

Huntingdon County Quality Assurance Board
Attachment E: Administrative Policy
Updated September 31, 2017

Objectives

The objectives of the Quality Assurance Board (QAB) in Huntingdon county are the following; to provide the conservation district board of directors with information to make informed decisions regarding the Dirt and Gravel Road Maintenance Program, to involve local individuals in the pollution prevention efforts of the program, and to ensure the local decision-making process includes environmental expertise and to ensure fairness in the review and recommendation of projects. The QAB will also establish local priorities and requirements for program funding, review municipal project applications submitted for funding, and conduct site visits as necessary and determined by the QAB.

Board Composition

The Huntingdon County Conservation District QAB is composed of a conservation district appointed chairman (non-voting) and three voting members representing the Huntingdon county Conservation District (HCCD), Pennsylvania Fish and Boat Commission (PFBC), and the Natural Resources Conservation Services (NRCS). Voting members may assign alternates but all voting members are limited to only one vote. The current QAB members are as follows:

 Sherri Law (chairman)

 Russell Kyper (HCCD board) alternate: Michael Mowrer

 Jim Steward (NRCS) alternate: Ryan Senft

 Anthony Quarracino (PFBC) alternate: other Huntingdon County waterways conservation district officer

Rules of Conduct

The chairman will be responsible for establishing the meeting agenda and running the proceedings. Voting members will establish policy for the programs operation and distribution of allocated funds consistent with Section 9106 of the PA Motor Vehicle Code. The QAB will make recommendations to the HCCD board of directors. All actions of the QAB will require that a quorum of the voting members be present. The chairman will only vote in the event of a tie.

Conflicts of Interest

No District Director, Quality Assurance Board Member or District employee shall as a result of this program and their action obtain financial benefit for themselves, their family, or business interests for which they are associated.

Equal Access Policy Statement

The Dirt and Gravel Roads QAB has adopted the following policy procedures to insure equal access to the benefits of the Dirt and Gravel Roads Environmentally Sensitive Maintenance Program, and to eliminate bias and favoritism. The QAB is committed to managing a program that increases the quality of the environment through sound road maintenance practices.

- 1) All eligible applicants will be given a list of the dates and locations of the required ESM training sessions
- 2) All eligible applicants will be notified when grant applications are being accepted and when the applications are due.
- 3) All eligible applicants will have access to the evaluation form that is used to prioritize/rank work-sites.
- 4) QAB meetings having formal actions shall be open to the public and follow the requirements of the sunshine law.
- 5) The QAB shall prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- 6) The actions of the QAB will be approved by the Conservation District Board at the Conservation District monthly meetings. These meetings are open to the public and follow the requirements of the sunshine law.

Non-Pollution Standards

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

Grant Eligibility Requirements and Scoring

Participation in the program is limited to municipalities and state agencies with employees/supervisors that have attended the 2 day Environmentally Sensitive Maintenance Training conducted by the Center for Dirt and Gravel Road Studies. Road projects must be open to the public and the majority of the existing surface comprised of a gravel, stone, or dirt to be eligible for the traditional dirt and gravel road funds. All projects must convey water to a nearby waterway or wetland. Applicants may also submit for roadway projects on county Low Volume Roads (LVR). In order to be eligible for LVR funding, a road must have an existing paved

(including chip sealed) surface, and it must have a verified average daily traffic count of less than 500 vehicles per day.

All submitted applications will be scored according to the adopted HCCD QAB Scoring System. This ranking system is based on environmental impact, Watershed quality, matching funds, History/Cooperation, and Permit Acquisition Process. Refer to Dirt and Gravel Road QAB Scoring System Sheet for scoring details.

Grant Allocation Policies

The QAB and Huntingdon County Conservation District board have made the following special considerations when allocating funding to eligible applicants;

- any eligible applicant may submit a total of 3 projects for Dirt and Gravel and LVR
- LVR projects applying for grant funding strictly for paving will **NOT** be considered for allocation of funds. The QAB will however allocate funding for small quantities of paving over top of any drainage features that may be incorporated into roadway improvement such as crosspipes, underdrain, french mattresses, etc...
- No more than 20% of available Dirt and Gravel or LVR funds may be spent on one project, unless the board feels that project would merit additional funding.
- All LVR projects must have submitted traffic counts prior to the QAB allocation meeting to be considered for grant funding
- For the purpose of multiple submissions from an individual applicant, 75% of all project applications ranked must receive funding before the 2nd project can be considered for allocation. This 2nd project will then take priority over the remaining lesser ranked projects.