

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: May 13, 2016

FUNDAMENTAL GUIDELINES AND RESPONSIBILITIES FOR APPLICANTS

For the Dirt and Gravel Roads Program in Potter County

Revisions: May 13, 2016

- I. Applications must be submitted by ESM certified township officials from the township applying to use the Program.
- II. One or more of the representatives from the applying entity is required to meet on site with a Conservation District representative to develop a site plan prior to November 20th of the year preceding application submission.
- III. Applications must show an 85% contribution to materials excluding labor and equipment, unless the project requires private contracted labor and/or equipment in order to be accepted.
- IV. The QAB will prioritize the sites and notify the applicants of the results.
- V. After a bid package is developed for a site by the PCCD (Potter County Conservation District) technician, the applicant must follow the bidding procedures as outlined in the township code and the DGR (Dirt and Gravel Roads Program) bid package.
- VI. Forward the selected bids to the PCCD technician.
- VII. The PCCD technician will hold a pre-construction meeting to review the scope of the project and procedures with the applicants and contractors involved with implementing the plan.
- VIII. Notify the PCCD technician of your proposed work schedule to set dates and times of construction.
- IX. Basic outline of work sequence.
 - A. Prior placement of any aggregate.
 - i. Replace any culverts that are not structurally sound or install culverts as needed for proper drainage of the roadway.
 - ii. Repair, clean, and stabilize all ditches and or embankments in the site area.
 1. The bottom of the ditch will be excavated so that ground water is drained from the road base.
 2. Ditch and bar side-slopes are to be made at a 2:1 or flatter slope for stability.
 3. The bottom of the ditch is to be rock lined to prevent scouring of the channel bottom. Linings will vary.
 4. Embankment stabilization will be done by one of two methods: 1) dumped rock stabilization or 2) live stake stabilization. Designs and specifications for these methods will be noted in the bid package.
 5. All areas of disturbance will be temporarily stabilized at the end of each day. See PCCD technician for acceptable methods for stabilizing.

- iii. Grade the entire road surface.
- iv. Crown the roadway to $\frac{1}{2}$ or $\frac{3}{4}$ inch per foot with a flat "A" cross profile.
- v. Place separation fabric in accordance with the manufacturer's specifications if separation fabric has been outlined in the project agreement.

B. During placement of aggregate:

- i. Place a uniform thickness no less than 6 inches compacted, unless the field technician and the QAB, prior to construction, have approved a change in the thickness.
- ii. Ensure that all loads of aggregate meets the specifications as outlined in the "Driving Surface Rock Aggregate Specifications".

C. After placement of aggregate:

- i. Compaction will begin on the lower or berm side of the crown and worked toward the top of the crown by overlapping the successive longitudinal passes. Do not run the roller perpendicular to the crown or directly on the crown.
- ii. Compaction will be measured with proper instruments or by field observations made without the benefit of an instrument. Field observations may include noting the depth of run caused by a loaded single axle dump truck. If the tire rut is greater than $\frac{3}{8}$ inch, additional rolling is required. Do not over compact. The visual indication of over compaction is the appearance of alligator cracks in the surface.
- iii. All disturbed areas will be permanently stabilized according to Erosion and Sedimentation Control Guidelines.

- X. Final inspection of the site - The applicant, technician, and QAB (or District Representative) will conduct an inspection once the project is completed. The applicant will sign a performance report at this time.

GUIDELINES FOR DIRT & GRAVEL ROADWAYS

DRIVING SURFACE AGGREGATE (DSA) SPECIFICATIONS

FOR POTTER COUNTY

Revisions: May 13, 2016

- I. Road surface, ditches, banks, and road bases will be stabilized and improved before DSA placement is considered.
 - A. Ditches and banks need to be cleared of debris and stabilized. Each project will need to be evaluated to provide the best possible way of correcting all problem areas of the site.
 - B. Replacement or installation of culverts to establish proper drainage for roadway will be in place. The roadway will be crowned to a 4% crown prior to the aggregate delivery.
- II. The roadway will be graded to a depth of 4 to 6 inches and crowned to 4% before delivery of the DSA.
- III. Separation fabric will be in place, if outlined in the project agreement.
- IV. Place a uniform thickness of 2A base no less than 4 inches compacted unless proper proof can justify a thinner layer.
- V. DSA material specific guidelines:
 - A. Required amounts and allowed ranges determined by weight, for various size particles.

Passive Sieve	Percent Passing (%)
1 1/2"	100
3/4"	65-95
#4	30-65
#16	15-30
#200	10-15

- B. Abrasion - Los Angeles Degradation - less than 40% passing.
 - C. PH of aggregate must be within the range of pH6-pH12.45.
- VI. Aggregate delivery
 - A. A paver must be used for projects that employ greater than 1000 tons of DSA.
 - B. Aggregate will not be accepted until all corrections are made to the road surface, ditches, banks, etc.
 - C. Tarps will cover the aggregate during shipping and standing time.
- VII. Placement of aggregate.
 - A. Projects that employ greater than 1000 tons of DSA require the material to be placed with a paver at a depth of 8 inches and compacted to 6.5 inches.
 - B. Tailgating DSA is acceptable on small projects that employ 1000 tons or less of DSA. A uniform depth of 8 inches should still be attempted with this method.

VIII. Compaction of aggregate,

- A. Compaction is to be done with a minimum 10-ton vibratory roller or a machine designed specifically for the purpose.
- B. Compaction should begin at edges of the roadway and worked toward the crown by overlapping successive longitudinal passes. Do not run the roller directly on the crown.
- C. Placement of DSA 8 inches thick is to be compacted to a final height of 6.5 inches with a crown of 4-6%. Placement of DSA 6 inches thick this is to be compacted to a final height of 4 inches with a 4-6% crown.

POTTER COUNTY DIRT & GRAVEL ROAD MAINTENANCE PROGRAM CRITERIA FOR EQUAL ACCESS

ADOPTED JUNE 24, 1998

- CORRESPONDENCE ON PROGRAM UPDATES SHALL BE SENT TO ALL ELIGIBLE MUNICIPALITIES AND AGENDIES.
- APPLICATIONS WITH A SPECIFIC DEADLINE SHALL BE SENT TO ALL ELIGIBLE MUNICIPALITIES AND AGENCIES.
- SPECIAL EFFORTS SHALL BE MADE TO ENLIST THE COOPERATIONS OF PARTICIPANTS THROUGH A TELEPHONE CONERSATION OR A SITE VISIT.
- INFORMATION, INCLUDING ANY APPLICATION DEADLINES, SHALL BE PUBLICIZED IN NEWSPAPERS, RADIO AND VARIOUS AGENCY EWSLETTERS.
- QAB MEETINGS HAVING FORMAL ACTIONS SHALL BE OPEN TO THE PUBLIC AND FOLLOW THE REQUIREMENTS OF THE SUNSHINE LAW.
- SHALL PROHIBIT DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE, DISABILITY, POLITICAL BELIEFS, SEXUAL ORIENTATION, AND MARITAL OR FAMILY STATUS.

DIRT AND GRAVEL ROAD PROGRAM ROLES & GUIDELINES

IMPLEMENTING THE PROGRAM:

I. A technician will be hired to assist in administering the program at the direction of the Conservation District Board of Directors. The technician will implement the program in the following manner:

- 1) Sign-up periods will be issued as a way of receiving applications from municipalities.
- 2) Correspondence will be sent as well as news releases. The technician will also make personal contact with municipal officials.
- 3) After applications are received, the technician will review them for completeness and also make a site visit with QAB member and/or district representative and municipal officials to assess the proposed work plan. The technician will determine:
 - A. If the site has an erosion problem
 - B. If the proposed plan will fix the entire problem
 - C. If other work elements need to be added to the plan
- 4) From this site visit, the technician will assist the QAB in prioritizing the projects.
- 5) After projects are approved for funding, municipal officials will be notified and bidding procedures will be reviewed with and sent to the officials.
- 6) Technician will set-up a pre-construction meeting to develop elements of the work plan to ensure that the site is prepared to receive materials and to review procedures with municipal officials and contractors involved with implementing the plan.
- 7) Technician will be on-site at all times during the construction of the project, assuring the validity of the products and work plan. If materials do not meet specifications or the work plan is not being followed, technician will stop work until corrections are made.
- 8) Technician will inspect the site according to QAB requirements.

II. Conservation District Board of Directors

- 1) Receive and manage the funds apportioned by the Commission
- 2) Management and Administration of the Program. Including the supervision of personnel associated with the program
- 3) Appoint and impanel a four-member QAB comprised of the following:
 - A. A nonvoting Chairperson appointed by the District
 - B. The Federal Natural Resource Conservation Service
 - C. The Fish and Boat Commission
 - D. The District Representative
- 4) Final approval of funding recommended projects.

- 5) Final approval of documentation or procedures adopted by the QAB.
- 6) Enter into an agreement with project participant.
- 7) Work completion by project participants will be subject to final approval by the district under the performance standards adopted by the QAB.
- 8) The district shall conduct an annual audit of Program expenditures in accordance with guidance provided by the Commission.
- 9) The district shall report Program accomplishments to the Commission on prescribed forms at times as specified by the Commission
- 10) The district shall maintain a separate account of funds received under the Program.
- 11) Records shall be retained by the district for 3 years after completion of work.

III. Quality Assurance Board (QAB)

- 1) Administer the program under the direction of the directors
- 2) The QAB shall consider and adopt the following:
 - A. Written criteria to assure equal access for all eligible applicants.
 - B. Procedures that assure a minimum amount of procedural paperwork.
 - C. Funding categories to provide separate budgeting for road maintenance projects, road demonstration projects, training grants and administrative costs (not to exceed 10%)
 - D. Incentives for training road managers and equipment operators
 - E. Standards that prohibit use of materials or practices which are environmentally harmful.
 - F. Bidding procedures to be used by municipal officials.
 - G. Site inspection requirements to verify completion of work.
- 3) Prioritize applications and recommend project participants to the Conservation District Board of Directors.
- 4) Verify performance of work in order to recommend satisfaction of project to the Conservation District Board of Directors.
- 5) The QAB shall consider and adopt procedures for the conduct of business by the Board, including the following:
 - A. Meeting schedules and procedures for public notices of meetings.
 - B. Record-keeping and provisions to make minutes and records available to the public
 - C. Rules of conduct, including rules necessary to avoid conflicts of interest by members of the QAB.

IV. Project Participants

- 1) Conduct the dirt and gravel road maintenance project in accordance with the project agreement with the district, the bidding procedures, and the work plan for the project, the standards established by the QAB for the district, and the policies adopted by the Commission.

- 2) May not use materials or practices that are environmentally harmful.
- 3) Apply for necessary Local, State, and Federal permits required for the project and provide the District with suitable documentation of permit issuance and requirements.
- 4) Report program accomplishments to the District in a manner prescribed in the agreement.
- 5) Must be on site at all times during construction of project - have the capacity to shut a project down if necessary.
- 6) Claims for payment must be submitted to the district in accordance with the schedule contained in the agreement. The claims must be itemized and show that the utilization of funds are in accordance with the budget outlined in the agreement. The claims must also include receipts, weigh slips or other appropriate supporting information, as determined by the District, to document actual expenditures by the project participant.
- 7) The District and the Commission reserve the right to audit project related accounts and records to determine if funds were expended in conformance with the agreement.
- 8) Maintain a separate accounting of the funds received under the program.
- 9) Records shall be retained for 3 years following the last payment for the project.
- 10) Upon the request of the district or the Commission, or both, project participants shall provide access to all records, files and documents related to Program projects.

Statement of Policy

Revisions: January 30, 2015

The program is a new and innovative approach to controlling dust and sediment pollution. It is built on the premise that local officials are best suited to establish the fiscal and environmental controls necessary to address pollution from dirt and gravel roads. The program stresses simplicity, education, pollution prevention and low-cost common sense solutions in the environmentally sound maintenance of dirt and gravel roads.

The program is implemented at the local level by county conservation districts in cooperation with a Quality Assurance Board (QAB) created by each district.

DISTRICT RESPONSIBILITIES

- a. A district participating in the Program shall enter into an agreement with the Commission establishing the duties and responsibilities of each entity.
- b. The district shall receive and manage funds for the Program that has been apportioned by the Commission to the district.
- c. The district is responsible for all aspects of the management and administration of the Program within that county.
- d. A participating district shall conduct its Program consistent with the act, this subchapter and all other policies and regulations established by the Commission.
- e. The district shall appoint and impanel a four-member QAB to administer the Grant Program within the county, under the supervision and direction of the district board of directors. The QAB is to be comprised of a nonvoting chairperson appointed by the district and one local representative by each of the following entities:
 1. The federal Natural Resource Conservation Service-
 2. The Fish and Boat Commission-
 3. The District -
- f. The district shall develop a fair and open project selection process, consistent with Commission policy that provides general program information to all eligible project participants and includes sign-up periods necessary to receive requests for road maintenance and repair work from eligible project participants. Special efforts will be made to enlist the cooperation of project participants with identified critical erosion or dust problems.
- g. Work completion by project participants will be subject to approval by the district under the performance standards adopted by the QAB.

- h. The district shall conduct an annual audit of Program expenditures in accordance with guidance provided by the Commission.
- i. The district shall submit the results of its annual audit to the Commission in a manner and time frame established by the Commission. The Commission reserves the right to audit all program-related accounts and records to determine if funds were expended in accordance with Commission policies and the act.
- j. The district shall report program accomplishments to the Commission on prescribed forms at times as specified by the Commission.
- k. The district shall maintain a separate account of funds received under the Program. The district shall maintain an itemized accounting of administrative costs claimed. Districts shall deposit funds in a federally insured interest bearing account. Interest earnings from the account shall be applied only to the program. The percent of apportioned funds utilized by the district for administration or training grants may not exceed those limits established by the Commission or the act, or both.
- l. Records shall be retained by the districts for 3 years after completion of work.
- m. The Commission reserves the right to examine all records and files maintained by the district related to the administration of the district's program.

QAB RESPONSIBILITIES

- a. The QAB impaneled by a district shall establish and administer the Program for the District under the direction of the board of directors of the district and consistent with the policies adopted by the Commission.
- b. The QAB shall consider and adopt the following:
 - 1. Written criteria to assure equal access for all eligible applicants within each funding category.
 - 2. Procedures that assure a minimum amount of procedural paperwork.
 - 3. Written criteria to specify priorities.
 - 4. Funding categories to provide separate budgeting for road maintenance projects, road demonstration projects, training grants and administrative costs (not to exceed 10).
 - 5. Incentives for training road managers and equipment operators
 - 6. Standards that prohibit use of materials or practices which are environmentally harmful.
 - 7. Site inspection requirements to verify completion of work.

- i. A final inspection insures that performance standards adopted by the QAB are met.
 - ii. Insures that all the proposed work elements have been completed.
 - iii. A representative of the project participant should attend the final inspection.
- c. The QAB shall review applications and recommend project participants to be funded through the Program.
 1. Within the Program, the Project Funding Cap shall be \$75,000.
- d. The QAB shall consider and adopt procedures for the conduct of business by the Board, including the following:
 - i. Meeting schedules and procedures for public notice of meetings.
 - ii. Record-keeping and provisions to make minutes and records available to the public.
 - iii. Rules of conduct, including rules necessary to avoid conflicts of interest by members of the QAB.

CD staff and OAB members are strongly encouraged to engage in a comprehensive on-site analysis of potential work sites with the road supervisors.

PROJECT PARTICIPANT RESPONSIBILITIES

- a. Project participants shall conduct the dirt and gravel road maintenance project in accordance with the project agreement with the district, the work plan for the project, the standards established by the QAB for the district, and the policies adopted by the Commission.
- b. Project participants may not use materials or practices that are environmentally harmful.
- c. Project participants shall apply for necessary and local, State and Federal permits required for the project and provide the district with suitable documentation of permit issuance and requirements.
- d. Project participants shall report Program accomplishments to the district in a manner prescribed in the agreement.
- e. Claims for payment shall be submitted to the district in accordance with the schedule contained in the agreement. The claims shall be itemized and show that the utilization of funds is in accordance with the budget outlined in the agreement. The claims shall also include receipts, weigh slips, or other appropriate supporting information, as determined by the Commission, to document actual expenditures by the project participant.

- f. The district and the Commission reserve the right to audit project related accounts and records to determine if the funds were expended in conformance with the agreement.
- g. A project participant shall maintain a separate accounting of the funds received under the program.
- h. Records shall be retained for 3 years following the last payment for the project.
- i. Upon the request of the District or the Commission, or both project participants shall provide access to all records, files, and documents related to program projects.

LOW VOLUME/ DIRT AND GRAVEL ROADS PROJECT GUIDELINE

Procedure:

1. Sign up (Applications)
2. Technician evaluation with board approved director(s).
3. QAB review and ranking
4. District directors site visit to review and give final approval of projects by board.
5. Technician develops elements of project for review with township officials. Technician develops an estimate for the approved projects and reviews the elements and estimates with DGR committee. If satisfactory the committee recommends approval of estimates by the district board. The township will be advised of receiving estimate so they may reject or approve bid the night of the bid opening.
6. Township officials commence bid process. The estimate for the proposed project is sent to the township in a sealed envelope with a cover letter instructing them not to open the estimate in the sealed envelope until the township meeting when the bids are opened. It will also instruct them that if the bids are at or below the estimate, then the bid can be accepted. If the bid is above the estimate, the bid is rejected and the technician and the DGR Committee will re-evaluate the bid before any further approval or denials.
7. The board authorizes the chairman to sign the contract between the district and township.

Timeframe:

January 1 – March 11, 2016

March – May 31, 2016

June 2016

June – July 2016

June – July 2016

June – August 2016

By December 31, 2016

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| 8. | The contract is signed by the chairman and an elected township official with grant amount listed in the contract. | January – February 2017 |
| 9. | Technician will report to board on signed contracts. | January – February 2017 |
| 10. | Construction of project | Spring – Fall 2017 |
| 11. | QAB and no less than 1 member of the PCCD DGR Committee will verify project completion and status. | Spring – Fall 2017:
As a project is completed |
| 12. | PCCD Treasurer issues final payment upon board approval. | Summer – Fall 2017:
As a project is completed |
| 13. | Construction of Project | Spring – Fall 2018 |
| 14. | Project Termination | November 2018 |
| 15. | Township has the potential to submit a contract extension | November 2018 |
| 16. | District Board, QAB, and Conservation Technician give approval/denial of project extension | December 31, 2018 |

DIRT AND GRAVEL ROADS PROTECT
Guideline

Revisions: September 2, 2014

Procedure:

Timeline:

- | | |
|--|---------------------------|
| 1. Sign up (Applications) | January 1 - March 15,2015 |
| 2. Technician evaluation with board approved director(s). | March 15 - May 31,2015 |
| 3. QAB review and ranking | June 2015 |
| 4. District directors site visit to review and give final approval of projects by board. | June - July 2015 |
| 5. Technician develops elements of project and reviews with township officials. Technician develops an estimate for the approved projects and reviews the elements and estimates with DGR committee. If satisfactory the committee recommends approval of estimates by the district board. The township will be advised of receiving estimate so they may reject or approve bid the night of the bid opening. | June - July 2015 |
| 6. Township officials commence bid process. The estimate for the proposed project is sent to the township in a sealed envelope with a cover letter instructing them not to open the estimate in the sealed envelope until the township meeting when the bids are opened. It will also instruct them that if the bids are at or below the estimate, then the bid can be accepted. If the bid is above the estimate, the bid is rejected and the technician and the DGR Committee will re-evaluate the bid before any further approval or denials. | June - August 2015 |
| 7. The board authorizes the chairman to sign the contract between the district and township. | By December 31, 2015 |

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| 8. | Once bid is approved, the contract is signed by the chairman and the township personnel with bid price listed in contract. | By December 31,2015 |
| 9. | Technician will report to board on signed contracts. | January 2016 |
| 10. | Work is completed. | Spring - Fall 2016 |
| 11. | QAB and no less than 1 member of the PCCD DOR Committee will verify project completion and status. | Spring - Fall 2016: As a project is completed. |
| 12. | | Summer - Fan 2016: As a project is completed. |
| 13. | PCCD Treasurer issues final payment upon board approval. | November 1 - December 1, 2016 |
| 14. | Township shall submit for extension of contract | December 31, 2016 |
| 15. | District Board, QAB, and Conservation Technician give approval/denial of project extension | Spring - Fall 2017 |
| 16. | Construction of Project | December 2017 |

Project Termination

DIRT AND GRAVEL ROADS PROTECT
Guideline

Revisions: September 2, 2014

Procedure:

Timeline:

- | | |
|--|---------------------------|
| 1. Sign up (Applications) | January 1 - March 15,2014 |
| 2. Technician evaluation with board approved director(s). | March 15 - May 31,2014 |
| 3. QAB review and ranking | June 2014 |
| 4. District directors site visit to review and give final approval of projects by board. | June - July 2014 |
| 5. Technician develops elements of project and reviews with township officials. Technician develops an estimate for the approved projects and reviews the elements and estimates with DGR committee. If satisfactory the committee recommends approval of estimates by the district board. The township will be advised of receiving estimate so they may reject or approve bid the night of the bid opening. | June - July 2014 |
| 6. Township officials commence bid process. The estimate for the proposed project is sent to the township in a sealed envelope with a cover letter instructing them not to open the estimate in the sealed envelope until the township meeting when the bids are opened. It will also instruct them that if the bids are at or below the estimate, then the bid can be accepted. If the bid is above the estimate, the bid is rejected and the technician and the DGR Committee will re-evaluate the bid before any further approval or denials. | June - August 2014 |
| 7. The board authorizes the chairman to SIgn the contract between the district and township. | By December 31, 2014 |

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|-----|--|--|
| 8. | Once bid is approved, the contract is signed by the chairman and the township personnel with bid price listed in contract. | By December 31, 2014 |
| 9. | Technician will report to board on signed contracts. | January 2015 |
| 10. | Work is completed. | Spring - Fall 2015 |
| 11. | QAB and no less than t member of the PCCD DGR Committee will verify project completion and status. | Spring - Fall 20t5: As a project is completed. |
| 12. | PCCD Treasurer issues final payment upon board approval. | Summer - Fall 2015: As a project is completed. |
| 13. | Township shall submit for extension of contract | November 1 - December 1, 2015 |
| 14. | District Board, QAB, and Conservation Technician give approval/denial of project extension | December 31,2015 |
| 15. | Construction of Project | Spring - Fa112016 |
| 16. | Project Termination | December 2016 |

ATTACHMENT E

POTTER COUNTY DIRT & GRAVEL ROAD MAINTENANCE

Quality Assurance Boards Standards and Priorities

- ❖ STANDARDS WHICH PROHIBIT THE USE OF MATERIALS ON PRACTICES WHICH ARE ENVIRONMENTALLY HARMFUL SHALL INCLUDE THE FOLLOWING REQUIREMENTS:
 - The Commercial products used by project participants within a project area shall be used or installed, or both, according to manufacturers' recommendations and label requirements.
 - Materials toxic to aquatic life, as defined by The Clean Streams Law, may not be used where surface runoff may enter surface or ground waters.
 - Compliance with applicable Federal, State and, Local laws, regulations and permit requirements.
- ❖ TREAT THE PROBLEMS BASED ON THE LONG TERM EFFECT TO WATER QUALITY.
- ❖ IMPACT TO WATER QUALITY.
- ❖ EMPHASIZE THE PROTECTION OF WATERSHEDS DETERMINED AS EXCEPTIONAL VALUE OR HIGH QUALITY.
- ❖ USE OF ENVIRONMENTALLY SENSITIVE TECHNIQUES AND PRODUCTS.
- ❖ COMMITMENT OF THE PARTICIPANTS.