

Lancaster County Conservation District
Dirt & Gravel / Low Volume Road QAB Meeting Minutes
March 6th, 2024
5:30 PM

Location of Meeting:

Farm & Home Center
1383 Arcadia Road
Lancaster, PA 17601

Present at Meeting:

QAB Voting Members: Herb Kreider, Brittany Moore, PAFBC Officer Jeff Schmidt

QAB Alternates/Advisors: Jay Snyder, Frank Burkhart

LCCD Staff: Tyler Keefer, Matt Kofroth, Chris Thompson

Public Members: Dale Getz, John Haldeman

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 6th 2024, at the Farm & Home Center's Board Room by Tyler Keefer.

The agenda for the meeting was presented:

- Program Purpose
- 2023 QA/QC Results
- Board Reorganization
 - Policy Amendment Approval
- QAB ESM Training Opportunities
- Education Event – Sadsbury Township
- Applications
- Amendments

1. Program Purpose

- a. Tyler Keefer stated the program purpose, as done before every QAB Meeting
 - i. Reduce concentrated drainage
 - ii. Reduce sediment pollution
 - iii. Reduce impact of roads on the land
 - iv. Reduce long – term maintenance costs
 - v. *Better Roads, Cleaner Streams

2. 2023 QA/QC Results

- a. Tyler provided the QAB with copies of the QAQC report as provided by the State Conservation Commission (SCC). QAB members were presented highlights, specifically the Commendations, Recommendations, and Required Actions sections of the QAQC report. Overall, findings were that the DGLVR program is

being conducted as expected by the SCC. Recommendations and Required Actions were addressed, and explained how the program is tackling any of those action items.

3. Board Reorganization

- a. As part of any long-lasting board, members step down or new members are brought in. The board was presented with the current board structure, as well as the expected changes to the board structure. Changes were presented as follows:
 - i. Chairperson: From Herb Kreider to Gordon Hoover
 - ii. District Voting Member: From Jay Snyder to Herb Kreider
 - iii. NRCS Voting Member: From Heather Grove to Brittany Moore
 - iv. District Alternate/Adviser: From Vacant to Jay Snyder
 - v. NRCS Alternate: From Vacant to Heather Grove
- b. A motion was made by Herb Kreider, and seconded by Officer Schmidt. All were in favor, and the motion was passed.

4. Policy Amendment Approval

- a. Along with the board reorganization, a few minor changes were required to the DGLVR policy. Changes were presented as follows:
 - i. Update current board members/roles
 - ii. Program Administrator: From Matt Kofroth to Tyler Keefer
 - iii. Program Assistant: From Tyler Keefer to Matt Kofroth
 - iv. Additional Program Support: From Amanda Goldsmith to Grace Chamberlain
 - v. Under “Funding Amendments”, “...total requested must be less than 20%...”
 1. Changed 20% to 40%, in line with changes from SCC and Center for Dirt and Gravel Road Studies (CDGRS)
 - vi. Added revision date 3/6/204
- b. A motion was made by Herb Kreider, and seconded by Brittany Moore. All were in favor, and the motion was passed.

5. QAB ESM Training Opportunities

- a. In line with one of our required actions in the QAQC report, board members were reminded of the requirement to attend ESM Training, and told of the upcoming training dates and locations. No action required.

6. Education Event – Sadsbury Township

- a. The QAB was presented a planned education event for this spring in Sadsbury township. Attendees can expect a 2-day workshop which will show off a project both before and after construction, and give them an opportunity to ask questions about the program, and how projects go in. No action required.

7. Applications

Meadow Road – West Hempfield Township – UNT to Strickler Run - LVR

Grant Amount Requested: \$70,153.00 (\$28,347.99 In-Kind)

- Ditches Improved
- Ditch Outlets Added
- Road Base Improved
- Road Surface Stabilized
- Storm water improvements

Tyler discussed a new proposal from West Hempfield for Meadow Road. This is a dead-end road with several residents on it, and a large dairy farm. The road is slightly entrenched in some areas, and has drainage issues due to all of the impervious surfaces next to it. The plan put together by District and Center staff would be to add several drainage pipes for stormwater conveyance, grind up the current road surface and raise the road by several inches, and re-shape the new road surface. There were a few questions by the QAB about the amount of fall available to these pipes, and a discussion was had about adding a paved apron to a section of the road where vehicles are likely to accelerate and decelerate. Both the applicant and LCCD agree with these suggestions, and will add them to the final project deliverables. With these questions answered, the QAB considers this a good, fundable project.

Frogtown Road – East Earl Township – UNT to Cedar Creek – LVR

Grant Amount Requested: \$207,286.00 (\$102,815.60 In-Kind)

- Ditches Improved
- Off ROW Improvements
- Stream Crossing Improved
- Storm Water Improvements

Tyler discussed a new proposal from East Earl for Frogtown Road. This is a section of road which has an UNT to Cedar Creek flowing underneath in a currently-undersized culvert. Because of the culvert's size, water is hyper-pressurized during storm events, causing erosion and sedimentation to occur downstream of the culvert, and erosion and over-widening to happen upstream of the culvert. Currently, the road will over-top during small rain events due to the amount of water that this stream carries, but the culvert is unable to accept all of that water. The QAB had a few questions about the program requirements, especially when it came to the size of the proposed culvert – 17.5' span. After discussion, the QAB considers this a good, fundable project with likely instant benefits to the stream and aquatic organisms within it, as well as for the township.

The QAB discussed whether or not they'd be comfortable allocating funds towards projects that we don't currently have in our bank. The previous 5-Year agreement must be fully spent before we get the next 5-Year agreement allocation, so a situation comes up in which we must spend money, but it's nearly impossible to spend the exact amount we need. After a meeting with the SCC, it was determined that allocating funds from the next allocation is an acceptable practice, but has inherent liability. Should the DGLVR funds not come through for whatever reason, we would be liable for the rest of the funds for contracts that we had signed. With this in mind, the QAB decided to add a clause to the above projects' contracts that releases LCCD of any liability

for the 2nd 50% of funds should such a situation arise. With that addition, a motion was made by Herb Kreider to fund the projects, Officer Schmidt seconded, and the motion passed unanimously.

8. Amendments

The following amendment requests were received prior to the board meeting, and brought in front of the board for consideration.

Municipality	Road	Program	Requested Amount	Request Percentage
Elizabeth TWP	Pumping Station	DG	\$44,000	40%
Lancaster City	E. Mifflin 600	LVR	\$32,391.94	26%
Lancaster City	E. Mifflin 700	LVR	\$12,471.26	26%

Each amendment came with justification for the additional cost. Pumping station road had been first contracted in 2020, so material prices have increased significantly. The East Mifflin blocks showed itemized material, labor, and engineering cost increases to justify their increases. The QAB discussed material costs, and were satisfied with all justifications. A motion was put forth by Herb Kreider. Brittany Moore seconded, and the motion passed unanimously to award these amendments.

With the agenda completely covered, the QAB meeting adjourned at 7:00 PM.