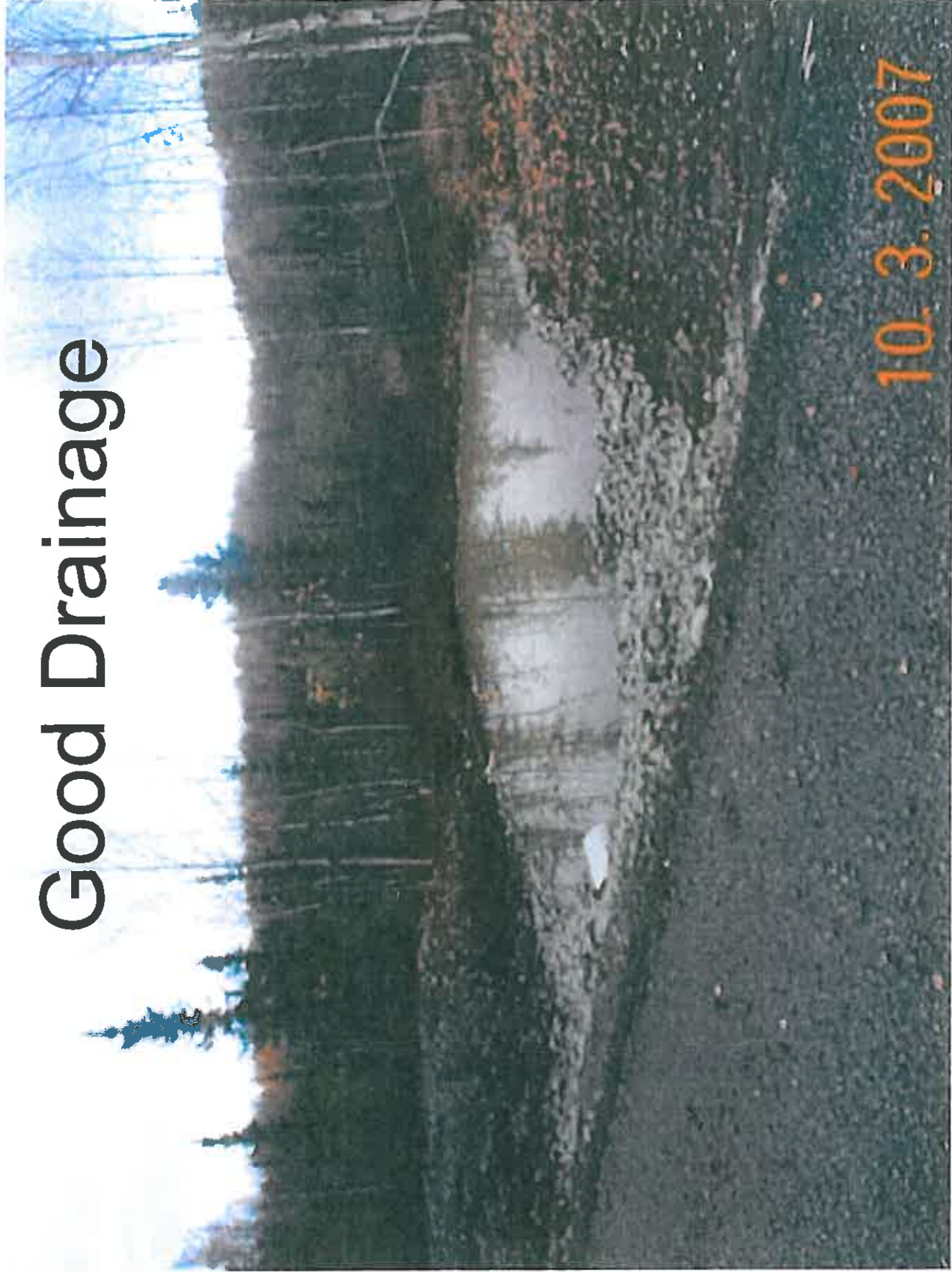
5.21.2006

Good Drainage



03/07/2008 17:52

Good Drainage



Good Drainage

