

Lancaster County Conservation District
Minutes of the Meeting of the Dirt & Gravel/Low Volume Road QAB
March 1, 2023
5:30 PM

Location of Meeting:

Farm & Home Center
1383 Arcadia Rd
Lancaster, Pennsylvania 17601

Present at Meeting:

QAB Voting Members: Jay Snyder, Heather Grove, and PAFBC Officer Jeff Schmidt

QAB Alternates/Advisors: None

LCCD Staff: Matthew Kofroth, Tyler Keefer, and Chris Thompson

Public Members: None

The meeting of the Dirt & Gravel/Low Volume Road QAB of Lancaster County Conservation District was called to order at 5:30 PM on March 1, 2023, at the Farm and Home Center's Multi-Purpose Room by Matthew Kofroth.

The agenda for the meeting was presented.

- Program Purposes
- November 2022 QA\QC Report Review
- QAB Policy Update/Revision
- Program Budget Reviews
- Review 2023/2024 D&G Application
- Review 2023/2024 LVR Applications
- Forward DGLVR Projects and QAB recommendations to the LCCD Board and SCC

I. Program Purposes

Matt Kofroth stated program purpose as done before every QAB mtg.

- Reduce concentrated drainage
- Reduce sediment pollution
- Reduce impact of roads on the land
- Reduce long – term maintenance costs

***Better Roads Cleaner Streams**

II. November 2022 Quality Assurance/Quality Control (QA/QC) Report Review

Matt gave an update on the most recent QAQC report from the State Conservation Commission on the Lancaster Dirt & Gravel/Low Volume Rd program. This report stems from the most recent QAQC team visit in November of 2022.

- Overall the QAQC team gave positive marks to the Lancaster program. All aspects of the report had Lancaster Meeting Expectations on Financial Requirements, Administratively Functionally Requirements, and Rroject Requirements. The District overall rating was Meets Expectations.

- The program had commendations for our programs, such as;

 - *Matt has worked closely with the SCC and CDGRS to ensure all new projects funded by the District meet program policy.*
 - *Lancaster CCD worked with the SCC and CDGRS on the Sides Mill Rd stream crossing project to incorporate updated guidance on stream crossing replacements as it was available.*
 - *Lancaster CCD worked with several landowners to obtain permission to install off Right-of-way swales and broad-based dips on several projects to divert stormwater from the road, reduce erosion, and promote infiltration. Great work combing reasonable off-ROW work with road practices to improve water quality.*
 - *The projects visited during the QAQC showcased good use of ESM practices.*
 - *The site visits included good low volume road projects in urban areas where environmental benefits are hard to achieve.*
 - *The district's hard files are well organized and easy to follow.*
 - *During quarterly reporting in early 2022, the district noticed that local and GIS account balances did not match and reached out to the SCC and Center for assistance reconciling account balances. District staff worked hard and was cooperative during the process. Stacey has demonstrated dedication to keep financial accounting on track moving forward, which is greatly appreciated.*
 - *Lancaster CCD switched from paying for a percentage of staff time with DGLVR funds to tracking exact hours spent on DGR and LVR tasks.*
 - *The financial documentation is very well organized.*
 - *The District cooperatively worked with the SCC on the financial review and provided documentation as requested.*
 - *The QAQC Team commends Lancaster CCD for incorporating local priorities into the QAB policy, such as application submission and contract amendments.*

- The QAQC team also had recommendations for the Lancaster program, such as;

 - *As of 5/10/2022, the State Conservation Commission has passed updates to the DGLVR Stream Crossing Replacement Policy, including a new Stream Crossing Design and Installation Standard. The new policy became effective 7/1/2022 for stream crossing contracts signed on or after this date. Lancaster CCD staff should consider reviewing these documents over the next few months. Lancaster CCD staff should also consider attending the new Stream Crossing Replacement Certification Training. Effective July 1, 2023, at least one conservation district staff member must have completed the DGLVR Program's "Stream Crossing Replacement Certification Training" and received a certificate of completion before the QAB can recommend or the conservation district Board can approve a contract for a project involving a stream crossing replacement.*
 - *Lancaster CCD expressed interest in taking a step back from replacing road-stream crossings with DGLVR funds. If Lancaster CCD plans to stop funding these types of projects entirely, it is recommended that they write a local policy limiting or excluding the use of DGLVR funds for stream crossing replacements. Local policies must be recommended by the QAB and approved by the Lancaster CCD Board.*
 - *Lancaster CCD could consider uploading documentation with each DGLVR quarterly report to help ensure that all financial information, especially administrative and education expenses, are reported properly. This will help keep the local and GIS accounts reconciled. If the district notices discrepancies between the local and GIS accounts in the future, they should reach out to the SCC and CDGRS early.*

**Lancaster CCD needs to spend significant amounts of both DGR and LVR funds in the near future to meet spending requirements and be eligible for 2023-24 DGLVR allocations. The Center and SCC are available for assistance in determining the amount of remaining funds to be spent. The district should also keep in mind that the current Five-year agreement (2018-2023) is ending soon, and all funds from the current Five-year agreement must be spent by 6/30/2024. The district should increase education and outreach efforts to gain more interest from potential grant applicants, as well as work with the Center for Dirt and Gravel Road Studies for assistance in finding additional projects.*

- Finally, the QAQC Team had required actions as well which LCCD staff and others are already working on, such as;
 - *Continue to comply with the Consent, Order, and Agreement between the State Conservation Commission and the Lancaster County Conservation District.*
 - *Continue to ensure that the required actions and recommendations from the Round 3 visit of 2020 have or are being implemented appropriately.*
 - *An update to the “Quality Assurance Board Composition” is needed to clarify that the PFBC, NCRS, or district appoint alternates to their spot on the QAB. QAB members cannot appoint their own alternates. Also, the “Conflict of Interest” section needs to be updated to clarify that DGLVR policy does not allow the non-voting chair and a voting member to switch roles to avoid conflict of interest. The QAB chair can only vote to break a tie. See DGLVR Administrative Manual Section 4.1.*

III. QAB Policy Update/Revisions

Matt reviewed proposed changes the QAQC team pointed out in our local policy and they were shared with the QAB. These changes were appointees to the QAB, when mtgs are held, conflict of interest policy changes and updated revisions changed. Jay Snyder made a motion to accept the changes to the QAB Policy and this was seconded by Heather Grove. All were in favor of the motion.

IV. Program Budget Review

Matt reviewed the amount allocated for each program, D&G and LVR, and then broke down funding for each program’s three categories, Administration, Education, and Projects. Each budget was discussed by staff on what is remaining in each program budget and category, how much has been allocated thus far, and what could be spent in the future on each of these. See the charts below for the budget breakdown per program.

DIRT & GRAVEL ROAD BUDGET	Budget Breakdown	Carry Over Total (Previous Years)	Remaining Balance
Administration Funds (10%)	\$8,359.89	\$0.00	\$8,359.89
Education Funds (10%)	\$9,875.00	\$0.00	\$9,875.00
Uncommitted Project Funds (80%)	\$151,813.95	\$0.00	\$150,813.95
-\$110,000.00 Committed to 1 D&G project -\$55,000.00 remaining to be paid to committed D&G projects -TOTAL D&G Project Balance = \$95,813.95			

LOW VOLUME ROAD BUDGET	Budget Breakdown	Carry Over Total (Previous Years)	Remaining Balance
Administration Funds (10%)	\$24,755.75	\$0.00	\$24,755.75
Education Funds (10%)	\$27,380.20	\$0.00	\$27,380.20
Uncommitted Project Funds (80%)	\$448,535.30	\$0.00	\$4548,535.30
<i>-\$66,569.87 Committed to 2 LVR projects</i> <i>-\$33,284.93 remaining to be paid to committed LVR projects</i> <i>-TOTAL LVR Project Balance = \$415250.37</i>			

V. Dirt & Gravel Rd. Grant Application Review and Discussions

1.) Rapho Township – Whispering Pine Rd., drains to Denlinger Run

Amount of Grant Requested: \$21,540 (In-Kind - \$11,965)

1. Ditches Improved
2. Ditch Outlets Added
3. Storm Water Improvements
4. Road Surface Stabilized

Tyler talked about Rapho Twp.’s proposal for Whispering Pine Road. This road is an entrenched road with stormwater runoff causing issues on the sloped section of the road. Rapho Twp.’s application for this road was shared with the Center for Dirt and Gravel Studies and the following recommendations were what the Center came up with for the road. Adding additional crosspipes down the slope and at the top of the slope to reduce runoff issues. In addition, adding DSA road fill to allow flows to escape the road right-of-way. There will be off-right of way issues with the road so this too will need to be addressed.

The QAB thought the proposed new solutions proposed by Center staff was a good option of this road compared to previous applications the Twp. has put in for the road.

VI. Low Volume Rd. Grant Application Review and Discussions

1.) Rapho Township – Cold Springs Rd., drains to UNT to Chiques Cr.

Amount of Grant Requested: \$4,653 (In-Kind - \$5,480)

1. Ditches Improved
2. Ditch Outlets Added
3. Off ROW Improvements
4. Storm Water Improvements

Tyler talked about Rapho Twp.’s proposal for Cold Springs Road. This application deals with off right-of-way runoff and the installation of a crosspipe to assist in this runoff transport. In addition, the adjacent land to this new crosspipe would be regraded to allow for a grass swale to promote infiltration as well. Finally, a larger crosspipe down the road would get a head and end wall protection through this application.

There were no questions in regards to this project. All seemed in favor of the proposal.

2.) Rapho Township – Sunnyside Rd., drains to UNT to Chiques Cr.

Amount of Grant Requested: \$23,561 (In-Kind - \$55,826)

1. Ditches Improved
2. Ditch Outlets Added
3. Off ROW Improvements
4. Storm Water Improvements

Tyler talked about Rapho Twp.'s proposal for Sunnyside Road. This application was also slightly altered by the Center staff to improve it and that is what the QAB heard about. The majority of this proposal is for the creation of a swale on the southeast side of the road and the replacement or addition of 7 crosspipes as well as upsizes these pipes. The road sits on top of a hill so the majority of the road runoff needs to be directed to designated areas and this proposal is a means for this as well as infiltrating runoff where possible.

QAB members thought the suggestions Center staff made were warranted and made sense. They did have some questions on where the water was going when it left the site and that we were not creating more issues downslope for someone else. Staff assured the QAB that was not the case but would share that with the Twp.

3.) Elizabeth Township – Evans Rd., drains to UNT to Hammer Cr.

Amount of Grant Requested: \$184,000 (In-Kind - \$3,844)

1. Road Banks Improved
2. Stream Bank Stabilized
3. Soil Pinning

Tyler talked about Elizabeth Twp.'s proposal for Evans Road. This application is fairly straight forward in that the Twp.'s road, Evans Rd., is being undercut by an unnamed tributary to Hammer Cr. in several locations. The solution proposed to the Twp. for this issue was soil pinning the road slope. The Twp. explored this option and the proposal reflects this approach to solve the issue at hand.

All QAB members thought this sounded like a sound project and the solution fits the challenge the Twp. was facing.

An official traffic count for this road needs to happen after March 1st but this should not be a hold up. Once the traffic count is gathered this application could be contracted.

4.) City of Lancaster – E. Mifflin St., drains to Conestoga River

Amount of Grant Requested: \$122,542 (In-Kind - \$128,359)

1. Storm Water Improvements
2. Road Surface Improved

Tyler talked about the City of Lancaster's proposal for E. Mifflin Street. This application is similar to previous City projects with infiltration trenches or beds under the road. This project also abuts up to another block of E. Mifflin St. that received funding in 2022 so this will only enhance the total area of water quality improvements. Runoff from upslope areas is crossing this section of East Mifflin St. and going across it and impacting downslope neighbors negatively. The idea is to capture some of the first flush in this CSO area and infiltrate it so that less water is going into the CSO but also less water is running off the street to neighboring properties.

The QAB once again had no issues with this proposal, only that they complete their traffic count form after March 1st before any contract would be awarded to this project.

The City was also informed that LVR funds could only be used for drainage improvements to the road and not additional issues with the road like paving, utility work, and patching work.

VII. Funding Discussions, Motions and Voting

Discussion started with the QAB and the thought that all proposals were very good this year. Since we are getting close to the end of the 5-year program agreement the QAB felt confident in funding all the proposals submitted this round as long as Center staff questions and concerns were addressed.

Discussion then switched to why aren't folks filling out applications and ways to get some of the newer roadmasters to get involved in the program. District staff will explore these ideas and see what outreach can be used to spur interest.

Heather Grove motioned the following funding be presented to the LCCD Board. Officer Schmidt and Jay Snyder all approved in favor. Motion passed unanimously.

<u>Municipality</u>	<u>Low Volume Roads</u>	<u>Awarded Amount</u>	<u>Proposed Solution</u>
City of Lancaster	East Mifflin Street	\$122,542.93	Install 3 infiltration beds under the roadway to control stormwater to the CSO and Conestoga River.
Rapho Township	Cold Springs Road	\$4,653.80	Install or repair 2-3 pipes, and improve off right-of-way drainage from an adjacent property
Rapho Township	Sunnyside Road	\$23,561.00	Install or repair 6 pipes and a roadside swale to control stormwater.
Elizabeth Township	Evans Road	\$184,000	Stabilize and protect road bank via soil pinning.
<u>TOTAL</u>		<u>\$334,757.73</u>	

<u>Municipality</u>	<u>Dirt & Gravel Roads</u>	<u>Awarded Amount</u>	<u>Proposed Solution</u>
Rapho Township	Whispering Pine Road	\$21,540.00	Install or repair 2-4 pipes and stabilize road surface via DSA installation.
<u>TOTAL</u>		<u>\$21,540.00</u>	

Meeting Adjourned at 7:00PM.