



## Juniata County Dirt and Gravel Road Quality Assurance Board Policies and Procedures

Effective January 19, 1999; revised June 21, 2005

### **Purpose<sup>1</sup>**

The purpose of the Quality Assurance Board (QAB) in Juniata County is to recommend to the Juniata Conservation District Board a grant program for Section 9106 of the PA Motor Vehicle Code. The QAB will assist the Juniata Conservation District in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt and Gravel Road Program.

The QAB will establish priorities and requirements for funding through the Dirt and Gravel Road Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB), and recommending eligible applications to the Juniata Conservation District Board of Directors for funding that will address non point source pollution in affected areas. Formal selection and approval of projects to be funded will be acted on during monthly JCCD Board of Director meetings, which are open to the public.

The QAB in Juniata County will be comprised of one member appointed from the Juniata Conservation District Board or staff and one appointed chairperson (non-voting member), one member from the Natural Resources Conservation Service (NRCS), and one member from the Pennsylvania Fish & Boat Commission (PAFBC). The District staff representative will be a non-voting member. Engineering Technician William Stidfole represents NRCS and W.C.O. Alan Robinson represents the PFBC.

The established meeting schedule will typically be on an as-needed basis as determined by the QAB and staff person responsible for the D&GR program. All formal adoption of policies, project approvals, and formal actions will occur at the monthly, "Sunshined" Board meetings.<sup>2</sup>

Minutes of the QAB meeting will be taken by the staff person responsible for the program and distributed to each member after the meeting and are available for public review upon request.<sup>3</sup>

### **Conflict of Interest<sup>4</sup>**

The QAB recommended from their January 19, 1999 meeting to the District Board the current policy as follows: "An individual member of the Quality Assurance Board who has a personal conflict or interest in

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<sup>1</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (c)

<sup>2</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (1)

<sup>3</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (2)

<sup>4</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (3)

a specific project shall abstain from evaluating, ranking, or voting for that specific project application. The two remaining QAB members shall vote, and in the case of a tie, the non-voting member of the QAB shall break the tie with a vote”, as outlined in the Dirt and Gravel Road Administrative Manual.

## **Finance<sup>5</sup>**

Any interest accrued from the Dirt and Gravel Road checking account will be transferred to the construction allocation.

Administrative costs will not exceed 10% of the allocation provided to the District.

Educational monies not utilized in the funding year they are received may be carried over or used to fund other educational expenses or Special Educational Projects such as, but not limited to:

- Purchase of plate tampers to be made available free of charge for township use
- Awarding of cost share monies to assist in the purchase of carbide tipped rotating toothed grader blade systems
- Purchase of promotional items for educational/public awareness purposes
- To use for any innovative ideas that will benefit the educational activities of the Juniata Conservation District regarding the Dirt and Gravel Road program

## **Demonstration Projects**

The Juniata County Conservation District will develop, design and conduct demonstration projects only when no projects are applied for or the district directors determine a need for a project that is unique to a particular situation. Demonstration projects may be funded all or in part by the educational allotment.

## **Applicant Incentives<sup>6</sup>**

The Juniata County Conservation District will give additional points to municipalities where Roadmasters and road crews have ESM training. The priority will be as follows:

Roadmaster	2 points for each annual ESM trainings or similar trainings specific to environmentally sensitive road maintenance in the past 5 years (10 point max.)
Road Crew	1 points for each additional ESM trained person
Supervisor other than roadmaster	2 points per ESM trained person

## **Project Ranking/ Scoring<sup>7</sup>**

At the January 23, 2002 Quality Assurance Board meeting, the QAB recommended to the District Board additional criteria should be included in the development of a project ranking system, based on the original 2000 D&GR assessment scoring. Other criteria for environmental consideration will include the following: EV, HQ-CWF, CWF, or TSF watershed classification (15, 10, 5, or 5 pts., resp.) and DEP

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<sup>5</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (4)

<sup>6</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (5)

<sup>7</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (3)

listed wild trout streams (10 pts.). These values will be used to determine an “Environmental Ranking” score for consideration in the evaluation process, using the following equation:

**Environmental Score** = [original D&GR assessment score X 70%] + EV, HQ-CWF, CWF, or TSF + wild trout

The QAB Evaluation Form will determine final project ranking and scoring, and will take into consideration the environmental score in addition to municipality in-kind services (20 pts. max.), non-pollution standards (5 pts.), and innovative practices (5 pts.). The municipalities’ past history of involvement in the program is also taken into consideration, including but not limited to, such things as maintenance history on non-program jobs and maintenance of past D&GR project sites (5 pts.), as well as recent D&GR funding history (10 pts.).

**Final Score** = [Environmental Score X 70%] + in-kind + non-pollution + innovative practices + past history

The Conservation District will keep all non-funded projects on file for future funding allocations for three (3) years from the original submittal date. Therefore, resubmittal is not necessary during this time period of three year. Municipalities may also choose to revise existing submitted applications. There is no restriction to the number of applications that can be submitted by one municipality. Municipalities may also submit applications for project sites not yet identified through the District assessment process, and those projects will be evaluated and ranked based on the same above criteria.

### **Application Eligibility Guidelines/ Equal Access Statement<sup>8</sup>**

The QAB will have an open sign up period year round. All municipal officials will be notified with sufficient time to enable interested municipalities to submit their grant applications by the given deadline, usually close of business on January 31 and July 31.

The QAB meeting will be held shortly after the given deadline. At that time, all submitted applications would be reviewed, ranked and recommended for funding. Municipalities that have open contracts at the time of the QAB annual meeting will not be considered for further funding until the existing contract is completed. These recommendations will be given to the District Board at the next regularly scheduled Board meeting for final approval. The municipalities will be notified in writing of their status after final Board approval.

Regarding funding access, the QAB recommended to the District Board “any and all municipalities within Juniata County are eligible for funding” provided the municipality meets and follows the following criteria:

1. Municipality has inventoried their dirt and gravel roads with District Staff,
2. Municipality has evaluated their dirt and gravel roads with District staff and created worksites within their municipality, and
3. Municipality has at the minimum, one current elected/appointed or employed individual, who is the primarily responsible party for road maintenance, who has attend and complete the two-day Environmentally Sensitive Road Maintenance Workshop in the past 5 years.
4. All necessary local, state, and federal permits both environmental related and otherwise. Copies will be available upon request of the District.

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<sup>8</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (1)

5. Submitted an application that should include the one page application form and any other necessary documentation for review (maps, sketches, etc.) and should include a breakdown of the cost estimate of the project, including any in-kind services. It is the policy of the QAB to minimize the amount of paperwork necessary to move a project through to the completion phase, thus no formal application procedures are given beyond the one-page application<sup>9</sup>.
6. Sites that have been established, as “trouble spots” by the Task Force on the Dirt and Gravel Roads Program shall be given special consideration by the QAB in the review.
7. Only sites with a direct impact to water quality are eligible for funding.
8. Grant application deadlines will be January 31<sup>st</sup> and July 31<sup>st</sup> of each year.

It will also be the policy of the QAB to allow the inclusion of work outside of the municipality’s road right of way provided the work is necessary for the successful completion and continued maintenance of non-point source pollution problem corrected on the site.

Information regarding the D&GR program will be made available to all eligible municipalities and agencies equally and at the same time. The QAB and the Juniata County Conservation District shall prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

## **Education**

The QAB will, dependent on staff workload, sponsor an Environmentally Sensitive Road Maintenance Workshop on a bi-annual basis at no charge to any municipality or surrounding county municipalities wishing to attend.

## **Funding Procedures**

The Juniata County Conservation District Manager or staff person responsible for the program will sign all approved contracts with municipalities. The Conservation District will distribute the funds in the following manner:

- The Conservation District maintains a separate account specifically for the Dirt and Gravel Road program.
- Upon execution of the project contract, the District will forward 50% of the grant amount prior to the beginning of construction activities, 20% during construction (if requested), and 30% after project completion and certification by the District and Township. The municipality is responsible for retaining receipts, weigh slips, labor accounting, etc. to document expenditure of entire grant amount (100%).
- The municipality has one year to complete the approved contract. If unable to complete in one year’s time, the municipality may submit a written request to the QAB for an extension on the project.
- All cost overruns must have prior approval of the District before those overruns can become eligible reimbursable expenses to the Township. Cost overruns exceeding 20% of the original contract amount or \$10,000.00 require prior QAB review and approval.

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<sup>9</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (2)

## **Project Completion/ Final Certification<sup>10</sup>**

It is the policy of the QAB to provide one member, typically the staff person primarily responsible for the program, to conduct a formal inspection of all projects prior to any payment to any municipality to ensure all components being submitted for reimbursement by the municipality are in compliance with all program requirements.

For the project to be considered complete, all site work must be accomplished and stabilized as indicated in the contract in a manner to be considered satisfactory to achieve the purpose it was designed to, as determined by the QAB and/or the Conservation District. All receipts, weigh slips, labor accounting, etc. must meet or exceed the total grant amount requested by the township prior to funding release.

## **Non Pollution Standards<sup>11</sup>**

Section 9106 (f)(7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613 (1) (b) formalizes that requirement. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the programs' "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products that may pose a problem if they enter a waterway. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the municipality. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

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<sup>10</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (7)

<sup>11</sup> Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (6)