

Dirt, Gravel, and Low Volume Road Program Timeline Of Commission Meeting Minutes

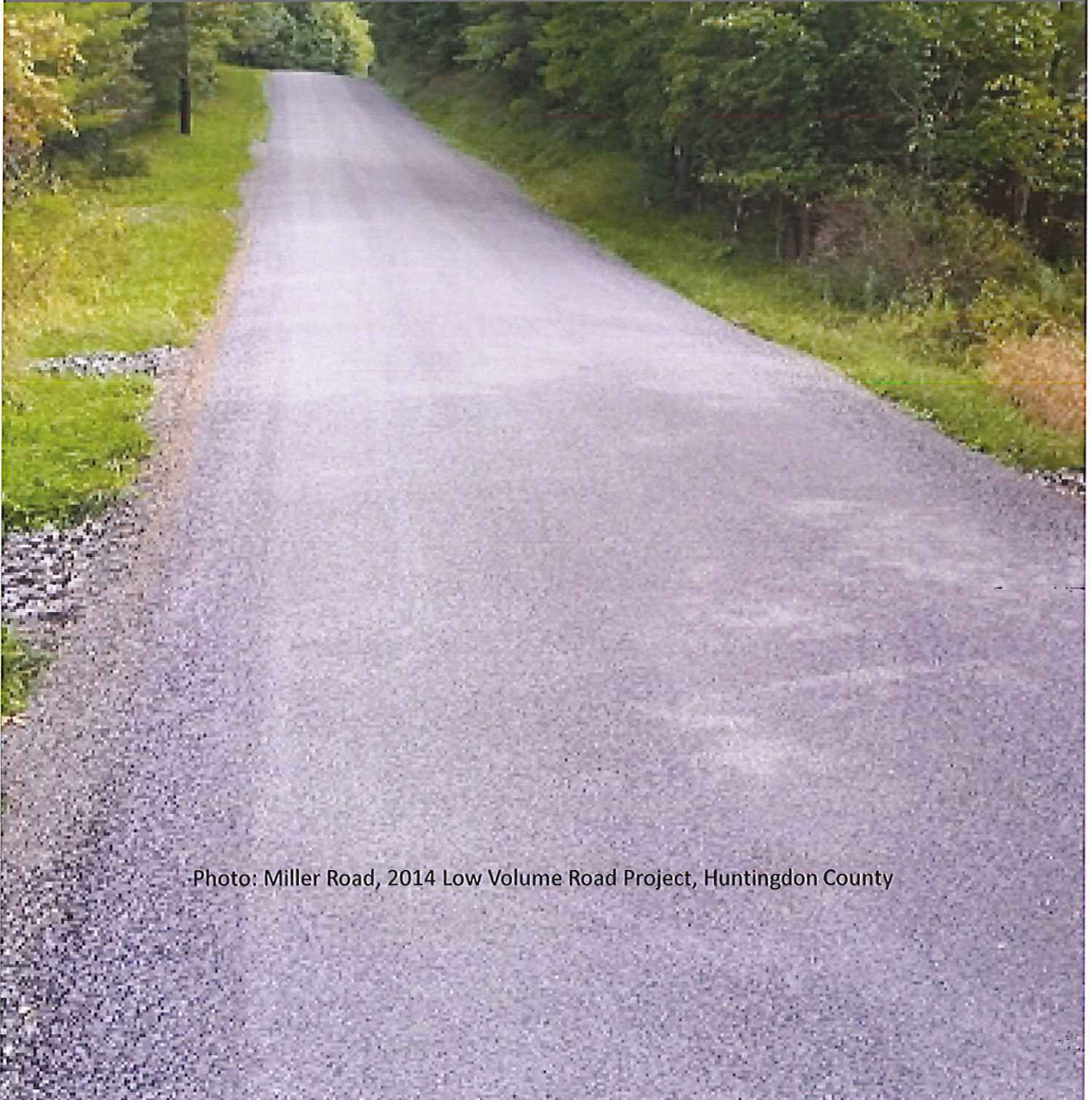


Photo: Miller Road, 2014 Low Volume Road Project, Huntingdon County

Minutes

1997-2000

Dirt, Gravel, and Low Volume Road Program Timeline of Events 1997-2000

1997

1998

1999

2000

HB 67 Signed into law creating Dirt and Gravel Road Program

Statement of Policy, Five Year Contract, and Project Participant Contracts approved by Commission

All FY 97 funds earmarked for projects, moves toward creating GIS program

New formula for allocations, motions set for to create MOU for the Center

Dirt and Gravel One part of watershed

PA TROUT - PREVENTS POLLUTION
A PATTERN FOR SUCCESS

PA Task Force on Dirt and Gravel Roads

Photo: 2000 Governor's Award for Environmental Excellence. Karl Brown (SCC), Wayne Kober (PennDOT), Woody Colbert (SCC), Kevin Abbey (PSU, pre- DGR Center)

1997

- House bill 67 signed into law creating the Dirt and Gravel Road Program
- Motions from SCC to approve organizational structure, time frames, hire program coordinator, training funds, demonstration funds, fund transfer mechanisms, and program budget

1998

- Program Statement of Policy, Five Year Contract, and Project Participant Contract approved for 30 day review and comment period
- 1997-98 Appropriations approved
- Interim approval of D&GR Admin Manual with hopes of finalization in 1999
- 1998-1999 Program budget approval

1999

- Approval of \$3,528,000 D&GR Program appropriation for fiscal year 1999-00

2000

- Approval of new formula to establish allocations to Districts
- Approval of 2000-01 allocations
- Approval to delay the annual reporting deadline by not more than 90 days to allow for electronic transmittal of program accomplishments.
- Conceptual approval to D&GR Program restructuring, executive secretary charged to move forward with Penn State to develop a MOU and define the scope of the "Center" and its relationship to the D&GR Program

1997 DGLVR Program Commission Meeting Minutes

May 1997

House Bill 67, Dirt and Gravel Road Task-Force Update

Wayne Kober, Director, and Woodrow Colbert, Management Analyst, Bureau of Environmental Quality, PennDOT, reported on Act 3 of 1997, Dirt and Gravel Road Program, addressing the functions of the task-force such as, training, road stabilization, and the use of the Global Information System (GIS) for mapping. Mr. Kober recommended that the task-force remain in place to assist the Commission in carrying out the newly assigned responsibilities. He also recommended a steering committee be formed as part of the task-force to oversee the Act 3 activities, and a full-time coordinator should be selected to run the program. Mr. Kober would like to return with an implementation plan for Commission approval at the July 24, 1997 meeting. Ken Murin, Chief, Division of Technical Support, Bureau of Water Quality Protection, DEP, discussed various SCC responsibilities in this program, district involvement and the local Quality Assurance Board. Chairman Seif thanked Messrs. Kober, Colbert and Murin for their diligent efforts, Senator Corman for being a champion of this Dirt and Gravel Road issue and Trout Unlimited for their hard work. Chairman Seif also stated that DEP is planning to make a presentation to the Commission sometime next year on the Department's use of the GIS system. Mr. Dehoff supported the idea of keeping the task-force in place, as well as the formation of a steering committee, and inquired as to whether members of the task-force, who already know the issues and do the work, could be on the steering committee. Mr. Kober stated that members of the task-force will make up the majority of the steering committee.

July 1997

Earlier this year, the Commission was designated, by Act 3 of 1997, to be the state level administrator of the Dirt and Gravel Road Maintenance Program. The proposed management plan will provide the initial frame work for the implementation of the program by the Commission and cooperating conservation districts. Details of the proposed management plan were provided to the Commission for action.

A motion to approve the draft Dirt and Gravel Road Management Plan the time frames and organizational structures was made by Mr. Trimpey, Secretary Seif seconded, and the motion passed unanimously.

A motion to establish and fill the position of Dirt and Gravel Road Coordinator for the State Conservation Commission and to use up to 2% allotted to the Commission for administration to fund the position was made by Mr. Rutt. Mr. Trimpey seconded and the motion passed unanimously.

A motion to approve the use of up to 10% of the available funds to enter into a statewide contract to provide statewide training was made by Mr. Kuckuck. Mr. Omer seconded, and the motion passed unanimously.

Mr. Brown noted that districts at the local level will retain 5% of the funds for training.

A motion to approve the funding of demonstration projects to model properly treated dirt or gravel road best management practices was made by Secretary Seif. Mr. Omer seconded, and the motion passed unanimously.

Mr. Brown recommended that we work with DCNR, PennDOT and DEP to have these programs created in a timely fashion.

A motion to approve the outlined fund transfer mechanism for the Dirt and Gravel Road Program was made by Mr. Seif. Mr. Trimpey seconded, and the motion passed unanimously.

A motion to approve the proposed Fiscal Year 1997/98 general program budget was made by Mr Omer Mr. Rutt seconded, and the motion passed unanimously.

October 1997

Dirt and Gravel Road Program Status Report

Karl Brown provided an update of the Dirt and Gravel Road Program activities which have taken place since the July SCC meeting. A written report on these issues was presented to SCC members.

Don Robinson, Conservation District Manager, Lancaster county; asked a number of districts would like to appoint their Quality Assurance Boards and I understand that there was a meeting where some standards for who those individuals should be appointed was discussed. He asked for guidelines and what timetables the districts would be looking at in getting these boards appointed so that when the training programs are ready for them, they are ready for the training program.

Karl Brown commented -- The Quality Assurance Board Advisory group met and looked at the issue of the two district representatives on the Board at the local level and came up with two priorities for those individuals. First, whoever you appoint needs to have a keen interest in the program. Secondly, for both the chairman you appoint and the voting representative, you should be very careful not to appoint someone that may have a potential conflict of interest. NRCS has indicated that their position will be filled by the local district conservationist or one of their employees that he/she appoints. The Fish and Boat Commission has indicated that they would appoint the local waterways patrolmen or a Deputy. We will send out information outlining the guidelines. You can begin to move ahead and appoint those people during the next several months. Remember, you must do it at one of your official meetings, (i.e. normal monthly board meeting) and once you do that, please send us a note or a copy of the highlighted minutes so we can begin to compile that information at the state level. It probably be most important as we get into December that " potential training will become available and those potential boards will be ready to go.

1998 DGLVR Program Commission Meeting Minutes

January 1998

Karl Brown, Executive Secretary, State Conservation Commission, reported on the Dirt and Gravel Road Program. Commission staff and supporting agency staff continue to work on the development and implementation of the program. Procedures and documents are being developed for implementation of the program at both the state and county levels. Conservation districts continue appointing members to the Quality Assurance Boards (QAB's). To date, 61 of 66 conservation districts have taken action to form their QAB's. Twenty-four training sessions for municipal officials and QAB members will occur between now and June 1998. The training will be provided through a contract with Penn State's Earth Resources Research Institute (ERR), in cooperation with the Pennsylvania Transportation Institute. Instructors to give the training are in demand. DRAFT program guidelines will be presented for review at the March SCC meeting. Woodrow "Woody" Colbert, a Penn DOT Environmental Planner currently assigned to the State Conservation Commission, will serve as program coordinator.

March 1998

Dirt and Gravel Road Task Force Status Report

Kevin Abbey, Abbey Associates, provided an overview of the 1997 Status Report from the Task Force on Dirt and Gravel Roads. Pennsylvania's new Dirt and Gravel Road Maintenance Program was the vision of a group of dedicated citizens concerned about sediment pollution of the Commonwealth's waters. Formed in 1993 under the leadership of Trout Unlimited "Bud" Byron and PennDOT's Wayne Kober, the Task Force on Dirt and Gravel Roads actively promoted environmentally sound and practical solutions for the stabilization of Pennsylvania's 27,000 miles of dirt and gravel roads. The Task Force's successful and innovative pollution solutions were recognized in 1997 with the enactment of the Dirt and Gravel Road Maintenance Program provisions contained in Section 9106 of the Transportation Revenue Bill.

Draft Statement of Policy

Draft Five Year Contract

Draft Project Participant Contract

Karl Brown, Executive Secretary, SCC, provided an overview of a proposed fund transfer mechanism, as well as the Draft Statement of Policy, Draft Five Year Contract and Draft Project Participant Contract documents. It is vital that a sound administrative framework must be established before implementing an efficient and effective Dirt and Gravel Road Maintenance Program. Comments on the draft documents are due to the SCC office no later than April 24, 1998.

Mr. Rutt moved to approve these draft documents for distribution to conservation districts for a 30-day review and comment period. Dr. Alter seconded, and the motion passed unanimously.

Draft Dirt and Gravel Road Program Apportionment Criteria

Karl Brown, Executive Secretary, SCC, provided an overview of the proposed Fiscal Year 1997-98 Dirt and Gravel Road Fund Apportionment. The apportionment shall be based on a verified need to correct pollution problems and shall consider other relevant factors such as the total miles of dirt and gravel roads within a county and local cost of limestone.

Mr. Rutt moved to approve the draft apportionment criteria for distribution to conservation districts for a 30-day review and comment period. Mr. Dehoff seconded, and the motion passed unanimously.

May 1998

Karl Brown briefly reviewed the comments received on each of the following four program documents: 1) Statement of Policy; 2) Five-Year Contract (Commission/Conservation Districts); 3) Project Contract Agreement (Conservation District/Municipality); and 4) Fiscal Year 1997-98 Apportionment to conservation districts.

Dr. Steele moved to approve the proposed Dirt and Gravel Road Program Statement of Policy. Mr. Kuckuck seconded, and the motion passed unanimously.

Mr. Hess moved to approve the proposed Five-Year Contract. Mr. Kuckuck seconded, and the motion passed unanimously.

Mr. Dehoff moved to approve the proposed Project Contract Agreement. Mr. Hess seconded, and the motion passed unanimously.

Mr. Hess moved to approve the Fiscal Year 1997-98 Apportionment to Conservation Districts. Mr. Trimpey seconded, and the motion passed unanimously.

Loren Lustig asked what DEP's role is with the Dirt and Gravel Maintenance Road program. Karl Brown replied, DEP is a partner of the SCC's administration of funds and they will handle the day to day cash for this program.

David Trimpey suggested putting a flow chart together for the districts to follow. Karl Brown informed the audience of the June 23, 1998, Satellite Downlink training session. Secretary Samuel Hayes promised a one-pager briefly outlining the training.

July 1998

Dirt and Gravel Road Maintenance Program Administrative Manual

Karl Brown, Executive Secretary, State Conservation Commission, reported on the Manual. There have been about 440 people who have attended county level two-day meetings for training. About 300 county QAB members were reached through the satellite down link administrative training. Last week, the contracts went out to the districts for the funds for the program for their signatures and need to be

returned ASAP so we can process and turn over that money to them ASAP. The Statement of policy, which is necessary to make all this happen, is at the Governor's office for approval. Things are coming together. Commission members were provided a "Draft" Administrative Manual" which was developed by Commission staff, in consultation with the Commission's Quality Assurance Board Advisory Committee. In addition, technical and drafting assistance was provided through Penn State's Earth Resources Research Institute. Karl "thanked" Woody Colbert, Program Coordinator; Kevin Abbey, Abbey Associates; and Steve Blosser, Penn State; as well as the Advisory Committee who invested a lot of time over the last several months to pull this together.

Mr. Trimpey moved for interim approval of the Dirt and Gravel Road Maintenance Program Administrative Manual with hopes of finalizing it in January 1999. Mr. Dehoff seconded, and the motion passed unanimously.

b. Fiscal Year 1998-99 Dirt and Gravel Road Maintenance Program budget

Karl Brown, Executive Secretary, State Conservation Commission, reported on the proposed budget. The Program is funded by an annual, non-lapsing appropriation of \$4 million. The 1998-99 budget includes \$80,000 for Commission administrative expenses, \$320,000 to fund the statewide training program, and \$3,600,000 for apportionment to conservation districts. The enabling legislation contains strict spending parameters to ensure that the majority of program funds are apportioned and administered at the local level. We are continuing to move wherever possible the administrative and program dollars down to the local level for districts use and discretion.

Mr. Kuckuck moved the 1998-99 Program Budget Proposal for Dirt and Gravel Roads be approved. Mr. Orner seconded, and the motion passed unanimously.

October 1998

Dirt and Gravel Road Program Update and Recognition of State Quality Assurance Board Members

Woody Colbert, Dirt and Gravel Road Coordinator, SCC, reported on the Program. The Dirt and Gravel Road Program is quickly moving from the program "development" to the "implementation" phase. The administrative framework for the program is quickly coming together. Program contacts are being approved. Advance working capital is in the hands of nearly 1/3 of the districts. The program's statement of policy has been published. The administrative manual has been approved and is being distributed. Hundreds of township supervisors have been trained. The program is finally ready to take off.

1999 DGLVR Program Commission Meeting Minutes

March 1999

Program Progress Report, including Draft Stone Standard, Draft Products Standard, Verified Work Site Workgroup Update and Training Activities

Karl Brown, Executive Secretary, reported that the Commission and conservation district staff are preparing for a busy spring construction season with the majority of district preparing to fund and supervise their first on-the-ground road projects. He highlighted the following:

Commission staff has processed the FY 1998/99 allocations to the conservation districts. The Treasurer still needs to issue checks. District staff and QAB members were assembled in two winter forums to share experiences and receive updates on advisory group activities.

Training continues uninterrupted. Actions are under way to produce training aides intended for use in the classroom, by district and on the Web page. Aggregated FY97 funds have been earmarked to begin this work. DEP will join us in funding the effort so that results can be made available over the Web page. The advisory group addressing Future Verified Work Sites has progressed to the point of first fieldwork. Compliance with Vehicle Code

Section 9106 requirements to use only those products and procedures, which do not pollute, have been continuously worked on since inception of the program. (Mr. Porter Duvall, Chairman, Jefferson County Conservation District reported on this item.) 7. The industry group working to develop an aggregate specification for driving surface materials has been submitted with a draft specification. This draft will be sent to known aggregate suppliers for comment and to alert them in time to stockpile this mix for spring. 8. Public awareness is a major requirement to the success of this locally controlled program. Efforts continue to acquaint as many publics as possible through whatever inexpensive means are available to us.

A question was raised about liability insurance. Presently, this falls to the districts to provide because this is a contracted program. The districts can use administrative funds to purchase this insurance. Commission staff needs to research if the liability can be spread across individual projects or assumed at a state level. Secretary Seif stated this issue should be re addressed at the SCC's May meeting.

May 1999

Woody Colbert, SCC, highlighted the following: 1) seven counties received full replenishment of FY 1997-98 program funds; 2) Field technical assistance continues to be available upon request; 3) The "Needs Assessment Advisory Group "has identified issues, adopted goals and GIS will continue as the basis of program management, and allocation and reporting. Arrangements have been made to obtain the ArcView GIS license through joint use and cooperation with Ag Extension Service; 4) Training continues at the county level. Several video aids are being produced; 5) A grant proposing assistance to local groups working with trails and heritage sites was submitted for Federal Highway Enhancement Funds and was approved; and 6) the Penn State application to the Center of Rural Pennsylvania has cleared the first hurdle in their proposal to use environmentally sound by-products on unpaved roads. Our involvement is to provide work sites and coordination with ongoing needs on identified sites.

Karl Brown commended both Woody Colbert and Kevin Abbey for their efforts on the application we submitted for the Federal Highway Enhancement Funds.

July 1999

Dirt and Gravel Road Maintenance Program 1990-00 County Allocations

Woody Colbert, Coordinator, Dirt and Gravel Road Maintenance Program, reported that effective July 1, 1999, the annual \$4 million Dirt and Gravel Road Maintenance Program appropriation is available to the Commission for allocation to conservation districts. Based on the recommendations of the Commission's state Quality Assurance Advisory Board, staff recommends that FY 1999-00 allocations to districts be made. (Allocation sheet attached.)

Mr. Trimpey moved to approve the \$3,528,000 million Dirt and Gravel Road Maintenance Program FY 1999-00 appropriation. County allocations are very similar to previous years. The allocation included a onetime aggregation and redistribution on an unpaved road mileage basis, of 3% of education funds for purposes of an educational demonstration on road assessment and GIS program use. Mr. Dehoff seconded, and the motion passed unanimously.

2000 DGLVR Program Commission Meeting Minutes

March 2000

Dirt and Gravel Road Program, Road Assessment Progress and FY 2000-01

Woody Colbert, SCC, provided information on the education, administration, and operations of the Dirt and Gravel Road Program. Conservation districts are currently undertaking assessments of all dirt and gravel roads within their county. Data from the road assessments are being entered directly into a GIS computer program that will simplify the management and reporting of data for the program for conservation district and state agency staff. The new data from the road assessments will serve as the foundation for recommended county allocations for FY 2000-01 that will be presented at the May Commission meeting. To date, county allocations have been based on the original trouble spots as determined by Trout Unlimited.

Karl Brown stated that there is a very strong partnership between the SCC, DEP, and PSU and thanked the entities for all their hard work to bring us to this point.

May 2000

Dirt and Gravel Road Program FY 2000/2001 County Allocations

Woody Colbert, SCC, reported on the FY 2000-01 allocation recommendations. For more than a year, a Commission work group has worked to develop and implement a statewide GIS based, comprehensive assessment of dirt and gravel roads. 95 percent of the districts met their May 1, 2000 deadline for submission of worksite data in their counties, using the computerized reporting forms and geographical information system software programs provided through the unpaved roads program. This new assessment data serves as the basis for the FY 2000-01 round of funding for the Dirt and Gravel Roads Pollution Prevention Program.

Initial funding allocations were prioritized to target "hot spot" areas in the state's exceptional value and high quality watersheds, as determined during initial efforts to quantify the sediment pollution problem presented by dirt and gravel roads. The program is now transitioning into the long-term work for which it receives \$5 million per year in non-lapsing funding. Of the funding, \$1 million automatically is provided to the DCNR Bureau of Forestry for maintenance and work on its dirt and gravel roadways.

Out of the remaining \$4 million, after training and administration costs were deducted, \$3,528,000 remained for use by county conservation district administered programs for 2000-01, working mostly with second-class townships and other small municipalities.

The new allocation formula was derived from the efforts of a committee of stakeholders that included six conservation district managers, a DEP representative, a Pennsylvania Trout Unlimited representative, and Penn State University staff under contract to the Dirt and Gravel Roads Program.

The new formula values are weighted so that new worksites are valued at 50 percent of the total allocation; original trouble sites are valued at 20 percent; the length of unpaved road in the county gets 20 percent consideration; and the relative costs of hard aggregate (surfacing stone) is given a 10 percent consideration.

The formula creates an index equation for each of the four formula values. The actual county allocation is then calculated by totaling up the county specific relative values of the four parameters. Those counties that would receive less than \$15,000 under the formula are to receive the minimum of \$15,000, as set by Commission policy.

Mr. Dehoff moved the approval of a new formula to establish allocations to conservation districts for the SCC Dirt and Gravel Roads Program. Mr. Trimpey seconded and the motion passed unanimously.

Mr. Tropea moved the approval of 2000-01 fiscal year allocations to conservation districts for the SCC Dirt and Gravel Roads Program. Dr. Alters seconded and the motion passed unanimously.

Mr. Tropea moved the approval to delay the annual reporting deadline by not more than 90 days (beyond June 30, 1999) to allow for the electronic transmittal of program accomplishment. Mr. Lustig seconded and the motion passed unanimously.

Mr. Lustig moved the approval to commend the volunteers that served on the Verified Work Site Assessment work group. Dr. Alter seconded and the motion passed unanimously.

Karl Brown also thanked Steve Bloser, Dr. Silsby and Dr. Scheetz, who were very instrumental in helping with the DGR program.

July 2000

Program Plans and Budgets for the Nutrient Management and Dirt and Gravel Road Maintenance Program

Karl Brown presented proposed Fiscal Year 2000-01 work plans and general program budgets for both the Nutrient Management and Dirt and Gravel Road Maintenance Programs.

Mr. Kuckuck moved to approve the Nutrient Management and Dirt and Gravel Road Maintenance Road work plans and budgets for 2000-01. Mr. Dehoff seconded and the motion passed unanimously.

September 2000

Dirt and Gravel Roads Program (DGR) Center Concept Paper

Karl Brown, SCC, introduced Dr. Barry Scheetz and Dr. Michael Silsbee, of the Materials Research Laboratory, PSU. The Commission, at the last meeting, considered a proposal to restructure the delivery of the DGR Program through the creation of a "Center" but did not have the time to fully address the concept. Mr. Brown outlined the history of the DGR program over the past three years. The DGR Program has done some significant and beneficial things. The Program evolved from a multi-agency (DEP, Fish Commission, Conservation Districts, Private Sector, and Pennzoil and other entities) Task Force that started in the mid 90's. This group of dedicated people came together and saw a problem, analyzed the problem, and took the data and results to the Legislature and made a case for a program that we now call the DGR Program. The Task Force continued to meet and in 1997 put together a report containing a number of recommendations to include:

Development of Future Apportionment Criteria

Mapping of the Unpaved Road Network on a Geographic Information System (GIS)

Creation of Permanent Center for Dirt & Gravel Road Management and Research The first two actions were accomplished.

The Commission was presented a proposal, in cooperation with Penn State, for the creation of a "Center" that would focus on issues that relate to dirt and gravel roads, the technologies, and support for the program.

Mr. Brown reported on the training program that was designed in cooperation with the DGR Task Force and Penn State on environmentally sensitive maintenance activities. This training has had outstanding reviews by the participants. 1800 people have been trained to date, 1200 of which are township supervisors.

The proposed "Center" would have these primary functions: assist the Commission to help carry out legal mandates under Section 9106; serve as the clearing-house for DGR information and technology; and provide quality outreach and technical assistance to conservation districts and program participants. The "Center's" Management Team of

Dr. Silsbee, Director and Dr. Scheetz, Co-Director will direct activities at the "Center." Program Consultant Kevin Abbey, will assist with the "Center's" management activities.

Financially, this proposal will not take any new money that is not available currently to the Commission. The proposal is to use the training dollars (up to \$392,000, 10% aggregate funds) that we currently budget to provide the primary program support, and to expand the outreach and educational activities that Penn State currently provides. We also have an outstanding grant with the PennDOT, which is a Transportation Enhancement Grant and the "Center" would be the primary sponsor to deliver on that particular grant.

Dr. Silsbee commented on the very high program standard that Woody Colbert has set. There are very diverse groups that have been pulled together and have worked together in a harmonious way.

Deputy Secretary Tropea moved to give conceptual approval to the proposed DGR Program restructuring concept and the Executive Secretary be charged to move forward with Penn State to develop a draft MOU that will define the scope of the " Center" and its relationship to the DGR Program and bring back to the Commission for review. Mr. Lustig seconded and the motion passed unanimously.

The State Conservation Commission Personnel Committee will be involved in the development of job descriptions and other issues related to the staffing of the proposed DGR "Center" and the program restructuring effort.

Deputy Secretary Tropea mentioned that the MOU should be able to translate what we do in the DGR Program to an environmental benefit, which we can share with the public.

October 2000

Woody Colbert, DGR Coordinator, reported on the Automated Reporting System.

The DGR Program has been a leader in the state in incorporating Geographical Information System (GIS) computer software into the structure of its data-gathering, record keeping and reporting system. The program recently moved to phase II GIS training for conservation districts. Since September, 35 county districts received an update to their original GIS ArcView software, and were trained on how to use it. The software upgrades are being made at districts by a traveling team from Penn State, where the software was modified specifically for the DGR Program.

Karl Brown, Executive Secretary, SCC, reported on the proposed MOU between the State Conservation Commission and the Center for Dirt and Gravel Road Studies at The Pennsylvania State University. The MOU is one of three different things that will drive this restructuring of the DGR Program. The MOU is an enabling agreement that spells out things that the Commission and the Center for DGR at the Materials and Research Lab at Penn State may do. The second would be the development of the annual plan, in cooperation with the Center that would specify and develop specific deliverables. The third would be the utilization of existing GIS contracts between Penn State and Department of Environmental Protection.

Mr. Brown reported the MOU delineates the interaction and responsibilities of the Commission and the Center in regards to the Commission's Dirt and Gravel Road Program. The draft MOU is built on a cooperative annual program planning process that will define specific products and services to be provided to the DGR Program by the Center. The products and services to be provided by the Center to the DGR Program will be funded through separate contractual agreements. The draft MOU specifically recognizes the Commission's ongoing legal authority to administer the program, and establish policies and procedures for the program.

David Trimpey moved to approve the draft DGR Program Memorandum of Understanding between the Commission and The Pennsylvania State University, and to direct the Executive Secretary, to submit the MOU for final legal review. Mr. Dehoff seconded and the motion passed unanimously.

Mr. Rutt commented that he would like to see a detailed budget before the MOU is signed. Secretary Seif reported that a final draft be brought before the Commission, which will include a detailed budget at the January 2001 SCC meeting.

Minutes

2001-2004

Dirt, Gravel, and Low Volume Road Program Timeline of Events 2001-2004

2001

District required to allocate funding within 2 years approved by Commission

2002

Center MOU and budget passes; DSA specifications modified

2003

Policy to not allow use of Red Dog on D&GR Projects passed by Commission

2004

5 year agreement between the SCC and the PFBC

Photo: Woody Colbert, Program Coordinator, presents to the 2002 Annual Maintenance Workshop attendees held at the Penn Stater in State College

2001

- Approval of an MOU between the SCC and Penn State University
- Annual work plan and budget approval with Penn State and the D&GR Program
- Approval of allocations, and to withhold funding from counties that have not reported expenditures or commitment of funds equal to their 1997-98 allocation
- Approved a modification to the DSA Spec and the requirement of a certificate that the material meets program specs

2002

- Approved the proposed Strategic Objectives priority listing. A Strategic Planning Committee will be formed, half of them from districts and the remainder of them from the Commission and cooperating agencies. Look intensively at ongoing priorities within the next three to five years and produce a short document that would provide guidance to both the Commission as well as the partnerships in Pennsylvania
- Allocation formula as approved in 2000-01 approved for 2002
- Adapt the change to the 5 year contract to allow Districts two full years to expend or commit funds

2003

- 2003 D&GR Program task agreement and Budget proposal from the Center for Dirt and Gravel Road Studies
- Program allocation for 2003-04
- Policy to not allow use of "Red Dog" on D&GR Program projects approved
- D&GR Program Budget approval & Motion to go on record supporting increase in funding for the D&GR Program

2004

- 2004 Center for Dirt and Gravel Roads Budget approval
- Approval of the 5 year D&GR Program MOU between the SCC and the Fish and Boat Commission

2001 DGLVR Program Commission Meeting Minutes

January 2001

Dirt and Gravel Road Program, MOU Proposed Annual Center Work Plan and Budget

MOU

At the Oct. 31, 2000 Commission meeting, the Commission considered a five-year memorandum of understanding (MOU) between the Commission and Penn State University (PSU) through its Center for Dirt and Gravel Road Studies (Center) to assist in the development and/or delivery of specific portions of the Commission Dirt & Gravel Road Program, as established under Section 9106 of the Pa. Vehicle Code. The MOU was pending legal review at the time and action was tabled until the January 23 meeting, with the understanding that along with the MOU receiving legal review, Commission staff would work with PSU staff to develop a budget and annual plan of activities for PSU to conduct on behalf of the Dirt & Gravel Road Program.

Executive Secretary Brown reported that the MOU was submitted to DEP for final legal review in November 2000; changes were made and forwarded to PSU for review and approval. Commission staff reviewed the MOU as well.

Mr. Kuckuck made a motion to approve the Dirt and Gravel Road Program MOU with anticipated minor revisions recommended by legal counsel. Mr. Dehoff seconded the motion and it was unanimously approved.

Budget/Work Plan

In the next action, Brown explained that upon review of the work plan for the PSU Center he was able to identify 26 deliverables under the plan. Brown explained that in addition to continuing to provide program training, reporting, GIS development, onsite tutorial development, technical assistance, developing training videos, that a fall or summer-spring workshop would be developed, five field days held, program guidance documents would be developed, and the Center would continue to develop product approval requirements, provide quarterly reports, establish and maintain a bi-monthly newsletter, a website, and serve as a clearing house, library and information source about dirt and gravel road maintenance. Brown said that with personnel provided by Penn State, the Commission D&G Road Maintenance Program would now be able to provide four full-time equivalents of expert staff to conservation districts. Center representatives and co-directors Barry Scheetz and Mike Silsbee were on hand to answer questions about the work plan. Scheetz said that for Commission clarification, it is important to understand that under products and process and research portion of the work plan, that the budget does not limit the work the Center will do. In the first year work plan he explained that work in that area would be largely devoted to reviewing data coming from other sources, and will be independently funded and the results brought to the Commission program for consideration. Therefore, the Commission would not be directly funding research per se.

Funding for the Center work on behalf of the Commission D&G Road Program is to be

\$390,230, which represents an aggregation of administrative funds allocated to conservation districts. It is the same funding source that was used by the Commission in the past to pay for the Center's development of GIS and providing statewide training.

Mr. Brown also said it is important to recognize that a portion of that funding is to be used as leverage to hopefully secure a state Transportation Enhancement Grant.

Commission Chairman Seif said it is also important to note that the documents are subject to continuing review.

Larry Tropea asked whether the funding plan for the Center still allows for the expressed intention Brown made at the September 13, 2000 Commission meeting of hiring an additional Commission staff member to support the Executive Secretary as well as the D&G Road Program activities. Brown affirmed that the Center budget does not affect the use of the two percent of program administrative funds. He said it is a related issue that he anticipates bringing before the Commission at its March 14 meeting.

Mr. Trimpey made a motion to approve the annual work plan and budget with Penn State for the Dirt and Gravel Road Program as presented. Mr. Orner seconded the motion and it was approved unanimously.

March 2001

Dirt and Gravel Roads FY 2001-02 Allocation Policy Considerations Woody Colbert, Coordinator, Dirt and Gravel Road Program, SCC, reported on the FY 2001-02 Allocation Policy Considerations.

The Dirt and Gravel Road Program (DGRP) has established a goal of providing DGRP funds to conservation districts as early in the new FY as possible. In order to meet this goal, Commission action is required at both the March and May Commission meetings. At this meeting (March), staff will present a number of DGRP policy issues that need to be addressed (such as a request for an interim reporting of program data by districts); and at the May meeting, staff will be presenting a proposed county allocation of DGRP funds for FY 2001-02.

Mr. Trimpey moved to approve the authorization of State Conservation Commission staff to solicit an additional program activity report from conservation districts for the first quarter of 2001. (Reports will be due no later than April 15, 2001). Dr. Steele seconded and the motion was unanimously approved.

Mr. Dehoff moved to approve the adoption of the Dirt and Gravel Road Program (DGRP) Allocations Work Group's recommendation that " FY 2001-02 allocations be made on the previously approved formula, but that FY 2001-02 funds be withheld from counties that have not reported expenditure or commitment of funds at least equal to their county's FY 97-98 and FY 98-99 allocations." Mr. Rutt seconded and the motion was unanimously approved.

May 2001

Dirt and Gravel Road Program FY 2001-02 County Allocations

Woody Colbe1t, SCC. Reported that the annual \$3.53 million that goes to county programs was apportioned according to a Commission-approved formula that takes into account the number of verified worksites, the number of miles of dirt or gravel roads in the county, and the number of miles of such roads affecting either High Quality or Exceptional Value waters.

The program's first efforts were directed in special protection watersheds, and the approved formula reflects a gradual weighting of data to reflect the program transition to all eligible dirt and gravel roads.

Two counties previously receiving an appropriation were ineligible to receive additional funds this year, according to a policy adopted by the SCC in March, as recommended by the Verified Work Sites Advisory Group. Under that policy, any county that fails to spend or commit to spending a dollar amount equal to its combined first two years' allocation becomes ineligible to receive an additional allocation.

The allocations are to be published in the June 9, 2001 issue of the "Pennsylvania Bulletin" as approved by the Commission. Publication in the Bulletin is necessary prior to dispersal of funds.

Mr. Dehoff moved to approve the FY 2001-02 Dirt and Gravel Road Program county allocations totaling \$3,528,171, as recommended by staff and the Verified Work Sites Advisory Group and to advertise the actions in the PA Bulletin. Mr. Tropea seconded and the motion was unanimously passed.

Dirt and Gravel Road Program FY 2001-02 Budget Proposal

Woody Colbert, SCC, reported on last year's object code breakdown and stated the DGR funds will be funded into the following object codes for FY 2001-02:

Section 9106 Appropriation	\$4,000,000
SCC 2% deduction	<u>-80,000</u>
Balance	\$3,920,000

10% Aggregation Object 310	<u>-392,000</u>
District Allocation Object 600	\$3,528,000

Object Breakdown 2% Account

Salary 1.25 full-time equivalent Object 100	\$63,000
Residual	17,000
	\$80,000

Mr. Rutt moved to approve the proposed FY 2001-02 Dirt and Gravel Road Program budget/object code breakdown. Mr. Trimpey seconded and the motion was passed unanimously.

July 2001

Dirt and Gravel Road, Driving Surface Aggregate Standard

The driving surface aggregate [DSA] specification has been in use within the Dirt and Gravel Roads Program for nearly three years and has been used successfully on over 300 miles of projects supported by the program. The original DSA specification has proven to provide an outstanding driving surface. The aggregate performed very well in providing us with a durable, relatively low-maintenance driving surface.

Dr. Barry Scheetz, PSU, presented the following report and recommendations of the DSA Work Group. A request for certification was put forth by the industry. A committee was composed of 50% aggregate producers, (geographically selected from around the state and also selected for aggregate type), 25% SCC representation (these are district people who have had experience with aggregates), several people from the Allegheny National Forest and other state agencies, Geological Service, DEP, and PennDOT. The Committee has proposed to modify the gradation slightly to increase the amount of fine in the driving surface aggregate. The fines are the glue that holds it together and this was the most significant contribution from the variety of people that was made that we increase these numbers from 8 to 15 to 10 to 20. What we are looking for is a mid-line of about 15. Also, the Committee recommends that the acceptable limits for the Ph be raised from 9 to 12.45.

Dr. Scheetz stated the approved policy changes are to be phased in over the current year. New contracts made during the current year can reflect all, part, or none of the new specifications, depending on the district program priorities. Contracts made for work during the 2002 spring season must reflect the new DSA specifications and the certification requirement.

The previous maximum DSA pH was set to reflect public drinking water standards (pH 8.5). The new specification better reflects the pH of agricultural lime, commonly used as a soil Amendment, as well as the pH of parent dolomite or high magnesium limestone.

Deputy Secretary Tropea asked two questions: 1) Will this change in specifications cause any change in the price of the material? Dr. Scheetz replied, "It should not." If anything, it should make it easier for manufacturers to meet. 2) Do we have qualified Pennsylvania buyers for this material? Dr. Scheetz replied, "Yes we do." Chairman Hayes asked if there are many buyers. Dr. Scheetz replied, "As the program is growing and as the value of this aggregate is being spread around the Commonwealth, we are starting to see more and more manufacturers embrace the DSA. We have some manufacturers locally who are manufacturing well in excess of 100,000 tons per year already so it is growing. Jack Dehoff asked what percent of clay or soil was being added before? Dr. Scheetz responded that clay or soil should not have been added before. It was specifically targeted in there that no soils and clays could be added to it. There is wording in the revised specification that will allow up to two percent if you have a rock that has clay as part of the rock, but you cannot add it just to make up the fine component in our specification. Ross Orner asked if this put a little more liability on the manufacturer if the road doesn't hold up because they have served by this. Dr. Scheetz replied, "I fully hope it is going to put the onerous on the manufacturer to make sure what he is delivering is what he is saying he is going to deliver."

Dr. Scheetz also stated that one can see DSA in service at the Ag Progress Days. There will be a stretch down for the agricultural community to see. Dr. Scheetz met with Richard Peltz, Municipal Services and at LLTAP's last meeting where they ranked the new products to be evaluated for use within the PennDOT system, out of the nine that were submitted; DSA was selected as a top product out of the nine to go forth for approval. Hopefully, within the next year, we should see PennDOT embracing of the DSA standards.

- Mr. Kuckuck moved to approve a modification of three-year old specifications for its Dirt and Gravel Road Driving Surface Aggregate (DSA), and adopted a requirement that suppliers of the aggregate provide a certificate that loads of materials delivered meet program specifications as set forth in the Administrative Manual. Mr. Tropea seconded and the motion passed unanimously.

2002 DGLVR Program Commission Meeting Minutes

January 2002

Proposed 2002 Commission Plan

Karl Brown, SCC, outlined the proposed 2002 action plan and gave an overview of the following accomplishments during the last few years: Partnership Strategic Planning; E-Commerce; Farm Bill implementation; Leadership Development; Ombudsman concepts; Nutrient Management; Dirt and Gravel Road Program; Communications; and Water Resources Legislation.

Mr. Dehoff moved to approve the proposed Strategic Objectives priority listing. Part of what is contained in said listing is that a Strategic Planning Committee will be formed and will be comprised of about 18 people, half of them from districts and the remainder of them from the Commission and cooperating agencies (NRCS, PDA, DEP, DCNR, and PSU). Three meetings will be held and discussions will be held to look intensively at ongoing priorities within the next three to five years and produce a short document that would provide guidance to both the Commission as well as the partnerships in Pennsylvania. Mr. Kuckuck seconded and the motion, unanimously carried.

Mr. Dehoff commended the conservation districts for all their hard work and efforts in helping to make the above action items happen.

March 2002

Dirt and Gravel Road Program, Proposed FY 2002-03 County Allocation Formula and Procedures
Steve Bloser, PSU Center for Dirt and Gravel Road Studies, reported on the current multi year allocation funding formula was originally approved in Fiscal Year 2000 and 2001. Mr. Bloser proposed continued use of that formula for Fiscal Year 2002 and 2003 and a reiteration of last year's policy the districts must spend or commit funds within 24 months of receipt in order to be eligible for this year's allocation. Approval is necessary at this time so that the actual dollar allocations can be calculated using the formula that will be presented for your approval at the May meeting. Allocation approval at the May meeting is necessary to achieve the disbursement of funds in a timely manner so that work can get on the ground this construction season. Mr. Bloser outlined the year-by-year planned phasing of the formula:

Mr. Trimpey moved to approve the current allocation formula, as originally approved in Fiscal Year 2000 - 01:

FY	All Sites	TU Hotspots	Unpaved Roads	\$ Aggregate
2000-01	50%	20%	20%	10%
2001-02	60%	15%	15%	10%
2003-04	65%	10%	15%	10%

Mr. Trimpey moved to approve the current allocation formula, as originally approved in Fiscal Year 2000 - 01: Mr. Dehoff seconded and the motion carried unanimously.

Mr. Rutt moved to approve the work group's recommendation on funds " spent or committed." Mr. Trimpey seconded and the motion carried unanimously.

MAY 2002

Dirt and Gravel Road Program, Proposed FY 2002-03 County

Woody Colbert, Coordinator, Dirt and Gravel Road Program (DGRP), reported each fiscal year, the Commission is allocated \$4.0 million in state funds for the DGRP. Conservation districts annually receive \$3.58 million of this total allocation for road projects, administration and education; the Commission utilizes 2% (\$80,000) for program administration; and 10% (\$392,000) is aggregated by the Commission for educational services and training for districts and municipalities. In FY 2000-01, the Commission adopted a revised formula for the distribution of DGRP funds to conservation districts. This revised formula considered all new and existing worksites identified by the districts, as well as factors such as the total miles of unpaved roads and the local cost for suitable driving surface aggregate. This funding formula is being phased in over a three-year period to minimize its effect on county program allocations. Recommended FY 2002-03 county funding allocations have been provided to members of the Commission.

Mr. Trimpey moved to approve the recommended FY 2002-03 Dirt and Gravel Road Pollution Prevention Program County allocations totaling \$3,528,000. Mr. Hess seconded and the motion carried unanimously.

July 2002

Dirt and Gravel Road Program (DGRP) Update, Woodrow Colbert, DGRP Coordinator

Woody Colbert, provided an update on the program's accomplishments for the last year. The Dirt and Gravel Road Program (DGRP) and participating conservation districts continue to build successful working relationships with municipal governments in an effort to help prevent erosion and sedimentation from the Commonwealth's nearly 20,000 miles of dirt and gravel roads.

November 2002

Dirt and Gravel Road

The Dirt and Gravel Road five-year program agreement between the conservation districts and Commission is due to expire at the end of calendar year 2002. The agreement was sent to the conservation districts for their review and comment. A summary of comments received from the districts was provided to the Commission members. Mr. Brown gave an overview of the minimal changes that were recommended.

Mr. Trimpey moved to adapt the primary change to the five-year Dirt and Gravel Road agreement: to allow districts two full years to expend or commit under contract funds provided. Mr. Rutt seconded and the motion passed unanimously.

2003 DGLVR Program Commission Meeting Minutes

January 2003

Dirt and Gravel Road Program - 2003 Annual Work Plan and Budget

Karl Brown, SCC, reported for the last five years, the Commission has entered into an annual contract (GIS task agreement) with Penn State University for the purpose of providing educational programs and technical assistance to the Dirt and Gravel Road Program. The 2003 Dirt and Gravel Road task agreement and budget proposal for the funding of educational and technical services was developed cooperatively between the DGR Center and Commission staff to meet the ongoing needs of the DGR Program. Comments were also made on the summary of accomplishments under the 2002 DGR Program Task Agreement and the proposed DGR Program three-year planning outline, which highlighted proposed program priorities over the next three years.

Mr. Rutt moved to approve the proposed 2003 Dirt and Gravel Road Program task agreement and budget proposal from the Center for Dirt and Gravel Road Studies. Mr. Sprenkle seconded and the motion passed unanimously.

March 2003

Dirt and Gravel Road Program, 2002 Program Update and FY 2003-04 County Funding Allocations, Kevin Abbey, Penn State Center for Dirt and Gravel Road Studies, Karl Brown, SCC Executive Secretary

Mr. Abbey, Director, PSU Center for Dirt and Gravel Road Studies, reported on the 2002 DGRP accomplishments. He gave an overview of the recently compiled annual summary information from all 65 county conservation districts that are involved in the Dirt and Gravel Road Program. Information was submitted to the Center for DGR via the GIS system. He asked the Commission to consider an allocation for the upcoming FY 2003-04.

Mr. Abbey reported there were 935 worksites completed in the first six years, which covered about 447 miles. Information from the conservation districts indicate we have 191 projects in the pipeline (under contract), waiting for the weather to break so efforts can begin on those additional projects. The amount in the pipeline for contracts is \$1 million less in March 2003 as compared to March of 2002. He outlined a breakdown of the program expenditures over the first six years in three primary categories of material, equipment, and labor. 85% of the money that has been allocated of that \$21 million is spent or under contract.

Over the first six years of the program, the program has distributed just over \$21 million to the 65 districts that are involved. The breakdown of the expenditures is administration, education, and completed worksites.

During the first three years of the program, county allocations were based almost exclusively on the number of pollution worksites identified within protected watersheds. Over the last three-years, a phase-in of statewide weighting factors has been underway for the 11,000 statewide sites. This year, we will continue that final formula from 2003 and the weighted factors are 65% for all Pollution Worksites, 10% Old Hotspots, 15% amount of unpaved roads, and 10% stone price leveling. The

allocation for the upcoming fiscal year, all 65 counties has met the policy requirement and will be eligible for funding and is included in the allocation. It is noteworthy to point out -that this year for the first time - all 65 counties have met this policy requirement. In each of the last two years, two different districts (or four totals) have been ineligible for funding under this fiscal policy.

Mr. Trimpey moved to adopt the Fiscal Year 2003-04 statewide allocation (\$3,528,003) for the Dirt and Gravel Road Program and authorization to publish the allocation in the Pennsylvania Bulletin. Mr. Rutt seconded and the motion passed unanimously.

Mr. Brown noted that some conservation districts did not receive a five-year contract renewal because funding accounts at DEP were empty (\$0) and contracts cannot be entered into without a fund balance. The allocation approval will allow the five-year contracts to be issued, and districts should be receiving them soon. When received, the new contracts should be signed and returned promptly; hopefully, we will have the funds ready to go by July 1, 2003.

May 2003

Dirt and Gravel Road Program, 2003-04 Program Budget

Mike Klimkos, DGR Coordinator, SCC, outlined the proposed FY 2003-04 Dirt and Gravel Road Program Budget: 1. SCC Program Administration (2%) \$80,000; 2. Training and Technical Assistance (10% aggregated, PSU Center for DGR) \$392,000; 3. Conservation District Funds \$3,528,000 4. Total \$4,000,000. The budget, to a large degree, is dictated by the enabling legislation that restricts the Commission to utilizing no more than two percent of the annual allocation for administration and reporting. The published Statement of Policy allows for the aggregation at the state level of ten percent of program funds allocated for educational purposes. These aggregated funds are utilized to retain training and technical assistance from the Penn State Center for Dirt and Gravel Road Studies.

Mr. Lustig asked why there are five contracts open. Mr. Brown responded that until these counties get their new DGR agreements in place, they are unable to claim reimbursement for these funds.

Mr. Trirnpey moved to approve the proposed general DGRP budget for FY 2003-04 (\$4,000,000). Mr. Rutt seconded and the motion passed unanimously.

October 2003

Red Dog (Red Cinder) in the Dirt and Gravel Roads Maintenance Program

Mike Klimkos, SCC, reported that Reel Dog is a common name given to red colored rock associated with burning or burned coal-refuse banks. It is commonly composed of thermally baked shale usually associated with coal overburden. Reel Dog is often used in the coal regions as a road material and an anti-skid product. When tested, this material is often found to have crystalline silica, which can be a health hazard. DGRP staff, in consultation with the PSU Center for Dirt and Gravel Roads Studies has evaluated the risks associated with these products and is recommending that the DGRP not provide funding to purchase these materials and not endorse the use of these products as a material for road surface, road base repair, or maintenance.

Mr. Rutt moved to approve the proposed policy statement on the use of Red Dog on DGRP - The Dirt and Gravel Roads Program will not pay for or endorse the use of Red Dog or Red Cinder as a material for road surface, road base repair, or maintenance. Mr. Dehoff seconded and the motion passed unanimously.

DGRP Increased Funding Opportunity

Steve Bloser, DGR, reported the Commission's DGRP was established in April of 1997 to help fund environmentally sensitive maintenance on the Commonwealth's dirt and gravel roads. The program is funded through a portion of the state "gas tax." Since April of 1997, the DGRP has received an annual allocation of \$4.0 million and conservation districts, in cooperation with local governments, have completed nearly 1,000 worksites with these funds. With the current funding and existing workload, it is estimated that it will require 46 years of funding to complete the currently assessed 10,000 projects identified as causing water pollution. There is ongoing discussion about an increase in the Commonwealth's gas tax. The staff of the Commission, Center and PACD has communicated with the House and Senate Transportation Committee about program funding needs and about the possibility of increasing DGRP funding if a gas tax increase is approved. If program funding were doubled, it would reduce the outlook to 23 years. If tripled to \$12 million per year, the completion of projects, without using program funds to repair failed projects, could be shortened to 12 to 15 years. Commission staff will work with the Pennsylvania Association of Conservation Districts and a coalition of other interested parties to work towards increasing funds for the DGRP.

Mike Klimkos, SCC, addressed the possibilities of increased funding for the DGR Program. About every six or seven years, the motor vehicle fund opens up and legislators look at gas taxes, etc. and there is a very good chance that it will open shortly and it will be open for a very brief time. We are hoping for a funding increase in this. It will help the DGRP. We have seen many good things. We are doing quality assurance visits throughout the state. We are finding many townships are taking it upon themselves to use the environmentally sensitive maintenance without using DGRP money. If the Commission is inclined to do so, we ask for a resolution to have our funding increased. It_ certainly is a beneficial program to the state and the world and especially people that live along the dirt and gravel roads.

Mr. Rutt remarked every penny of gas tax makes approximately \$64 million a year.

Mr. Kuckuck moved that the Commission go on record of supporting increased funding for the DGRP to help reduce the long timeframe (46 years) to address currently identified work sites. Rutt seconded the motion. Motion unanimously carried.

2004 DGLVR Program Commission Meeting Minutes

January 2004

Dirt and Gravel Road Center Annual Program and Budget Proposal

Michael Klimkos, DGR Coordinator, SCC reported 1) The Administrative Manual for the Dirt and Gravel Road Maintenance Program (DGR) has been completed as a web-page style document and will be sent to selected conservation districts for initial testing this week. 2) In 2003, we concluded eight (8) Quality Assurance/Quality Control visits (Armstrong, Mifflin, Potter, Wayne, Clarion, Washington, York, and Chester counties). They were a success. We found that generally the program is working across the state and is meeting program expectations. 3) We are in the process of scheduling eleven (11) visits (Dauphin, Bucks, Fayette, Crawford, Tioga, Clearfield, Warren, Bradford, Franklin, Pike and Indiana) that will occur in 2004.

Kevin Abbey, Director, PSU Center, reported that this is the fourth year of this cooperative effort with the Center to increase capacity of conservation districts and local municipalities to implement Environmentally Sensitive Maintenance technology on local road projects. Mr. Abbey touched on the following items from the 2004 Work Plan: Training Development and Delivery; Quality Assurance/Quality Control Initiative; Field Operations and Technical Assistance; GIS and Technology; Product and Process Research; Communication and Reports and Products and Services.

Ross Orner commended the districts for the success of the GIS Program (reaching approximately 1,700 supervisors).

Mr. Abbey gave an overview of where the budget stands from last year and outlined some of the priorities in the proposed budget. Of the \$4 million that is earmarked annually for the program, two percent (2%) of that or \$80,000 goes to the Commission for staffing and then of the \$3.92 million that is left, 10% of that has been designated for the purpose of the education and technical assistance that the DGR Center does. This budget is totally consistent with where it has been for the last year, with no substantial changes.

Secretary McGinty asked - what are the top three kinds of recommendations made in terms of trying to improve dirt and gravel roads? Mr. Abbey replied - our major thrusts are to divide and conquer drainage, 2) improve the surface of the road so there are not materials (that are immediately available for mobilizing with storm water and 3) trying to get maintenance crews to look at the entire picture not just the roadway. Ernie Turner, District Manager, Franklin County Conservation District, suggested using the DGR Program technology for farm lanes and supports those efforts under the Chesapeake Bay Program. Secretary McGinty stated that DEP is looking into this and other innovative BMPs. In response to a question from Mr. Dehoff, Mr. Abbey stated that last year, 258 people attended one of the ten, two-day sessions. The year before, 330 people completed the two-day training session. He stated that this two-day training is a continuing program need because turnover, at the local level, is great. Twenty-eight percent (28%) of these people who completed the training session go to additional DGR Program training in order to pick up more education.

Dr. Dehoff moved to approve the PSU Center for Dirt and Gravel Road Studies 2004 Program Proposal and Budget (\$391,840). Mr. Kuckuck seconded and the motion passed unanimously.

September 2004

Proposed Dirt and Gravel Road Program MOU with the PA Fish & Boat Commission

Karl Brown outlined the MOU between the State Conservation Commission and The Pennsylvania Fish and Boat Commission (PFBC) regarding the Dirt and Gravel Roads Maintenance Program. The duties of the PFBC are to administer and enforce laws, and regulations relating to the protection and enhancement of aquatic resources including fish, reptiles, amphibians and other aquatic organisms and their related environmental and recreational values.

The State Conservation Commission is the agency responsible for the administration of the Dirt and Gravel Road Maintenance Program created under Section 9106 of the PA Motor Vehicle Code.

Under this proposed MOU, the two agencies will cooperate in implementing the laws, regulations, programs and policies applicable to dirt and gravel road maintenance and related activities through their respective responsibilities and programs.

Mr. Lustig moved to approve the five-year Dirt and Grave Road Program MOU (pending final legal review) between the SCC and PFBD. Mr. Rutt seconded and the motion passed unanimously.

Minutes

2005-2008

Dirt, Gravel, and Low Volume Road Program Timeline of Events 2005-2008

2005

ESM Training requirements set by Commission; Program Admin Manual approved

2006

District authorized to conduct reassessments and use education funding for this task

2007

FY 2007-08 DGR funding allocations approved by Commission; Reassessment begins

2008

New DGRP Agreement between SCC and Districts; update from Staff on Annual Maintenance Training

Photo: Steve Bloser, Director PSU CDGRS, reviews a project site with attendees of the 2008 Annual Maintenance Workshop in Ligonier, PA

2005

- approve the 2005 Dirt and Gravel Road Program Task Agreement between the Penn State Center for Dirt and Gravel Road Studies and the State Conservation Commission
- ESM Training requirements set for Conservation Districts, QAB, and Municipalities with a 5 year expiration
- 2005 Admin Manual approved by the Commission
- 2005-06 Allocations approved

2006

- Allocations approved for 2006-07
- SCC-PSU Center for Dirt and Gravel Road Studies MOU approved
- Center for Dirt and Gravel Road Studies work plan and funding request approved
- Authorized Districts to conduct reassessment and use education funds to help fund it
- Revision to Admin Manual related to DSA

2007

- Allocations set for 2007-08
- Quality Assurance / Quality Control visits reported to the Commission
- Mike Klimkos presented additional information concerning 2007-08 recommendations as well as historical funding and formulas

2008

- Approval of a new agreement between the SCC and the Center for Dirt and Gravel Road Studies
- Several updates to the Commission from the Center and the Program Coordinator on items such as the annual report and the annual maintenance training

2005 DGLVR Program Commission Meeting Minutes

January 2005

Penn State Center for Dirt and Gravel Road Studies

Kevin Abbey, DGR Center, provided an overview of the Center's activities and accomplishments for 2004. Mr. Abbey also presented the Center's proposed 2005 program of support for the Commission's DGR Program.

Mr. Myers moved to approve the 2005 Dirt and Gravel Road Program Task Agreement between the Penn State Center for Dirt and Gravel Road Studies and the State Conservation Commission (to meet the ongoing needs of the DGR Program); and the \$392,000 2005 budget (to be used for educational and technical services). Mr. Dehoff seconded and the motion passed unanimously.

Mr. Lustig asked - What are our average miles per year that we have affected improvement/change on? How many years does that reflect of actual work that needs to be done? Mr. Abbey replied -presently, we are in the process of gathering this information and will present an update at March SCC meeting.

Michael Klimkos, DGRP Coordinator, presented proposed training policy modifications for grant recipients and conservation districts that wish to participate in the Commission's DGRP, effective January 1, 2006.

Mr. Dehoff moved to approve Environmentally Sensitive Maintenance Training for Conservation Districts (by the person or persons responsible for administering the DGRP in the county conservation districts and at least one of the two of the Quality Assurance Board who represent the district that must have attended environmentally sensitive training for dirt and gravel roads within the past five calendar years) is required. Also, effective January 1, 2006, Environmentally Sensitive Maintenance Training for Municipalities and Other Grant Recipients is required (by at least one person representing the entity that has applied for funds from the DGRP must have attended environmentally sensitive training for dirt and gravel roads within the past five calendar years). Mr. Shuman seconded and the motion passed unanimously.

Mr. Klimkos presented an overview of the DGRP 2003-04 Quality Assurance Quality Control Program activities. He reported things are working well and recommendations on areas that need improved were reported.

March 2005

Dirt and Gravel Road Administrative Manual - Policy Approval

Michael Klimkos, DGRP Coordinator, SCC, presented background information on the DGR Administrative Manual. Since its inception in 1997, the Dirt and Gravel Road Program has operated with an interim working draft Administrative Manual. Commission and Center staffs have been working with conservation districts to revise and update the manual over the last year.

In June 2004, districts were provided a copy of proposed revisions to the manual for review and comment. Their suggestions were reviewed and many were incorporated into the final draft document before the Commission today. Once approved, this document will be available in both a hard copy, and in an interactive electronic document that will allow users to search the manual and access attachments and references quickly.

Mr. Dehoff moved to approve the revised DGRP Administrative Manual as presented.

Mr. Kuckuck seconded and the motion passed unanimously.

Dirt and Gravel Road Allocation of Funds to the Districts

Michael Klimkos, DGRP Coordinator, SCC, outlined the annual allocations that are distributed to the county conservation districts. Each fiscal year the Commission takes action to allocate DGRP funds to conservation districts. The individual amounts to the districts were changed due to a couple of factors including a statewide reassessment of the gravel prices. There were four counties that did not meet the SCC spending requirements to spend their money within two years so they voluntarily turned their allocation back to be redistributed to other districts. Six counties this year are receiving the minimum of \$15,000 and the largest change in allocations:

Armstrong County went up 13.4%, Indiana County went up 5.8%, Bucks County dropped 11.7%, and Warren County dropped 8.3%, which was due mostly to the cost of aggregate. These allocations are based on a formula that was revised and updated in 2001 and is based on data from the county-wide dirt and gravel road reassessments that were completed by districts in FY 2000-01. For FY 2005-06, \$3.528 million will be allocated to 61 counties for use in their locally-led Dirt and Gravel Road Programs. These funds will be available to Conservation Districts in early August.

Mr. Orner moved to approve the FY 2005-06 DGRP county conservation district allocations as proposed. Mr. Redding seconded and the motion carried unanimously.

May 2005

Dirt and Gravel Road Program, Revisions to PSU Annual \York Plan and Budget

Kevin Abbey, Director, Center for Dirt and Gravel Road Program, reported On July 1, 2005, the DEP/Office of Administration "umbrella" contract for Geographical Information Services (GIS) that serves as the vehicle for this agreement will expire. A new umbrella GIS contract(s) is currently being finalized under the Department of General Services (DOR). As a result, a new work plan and budget needs to be adopted in order to utilize the new DOS GIS contract.

Mr. Abbey presented a 15-month proposed work plan and budget to continue to provide services to the Dirt and Gravel Road Program.

Mr. Myers moved to approve the 15-month proposed work plan and budget (\$489,693) to continue to provide services to the DOR Program. Dr. Steele seconded and motion passed unanimously.

2006 DGLVR Program Commission Meeting Minutes

January 2006

Dirt and Gravel Roads Program-Report on 2005 Quality Assurance

Mike Klimkos, SCC, reported in 2005, the DGRP conducted nine (9) quality assurance visits to the conservation districts. Since April of 2003, there have been 28 visits completed. The program is working and it's working quite well. We are preventing pollution, using dirt and gravel road maintenance techniques that have been developed through the program and we are quite proud of how well things are working. Mr. Klimkos thanked the field representatives who help out as part of the review team. The field representatives follow up by going back to the counties to make sure plans are put in place and the recommendations that have been made are going forward. After reviewing 300 comment sheets submitted, it was discovered that the conservation districts need help in adopting policies and being informed on what the administrative techniques are. We discovered that we need to develop a training course (specifically for conservation districts), for the Quality Assurance Board, for the administrative folks that do the work so that we can coach them on how to move the program along. That process is under development. We hope to debut it for the first time at the workshop that will be held on September 11-13, 2006, in Titusville. We will be conducting reviews on the following counties: Fulton (April); Cameron (May); Columbia (May and June); Jefferson (June); Luzerne (July); Somerset (August); Perry (September); Greene (October); and Schuylkill (November).

Please note: driving surface aggregate has been given provisional approval by PennDOT for use on other dirt and gravel roads, by township. They can pay for it with the liquid fuel fund.

March 2006

Dirt and Gravel Road Program Allocations

Mike Klimkos, SCC, reported district allocations for FY 2006-07 have changed slightly from 2005-06. The allocation formula itself has not changed. The weights are the same as they have been for several years (worksites 65%, unpaved roads 15%, TU sites 10%, stone cost 10%). The changes in district allocations are due to three counties (Allegheny, Monroe and Northampton) that are not meeting SCC spending requirements and will not receive an allocation for FY 2006-07.

Mr. Orner moved to adopt the FY 2006-07 Statewide allocation (\$3,528,000.00) for the Dirt and Gravel Road Maintenance Program and authorization to publish the allocation in the Pennsylvania Bulletin. (For a copy of the district allocations, please access PDA's website at www.agriculture.state.pa) Mr. Shuman seconded and the motion passed unanimously.

May 2006

Dirt and Gravel Road Program SCC/PSU DGR Center MOU Renewal

Karl Brown reported on the Memorandum of Understanding (MOU) between the Dirt and Gravel Road Studies. Mr. Brown stated we worked with Penn State a number of years ago and put together a five-year agreement with them and that agreement expired in early 2006. After the Commission staff and DGR Center staff reviewed the agreement, the general conclusion was "if it ain't broke, don't try to fix it." The draft agreement includes no new items, and only updated language to reflect the current status of the relationship between the SCC and CDGRS. The Legal Office made a few grammatical edits and approved the MOU.

Kevin Abbey, CDGRS, commented, the commitment we have from the Commission is fundamental to what we do. The amount of the funding has remained the same for ten years.

The good news is that the Commission staff and the Center have worked together to multiply the funding for the DGR Center's program.

Mr. Dehoff moved to approve the SCC-PSU Center for Dirt and Gravel Road Studies Memorandum of Understanding. Mr. Lustig seconded and the motion was carried unanimously.

July 2006

PSU Center for DGR Studies Annual Plan of Work

Mike Klimkos, SCC, reported on May 2006, the SCC and PSU Center for DOR Studies (Center) renewed a Memorandum of Understanding outlining their cooperation for the support of Pennsylvania's DOR Program. Each year, the SCC acts on a work plan and funding request from the Center for their activities to support the program. Mr. Klimkos asked for approval on the proposed work plan (it's pretty much the same as it was last year).

Mr. Lustig moved to approve the Center's proposed work plan and funding request for the DGR Program support activities for the period October 1, 2006 through September 30, 2007. Mr. Dehoff seconded and the motion carried and was unanimously passed.

November 2006

Dirt and Gravel Roads Program, Statewide Reassessment Proposal

Mike Klimkos asked for authorization for the Conservation Districts to conduct a re-assessment of the dirt and gravel roads in their respective counties between January 16, 2007 and December 31, 2008 for the purpose of Dirt and Gravel Road Maintenance Program fund allocation. Also for the use of education and training funds (which amount to 5% of a district's total annual allocation) used at the individual districts' discretion to help pay for the work in addition to the administrative funds is requested.

Cathy Curran Myers asked how we are going to work the BMPs into our Chesapeake Bay Model. Mike stated we are currently working on it. The Center for Dirt and Gravel Road is doing basic research on this issue. Kevin Abby provided an overview on the work the Center is doing in this respect.

Ted Kuckuck asked if reassessment will go back to look at old sites, or move onto new sites. Mike said they will be assessing both. They will reevaluate old sites and look for new sites. He stated that the older projects are holding up very well through all sorts of weather. He would like to encourage conservation districts to keep the Center informed about how projects are progressing.

Al Myers asked how many of the 11,000 existing sites that have been completed. Mike Klimkos said approximately 1,300.

Jack Dehoff asked what assessments cost. Mike Klimkos said that because each site is different, it is difficult to determine.

Loren Lustig asked if the Dirt and Gravel Roads program will involve other non-profit groups with the reassessment. Mike stated that they were looking into it, but conservation districts feel they are the most qualified to do it. They will let each conservation district decide if they would like to involve others.

Al Myers motioned to authorize conservation districts to conduct reassessments. Robert Steele seconded and the motion carried.

Al Myers motioned to authorize conservation districts to use education fund if desired to help fund the reassessment. Jack Dehoff seconded and the motion carried.

Dirt and Gravel Roads Program, Approval of Driving Surface Aggregate Specification

Mike Klimkos stated that SCC Staff and a representative from the Center for Dirt and Gravel Road Studies at Penn State have met with representatives from the Pennsylvania Department of Transportation (PADOT) and developed a common specification for Driving Surface Aggregate (DSA). That specification, when approved by the Secretary of Transportation will allow for DSA purchase with liquid fuel funds.

Mike Klimkos asked for approval of the revision to the Dirt and Gravel Road Maintenance Program Administrative Manual relating to Driving Surface Aggregate (DSA) that was included in the informational packet sent to Commission Members.

A motion to approve the revision to the Dirt and Gravel Road Maintenance Program Administrative Manual related to the Driving Surface Aggregate was made by Cathy Curran Myers. Duane Shuman seconded and the motion carried.

2007 DGLVR Program Commission Meeting Minutes

March 2007 - Only month with D&GR Records

Dirt and Gravel Road Program, 2007-08 Allocations to Conservation Districts

Mike Klimkos, SCC, Dirt and Gravel Road Program Coordinator, presented background on the allocations to conservation districts. He stated that each year the Commission receives (by law) a \$4 million allocation in the state budget process for the Dirt and Gravel Road Program (DGRP). Each year the Commission allocates funding to county conservation districts under this program for local DGRP work. For this upcoming fiscal year (FY 2007-08) a total of \$3.528 million is proposed for allocation to conservation districts.

Agenda Item B.1.a

Mike presented additional information concerning the FY 2007-08 DGRP recommendations as well as a table listing historical allocations and the funding allocation formula.

A motion to approve the proposed FY 2007-08 DGRP funding allocations for conservation districts was made by Jack Dehoff and seconded by John Hines. The motion carried unanimously.

Karl Brown asked if the formula for funding has remained the same. Mike state that it had remained the same.

Mike stated that counties and dates have been selected for Quality Assurance-Quality Control assessments.

Adams April 3-4, 2007

Beaver April 10-11, 2007

Clinton June 4-5, 2007

Elk July 30-31, 2007

Lackawanna August 7-8, 2007

Centre September 19-20, 2007

Mercer October 30-31, 2007

Westmoreland October 2-3, 2007

He also reported that he recently had the opportunity to host road engineers from Mongolia. During the visit they toured sited in Central PA and participated in ESM training.

2008 DGLVR Program Commission Meeting Minutes

March 2008

Dirt and Gravel Road Program, 5 Year Agreements

Michael Klimkos, SCC Dirt and Gravel Road Program Director reviewed the Dirt and Gravel Road Program (DGRP) five year agreement. He stated that in order to can-you! the DGRP, the Commission enters into 5-year agreements (contracts) with county conservation districts. The most current DGRP 5-year agreement expired December 31, 2007, and was extended at the request of the Comptroller's Office for 6 months in order to make the contract consistent with the state fiscal year. The Commission is being asked to approve the new 5-year agreement in March so that fully executed copies of the agreements can be in place for the start of the FY 2008-09 (July 1, 2008).

A motion to approve the new DGRP Agreement between the State Conservation Commission and county conservation districts was made by Alvin Myers and seconded by Ross Omer. The motion carried unanimously.

May 2008

Dr. Barry Scheetz, Center Director, provided an update on Center organization, activities and research. The Penn State Center for Dirt and Gravel Road Studies provides support to the Commission for the implementation of the Commonwealth's Dirt and Gravel Road Program (DGRP). The Center is the primary source of training assistance, GIS expertise and other a technical assistance related to the scientific and technical aspects of dirt and gravel roads and environmentally sensitive road maintenance practices. The Center is doing very well, but is currently looking for other avenues for funding. The practices used by the Center are working effectively. Five of these practices used have shown a 90% reduction of sediment into the streams. The issue of DGR is rising on a national level and the Center is getting inquiries from all over the county. The Center may be sending some staff to Nigeria.

June 2008

Dirt and Gravel Roads Program Update

Mike Klimkos, SCC provided an update on the Dirt and Gravel Roads Program. He stated that the DGR Program's 2007 Annual Report was recently completed and transmitted to PA House and Senate Transportation Committee members, as well as all members of the General Assembly. It will also be available to the SCC website. The DGR Program Annual Meeting is scheduled for October 1-3 in Westmoreland County at the Antiochian Village. This annual training event is attended by more than 300 persons involved in various aspects of the DOR program. A major topic at this year's meeting will be gas well and wind turbine access roads. Also, the Penn State Center for Dirt and Gravel Road Studies will convene a special round table on July 16, 2008, in State College to discuss road development and maintenance issues related to the development of oil and gas resources in PA. This meeting will be held at the Visitors Center in State College beside Beaver Stadium.

October 2008

DGRP Annual Conference -Mike Klimkos provided an overview of the 2008 Dirt and Gravel Road Annual Workshop that was held October 1 ' 3 at Antiochian Village outside of Ligonier, Westmoreland County. The 137 attendees included: 57 conservation district employees representing 32 counties; 28 Bureau of Forestry staff; 11 vendors; 9 township supervisors; 9 DEP employees; 5 from private industry; 4 from out of state; 3 CD QAB members; 1 PennDOT staff; and 9 DGRP related staff. Highlights of the workshop included: Gordon Keller of the US Forest Service from the San Dimas Laboratory in California as the keynote speaker; a quarry visit to see how Driving Surface Aggregate is made; shallow pipe installation demonstrations; road diagnostic sessions; and program administrative training.

Minutes

2009-2012

Dirt, Gravel, and Low Volume Road Program Timeline of Events 2009-2012

2009

GIS Program
Upgrades;
Reassessment
completed

2010

Approval to count
attendance of
Annual Conference
as ESM Renewal;
New allocation
formula approved

2011

New allocations
using new formula
approved;
Changes made to
Product and
Process Approval
Process

2012

Annual
Conference
Update; approval
of allocations

Photo: Karen Books, Program Coordinator, presents opening remarks to the 2010 Annual Maintenance Workshop held in Erie, PA

2010/09/28 08:41

2009

- 2009-10 allocations set
- Overview of the D&GR Program Assessment provided to the commission

2010

- Approval of revision to ESM Training and Certification Policy to allow attendance of the Annual Workshop to count as recertification
- 2010-11 allocations approved
- New formula for allocation proposed to commission and approved for use in 2011-12 and beyond

2011

- 2011-12 allocations approved using new allocation formula
- Approved proposed changes to D&GR Program Product Approval Process as recommended by the workgroup

2012

- 2012-2013 allocations approved
- Karen Books provided an overview of the program and highlights from 2012

2009 DGLVR Program Commission Meeting Minutes

March 2009

Michael Klimkos, SCC DGRP Coordinator reviewed the proposed FY 2009-10 county allocations. The total allocation to districts is \$3,528,000. He also reported that the annual report will soon be available.

A motion to approve the FY 2009-10 Statewide county allocations and authorization to (publish the allocation in the Pennsylvania Bulletin was made by Jack Dehoff and seconded by MaryAnn Warren. The motion carried unanimously.

April 2009

DGRP Reassessment -Mike Klimkos provided an overview of this item. Over the course of the last 15 months, county conservation districts have completed a reassessment of all dirt and gravel roads within their counties. Preliminary statewide and county level data from this reassessment indicated that 850 miles of dirt and gravel roads have been lost to pavement or simply abandoned, while the number of worksite have increased by 5,300.

Also, dirt and gravel road projects are eligible to receive funding under the American Recovery and Reinvestment Act. There will be a webinar on April 20, 2009 which will describe how to fill out the application. Permits must be in hand by the closing of the application period. Conservation Districts are able to bundle projects or municipalities can apply independently. State Agencies are prohibited from applying.

June 2009

Mike Klimkos reported on the GIS program Update and DGRP Recertification.

- a.) GIS Program Upgrades: Earlier this year the commission approved funding to begin the process of upgrading the DGRP GIS software. The upgrades are being made through the Penn State Center for Dirt and Gravel Road Studies under our 5-year agreement. On June 9th, the Center staff and software contractor conducted a training and test on the initial software upgrades with a group of district technicians and other interested persons. The test run went well and the technicians seemed to like the new GIS software. This group of technicians will continue to work with the Center and its contractor to test and review additional upgrades to the GIS Software. A demonstration of the new software (changes available to date) will be featured at the July 21st SCC Meeting.
- b.) DGRP Recertification –in 2006, the commission began requiring conservation staff, Conservation District QAB members (2x), and participating municipalities to attend the 2-day DGRP ESM training at least once every 5 years in order to be eligible to participate in the DGR Program. Commission and Center staff recommend a streamlining of the recertification process for conservation district and municipal participants by allowing “attendance at both days of the annual dirt and gravel roads workshop for persons who have previously completed the formal two-day ESM training class, to credit the attendee as being recertified in ESM techniques. A formal proposal for this policy change will be presented at the July 21st commission meeting.

July 2009

Steve Bloser, Assistant Director of the Penn State Center for Dirt and Gravel Road Studies, provided an update and a demonstration of the GIS software. The DGR program utilizes a customized GIS interface to track all project locations, site status and project financial data. This software program is used by all 64 conservation districts that are administering the DGRP. The ArcView based GIS program currently being used by the Commission is no longer supported by its developer and in November 2008 the Commission approved funding to upgrade this computer software system. Six Districts have been working with the Center as a test (work) group on this project. PSU is working to implement this in all districts in the late winter.

October 2009

Steve Bloser, Penn State Center for Dirt and Gravel Road Studies, provided an update. The Center recently held its 2009 DGRP Training Conference in State College. Despite tight budgets and travel restrictions, approximately 100 people attended. The Center staff and their GIS contractor are wrapping up (90% complete) upgrades to the DGRP GIS computer software and data base and expect to roll the new computer software package out in early 2010. Counties will be able to download the new system via the internet. Center staff will be working this fall and winter with each participating district to clean-up existing files and data bases so that the new software can be installed early next year.

2010 DGLVR Program Commission Meeting Minutes

February 2010

2010-11 Dirt and Gravel Road Allocations

Karen Ely, DGR Coordinator reported on this item. In May, 2010, the Commission will make funding allocations to participating county conservation districts for the Dirt and Gravel Road Program for FY 2010-11. When allocations were made for the current program year (FY 2009-10) a question was raised concerning the county road reassessment that was completed in 2008 and when the revised data would be incorporated into future allocations. Karen provided an overview of the reassessment process and time lines, the current allocation formula, and the DGRP Policy and Planning Workgroup's standing recommendation on this issue.

The general consensus of the Commission is to allow an additional year for Conservation Districts to complete the assessment in their County. Counties who chose not to do an assessment in 2007-08, would then have a chance to complete an assessment. The Policy and Planning Workgroup should use that time to re-evaluate the allocation formula and make recommendations to the Commission about the allocations in May 2011. Changes to the formula would be incorporated into the allocation for the 2010-2012 fiscal year.

March 2010

Dirt and Gravel Road Program, Environmentally Sensitive Maintenance Training Re-Certification Policy
Karen Ely, DGRP Coordinator presented recommendations for changes to the current ESM training and certification requirements. Since its inception, the Dirt and Gravel Road Program has placed a high priority on training program participants on environmentally sensitive maintenance (ESM) techniques for roads. Participation in ESM training has been an eligibility requirement for participation who wish to administer or participate in the grant program.

Agenda Item 8.1.a

Proposed changes to the current policy includes that any person seeking recertification must attend either the two day ESM training or the two day annual workshop within the previous five calendar years in order to be recertified. Initial certification can only be obtained by completing the two day ESM training.

A motion to approve the revised ESM Training and Certification Policy as recommended by the DGRP Education and Outreach Advisory Group was made by MaryAnn and seconded by Jack Dehoff. The motion carried unanimously.

May 2010

Dirt and Gravel Road Allocations

Karen Ely, SCC DGRP Coordinator, provided details on this agenda item. Each year, the Commission is required to make allocations to counties for the Dirt and Gravel Road Program (DGRP). Of the \$4 million appropriated each year, \$3.528 is available for distribution to the county for local work within the program guidelines. Three counties were not eligible for funding this fiscal year because they did not meet their spending requirements from the previous fiscal year.

A motion to approve the proposed FY 2010-11 County Allocations for the DGRP was made by Edward Kuckuck and seconded by Alvin Myers. The motion carried unanimously.

July 2010

Dirt and Gravel Roads New Allocation Formula

Karen Ely, DGRP Coordinator and Steve Bloser, Associate Director of the Penn State Center for Dirt and Gravel Roads provided details regarding these proposed changes to the new allocation formula (to be used beginning FY 2011-012). No action was taken, but Commission members were supportive of the proposed changes.

PROPOSED NEW ALLOCATION FORMULA DETAILS

50% Worksites: All worksites within each county.

Includes both length and number of sites.

45% Unpaved Roads: All unpaved roads within each county.

Includes total length of unpaved roads.

Puts a 1.25X weighting factor (formerly 1.5X) on unpaved roads in High Quality and Exceptional Value watersheds.

5% Stone Cost: allowance for the local cost of limestone. Uses countywide average cost of limestone Driving Surface Aggregate, delivered, not placed.

Minimum: The current \$15,000 minimum allocation should be increased to \$20,000.

Maximum: A new allocation cap of \$275,000 should be implemented.

Phasing Plan: All Districts should be phased from existing allocations to new allocations over a three year period. Phasing applies to minimum and maximum allocations as well.

PROPOSED TIMELINE

July 2010: Get initial feedback from SCC on allocation plan.

August 2010: Districts receive allocations based on current (old) formula for the last time.

September 2010: Bring final allocation formula plan to SCC for approval.

Estimated district allocations will also be presented based on the new formula. Final allocations must wait on Annual Summary Reports to account for additional worksites and updated stone costs.

January 15 2011: Annual Summary Reports due from Conservation Districts.

March or May 2011: New allocations (year one of phasing to new formula) taken to SCC for approval.

August 2011: Districts receive first allocation based on new formula.

September 2010

Dirt and Gravel Road Allocation Formula

Karen Ely and Steve Bloser presented the proposed changes to the DGRP Allocation Formula for the Commission's consideration, along with a projected impact on county allocations. In February 2010, the Commission directed staff to begin working with the DGRP Policy and Planning Workgroup to evaluate the current allocation formula and to present recommendations for changes in the allocation formula for the FY 2011-12 DGRP Allocations. In July 2010, Karen Ely, presented an overview of the Workgroups recommendations for changes to the allocation formula, including an assessment of the expected changes that districts would experience under the new formula recommendations. Commission and Center staff estimated that 28 would experience a reduction in funding and 36 districts would experience an increase in funding under the proposed formula changes.

New Allocation Formula

$$\begin{aligned} 50\% \quad & \text{A County's Worksite Allocation Factor} = \frac{\# \text{Worksites in County}}{\# \text{Worksites in State}} + \frac{\text{Miles Worksite in County}}{\text{Miles Worksite in State}} \\ 45\% \quad & \text{A County's Unpaved Road Allocation Factor} = \text{Miles of unpaved roads in County} + \frac{1}{4} \text{ Miles of unpaved road in protected watersheds in County} \\ 5\% \quad & \text{A County's Stone Cost Factor} = \frac{\$ \text{ Stone in County} - \text{Minimum } \$ \text{ Stone in State}}{\text{Minimum } \$ \text{ Stone in State}} \end{aligned}$$

Implementation Timeline

September 2010: Bring final allocation formula plan to SCC for approval. Estimated district allocations will also be presented based on the new formula. Final allocations must wait on Annual Summary Reports to account for additional worksites and updated stone costs.

January 15 2011: Annual Summary Reports due from Conservation Districts.

March or May 2011: New allocations (year one of phasing to new formula) taken to SCC for approval.

August 2011: Districts receive first allocation based on new formula.

Karl Brown noted that the Pike County Conservation District has emailed the Commission asking that they (SCC) not act on these allocations at this time in order to allow conservation districts additional time to evaluate the impact of these proposed changes. A copy of this email was provided to commission members. Pike CD is the one districts that will be most negatively impacted (-59%) by the proposed changes in the funding formula. This is primarily due to the dropping of the original TU sites from the formula (eliminates double counting of these sites) and the reduction of total miles of dirt roads within the county.

A motion to approve the proposed changes to the DGRP County Funding Allocation Formula for use in FY 2011-12 and beyond was made by Alvin Myers and seconded by Jack Dehoff. The motion carried.

2011 DGLVR Program Commission Meeting Minutes

May 2011

Karen Ely, SCC D&GR Program Coordinator presented information on the proposed FY 2011-12 DGRP County Allocations. Each year the Commission receives a \$4 million appropriation from the Motor Vehicle Fund to support the Commission's Dirt and Gravel Road Program. The Commission administers these program funds through DEP and disburses them to participating districts through a funding allocation formula. In September 2001, the commission adopted a revised program allocation formula and will phase in its use in over the next three fiscals years.

FY 2011-12		FY 2011-12		FY 2011-12		FY 2011-12		FY 2011-12	
District	Allocations	District	Allocations	District	Allocations	District	Allocations	District	Allocations
Adams	\$16,667	Chester	\$18,163	Greene	\$51,764	Mifflin	\$20,821	Tioga	\$280,832
Allegheny	\$16,667	Clarion	\$65,569	Huntingdon	\$66,714	Monroe	\$16,667	Union	\$23,681
Armstrong	\$142,307	Clearfield	\$67,911	Indiana	\$93,580	Montgomery	\$16,667	Venango	\$81,125
Beaver	\$16,667	Clinton	\$26,721	Jefferson	\$50,602	Montour	\$18,651	Warren	\$169,640
Bedford	\$45,327	Columbia	\$78,941	Juniata	\$31,022	Northampton	\$ -	Washington	\$74,729
Berks	\$16,667	Crawford	\$150,206	Lackawanna	\$27,958	Northumberland	\$44,768	Wayne	\$109,938
Blair	\$20,548	Cumberland	\$16,667	Lancaster	\$17,884	Perry	\$37,823	Westmoreland	\$28,014
Bradford	\$302,988	Dauphin	\$22,446	Lawrence	\$16,667	Pike	\$46,011	Wyoming	\$58,068
Bucks	\$17,790	Elk	\$26,570	Lebanon	\$16,667	Potter	\$141,416	York	\$94,886
Butler	\$ -	Erie	\$57,803	Lehigh	\$25,023	Schuylkill	\$47,750	TOTAL	\$3,528,000
Cambria	\$16,816	Fayette	\$34,801	Luzerne	\$29,493	Snyder	\$26,779		
Cameron	\$28,921	Forest	\$21,251	Lycoming	\$83,229	Somerset	\$40,806		
Carbon	\$24,034	Franklin	\$16,904	McKean	\$26,592	Sullivan	\$70,153		
Cecil	\$31,300	Fulton	\$29,269	Mercer	\$46,757	Susquehanna	\$182,761		

Motion to approve the proposed FY 2011-12 DGRP County Allocation to Participating Conservation Districts was made by Kelly Heffner and seconded by Mike Pechart. The motion carried unanimously.

July 2011

Dirt & Gravel Road Program, Proposed Product Approval Procedure Changes

Barry-Sheetz, Director of the Penn State Center for Dirt and Gravel Road Studies presented additional information regarding the proposed changes to DGRP Product Approval Procedures. Section 9106 of the Motor Vehicle Code authorizes the Commission and conservation districts to carry out the Commonwealth's Dirt and Gravel Road Program (DGRP). This section requires the Commission and districts to adopt standards that prohibit the use of environmentally harmful materials or practices. In 2003, the Commission adopted a product testing protocol for products that were seeking approval for use in DGRP projects. Over the last 6 months, a group of staff from the Commission, Penn State, conservation districts, and private industry have reviewed and made recommendations for changes in this DGRP product approval protocol.

A motion to approve the proposed changes to the Dirt and Gravel Road Program Product Approval Process was made by Jack Dehoff and seconded by Duane Shuman. The motion carried unanimously.

2012 DGLVR Program Commission Meeting Minutes

May 2012

Karen Books provided an update on the Dirt and Gravel program. Each year; the Commission allocates approximately \$3,500,000 in the Dirt and Gravel Road Program funds to participating conservation districts. These county allocations are made using a formula based largely on the miles of dirt and gravel roads within a county and the number of identified worksites within the county and other criteria outlined under the DGRP enabling law. This is the second year allocations were set using the new formula that the Commission approved in 2011.

FY 2012-13		FY 2012-13	
District	Allocations	District	Allocations
1 Adams	\$ 18,333	1 Lawronco	\$ 18,333
Allegheny	\$ -	1 Lebanon	\$ 18,333
Armstrong	\$ 158,347	3 Lehigh	\$ -
1 Beaver	\$ 18,333	Luzerne	\$ 34,140
Bedford	\$ 50,211	Lycoming	\$ 85,160
1 Berks	\$ 18,333	McKean	\$ 31,683
Blair	\$ 20,388	Mercer	\$ 43,649
2 Bradford	\$ 290,291	Mifflin	\$ 20,405
Bucks	\$ 18,960	3 Monroe	\$ -
3 Butler	\$ -	1 Montgomery	\$ 18,333
Cambria	\$ 18,465	Montour	\$ 19,402
Cameron	\$ 25,976	3 Northampton	\$ -
Carbon	\$ 22,130	Northumberland	\$ 42,597
Centre	\$ 29,295	Perry	\$ 33,543
Choster	\$ 19,151	Pike	\$ 35,289
Clarion	\$ 69,108	Potter	\$ 152,197
Clearfield	\$ 68,845	Schuylkill	\$ 42,084
Clinton	\$ 31,599	Snyder	\$ 25,451
Columbia	\$ 79,253	Somerset	\$ 49,024
Crawford	\$ 153,076	Sullivan	\$ 72,605
1 Cumberland	\$ 18,333	2 Susquehanna	\$ 229,399
Dauphin	\$ 21,328	Tioga	\$ 248,101
Elk	\$ 28,449	Union	\$ 21,958
Erle	\$ 60,535	Venango	\$ 89,995
Fayette	\$ 38,223	Warren	\$ 147,678
Forest	\$ 21,091	Washington	\$ 73,062
Franklin	\$ 18,520	Wayne	\$ 105,792
Fulton	\$ 20,448	Westmoreland	\$ 29,417
Greene	\$ 87,070	Wyoming	\$ 58,466
Huntingdon	\$ 61,983	York	\$ 83,535
Indiana	\$ 95,312	TOTAL	\$ 3,528,000
Jefferson	\$ 58,058		
Juniata	\$ 26,130		
Lackawanna	\$ 27,505		
Lancaster	\$ 18,011		

notes:

- 1: minimum allocation (\$18,333 for FY 2012-13)
- 2: impacted by phasing to maximum allocation cap of \$275,000
- 3: spending requirements not met

Jack Dehoff made a motion to approve the FY 2012-13 DGRP County Allocations as presented. Mary AnnWarren seconded. Motion passed.

October 2012

Dirt and Gravel Road Maintenance Program

Karen Books presented an overview of the Dirt and Gravel Road Maintenance Program. The Dirt and Gravel Road Program held its annual workshop at Treasure Lake, Dubois, PA, on September 25th and 26th. One hundred eighty conservation district staff, township supervisors and road crews, Bureau of Forestry staff, and industry attended the two-day workshop that combines classroom and field work to teach the principles of the program. The classroom sessions included: Program Administration, Solving Stream Crossings, and GRS-IBS Bridge Systems. The field sites included features such as French Mattress (a structure under a road consisting of coarse rock wrapped in fabric through which water can freely pass), a Stone Crusher demonstration, Stream pipe sizing and alignment. Additional stops allowed participants to see the Dents Run AMD remediation site that recently won a national award and the Elk Visitor Center. Secretary George Greig spoke to the group at the banquet Tuesday evening. By attending the two day workshop, participants that need to be recertified in the program's Environmentally Sensitive Maintenance training will have their certification renewed for five years. The Dirt and Gravel Road Maintenance Program is in its 15th year and has been a proven technique to repairing and maintaining PA's low volume roads while reducing the sediment pollution into our streams. Karen commented the attendance was outstanding considering it is not mandatory. Karen credits the Center for Dirt and Gravel Roads for organizing and planning the event. Secretary Greig added he was involved in the beginning when he was a township supervisor and the *program* has come a long way since then.

Minutes

2013-2016

Dirt, Gravel, and Low Volume Road Program Timeline of Events 2013-2016

2013

Transportation Bill passes increasing funding to \$28 Million for D&GR Program and creating Low Volume Road funding

2014

New Web Bases GIS System development approved; Low Volume Road Principles; Stream Crossing Policy; New Admin Manual

2015

FY 2015-16 Allocations Approved; 23 QAQC's Completed

2016

New SCC DSA Spec approved by commission

Photo: Karl Brown, Executive Secretary – State Conservation Commission, presents opening remarks to the attendees of the 2013 Annual Maintenance Workshop held in Lewisburg, PA

2013

- Approval of the revised MOU between the District and the PSU Center for Dirt and Gravel Road Studies
- 2013-14 allocations approved
- Five year agreement approved with changes as presented
- Established 5 year agreement with Lehigh, Northampton, and Pike Counties

2014

- Program funding increases by \$24 million in 2015 because of new legislative amendment
- Approved additional funding for the Center for D&GR Studies for ESM trainings and GIS Support (total of \$78,000)
- New web based GIS System development approved
- 2014 Administrative Manual approved, including Low Volume Roads, Stream Crossing, Traffic Counts, Etc.

2015

- 2015-2016 allocations approved
- Center for D&GR Studies Budget and work plan approved
- Roy Richardson, Program Coordinator, provided several updates to the Commission on topics such as QAQCs, GIS, and the annual conference.

2016

- Commission approves new DSA standards and Specs
- 2016-17 allocations approved
- Center for Dirt and Gravel Road 'Scope of Work'

2013 DGLVR Program Commission Meeting Minutes

March 2013

Dirt and Gravel Roads, SCC/PSU MOU Revisions, Karen Books

Karen Books reported throughout the life of Pennsylvania's Dirt and Gravel Road Program, the Commission and Penn State University have cooperated to implement this innovative program. This cooperative effort has been outlined in a memorandum of understanding (MOU) between the Commission and the Penn State Center for Dirt and Gravel Road Studies. Minor changes to the existing MOU are being recommended. Karen Books provided details on the recommended changes to the existing MOU, including a name and date change and wording changes.

Ross Orner made a motion to approve the revised MOU between the State Conservation Commission and Penn State Center for Dirt and Gravel Road Studies. Jay Howes seconded. Motion passed unanimously.

April 2013

Dirt and Gravel Road Program (DGRP) Committees

Karen Books conveyed that at the March, 2013 Commission meeting several members requested information regarding the DGRP Committees and membership. A copy of the current committees and members was provided with the April 13th sec Conference Call packet.

May 2013

Dirt and Gravel Roads Funding Allocations, Karen Books, DEP

Karen Books reported each year the Commission allocates Dirt and Gravel Road Program funding to participating conservation districts. The traditional funding formula considers, among other things, the miles of unpaved roads and the number of identified "worksites" within each county. Beginning in May 2011, the Commission began a 3-year phase-in of a revised fund allocation formula. This year (FY2013-14) will be the first year that a fully revised funding allocation formula will be recommended to the Commission for use. Three districts were unable to expend their funding and we will continue to work with them to get existing funds committed to projects. Karl Brown conveyed Senate Bill 1 has been introduced and it includes a proposal for the Dirt and Gravel Road funding to be increased from \$4 million to \$12 million and DCNR, from \$1 million to \$3 million. In addition, Karen reported the agreement between the Commission and DEP will expire at the end of this fiscal year and staff is reviewing and editing the agreement, and it will be sent to the conservation districts for review and comment. The agreement will be presented to the Commission at the June Commission meeting and approval will be requested at the July meeting.

Al Myers made a motion to approve the recommended FY 2013-14 Dirt and Gravel Road Program funding allocation. Glenn Rider seconded. The motion passed unanimously.

June 2013

Dirt and Gravel Road Program (DGRP) Five-Year Agreement (Karen Books/Fred Fiscus)

Fred Fiscus reported the Commission's existing 5-year agreement with participating conservation districts will expire on June 30, 2013. DGRP staff has been working with districts to develop a new five year DGRP agreement. Fred presented an overview of the changes incorporated into the proposed DGRP five-year agreement. The draft agreement has been circulated to all districts for a 30 day comment period, and program staff anticipates presenting a new 5-year DGRP agreement at the Commission's July meeting.

Karl Brown conveyed SCC/DEP will be conducting interviews in the near future to fill the Dirt and Gravel Road position.

July 2013

Dirt and Gravel Roads Maintenance Program
Five-year Agreement, Fred Fiscus, DEP Bureau of Conservation and Restoration.

Fred Fiscus reported the State Conservation Commission has a 5-year agreement with each conservation district that participates in the Dirt and Gravel Roads Program.

Currently, 64 conservation districts participate in the Dirt and Gravel Roads Program. Current agreements expired on June 30, 2013. Staff reviewed the current agreement and made changes to bring it up to date and consistent with other Commission program agreements. This agreement was distributed to all county conservation districts on May 13, 2013 for a 30-day comment period. Staff recommended one additional change: the Commission waives the 24 month timeframe for committing Dirt and Gravel Road funds for unforeseen circumstances. Staff believes this change is beneficial to both the Commission and the Districts.

Jack Dehoff made a motion to approve the Dirt and Gravel Road Maintenance Program agreement with changes as presented. Kelly Heffner seconded. The motion passed unanimously.

October 2013

Dirt and Gravel Road Program (DGRP) 5-Year Agreement, Fred Fiscus, DEP - In May, 2013, the Commission approved FY 2013 -14 DGRP funding allocations for participating county conservation districts. At that time, funding was not recommended for three counties (Lehigh, Northampton & Pike) due to the fact that they did not meet Commission criteria for committing previous allocations in a timely fashion. It has come to our attention that in order for an agreement to be entered into, there must be some funds to encumber as a part of the agreement. Commission staff is now recommending a nominal FY 2013-14 DGRP allocations (\$1.00) for each of these counties in order to facilitate the establishment of the new 5-year DGRP agreement with each of these counties.

Ross Omer moved to approve the allocation of \$1.00 of FY 2013-14 DGRP funds to Lehigh, Northampton and Pike conservation districts to establish a 5-year agreement. Motion seconded by Jack Dehoff. Motion carried.

2014 DGLVR Program Commission Meeting Minutes

January 2014

Funds Liquidation and Reallocation Request - Dirt and Gravel Road Program Maintenance Program (Roy Richardson, DEP)

Roy informed the Commission; eight (8) conservation districts had a remaining balance of funds under expired Dirt & Gravel Road Maintenance Program (DGRMP) delegation agreements with the Commission. Those agreements expired June 30, 2013. These funds remain unavailable to those districts for projects under the new DGRMP delegation agreement that began July 1, 2013. In order to make those program funds available to each of the eight districts, program staff recommends the following liquidations and reallocations of funds:

Liquidating from:

Expired Doc# 4100045316 Cameron County	\$976.00
Expired Doc# 4100045347 Jefferson County	\$53,329.00
Expired Doc# 4100045348 Lycoming County	\$42,575.00
Expired Doc# 4100045373 Clinton County	\$6,599.00
Expired Doc# 4100045489 Bedford County	\$25,105.50
Expired Doc# 4100045474 Carbon County	\$1,964.00
Expired Doc# 4100045612 Elk County	\$3,449.00
Expired Doc# 4100045320 Lackawanna County	\$2,505.00

Total: \$135,526.50

Reallocating to:

New Doc# 4100065083 Cameron County	\$976.00
New Doc# 4100065082 Jefferson County	\$53,329.00
New Doc# 4100065127 Lycoming County	\$42,575.00
New Doc# 4100065084 Clinton County	\$6,599.00
New Doc# 4100065123 Bedford County	\$24,105.50
New Doc# 4100065117 Carbon County	\$1,964.00
New Doc# 4100065105 Elk County	\$3,449.00
New Doc# 4100065073 Lackawanna County	\$2,505.00

Total: \$135,526.50

Kelly Heffner moved to approve the liquidation of FY2012-13 funds in expired DGRMP delegation agreements for the reallocation of those funds to current DGRMP delegation agreement for the noted conservation districts in order to utilize funds for projects under the program. Motion seconded by Ross Orner. Motion carried.

PSU FY2013-14 Contract Amendment for training and GIS support- Dirt & Gravel Roads Program (Roy Richardson, DEP)

Roy informed the Commission, with the increase in Dirt & Gravel Roads Maintenance Program (DGRMP) funding under HB1060 from \$4 million to \$28 million (beginning July 1, 2014) which includes funds for a "low volume roads maintenance" program component for paved state and municipal roads having less than 500 vehicle trips per day, additional Environmentally Sensitive Maintenance (ESM) training sessions will be needed, as well as additional GIS support to monitor and track program implementation.

Program staff has identified additional DGRMP funds that could be used over the next 6 months to supplement services to prepare for the expansion of the program and increased workload anticipated with future distribution of the increased funds to conservation districts and municipalities. Program staff recommends an additional \$78,000 (\$60,000 for additional ESM trainings; \$18,000 for additional GIS support) in funds for FY2013-14 to supplement the current agreement with the Center for Dirt and Gravel Road Studies to support the additional services.

Kelly Heffner moved to approve FY 2013-14 funding supplements for the Center for Dirt and Gravel Road Studies contract to support additional ESM trainings (\$60,000) and additional GIS support (\$18,000). Motion seconded by James Van Blarcom. Motion carried.

February 2014

Governor's proposed Fy2014-2015 Budget Update (Karl Brown)

Karl reviewed summary budget information provided to the Commission members and noted that most proposed 'line item' appropriations for conservation districts remained level from FY 2013-14. Some funding resources increased; Dirt and Gravel Road Maintenance Program (\$24 million increase due to a legislative amendment) and the Unconventional Gas Well Funding (overall increase of \$2.888 million dues to legislative increases).

Dirt, Gravel and Low Volume Road Maintenance Program Update (Roy Richardson)

Roy reported over 50 conservation district staff attended roundtable listening sessions held during the PACD Winter meeting in State College in late January 2014. Several of the program workgroups (Low Volume Road and Policy & Planning workgroup) have been meeting to discuss program activity implementation and funding allocation. It is anticipated two, separate allocations will be recommended to the State Conservation Commission regarding funding distribution, 1) dirt and gravel road maintenance program projects, and 2) low volume road maintenance program projects. Program staff anticipates presentation of a recommendation to the Commission in May 2014.

Program staff is currently planning six (6) addition Environmental Sensitive Maintenance regional trainings regarding changes to the program for conservation districts and municipal officials in spring 2014.

April 2014

Dirt, Gravel and Low Volume Road Program (DGLVP) Update - Roy Richardson, DEP

1. FY 2014-15 Conservation District Dirt and Gravel Road Allocations

Roy Richardson reviewed the proposed allocation process and noted the allocations are formula driven. A workgroup was formed to discuss these allocations. Due to increased funding to the DGRP, the workgroup suggested an increase to the minimum and maximum funding a district could receive, essentially a five-fold increase. Counties have two years to spend the funding allocated to them. Eight counties did not meet that spending requirement as of the submission of their annual report. With some help from DEP, there are only two counties that will not meet the deadline to obligate funds by April 30. It has been suggested to extend the deadline from two

years to three due to the increased funding. A proposal for 2014-15 allocation will be presented to the Commission at the May 13, 2014 public meeting.

2. FY 2014-15 Conservation District 'Low Volume Road' Allocations

These allocations are also formula driven, modeled after the DGR allocation formula. However, there is limited information on 'low volume' classified roads to develop an adequate allocation formula. PennDOT has provided limited GIS data to help identify LVRs and potential worksites. The Low Volume workgroup has been meeting regularly to discuss the best way to determine how to allocate the funding. Considering most worksites were located within 500' of a stream, the workgroup is proposing the introduction of environmental impact factors (i.e. proximity of worksite to streams) as part of the allocation formula. A proposal for 2014-15 allocation will be presented to the Commission at the May 13, 2014 public meeting.

3. Center for and Gravel Road Studies Proposed 5 Year Contract Summary

Roy Richardson discussed concepts for the continuance of contractual arrangements for educational and technical assistance to be provided by the Center for Dirt and Gravel Roads Studies. It has been suggested that the contract with PSU be extended to a five year contract instead of renewed yearly. It will help to reduce administrative work to process the contract.

The contract would include having the Center responsible for regional trainings and provide increase technical assistance and GIS tracking and reporting.

June 2014

Dirt, Gravel and Low Volume Road Program (DGLVP) Updates – Karl Brown, SCC and Steve Bloser, Center for Dirt and Gravel Road Studies

2014 Annual Summary Report

Steve Bloser reported that the annual report focused on a DGLVP overview and future program planning rather than a recap of the previous year. A copy of the report was provided to the House and Senate Transportation Committee.

Low Volume Road Program Guiding Principles

The Low Volume workgroup has been meeting monthly since January to establish what the program will entail. The group is providing principles that will focus on balancing road improvements with protection of water resources. QABs from each county will help to define the guiding principles. Federal and private roads are not eligible. A final document will be ready for the Commission's review by August or September.

Stream Crossing Evaluation Form

The Dirt and Gravel Road Program has traditionally funded the replacement of small stream crossings (pipes, bottomless pipes, etc.) when necessary. The replacement of larger structures (10'+ pipes, small bridges, etc.) has generally been avoided due to the high replacement costs and limited program funding. With the upcoming increase in DGLVRP funding, there is an increased interest from applicants

in funding the replacement of larger road/stream crossing structures such as large pipes and small bridges. Given this increase in interest, and the high cost of replacement structures, guidance and/or policy is needed for local QABs and conservation districts. At the Policy and Planning Advisory Workgroup meeting on May 22, a draft policy was completed for replacement of road/stream crossings. The policy focuses on replacement criteria for structures that are most likely to be causing negative stream impacts and are most likely to be sources of perpetual maintenance. The final completion of the evaluation form is expected to be ready in August or September for the Commission's review.

July 2014

DGLVR Program Update - Roy Richardson, DEP

Roy reported that the Low Volume Roads Workgroup developed a draft concepts paper entitled 'Paved Low Volume Roads (LVRs) – Working Policy Concepts'. The Policy and Planning Workgroup developed a draft stream crossing policy along with a stream crossing evaluation form. Both draft documents were presented to the Commission in June. Program staff, along with the workgroups, will continue to develop policies and concepts for consideration for the commission meeting in September. Roy also reported that there will be two listening sessions during the JAC regarding Dirt & Gravel Roads and the Low Volume Road Programs. There are also additional listening sessions planned for Fall 2014. The annual Dirt & Gravel Roads Program Summary for 2013 has been released. Since 1997, 2,500 road improvement projects have been completed, 167 worksites received funding in 2013. There are 14,195 worksites yet to be funded.

ESM Regional Trainings and GIS Program Update and Recommendation (A) – Steve Bloser, Center for Dirt and Gravel Road Studies

Steve reported that due to a higher demand for ESM trainings because of the funding increase, the Dirt & Gravel Roads Program held additional trainings this spring for municipal officials and conservation districts. Usually, 500 people attend training a year. This year to date, 941 people have attended. Steve reported that the current GIS tracking and reporting system, 'DGRoads', is not equipped to handle the projected increase in projects in the two programs areas and a newer system is needed. A web based program will be the most beneficial as it would eliminate the need for software installation and management on individual computers in conservation districts and the field. The proposed time line for implementation of a new GIS system would be as follows: July 2014 – new GIS work begins with contractors; January 2015– Old GIS used for the last time; Spring 2015 – beta testing; Summer 2015 – begin using new GIS. The new system would integrated existing DGR site information and new DGR and Low Volume project information. Contractors quoted the project costs at \$50,000. \$150,000 was budgeted for this project.

Mike Flinchbaugh moved to allow the Center to begin development of a new web based GIS tracking system. Motion seconded by MaryAnn Warren. Motion carried.

August 2014

Dirt, Gravel and Low Volume Road Program (DGLVP) Update (NA)- Roy Richardson, DEP/SCC

Roy Richardson reported on recent listening sessions. Sessions were held in Cranberry Township, State College and Hamburg. The biggest concern for conservation districts was the availability of money and written guidance on Low Volume Road projects. Since the passage of the budget, the education and technical assistance agreement with the Center is now at PSU for signature. District assignment agreements that will amend the current DGR agreement with Low Volume Road (LVR) program activities and acknowledge the transfer of the contracts and funds to PDA for administration were sent to the districts for signature. A traffic count guidance policy is being revised. It will establish minimum standards for traffic count studies under the LVR program. Lycoming County gave assistance and input in the development of the policy based on their recent traffic count study activities. The Traffic Count Guidance Policy for LVR will be provided to SCC in September for approval so districts can have the guidance policy by November.

October 2014

Dirt, Gravel and Low Volume Road Program (DGLVP) Update (NA)- Roy Richardson, DEP/SCC

Roy reported that during the September meeting, the DGLVR manual was introduced to the Commission. The draft was distributed to conservation districts for comment. 90 comments were submitted. The Policy & Planning workgroup is meeting to discuss and review the comments. The goal is to have Commission approval of the manual at the November meeting. Some of the concerns the districts have are prevailing wages and concerns such as district vs. township responsibility. About a third of the assignment agreements are through PDA & DEP. The other two thirds are at PDA. Roy reported that the Annual conference was held with approximately 230 attendees. Funds will hopefully be available for spring construction. A big thank you goes to Kathy Moyer and Steve Bloser for their roles in making sure the conference was successful.

November 2014

Dirt, Gravel and Low Volume Roads Program 2014 Administrative Manual Approval (A) - Roy Richardson, DEP

Roy reported that Commission and Center for Dirt and Gravel Road staff have worked over the last 9 months to update and revise the Dirt and Gravel Road Program's Administrative Manual. They have worked closely with several program advisory committees to ensure that the contents are current and to develop new policies, forms and guidance for the low volume road component of the program. Roy summarized the major changes to the manual. Kelly Heffner thanked SCC staff and the Center for their work on the administrative manual.

Kelly Heffner moved to approve the Dirt, Gravel and Low Volume Roads Program 2014 Administrative Manual. Motion seconded by Ron Rohall. Motion carried.

2015 DGLVR Program Commission Meeting Minutes

January 2015

Program staff presented an overview to Commission members on each of the programs administered and implemented by the State Conservation Commission and facilitated questions and discussion from the Commission members. Program overviews included the DGLVR Program.

Accomplishments 2014

New Transportation Bill

- 7x increase in funding
- New LVR component

Advisory groups

Reorganize/reinvigorate advisory workgroups

- Policy and planning
 - Stream crossing sub group
- Education and Outreach
 - GIS subgroup
- Product and Process
- Low Volume Roads (New)

Strengthen working relationships

- SCC- Center
 - Communicate daily
 - Face to face meetings nearly every week
 - On the same page
- SCC-Center-Districts
 - Working hard to keep districts "in the loop"
 - 6 round table meetings
 - 8 Informational meetings
 - 3 Low volume roundtable meetings
 - 6 Webinars
 - Surveys sent to districts
 - Administrative training
 - Field Rep involvement
 - Update field reps at CDFR conference calls
 - Field reps seem to like the program and they are willing to help
 - Mostly Positive feedback from Districts
 - Districts appreciate the fact that they are given opportunities to comment, and they like the informational meetings/webinars/surveys
 - Exception is the fact that their funding stream has slowed down this year

- Challenge for Staff is to find a way to improve the way funds move to the districts
- Other – PennDOT, NRCS, DEP, Fish and Boat, PSATS, PACD, Pa Association of Boroughs
 - Staff has met with all of these agencies and they have all participated in meetings, planning sessions, etc.

Increased Training Opportunities for potential applicants

- 8 Regional ESM trainings held this year in 8 locations across the state.
 - 1,000 + attended training.
 - ESM training is required to be eligible for funding
- Annual conference was well attended

GIS program

- SCC provided additional \$18,000 to the Center last year to evaluate GIS tracking options
- New GIS program is under development, on schedule, and on budget
- Demo at Feb SCC meeting
- Beta testing to follow
- 2014-2015 data will be tracked with the new program

Allocations/Funding

Allocations to Districts

- Initiate first \$28,000,000 allocation
- Evaluate Existing D&G formula
 - Policy and planning workgroup
 - District input
- Develop New allocation formula for LV roads
 - New LV road workgroup
 - District input
 - PennDOT input

Funding for Center

- Funding was traditionally provided to the center through annual contracts
 - 10 % of each Districts education funds were “aggregated” to provide funding for the Center.
 - \$392,000 annually
- Annual contract was replaced with a 5 year grant agreement.
 - 5 % of each Districts education funds were “aggregated” to provide funding for the Center.
 - \$6,631,157 over 5 years
 - Center will add additional staff for
 - Increased training
 - Increased Tech assists
 - Increased product testing
 - GIS support
 - Program tracking

- Annual summary report
- General district support
- Outreach
- DSA clearinghouse
- D
- LVR BMP clearinghouse

Re-Write Program Administrative Manual

- The most requested item from conservation districts
- New organization (8 chapters)
- Hard copy, plus a digital version
 - Available online
- Revised all program forms and included in manual
- Special stand-alone section for applicants
- New section for low volume roads
- QAB section
- New draft ranking worksheets

Developed new stream crossing policy

- Due to increased pressure to replace bridges in some counties

Developed Low Volume Road Program Policies

- Should be viewed as a work in progress –will change over time
 - Eligible roads
 - Eligible projects
 - Ranking criteria
 - Training
 - Demo Projects
 - Traffic Count Guidance
 - Local control through QABs

Transfer program from DEP to PDA

- A lot of work behind the scenes to make this happen (deputy secretaries, budget office, legal staff, etc)
- Assignment agreements
 - 65 separate agreements to write and review
 - Advance payments to districts to process
 - “Old” funds from DEP to transfer
 - Spending authorization issues to resolve
 - Equipment ownership issues (transfer from DEP to PDA)
- First round of advanced working capital arrived at districts in Jan.

February 2015

Program Update - Roy Richardson, SCC. Roy reported that the DGLVR Program continues to adopt changes in order to implement the increased funding. Roy and Penn State University's Center for Dirt and Gravel Roads are increasing the number of QAQC visits to each conservation district. Center staff is currently involved in ESM training. Last year, over 1,000 people attended. This year, 8 more trainings are scheduled.

GIS System Development/Upgrade Report, Steve Bloser, Center for Dirt and Gravel Roads Steve reported that the Center staff is working with two contractors on upgrading the GIS system. January 2015's report will be the last report on the old system. Testing for the new system will take place in February 2015 with an expected release date to all of the conservation districts in May or June. Steve provided a demonstration of the new GIS system to the Commission.

March 2015

Dirt, Gravel and Low Volume Roads Program Update, Roy Richardson, SCC
Roy reported that Commission, PSU Center for Dirt and Gravel Roads and conservation district staff are busy implementing the new DGLVR program. The new GIS system is being tested in select districts. Currently, 59 out of 65 counties have received their DGRLV allocation for 2015-16. This fall, the policy and planning committee will meet to discuss the allocation formulas.

April 2015

Dirt, Gravel and Low Volume Road Program – Roy Richardson, SCC

Annual Summary Report-Roy reported that every year, conservation districts are required to submit a report to summarize their activities. There has been a large increase in environmental sensitive training, due to the increased funding for the Low Volume Road Program component.

Proposed FY 2015-16 Allocations_Every year, the Commission appropriates \$28 million to counties, with \$20 million set aside for Dirt & Gravel roads and \$8 million for Low Volume roads. The Policy & Planning work group met to review the formula used to determine allocations for each county. It is recommended that the Dirt & Gravel road formula use the same formula for next year. The Low Volume roads planning group will meet at a later time and will suggest the same option. At the May Commission meeting, it will be proposed that both formulas stay the same.

DGLVR Webinar Poll Response This winter, a series of webinars took place relating to DGLVRs. After the webinars, a series of 12 questions were sent to small and large allocation counties. 89% of counties said they are seeing increased interest and increased project size. There is also more focus on rural roads. Most conservation districts would also be interested in attending quarterly conference call

May 2015

Dirt, Gravel and Low Volume Road Maintenance Programs - Roy D. Richardson, SCC
FY 2015-16 Allocations to Conservation Districts
LVR Allocation / LVR Formula / D&GR Allocation /

Roy reported that the State Conservation Commission is given the authority to apportion annual fund in the amount of \$28,000,000 to the DGLVR program. Additionally, a minimum of \$8,000,000 of the total annual appropriation is also apportioned for maintenance and improvement of low volume roads. Allocations of these funds are annually allocated by the Commission to conservation districts based on formulas developed by the program's Policy and Planning workgroup. The dirt and gravel roads allocation formula considers the miles of unpaved roads and the number of worksites in each county while the low volume allocation formula includes several criteria such as considering the interface of low volume roads on water resources. It has been recommended to keep the allocation formula the same as last year.

Kelly Heffner moved to approve the Dirt, Gravel and Low Volume Road Maintenance Program's FY 2015-15 Allocation to Conservation Districts. Motion seconded by Mike Flinchbaugh. Motion carried.

Center for Dirt and Gravel Road Studies Education and Technical Assistance Work Plan and Budget (
Steve Bloser reported that the Center for Dirt and Gravel Roads Studies had worked cooperatively with the Commission in the development of the DGLVR program and providing technical assistance, training, education and other services to county conservation districts and municipalities implementing the DGLVR Program. The increase of funding afforded by the 2013 Transportation Bill created an increased demand for the services provided by the Center. In May 2014, the Commission approved a 5 year budget for the Center for Dirt and Gravel Road Studies to provide these services under an agreement in the amount of \$6,860,000. While the overall agreement included an annual budget of \$1,372,000 each year for 5 years, the annual budget is reviewed each year and presented to the Commission for approval. Steve reviewed FY 2014-15 activities and accomplishments. The FY 2015-16 budget would include more trainings, adapting to LVR issues and new GIS and website systems.
Kelly Heffner moved to approve the Center for Dirt and Gravel Road Studies Educational and Technical Assistance Work Plan and Budget. Motion seconded by Ron Rohall. Motion carried.

June 2015

USDA NRCS RCPP 2016 Proposals Solicited – Karl G Brown, SCC

Karl reported that eligible entities would need to apply for funding through NRCS. Applications need to be submitted to NRCS by COB July 8, 2015. Possibilities are being explored for the Dirt and Gravel Road Program to match funds at PDA. Policy offices from DEP and PDA are working together on proposals.

July 2015

Quality Assurance Quality Control (QAQC) – Commission and Center staff have completed 13 QAQC visits in 2015. In addition, Blair, Lebanon, Wayne, Tioga, and Susquehanna are scheduled for visits through early September. In general, Conservation districts are doing a good job at project design and implementation. Road drainage and base improvements appear to be the main focus of the program at the local level.

Low Volume Road (LVR) Update – Most of the conservation districts involved with the program are getting started with the new low volume road part of the program. Districts report that they are receiving grant applications for LV roads. Some districts have entered into LVR contracts with municipalities. Projects will be underway throughout the summer and fall.

Training Update– Seven two-day Environmentally Sensitive Maintenance trainings, which potential applicants must attend before they can apply for Program funding, have been held so far in 2015 with a total of 515 attendees. Five regional sessions of the Program’s new one-day Administrative Training for Conservation Districts were so far in 2015 with a total of 130 attendees. Program and Center staff have also completed various other training and outreach efforts in 2015 including five webinars, a series of LVR conference calls, and several roundtable sessions.

GIS/Website Update – The website www.dirtandgravelroads.org was updated in June of 2015. The update included a new layout, update of all pages, addition of CD specific pages, and provision for login to the GIS system. The Center for Dirt and Gravel Road Studies continues to work with subcontractors on the updated GIS system. Some delays were experienced due to the required conversion of old unpaved road and worksite data into a new format. Work is continuing on the DGRoads online application and a demonstration will be held at the July 8 SCC meeting.

September 2015

Website Update – The website www.dirtandgravelroads.org was updated in June of 2015. The update included a new layout, update of all pages, addition of CD specific pages, and provision for login to the GIS system.

DGRoads GIS System Update - The Center is currently working with two subcontractors to develop an online GIS project tracking system “DGRoads”. The system will be used by Conservation Districts to track and report deliverables, location, and financial data on both “Dirt and Gravel”, and “Paved Low Volume” projects. The rollout of the system, originally scheduled for late summer 2015, was delayed several months due to the need to manually correct the Program’s existing 17 year old database of 17,000 project sites to align with more current and accurate mapping layers.

Programming work is back on track and the Center has been working with a GIS advisory group to test the application as it is developed. The Center hopes to begin initial rollout of the new application in

October after the Annual Maintenance Workshop. Initial plans are to have several regional GIS training for conservation Districts in the fall of 2015. Trainings will likely consist of several hours of instruction, followed by several hours where Conservation Districts can begin entering their own county data in a supervised setting.

The timing of these trainings will coordinate well with the “Annual Summary Report” process that typically sees Conservation Districts updating their GIS databases by January 15 each year. The 2015 Annual Summary Report will be completed in the new online DGRoads system and include both “Dirt and Gravel”, and for the first time, “Paved Low Volume” projects.

Activity	Number of Events	Attendance	Date	YTD
ESM Trainings	Statewide - 7 locations	482		482
Other Trainings	<ul style="list-style-type: none"> • Administrative trainings • Webinars • “Help Desk” • Conference calls 			5 7 2 6
QAQC Visits Completed	19 counties			19
Technical Assistance	Conservation Districts (50+)			50+
Quarry Visits	Quarries statewide (43+)			43+
Workgroups	<ul style="list-style-type: none"> • Policy and Planning • Product and Process • Education and Outreach 			3
Upcoming events	<ul style="list-style-type: none"> • Admin Training • Annual Conference, Cranberry Twp., Butler County 		Sept 28, 2015 Sept 29-30, 2015	
Other Activities	<ul style="list-style-type: none"> • 2 ESM trainings scheduled for this fall. • GIS training scheduled for various locations this fall. • QAQC - McKean, Warren, Crawford. 			

October 2015

2015 Dirt, Gravel and Low Volume Road Conference – Roy Richardson, SCC.

Roy reported that over 150 representatives from conservation districts, state agencies and municipalities participated in a variety of informational sessions during the 2-day event in Allegheny County. Participants had an opportunity to visit a number of dirt and gravel and low volume project sites across Allegheny County.

DGLR Program 2015 Quality Assurance Visits – Roy Richardson, SCC

Roy reported that program staff has completed 19 visits and have several visits scheduled for the remainder of calendar year 2015. All districts have either met or exceeded program administration and implementation expectations. Only one conservation district had some deficiencies that were addressed through a remedial action plan which was recently completed.

November 2015

DGRoads GIS System Update - The new online GIS project tracking system “DGRoads” has been released. The system will be used by Conservation Districts to track and report deliverables, location, and financial data on both “Dirt and Gravel”, and “Paved Low Volume” projects. Commission and Center staff has developed a training program for the conservation districts using the program. 5 training sessions have been scheduled through mid - December.

The timing of these trainings will coordinate well with the “Annual Summary Report” process that typically sees Conservation Districts updating their GIS databases by January 15 each year. The 2015 Annual Summary Report will be completed in the new online DGRoads system and include both “Dirt and Gravel”, and for the first time, “Paved Low Volume” projects.

QAQC Visits - Staff has completed 22 Quality Assurance/Quality Control (QAQC) visits this year. Staff has focused on the counties that receive the larger allocations. While 22 visits represent approximately 1/3 of the participating counties, it represents over 50% of the Dirt and Gravel Allocation. Staff is on target for meeting the goal of visiting every county on a three year cycle.

Annual Workshop – The annual workshop was held in Cranberry Township, Butler County on September 29, 30. The workshop consisted of one day of classroom trainings and one day of field tours of actual projects completed in Butler, Warren, and Lawrence Counties. Approximately 200 attended including Conservation Districts, SCC and Center staff, Bureau of Forestry staff, Township Supervisors, DEP, and PaDOT Staff.

Payments to Conservation Districts – Conservation Districts receive ½ of their DGLVR allocation in advance. As they incur actual expenses, Districts then submit a replenishment request to receive the remaining funds. The following table is a summary of the DGLVR funds sent to Conservation Districts this year:

Activity	DGR	LVR
Advance Payments	\$9,316,500	\$3,724,000
Reimbursements	\$4,595,500	\$950,000

*There is approximately \$7,900,000 of 2014-2015 funds remaining in Harrisburg that can be dispersed to Conservation Districts as they submit reimbursement requests (DGR and LVR combined).

Other DGLVR Activities

Activity	Location	Attendance	Date	YTD
ESM	8 locations statewide			570
Other Trainings	<ul style="list-style-type: none"> • Administrative trainings (7) • Webinars (7) • "Help Desk" (2) • Conference calls (6) 			
QAQC visits	22 counties			19
Tech assists	Conservation Districts (50+)			50+
Quarry Visits	Quarries statewide (43+)			43+
Workgroups	<ul style="list-style-type: none"> • Policy and Planning • Product and Process • Education and Outreach 			3
Upcoming events	<ul style="list-style-type: none"> • Policy and Planning workgroup • Education and Outreach Workgroup • SCC/Center Joint Staff Meeting 		November 17, 2015 November 18, 2015 November 13, 2015	
Other Activities	<ul style="list-style-type: none"> • 2 ESM trainings scheduled for this fall. • GIS training scheduled for various locations this fall. 		Oct 13 & 14, 2015 Nov 4 & 5, 2015	

2016 DGLVR Program Commission Meeting Minutes

February 2016

Dirt, Gravel and Low Volume Road Program Update – Roy Richardson, SCC & Steve Bloser, Center for DGR Studies (NA)

Steve reported on the progress of a new GIS tracking system. The user interface has been completed and all conservation districts have received training and entered data in the system. A summary of the collected data for dirt and gravel road projects indicates there has been a significant increase in projects (over 245 projects) and project spending. For low volume projects, data indicates the average cost of a project to be approximately \$23,000.

March 2016

Dirt Gravel, Low Volume Road Program (NA), Roy Richardson, SCC

a. Annual Summary Report and Update

Roy reported that the Dirt, Gravel and Low Volume Road Program has been busy in the multi-year ramp-up of the program from a \$4 million funding base to its current \$28 million funding base. Both SCC and Penn State Center staff have been very active in this transition, helping to support conservation districts as they tackle larger and more complex projects across the state.

b. Proposed 2016-2017 Conservation District Allocation Formula

Roy reported that the recommended formula for 2016-2017 will remain the same as the previous year.

c. Driving Surface Aggregate (DSA) standards and specifications

Roy Richardson reported that DGLVR Program staff and Center staff have worked closely with conservation districts, PennDOT and the aggregate industry to formulate recommended changes to the DSA standards and specifications. Based on this discussion, staff is recommending that the Commission adopt a revised DSA standard that will allow greater flexibility in certain cases, such as small projects. Staff will present the final recommended changes to the Commission at its May 10th meeting.

April 2016

Roy Richardson provided the following information on the Dirt, Gravel and Low Volume Road Program

a) FY2016 Allocations and PSU Center for Dirt & Gravel Road Studies 'Scope of Work' – SCC and Center for Dirt and Gravel Road Studies at Penn State University (Center) staff have been working with the “Policy and Planning” and “Low Volume Road” advisory workgroups on the allocation methodology used to distribute funding to Conservation Districts. For fiscal year 2016-17, the workgroups recommend that the SCC continues to allocate funds separately, with \$20 million for Dirt and Gravel (D&G) and \$8 million for paved Low-Volume Roads (LVR).

The Center provides education, outreach, and technical assistance to conservation districts and local road owning entities throughout Pennsylvania as part of the Dirt, Gravel, and Low Volume Road Maintenance Program (Program). FY 2016-17 represents "year 3" of a 5-year contract between the Center and the PA State Conservation Commission. Roy Richardson reviewed the draft recommendations for the FY2016-17 allocations and the Scope of Work in preparation for consideration by the Commission at its May 2016 public meeting.

b) Proposed DSA Standards and Specifications. SCC and Center staffs have been working with the “Policy and Planning” advisory workgroup to develop a new Driving Surface Aggregate (DSA) specification for use in SCC funded DGLVRP projects. The new specifications would replace the current requirement to follow the PennDOT DSA specification. Since the March SCC meeting, SCC and Center staff met with the Pennsylvania Aggregates and Concrete Association (PACA) on 3/18/16 to review their comments to the new draft DSA specification. PACA’s comments were reviewed by the advisory workgroup and incorporated into the new draft specification. Roy Richardson reviewed the draft DSA specifications with the Commission in preparation for consideration for approval by the Commission.

May 2016

Dirt, Gravel and Low Volume Road Maintenance Program – Roy Richardson, SCC

- a. FY 2016-17 Dirt, Gravel and Low Volume Allocations to Conservation Districts. Roy Richardson reviewed the proposal for the 2016-17 Dirt and Gravel and Low Volume Program county allocations. The allocations are similar to the FY2015-16 allocations, and driven by a basic funding formula that the Commission has historically used to determine county allocations. Roy did note that Delaware County is not a participating county in either of the programs, so an allocation is not proposed for Delaware County Conservation District.

Ron Kopp motioned to approve the proposed Dirt and Gravel Road program allocations to county conservation districts for FY2016-17. Motion seconded by Michael Flinchbaugh. Motion carried.

Ron Rohall motioned to approve the proposed Low Volume Roads Program allocations to county conservation districts for FY2016-17. Motion seconded by Ron Kopp. Motion carried.

- b. Proposed Changes to Driving Surface Aggregate (DSA) Standards and Specifications. Roy Richardson reviewed the need for a program approved DSA standards and specifications. DSA placement has been one of the foundational BMPs for dirt and gravel road projects throughout the life of the program. Staff has worked with program stakeholders to revise and update the Commission’s DSA standard. A “program” standard and specifications would give some flexibility to use other non-PennDOT approved quarries and allow flexibility in revising the standards and

specifications for the program as necessary. The ‘program approved’ standards and specifications would provide more local control of costs and implementation of DSA application in projects.

Ron Rohall motioned to approve and adopt the proposed changes to the Driving Surface Aggregate Standards and Specifications. Michael Flinchbaugh seconded the motion. Motion carried.

- c. Center for Dirt and Gravel Road Studies, Education and Technical Assistance Work Plan and Budget. Steve Bloser reviewed the history of the partnership between the Penn State Center for Dirt and Gravel Road Studies and the Commission, a long-standing agreement for technical and educational support. This arrangement with the center has provided vital services and assistance to the Commission and districts implementing the DGR program. Steve reviewed highlights of the scope of work for the current contract and necessary budget changes for FY2016-17.

Ron Kopp motioned to approve the Center for Dirt and Gravel Road Studies, Education and Technical Assistance Work Plan and Budget for FY2016-17. Michael Flinchbaugh seconded the motion. Motion carried.