

Matanuska-Susitna Borough

Department of Public Works

Road Service Area

Operating Manual



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This document replaces all other documents in print.

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This manual refers to:

Road Service Area Advisory Board (individual boards for each RSA) as **RSA Board**

Local Road Service Area Advisory Board (includes members from each RSA) as **LRSAAB**

REFERENCES

Matanuska-Susitna Borough Code Title 4: [Title 4 \(codepublishing.com\)](http://codepublishing.com)
Matanuska-Susitna Borough Code Title 5: [TITLE 5: SERVICE AREAS \(codepublishing.com\)](http://codepublishing.com)
Alaska Statute 29.35.450 [Alaska Statutes 2022 \(akleg.gov\)](http://akleg.gov)
Alaska Statute 44.62.310-312 [Alaska Statutes 2022 \(akleg.gov\)](http://akleg.gov)
MSB Subdivision Construction Manual [SubdivisionConstructionManual2022.pdf \(matsugov.us\)](http://matsugov.us)
Federal Highway Administrations, US DOT, Gravel Roads-Construction & Maintenance Guide
[Gravel Roads Construction and Maintenance Guide \(dot.gov\)](http://dot.gov)
University of Fairbanks – Low Volume – Gravel Roads in AK – Guide for Owners & Other
[Microsoft Word - FNSB Gravel Road Notes 2015.docx \(uaf.edu\)](http://uaf.edu)

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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 Borough Road Service Areas. 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 road service areas are developed, configured and maintained. As a road service area (RSA) board member, you assist with protection and maintenance of public roadways and assets to help ensure public safety within your RSA and community.

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 ROAD SERVICE AREAS (RSA's)

There are sixteen road service areas providing repair and maintenance services for the approved streets and drainage systems of the MSB. Each RSA is described in detail in MSB Title 5. All service areas providing road maintenance services have an RSA Board composed of a board of supervisors (usually three members). All RSA board members are appointed by the mayor and approved 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 RSA budget adopted by the assembly. The assembly approves all mill levy rates.

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

Expenditures made by an RSA are exclusively for that RSA. Revenues not encumbered or used each budget year are maintained in a fund balance account for each RSA, until appropriated by the assembly for use by the service area.

III. ROAD SERVICE AREA LIST

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 Trail 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 legal descriptions of all service areas are in MSB [5.25.002](#)
Detailed RSA maps may be accessed on the Mat-Su Borough website at:
<http://www.matsugov.us/maps/rsa> Ctrl+Click to go to link

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. Service areas may be initiated by either petition or by resolution of the assembly.

Initiation by Petition:

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 per MSB [5.10.010](#).

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 the 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.

Initiation by the Assembly:

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](#).

Review by Manager:

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.
MSB [5.10.020](#)

Action by 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 service areas 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 service area shall become law upon enactment by the assembly and need not be ratified by the voters.

Ballot Propositions:

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.

Unless otherwise stated in the ordinance and ballot proposition establishing an RSA , provision of municipal services in that area shall commence on July 1 following certification of the election at which establishment of the service area was approved. MSB [5.10.040](#)

V. ALTERATION, CONSOLIDATION & ABOLITION OF RSA's

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](#).

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. MSB [5.20.005](#)

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. MSB [5.20.005](#)

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 service areas that is affected by the proposal. MSB [5.20.005](#)

The sections above do 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 not more than six percent and would add not more than 1,000 residents.

VI. RSA BOARD COMPOSITION, QUALIFICATIONS & TERMS OF SERVICE

There shall be a board of supervisors established for each service area and shall be composed of three persons who are qualified voters residing within the service area, appointed by the mayor and approved by the assembly. The supervisors consist of a Chairman (Primary), Vice Chairman (Alternate) and a Secretary (Alternate).

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 an RSA Board shall be filled for terms remaining by the mayor, subject to assembly confirmation.

VII. RSA BOARD RELATIONSHIPS

The RSA 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 Board Supervisors who represents the community, the Road Maintenance Superintendent (RMS) who represents the borough (O&M Division), and the Contractor who maintains the roads in accordance with the contract.

The RSA Board “advises” the borough on issues pertinent to the service area, they also act as the borough’s liaison with the community. The borough RMS’s provide the continuity of road maintenance and contract expertise to ensure the contractor meets their obligations in the contract.

The relationship between the RSA Boards and the Superintendent must be based upon open communication, trust and teamwork.

The RSA Board must work with the superintendent and allow them to resolve any issues. If the issues are not resolved to the satisfaction of the RSA Board, they should bring their concerns to the Roads Branch Manager, O&M Division Manager, Public Works Director, and the Borough Manager. It is paramount that this process be followed sequentially for proper resolution. When issues are elevated without allowing for resolution at the lowest level, resources tend to be wasted.

Due to the unique capabilities of the RMS's, they are given administrative authority over the contracts. It is important for the RSA Board to understand that the borough places the RMS's in their positions because they have the knowledge of roads and professional road maintenance experience critical to ensuring the borough and RSA's interests are protected. Open communication and teamwork between the RMS's and the RSA Boards on road maintenance issues are critical.

VIII. LIABILITY OF BOARD MEMBERS

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

Each RSA Board and members are required to learn the limits of authority and their responsibilities and duties.

IX. APPOINTMENT, REMOVAL & VACANCY ON RSA BOARDS

RSA 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 regular or special meeting held after the appointment.

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.

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

X. DUTIES & RESPONSIBILITIES OF THE RSA BOARD

The RSA Board shall make recommendations to the manager or assembly, as appropriate, on Borough policy and actions with respect to the maintenance of RSA's roads. Each RSA Board shall:

1. With involvement from the RMS and after public hearing, recommend an annual budget to the manager and recommend a capital improvement project (CIP) priority list outlined in MSB Ordinance Serial No. 04-053. See **Appendix D.** These tasks are performed yearly in the fall.
2. Assist the RMS in developing summer and winter maintenance needs. These duties specifically include:
 - a. Standards and priorities for maintenance of different types of local service roads.
 - b. Standards and priorities for programs reconstructing and upgrading local service roads.
 - c. Which unmaintained roads should be considered for future road improvement.
3. Assist RMS with providing information on the quality assurance of the maintenance contract. This includes documenting contractor deficiencies and forwarding them to the RMS for resolution. This input may be used to determine whether contracts will be extended for additional years.
4. Respond promptly to telephone calls and inquiries from residents regarding road maintenance, road hazards and road conditions that require immediate remedy. Refer complaints to the MSB Problem Reporter at <https://problemreporter.matsugov.us/> for immediate referral to the responsible party. If unable to utilize Problem Reporter, complaints can be reported through the Road Hotline at (907)861-7755.
6. Maintain a book of board minutes, correspondence, documents and service area contracts.
7. Inform RMS of all board meetings at least fourteen (14) calendar days prior to each meeting.
8. Become familiar with the requirements of the maintenance contract for your service area.

XI. DUTIES & RESPONSIBILITIES OF THE ROAD MAINTENANCE SUPERINTENDENT (RMS)

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

1. Prepare road maintenance specifications with recommendations from the RSA Board.
2. Administer the road maintenance contract. This duty includes:
 - a. Provide quality assurance by monitoring contractor compliance with the annual road maintenance contract which involves personally driving the roads within their service areas on a weekly basis.
 - b. Approve the winter and summer work performed by the road maintenance contractor.
 - c. Coordinate required change orders for maintenance services.
3. With input from the RSA Boards, assist in preparation and submittal of an annual road maintenance CIP list for the assembly, generally accomplished in conjunction with the annual budget recommendations.
4. Respond to resident inquiries regarding road maintenance services and other related service area matters.
5. Coordinate in-house requirements for signage, culvert thawing, etc.
6. Within 30 days of a new RSA Board Supervisor being appointed by the mayor, meet with the supervisor to give them an overview of the service area and an explanation of what is expected of them. Provide a copy of the maintenance contract and RSA operating manual to review with them.
7. Attend and participate in the annual training sessions for the RSA Board Supervisors.
8. Brief area residents to log complaints through the MSB Problem Reporter at <https://problemreporter.matsugov.us/> or at the MSB Road Hotline (907) 861-7755.
9. Provide periodic briefings at the RSA Board meetings in accordance with MSB [4.48.030](#).

The RSA Board may recommend ordinances and other actions relating to road service area matters to the assembly. For issues that require concurrence, borough staff will coordinate a resolution through the RSA Board. Currently, there are three RMS's overseeing the activities of their assigned RSA's.

XII. TRAINING FOR RSA BOARD SUPERVISORS

The borough staff supports this program and are interested in having RSA Board Supervisors that are successful in their responsibilities. The first aspect of recruiting supervisors is to ensure people have the right skill set and concern for the entire RSA. From there, borough staff will provide initial 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 Road Maintenance 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 can provide members additional training. 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 Road Maintenance Superintendents.
3. How to interface with other RSA Board members at the LRSAAB.
4. Provide an understanding of road maintenance and conditions and what is acceptable or what needs improvement.
5. Open Meetings Act and how it applies to RSA business.
6. Establish policies and procedures.
7. How to read and understand the monthly budget performance reports.

XIII. 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 **Appendix E** for Mileage Reimbursement Form.

XIV. RSA BOARD 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, AS [44.62.310](#). (See **Appendix C**). All meetings will include an option to attend remotely and recommended to use borough facilities.

All meetings will be advertised on the Frontiersman Borough page and Notice of Public Meetings by the borough clerk's office. Contact the clerk's office to schedule all meetings at least 14 days in advance of the meeting. Also, contact the Road Maintenance Superintendent with the confirmed meeting date. The clerk's office will also have to be notified promptly of cancellations or meeting changes 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. See **Appendix C**. 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 manager and assembly concerning the administration of affairs in the service area and information regarding the services being provided by the service area.

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 (for example, 2 of 3 for a 3-member board) 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 RMS may attend these meetings and upon request provide the following information:

1. Funds expended on additional maintenance thus far.
2. Explain the monthly budget performance report.
3. Explain funds used in optional maintenance.
4. Provide information on proposed crack sealing, calcium chloride, grid rolling and construction projects to include gravel and paving projects, locations and schedules.
5. Resolved right-of-way (ROW) issues, ROW changes, notification of bids for capital improvement program and ballot propositions, if proposed.
6. Recap of summer work by additional maintenance and expected winter maintenance.
7. Provide estimated project costs versus actual project cost, scheduled work to be completed and winter shutdown.
8. Audited fund balances, explanation of funds used in optional maintenance and updates from the Project Management Division.

XV. RSA BOARD AUTHORITY:

The RSA Boards 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 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 and they have delegated this authority to various departments, subject to assembly approval and ratification. Generally, all actions of the RSA Boards fall under the administrative authority of the borough manager, except those recommendations the RSA Boards may direct to the mayor and assembly. The borough manager has delegated this administrative authority to the Department of Public Works.

A service area and its 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 RSA Boards have no authority to use resources, including contracted services, for the benefit of private persons or property. The RSA Boards have no authority to go onto private property without the explicit permission of the property owner.

XVI. LOCAL ROAD SERVICE AREA ADVISORY BOARD (LRSAAB)

The primary representative (or designated representative from the RSA's board members) will meet the third Thursday of every month to discuss issues that are pertinent to all RSA's. This meeting is called the Local Road Service Area Advisory Board (LRSAAB) meeting. This 16-member board will have an elected Chairman, Vice Chairman and a Secretary. The membership of these three positions will be selected from the Primary RSA Board of Supervisors who attend this meeting.

This meeting starts at 7:00 pm with a two-hour time limit held at the West Lakes Fire Station #73, located at 10073 W. Parks Highway, Wasilla. Other attendees at the meeting may include the Borough's Public Works Director, Operations & Maintenance Division Manager or the Operations & Maintenance Roads Branch Manager depending on availability.

All meetings shall be open to the public and are subject to the Open Meetings Act, AS [44.62.310](#). (See Appendix C). All meetings shall be conducted in accordance with the most current edition of *Robert's Rules of Order, Newly Revised*.

All LRSAAB meetings will be advertised in the Frontiersman, the MSB website and Notice of Public Meetings by the borough clerk's office. An annual schedule can be sent to the clerk's office at the beginning of the year. Any changes to the day, time or location of the meeting including any cancellations must be submitted to the clerk's office at least 14 days in advance of the meeting. This will ensure adequate time is provided to notice the public of any changes.

The LRSAAB 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, participating members, public attendees, agenda and actions taken. The LRSAAB 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 during a 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.

XVII. DUTIES & 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 improvement program for each RSA.
2. Attend quarterly RSA Board meetings.
3. Attend monthly LRSAAB meetings.
4. Take an aggressive role in pursuing and obtaining qualified people to be on the boards.
5. Support bonds (when sensible) to upgrade major collectors and arterials within the different RSA's.
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 O&M Division Manager or the Public Works Director.

XVIII. RSA CONTRACT ADMINISTRATION GUIDELINES

The RSA Boards are 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.

The road maintenance specifications are determined through a joint effort of Public Works and Purchasing Departments. The board can make recommendations and each RSA prepares road maintenance specifications to the O&M Division. Road maintenance contracts for road service areas may only be procured by the competitive bidding process, through the Borough Purchasing Department.

RSA 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 has no authority to prevent the exercise of renewal options, but the board's input can 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.

Consequently, the board has the authority to:

1. Review the contractor's work.
2. Document any deficiencies in the contractor's work through Problem Reporter or the Road Hotline.
3. Through the RMS, request the contractor perform remedial work to remedy the deficiencies. **Do not contact the contractor directly.**

4. Recommend the borough not renew a contract based upon inadequate performance.

All contractors shall:

1. Be 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 and road prism.
3. Be responsible for the actions and inactions of its employees, contractors, agents, representatives and any other persons under its direct control or supervision.

XIX. RSA SERVICES

The extent of 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, RSA's can provide the following service depending on priority work and funding levels:

1. Unpaved roads in fair condition will be maintained to a point guided by safety considerations. It is not permissible, however, to reconstruct the road, or rehabilitate the road to the extent work is more than general maintenance.
2. Paved roads in an RSA 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. An RSA may request to bring in other materials and grading to upgrade an unpaved road from erosion due to wear and tear and drainage.
4. An RSA may request to fill and grade potholes and clean out existing drainages.
5. Upgrades to drainage or culverts shall be same size and location, unless an increase to natural or manmade drainage requires a larger culvert approved by MSB engineer.
6. Crack sealing on existing paved roads.
7. Pavement striping.

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 area roads as allowed in this section.

RSA 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 RSA 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 area road and trail funds.

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 RMS for that RSA.
3. It must be added to the Capital Projects List and be approved by the Assembly.
4. The roads eligible for RSA participation should be limited solely to roads providing access to people's primary residences. Roads to raw land, for example, would not be eligible for RSA participation.
5. RSA funds cannot be used on a proposed upgrade if the residences to be served have existing up-to-standard access available.
6. To be eligible, the properties affected must be paying road service area taxes.
7. The number of residences served relative to the cost of the upgrade must have a reasonable and appropriate cost/benefit balance.
8. 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 mill rate assessed on the owners served by the project as allowed by MSB [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 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 requirements for borough acceptance. The cost for all the improvements and support from a surveyor and civil engineer are the responsibility of 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 the project, including the borough's administrative time is the responsibility of 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.

XX. REVOLVING LOAN FUNDS

Within the annual operating budget of the borough, the assembly may establish revolving load 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 areas 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.

XXI. ACCOUNTING CODES

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

Fund 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.

Revenue Code 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.

Budget year: 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 1 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 RSA 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, like a savings account for future use exclusively by the specific service area.

Example: Midway Road Service Area

Fund: 270
Budget year: 2023
Revenue code: 311.100 Real Property

XXII. STAFF SUPPORT FOR SERVICE AREAS & MSB CONTACT INFO

O&M Division Administrative Staff is delegated to assist, direct and coordinate service area matters. See lists below for department contacts. Changes can be made to this list without requiring an approved update to the Operating Manual.

Superintendents & Areas of Responsibility

| | <u>FUND</u> | <u>RSA #</u> | <u>RSA NAME</u> |
|---|-------------|--------------|-----------------|
| • Alex Forkner (907) 861-7759 (office) (907) 982-5979 (cell) alex.forkner@matsugov.us | 271 | 14 | Fairview |
| | 274 | 17 | Knik |
| | 279 | 25 | Bogard |
| | 281 | 27 | Meadow Lakes |
| | 282 | 28 | Gold Trail |
| • Doug Sughroue (907) 861-861-7759 (office) (907) 354-3471 (cell) douglas.sughroue@matsugov.us | 270 | 9 | Midway |
| | 273 | 16 | South Colony |
| | 275 | 19 | Lazy Mountain |
| | 278 | 23 | North Colony |
| | 280 | 26 | Butte |
| • vacant (907) 861-7761 (office) (907)982-3341 (cell) vacant@matsugov.us | 285 | 31 | Alpine |
| | 272 | 15 | Caswell |
| | 276 | 20 | Willow |
| | 277 | 21 | Big Lake |
| | 283 | 29 | Talkeetna |
| | 284 | 30 | Trapper Creek |

MSB Public Works Contact Information

| NAME, TITLE | PHONE | EMAIL |
|---|----------------------------------|--|
| Tom Adams, Public Works Director | (907) 861-7751 (907) 982-5120 | tom.adams@matsugov.us |
| Vacant, O&M Division Manager | (907)861-7752 (907)982-8607 | |
| Jennifer Ballinger, O&M Specialist | (907)861-7753 | jennifer.ballinger@matsugov.us |
| Matt Garner, Roads Branch Manager | (907)861-7758 (907)354-3458 | matt.garner@matsugov.us |
| Dustin Spidal, Civil Project Manager, RIP List Projects | (907)861-7760 | dustin.spidal@matsugov.us |

Lines of Communication

| | |
|----------------------|------------------------------------|
| 1 st Call | RMS of the area |
| 2 nd Call | Roads Branch Manager – Matt Garner |
| 3 rd Call | O&M Division Manager – Vacant |
| 4 th Call | Public Works Director – Tom Adams |

XXIII: CHECKLIST FOR RSA BOARD SUPERVISORS

Calendar / Meeting Schedules

- Submit annual schedule to clerk's office and cc the RMS
- Any changes must be made in writing to the clerk's office at least two weeks prior to the newly scheduled meeting date. Email the administrative assistant in the clerk's office, currently, fredi.shepard@matsugov.us

Election of Officers

- Occurs during the first meeting of the new calendar year
- Select primary, alternate one and alternate two
- Send election results to the clerk's office division administrative assistant via email, currently, estelle.wiese@matsugov.us or deliver in person prior to the next schedule meeting

Agenda

- Submit to clerk's office and your RMS
- Sample agenda format is available on the borough website [Matanuska-Susitna Borough - Boards \(matsugov.us\)](http://Matanuska-Susitna Borough - Boards (matsugov.us))
- Agenda and minutes can be submitted together

Minutes

- Submit minutes to clerk's office when approved, signed by primary and attested by secretary or alternate
- Sample minutes format is available on the borough website [Matanuska-Susitna Borough - Boards \(matsugov.us\)](http://Matanuska-Susitna Borough - Boards (matsugov.us))
- Minutes can be submitted with the agenda

Resolutions

- Draft format is available from O&M Specialist, Jennifer Ballinger @ jennifer.ballinger@matsugov.us

- Obtain sequential draft number from Jennifer Ballinger @ (907) 861-7753 or via email jennifer.ballinger@matsugov.us
- Submit fully signed resolution to clerk's office to be added to the next regular meeting. Also, forward a copy to Jennifer Ballinger @ jennifer.ballinger@matsugov.us and your RMS

Individual Member Responsibilities

- Read and understand MSB Title [5.15.015](#) of the Borough Code (Duties of Board of Supervisors)
- Familiarize yourself with the Road Service Area Operating Manual
- Keep your term status updated – reapply or resign prior to the end of your term
- If you choose to resign or not reapply, please notify the clerk's office and the road superintendent at least 30 days in advance

Capital Improvement Projects (CIP) for upcoming fiscal year

- Prepare a list of projects created mutually by the board and RMS
- List to be completed and a resolution approved around October 15th
- Submit approved resolution to the clerk's office, the road superintendent and the civil construction project manager, currently, Dustin Spidal, dustin.spidal@matsugov.us

Contacts

- Clerk's Office
 - Scheduling – Administrative Assistant – fredi.shepard@matsugov.us
 - Agenda, minutes, submittals – main contact – estelle.wiese@matsugov.us
- Operations & Maintenance
 - Resolution drafts & numbering, LRSAAB questions/packets, individual operating budget and questions – O&M Specialist - jennifer.ballinger@matsugov.us – (907) 861-7753 or kimberly.coleman@matsugov.us - (907) 861-7756

Matanuska-Susitna Borough hours of operation: Monday – Friday 8:00am – 5:00pm

Reporting road problems or concerns:

<https://problemreporter.matsugov.us> or the Road Hotline at (907) 861-7755

***AFTER HOURS CONTACT MUST BE MADE TO THE RMS ON-CALL PHONE (907) 795-1043**

XXIV. ROAD TYPES & CONSTRUCTION OVERVIEW

- Street Classifications
- Road Design Features
- References for Construction, Maintenance and more

Street Classifications and Specific Construction Requirements

Roads within the MSB fall within one of the following functional classifications, in accordance with the Long-Range Transportation Plan (LRTP): Interstate, Principal Arterial, Minor Arterial, Major Collector, Minor Collector, and Local Road. Functional classification of a road is based on its function, design, and current potential use.

This section provides design guidance for roads falling under local road and minor collector functional classifications.

- **Residential Street**

Residential streets are local roads intended to carry the least amount of traffic at the lowest speed. The Residential Street will provide the safest and most desirable environment for a residential neighborhood. Developments should be designed so that all, or the maximum number possible, of the homes will front on this class of street.

- **Residential Subcollector Street**

Residential Subcollector streets are local roads that carry more traffic than Residential streets.

- **Residential Collector Street**

Residential Collector streets are the highest order of residential streets and are a type of minor collector. In large residential developments, this class of street may be necessary to carry traffic from one neighborhood to another or from the neighborhood to other areas in the community. Residential Collector streets should provide the fewest direct accesses as possible.

- **Mountain Access Road**

Mountain Access Roads may be used in areas where the average cross slope exceeds 15 percent or to traverse terrain features in excess of 25 percent. Maintenance of Mountain Access Roads will be at the discretion of Department of Public Works (DPW). School bus access should be considered as school bus routes require all grades less than 10 percent. Mountain Access Road standards allow for steeper grades and switchbacks, but should otherwise be designed to Residential, Residential Subcollector, or Residential Collector standard as required by this section.

- **Pioneer Road**

Pioneer Roads may only be used where allowed by MSB or other applicable code. This classification establishes minimum requirements for roads providing physical access, but should otherwise be designed to Residential, Residential Subcollector, or Residential Collector standard as required by this section. No MSB maintenance will be provided for Pioneer Roads. Pioneer roads may be constructed offset from the centerline of the ROW to facilitate future expansion of the road.

- **Alleys**

Alleys are permitted provided legal and physical access conforms to MSB or other applicable code. No MSB maintenance will be provided for Alleys.

- **Other Street Types**

The above classifications may be further typed as one of the following streets. These other street types should be designed to Residential, Residential Subcollector, or Residential Collector standard as required by this section.

- (a) Frontage Street – streets parallel and adjacent to a major road corridor which provides access to abutting properties and separation from through traffic. See Section B for additional design standards.
- (b) Backage Street – streets that provide access to lots located between the Backage Street and a major road corridor. See Section B for additional design standards.
- (c) Connector Street – the portion of a street that connects a frontage or backage street to a major road corridor. See Section B for additional design standards.
- (d) Divided Street – streets may be divided for the purpose of accommodating environmental features or avoiding excessive grading. In such a case, the design standards shall be applied to the appropriate street classification and a single lane width with a shoulder on each side.

Design Criteria

The design criteria for Residential, Residential Subcollector, and Residential Collector streets and Mountain Access and Pioneer roads are set forth in the table below. Any unspecified design criteria shall meet or exceed the design criteria for the roadway design speed in the latest edition of *A Policy on Geometric Design of Highways and Streets* (AASHTO).

Table:

| | Unit | Residential | Residential Subcollector | Residential Collector | Mountain Access ¹ | Pioneer |
|--|------|-------------|--------------------------|-----------------------|------------------------------|---------|
| Average Daily Traffic | VPD | ≤400 | 401 – 1000 | 1001 – 3000 | – | – |
| Typical Section | | | | | | |
| ROW Width ² | ft | 60 | 60 | 60 | 60 | 60 |
| Lane Width | ft | 10 | 10 | 11 | 10 | 10 |
| Standard Gravel Shoulder Width | ft | 2 | 2 | 2 | 0 ³ | 0 |
| Shared Paved Shoulder Width ⁴ | ft | 4 | 4 | 6 | – | – |
| Roadway Width | ft | 24 | 24 | 26 | 20 | 20 |
| Foreslope ⁵ | h:v | 3:1 | 3:1 | 4:1 | 2:1 | 3:1 |
| Backslope ⁶ | h:v | 2:1 | 2:1 | 2:1 | 2:1 ⁷ | 2:1 |
| Crown, gravel | % | 3 | 3 | 3 | 3 | 3 |
| Crown, pavement | % | 2 | 2 | 2 | 2 | – |
| Engineering Criteria | | | | | | |
| Design Speed | mph | 25 | 30 | 35 | – | – |
| Posted Speed | mph | 20 | 25 | 30 | – | – |
| Stopping Sight Distance | ft | 155 | 200 | 250 | – | – |
| Horizontal Alignment | | | | | | |
| Minimum Centerline Radius | ft | 225 | 350 | 550 | – ⁸ | – |
| with DPW Approval | ft | 190 | 275 | 400 | – | – |
| Minimum Tangent Between Curves | ft | 100 | 100 | 100 | 100 | 100 |
| Maximum superelevation | % | N/A | N/A | 4 | N/A | N/A |

¹ Where a value is not given, Mountain Access and Pioneer Roads shall meet the criteria of the anticipated street classification.

² Minimum ROW required for new dedications; width of existing ROW may vary.

³ Where grades exceed 7 percent, the shoulder width shall be 2 feet for a total roadway width of 24 feet.

⁴ An optional paved shoulder may be provided on one or both sides of paved streets for non-motorized shared use.

⁵ Slope for the first 7.5 feet from the shoulder; may be steepened to 2:1 thereafter. Install guardrail when required by the latest edition of the *Roadside Design Guide* (AASHTO).

⁶ 2:1 Back slopes may be steepened to 1.5:1 if cuts exceed 5 feet and appropriate slope stabilization, as determined by the design engineer, is used. Retaining walls may be used to replace or augment backslopes.

⁷ Or backslope recommended by the design engineer based on actual conditions.

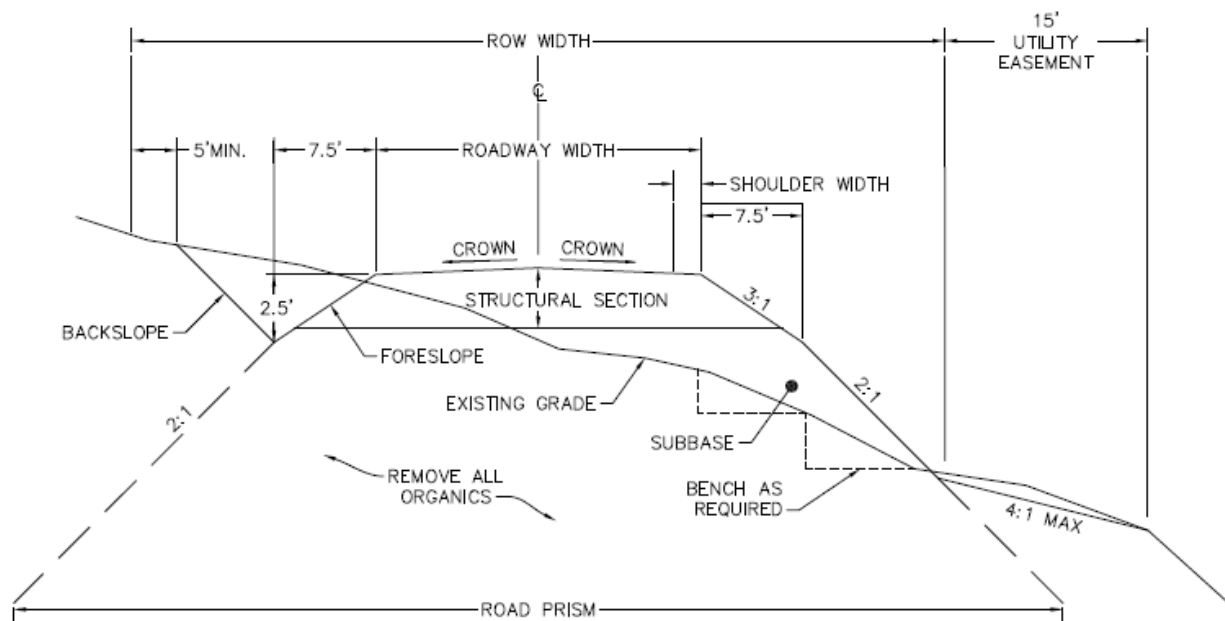
⁸ Switch backs are allowed provided cul-de-sac criteria is met or turning radius is 40 feet with a 2% grade.

| | Unit | Residential | Residential Subcollector | Residential Collector | Mountain Access | Pioneer |
|--|------|-------------|--------------------------|-----------------------|-----------------|---------|
| Vertical Alignment | | | | | | |
| Maximum Centerline Grade | % | 10 | 10 | 10 | 15 ⁹ | 10 |
| Minimum Rate of Vertical Curvature ¹⁰ ; Crest | | 12 | 19 | 29 | – | – |
| Minimum Rate of Vertical Curvature Error! Bookmark not defined.; Sag | | 26 | 37 | 49 | – | – |
| Minimum Flow Line Grades | % | 0.5 | 0.5 | 0.5 | 1.0 | 0.5 |
| Intersections | | | | | | |
| Minimum ROW Corner Radius | ft | 30 | 30 | 30 | 30 | 30 |
| Minimum Curve Return Radius ¹¹ | ft | 20 | 25 | 30 | – | – |
| Maximum Grade on through street within 50 feet of intersection | % | 7 | 7 | 4 | 9 | 7 |

⁹ Up to 15% grade with no more than 200 linear feet of over 10% grade with a minimum of 100 linear feet of less than 10% grade for runout between steeper sections. Maximum grade in a horizontal curve is 10%.

¹⁰ Rate of vertical curvature (K) is the length of curve (L) in feet per percent algebraic difference in intersecting grades (A); $K = L / A$

¹¹ 40-foot minimum curve return radius at intersections with higher order streets.



References for Construction, Maintenance and more:

[SubdivisionConstructionManual2022.pdf \(matsugov.us\)](#)

[Gravel Roads Construction and Maintenance Guide \(dot.gov\)](#)

[Microsoft Word - FNSB Gravel Road Notes 2015.docx \(uaf.edu\)](#)

Control + Click to follow links above

CHAPTER 4.05: GENERAL PROCEDURES

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 regular or special meeting held after the appointment. 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.
 - (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. 14-024, § 2, 2014; 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]
- (C) In addition to any application form requested by the mayor, all applicants to boards and commissions shall simultaneously file a supplement to the application on a form prescribed by the borough clerk. The supplement shall contain a list of all civil and criminal judgments entered against the official within ten years of the date of the report to include the case name, nature of action, year of judgment, and a brief description of the judgment entered and/or sentence imposed.
(Ord. 14-168, § 3, 2014; 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 2.71. (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)

The Matanuska-Susitna Borough Code is current through Ordinance 23-057, passed June 20, 2023.

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: <https://www.matsugov.us/>

Borough Telephone: (907) 861-7801

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 seven members. An affirmative vote by a majority of those members attending a lawful meeting is necessary for the board to take action.

(Ord. 19-111 § 2, 2019; 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)

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CHAPTER 5.10: ESTABLISHMENT OF SERVICE AREAS

Section

[5.10.005 Standards for designation](#)

[5.10.010 Initiation by petition](#)

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[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.
 - (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
- (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.
- (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)

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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 by ordinance there shall be a board of supervisors established for each service area and 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. 16-041, § 3, 2016; 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)

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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.

(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.

(Ord. 11-121, § 2, 2011; 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)

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CHAPTER 5.25: SERVICE AREAS

Section

- [5.25.002 Service area maps](#)
- [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](#)
- [5.25.028 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](#)
- [5.25.036 Service Area No. 23: North Colony Road 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](#)

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)

5.25.016 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 $\frac{1}{2}$
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 $\frac{1}{2}$, that portion of the E $\frac{1}{2}$
southerly of the centerline of the Alaska
Railroad

Section 21 That portion southerly of the
centerline of the Alaska Railroad excepting the
SE $\frac{1}{4}$, S $\frac{1}{2}$ SW $\frac{1}{4}$

Section 29 W $\frac{1}{2}$

Section 30 All

Section 31 That portion northerly of the
thread of Palmer Slough

Section 32 That portion of the W $\frac{1}{2}$ northerly
of the thread of Palmer Slough

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

Sections 13 and 14 S $\frac{1}{2}$

Section 15 S $\frac{1}{2}$ S $\frac{1}{2}$

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 ½ southerly of the southerly right-of-way line of Knik Goose Bay Road

Section 25 E ½ E ½ SW ¼

Section 35 E ½, SW ¼

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 Ordinance Nos. 20-026, 13-131, 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.

(C) There is established within Service Area No. 16 South Colony Road Service Area a differential tax zone titled Jimmy's Drive Signals Zone 16-A consisting of the area shown by the map accompanying Ordinance 18-085.

(1) Services to be provided in the differential tax zone are the operation and maintenance of a traffic signal and a signalized rail crossing at Collen Street at or near the intersection with the Glenn Highway.

(2) The borough assembly may levy property taxes against the parcels within the zone to provide for the signals within the zone.

(Ord. 20-026, § 3, 2020; Ord. 18-085, § 3, 2018; Ord. 13-131, § 3, 2013; 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 $\frac{1}{4}$

Section 34 N $\frac{1}{2}$

Sections 35 and 36 All

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

Section 18 SW $\frac{1}{4}$

Section 19 That portion of the W $\frac{1}{2}$ 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 $\frac{1}{2}$

Section 15 SE $\frac{1}{4}$

Sections 19 and 20 S $\frac{1}{2}$

Sections 21, 22, and 23 All

Section 24 W $\frac{1}{2}$, that portion of the E $\frac{1}{2}$
westerly and northerly of the southerly right-
of-way line of Knik Goose Bay Road

Section 25 W $\frac{1}{2}$ SW $\frac{1}{4}$, NW $\frac{1}{4}$

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

Section 35 NW $\frac{1}{4}$

(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)

5.25.028 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. 13-088, 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. 13-088, § 3, 2013; 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, excepting therefrom the area within the corporate limits of the city of Houston.

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

(C) Board of Supervisors. The Big Lake Road Service Area No. 21 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. 22-030, § 2, 2022; Ord. 15-142, § 2, 2015; 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)

5.25.036 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)

5.25.040 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. 20-088, 13-088, 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. 20-088, § 2, 2020; Ord. 13-088, § 4, 2013; 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 $\frac{1}{4}$

Section 31 W $\frac{1}{2}$

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

Sections 20, 21 All

Section 22 S $\frac{1}{2}$

Section 23 S $\frac{1}{2}$

Section 24 SW $\frac{1}{4}$

Section 25 SE $\frac{1}{4}$, W $\frac{1}{2}$

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 $\frac{1}{2}$

Section 7 S $\frac{1}{2}$ NW $\frac{1}{4}$, NW $\frac{1}{4}$ NW $\frac{1}{4}$

Section 18 S $\frac{1}{2}$ NW $\frac{1}{4}$

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 $\frac{1}{4}$ NE $\frac{1}{4}$ lying south of the northerly easement line of the Alaska Railroad and the east 412.98 feet of SW $\frac{1}{4}$ NE $\frac{1}{4}$ 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)

The Matanuska-Susitna Borough Code is current through Ordinance 23-057, passed June 20, 2023.

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: <https://www.matsugov.us/>

Borough Telephone: (907) 861-7801

Control + click to follow links:

[Matanuska-Susitna Borough Code \(codepublishing.com\)](https://www.matsugov.us/codepublishing.com)

<https://www.matsugov.us/maps/rsa>

Alaska Statute

Article 6. Open Meetings of Governmental Bodies.

Sec. 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;
- (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; or
 - (8) meetings of municipal service area boards established under [AS 29.35.450](#) — 29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.

(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 willful, 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) more than three members or a majority of the members, whichever is less, are present, 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.

Alaska Statute

Sec. 44.62.312. State policy regarding meetings.

(a) It is the policy of the state that

(1) the governmental units mentioned in [AS 44.62.310\(a\)](#) exist to aid in the conduct of the people's business;

(2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;

(3) the people of this state do not yield their sovereignty to the agencies that serve them;

(4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;

(5) the people's right to remain informed shall be protected so that they may retain control

over the instruments they have created;
(6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

(b) AS 44.62.310 (c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

Alaska Statutes

Sec. 29.35.450. Service areas.

(a) A service area to provide special services in a borough or unified municipality may be established, operated, altered, or abolished by ordinance, subject to (c) of this section. Special services include services not provided by the unified municipality or a higher or different level of services. Special services include services not provided by a borough on an areawide or non-areawide basis in the borough or a higher or different level of services than that provided on an areawide or non-areawide basis. A borough may include a city in a service area if

- (1) the city agrees by ordinance; or
- (2) approval is granted by a majority of voters residing in the city, and by a majority of voters residing inside the boundaries of the proposed service area but outside of the city.

(b) A new service area may not be established if, consistent with the purposes of art. X, Constitution of the State of Alaska, the new service can be provided by an existing service area, by annexation to a city, or by incorporation as a city.

(c) 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

- (1) to a proposed change to a service area that provides fire protection services
 - (A) 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 six percent and would add not more than 1,000 residents;

(B) in a second class borough that would result in

(i) decreasing the number of parcels of land in the service area or successor service area if the owner of the property to be removed from the area requests removal and the removal meets criteria adopted by ordinance; or

(ii) increasing or decreasing the number of parcels of land in the service area or successor service area if the parcel is transferred to a service area that provides more accessible fire protection services to the transferred parcel;

(2) in a second class borough 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;

(5) to a change in the boundaries of a road service area to include or exclude a parcel that is located in more than one service area so that the parcel is only located in one road service area;

(6) to a change in the boundaries of a road service area to include a parcel that is partially located in the road service area if roads maintained by the service area provide the only access to the parcel.

(d) This section applies to a home rule or general law municipality.

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[Alaska Statutes 2022 \(akleg.gov\)](http://akleg.gov)

NON-CODE ORDINANCE

By: Borough Manager
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.

(G) 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.

(H) 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.

(I) 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.

(J) 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.

(K) 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:

/ /

MICHELLE M. MCGEHEE, Borough Clerk (SEAL)

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

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**MATANUSKA-SUSITNA BOROUGH
LOCAL ROAD SERVICE AREA ADVISORY BOARD
REGULAR MEETING by TELECONFERENCE/TEAMS and IN PERSON
March 16, 2023, 6:30 PM, at Fire Station 73, 10073 W. Parks Hwy**

Conference Call Line Number: Dial 1-907-290-7880, then Conf ID 110-231-940 #

CALL TO ORDER

ROLL CALL, DETERMINATION OF QUORUM

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES from February 17, 2022, meeting.

TRAINING:

**A. Planning Department presentation by Kelsey Anderson on draft 2023 Borough
Bicycle and Pedestrian Plan**

STAFF REPORTS

A. O&M/Public Works

BOARD MEMBER REPORTS

A. TAB:

UNFINISHED BUSINESS

A. Results of "Roads Task Force" public meetings to date

Board discussion of fourth superintendent

B. Resignation of Another Superintendent

What is being done to improve retention of these key employees

NEW BUSINESS

A. Road Service Area Operating Manual revision

PERSONS TO BE HEARD:

CORRESPONDENCE AND INFORMATION:

OTHER BUSINESS:

BOARD COMMENTS:

ADJOURNMENT

Next Meeting: April 20, 2023

(In-person or w/ Teams at Fire Sta. 73)

Sample Agendas: [Matanuska-Susitna Borough - Boards \(matsugov.us\)](https://matsugov.us) Control Click to follow link