If you are reading this, then you are successfully seeing the webinar video. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699**. Please use either the webinar audio or conference line, but not both (will produce feedback).

Audio also available via phone: **866-823-7699**
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Use Chat box to ask Questions

Participant phone lines will be muted until after initial presentation

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Webinar, including Q&A, will be recorded and available later.  www.dirtandgravelroads.org

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DG&LVR Administrative Manual
Approved by SCC 11/12/14
1) Introduction
2) SCC Role
3) Conservation District Role
4) **Quality Assurance Board Role**
5) Applicant Role
6) Center for Dirt and Gravel Roads
7) Additional Policies
8) Permits and Other Requirements
Appendices
Quality Assurance Board (QAB) Issues

- QAB Structure and Purpose
- QAB Meeting Guidelines
- QAB Role in Local Projects
- QAB Role in Local Policy
- QAB “to-do list”

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Quality Assurance Board  -§ 9106, (E)

Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member QAB is to be comprised of a nonvoting chairman appointed by the conservation district directors and one local representative appointed by each of the following entities:

(1) The Federal Natural Resource Conservation Service
(2) The Pennsylvania Fish and Boat Commission
(3) The county conservation district

If circumstances require, the chairman may vote to decide a tie vote.
Quality Assurance Board  Why?

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Quality Assurance Board  Why?

Local Involvement and Control

NRCS – Federal: conservation and erosion

PAFBC – State: aquatics and hydrology

District – County: conservation multi-discipline

Who knows best for the County?
People in the County!
Quality Assurance Board

• **Local control** within guidelines established by the commission.

• QAB’s purpose is to advise and assist the conservation district board.
  - QAB is advisory only
  - District Board has the final say

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Poll Question

How many QAB members are listening to this Webinar?
QAB Structure

- **Only 4 members**
  - Non-voting chair appointed by district board
  - One voting member appointed by the district board
  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS

- Chairman may only vote to decide a tie

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  - One voting member appointed by NRCS

- Chairman may only vote to decide a tie

- Voting members appointed by the agencies do not have to be employees

- All QAB members are strongly encouraged to take ESM training
  - At least one district member must take ESM training

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- **QAB can have as many advisors as they deem necessary, but advisors are non voting**
NRCS and PAFBC (not CD) designate their QAB appointees

• Does not have to be NRCS/PAFBC employee.
• Can also designate an alternate.
• Should have appointment in writing
• *Sample appointment letter:*
Sample appointment letter:

The PA Fish and Boat Commission / Natural Resource Conservation Service recognizes the importance of serving on the Quality Assurance Board (QAB) for the Conservation District’s Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The QAB is instrumental in recommending Program projects and policies to the Conservation District Board for approval.

In order to better serve the Conservation District and their program, the agency designates [name] of [affiliation] as the official representative of the PA Fish and Boat Commission / Natural Resource Conservation Service for the local QAB. This designation is effective immediately upon District approval and continues until [date]. Optional text could be added here to establish a designated alternate member to vote on the QAB in the event the member above cannot attend.

I would like to commend your organization for the important contribution it makes to our community and environment, and I wish you continued success with the Dirt, Gravel, and Low Volume Road Maintenance Program.

Sincerely,

[Your Name]
Quality Assurance Board (QAB) Issues

• QAB Structure and Purpose
• QAB Meeting Guidelines
• QAB Role in Local Projects
• QAB Role in Local Policy
• QAB “to-do list”

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QAB Meetings

• On a regular schedule or as needed basis

• Common action items at a QAB meeting:
  – Review grant applications
  – Recommend projects for funding to the district board
  – Review completed projects
  – Recommend local policies to district board

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QAB Meetings must be Sunshined

The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.

-Open Meetings, the Sunshine Act (Pennsylvania)
QAB Meetings must be Sunshined

• Regular meetings may be noticed in local paper.
• As needed meeting must be noticed in local paper at least 24 hours in advance.
• Conference call meetings are ok, but must still be sunshined.
• Must have quorum of voting members (2 of three voting members).
• Must keep minutes.

http://webpages.charter.net/gdsbmmllp/sunshine.htm

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QAB Role in Projects

• Make funding recommendations to District Board.
  – Establish local priorities & ranking criteria
  – Application deadlines and retention policies
  – Rank applications
  – Recommend applications to CD board

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Poll Question

How do you evaluate applications?

- QAB visits sites as a group
- QAB visits sites individually
- District technician visit sites and reports back
- No site visits, rank paper applications only

*Please be honest, we can’t track answers anyway!*
QAB Role: Project Ranking

- QAB members should become familiar with applicant’s worksites:
  - Site visits as a group  **Best option**
  - Site visits individually  **Not recommended**
  - Photo tour from District staff
  - Paper application review only
  - Throw darts at “application dartboard”

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QAB Role: Project Ranking

- Project Ranking Criteria
  - Individual to your county
  - Should have environmental focus
  - **REQUIRED** – the only way to answer: “why did you fund that project and not my project?”
  - Example provided by Center:

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Application Ranking Criteria

- Review of Center’s sample template
- Explanation of items in sample template
- Discussion of other potential factors
- Input from other Conservation Districts

NEXT WEBINAR: December 11th 10AM
QAB Role: Project Ranking

- QAB members should become familiar with applicant’s worksites
- Site visit is recommended. Must be sunshined if a quorum of voting members is present.

The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.

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QAB Role: Funding Recommendations

- QAB makes funding recommendations to District Board.
- District Board then considers QAB recommendations.
- When the District Board approves an application, district staff may then develop and secure a contract.
QAB Role: Project Implementation

- After contract is secured, district staff is responsible for project administration, oversight, and inspection.
- Future funding decisions for the project may be made by the board with minimal QAB involvement.
  - i.e. District board could approve a contract amendment without QAB involvement

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Poll Question

Do QAB members ever visit in-progress projects?
- Always
- Usually
- Occasionally
- Rarely
- Never

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Poll Question

Does your QAB visit completed projects?
- QAB visits as a group as part of site inspection
- QAB visit as a group after completion
- QAB members visit individually
- QAB gets report from CD only
- QAB never discusses completed projects

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QAB Role in Policy

Developing local policy is a major function of the QAB:

• QABs develops and recommends policy
• District Board adopts policy
Required Policies

- Equal Access
- Conflict of Interest
- Project Ranking
- Non-pollution Standards

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Optional Local Policies

• QAB can recommend policies for use within County Program.
• Can be “more stringent” than Statewide policy.
• Cannot conflict with Statewide policy.

LOCAL CONTROL!
Optional Local Policies

• Examples of acceptable local policy:
  – Establishing grant submittal deadlines
  – Maximum grant award of $XX,XXX.
  – Will not pay for asphalt or DSA.
  – Limit DSA to within XXX’ of stream.
  – Maintenance policy for old projects.
  – Only advance XX% of funds to grant recipient.
  – Requiring XX% in-kind match.

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Optional Local Policies

• Examples of **UNacceptable** local policy:
  – Allow use of 2A instead of DSA for surface
  – Advance 75% of funds to grant recipient.
  – All townships are eligible regardless of training.
  – OK to do projects on private roads or trails.
  – PennDOT Can’t apply. (or any other eligible entity)
Optional Local Policies

- Examples of **UNacceptable** local policy:
  - Allow use of 2A instead of DSA for surface
  - Advance 75% of funds to grant recipient.
  - All townships are eligible regardless of training.
  - OK to do projects on private roads or trails.
  - PennDOT Can’t apply. (or any other eligible entity)
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• Insure QAB is complete and reaffirm member involvement and commitment.
  – More QAB activity required in 2015.
  – This winter is the time to insure QAB is functioning.
• Insure QAB is complete and reaffirm member involvement and commitment.

• Get new/replacement/alternate members if needed.
QAB “To Do List”

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
QAB “To Do List”

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- **Make sure you are following meeting rules (sunshine, conflict of interest, etc.).**
QAB “To Do List”

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- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- **Evaluate existing county required policies.**
  - Conflict of interest, equal access, etc.
• Insure QAB is complete and reaffirm member involvement and commitment.
• Get new/replacement/alternate members if needed.
• Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
• Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
• Evaluate existing county required policies.
• **Evaluate existing county optional policies.**
  – Maintenance clauses, paying for DSA, etc.
QAB “To Do List”

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- Evaluate existing county optional policies.
- **Establish new county policies if needed.**
  - Paying for asphalt, traffic counts, etc.
• Insure QAB is complete and reaffirm member involvement and commitment.
• Get new/replacement/alternate members if needed.
• Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
• Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
• Evaluate existing county required policies.
• Evaluate existing county optional policies.
• Establish new county policies if needed.
• **Evaluative existing project ranking criteria.**
  – Update old criteria, tweak for LVRs
QAB “To Do List”

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- Evaluate existing county optional policies.
- Establish new county policies if needed.
- Evaluative existing project ranking criteria.
- **Come to admin training and/or ask for help!**