

VENANGO DIRT GRAVEL AND LOW VOLUME ROADS  
QUALITY ASSURANCE BOARD MEETING  
November 6th, 2018

PRESENT

BOARD:	Greg Cain, USDA NRCS	Mark Kerr, PAFB
	Dan Rockwell, OCTU Alternate	Tom Young, OCTU
	Lance Bowes, VCD	
PROGRAM STAFF:	Lisette Lane, VCD	Jane Price
PUBLIC:	Ben Porter, Clinton Township	

**I. CALL TO ORDER**

**Lance called the meeting to order at 10:03am.**

**II. PUBLIC COMMENT**

There was no public comment.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

FEBRUARY 26, 2018 MEETING

**Mark made a motion to approve the February 26, 2018 meeting minutes. Tom seconded the motion. The motion carried.**

**IV. FINANCIAL REPORT**

2013-2018 PROGRAM CONTRACT FINANCIAL STATUS

- Lisette gave a quick review of the financial spreadsheet.
- It was noted that there are anticipated funds to be remaining in the Dirt & Gravel Roads Program that must be spent by June 30<sup>th</sup> 2019.

2018-2023 PROGRAM CONTRACT FINANCIAL STATUS

- Lisette gave a quick review of the financial spreadsheet which indicated the allocation amounts available to spend in 2018-2019.

**V. OTHER BUSINESS**

VENANGO POLICIES AND PROCEDURES UPDATE

- Lance provided a copy of the 2018 QAQC Review report.
- The QAQC report included recommendations of updates that should be made to the Venango program policy.

**Tom made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & Procedures per the QAQC Report recommendations. Greg seconded the motion. The motion carried.**

#### STANDARD FOR FILL MATERIAL

- Lance reported that the Statewide Policy and Planning Committee for the Dirt and Gravel Roads program is asking districts to adopt a standard for fill material as a result of a law suit in a district where fill material was crumbling and failing.
- Lance said the Center would be releasing guidance on a standard soon and he will present it at the next Venango DGLVR QAB meeting for consideration.

#### AUTHORITY TO DESIGNATE UNSPENT FUNDS FROM PREVIOUS GRANT AGREEMENT

- Lance reminded the group that the district anticipates that there will be funds left to be spent in the Dirt and Gravel Roads Program from the previous grant agreement.
- The funds must be spent by June 30, 2019.
- Lance requested that the QAB recommend to the VCD Board to award authority for staff to designate the unspent funds without the need for QAB recommendations.

**Mark made a motion to recommend to the VCD Board of Directors to authorize the VCD staff to designate any unspent funds from the 13-18 DGLVR Agreement without first obtaining recommendations from the Venango DGLVR QAB. Tom seconded the motion. The motion carried.**

#### DSA BULK BIDDING

- Lance reported that there were challenges to the placement of this year's DSA that has prompted the Center to recommend some ideas for changes to future bidding documents.
- Additional language to the DSA bulk bidding documents could now include contractor penalties for failure to meet the municipality placement schedule and to make the last day to place DSA in September rather than early October.
- Lance reported that this year's DSA placement contractor utilized their in-house nuclear tester on some of this year's projects and asked for QAB input on the idea of an in-house tester versus an independent tester.

**Tom made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & to include a policy that a DSA placement contractor may not provide in-house nuclear testing, but an independent tester must be used instead. Greg seconded the motion. The motion carried.**

#### VI. REVIEW AND RANKING LOW VOLUME ROADS PROGRAM APPLICATIONS

##### OAKLAND TOWNSHIP – GRESHAM ROAD

- Ranking Score - 56
- It was noted that available funding would not cover the requested amount for this project.
- It was noted that the request for funding to pay for engineering exceeded the 10% amount allowed for that type of expense.
- The group forwarded no recommendation to the VCD board to fund this project.

**VII. REVIEW AND RANKING OF DIRT AND GRAVEL ROADS PROGRAM APPLICATIONS**

FY 18-19 DGR PROGRAM APPLICATIONS RANKED AS FOLLOWS

- Canal Township, McCune Road – 167
- Cherrytree Township, Pastorius Road – 76
- Clinton Township, Dog Hollow Road – 99
- Clinton Township, Phipps Road – 105
- Cornplanter Township, McFate Road – 139
- Irwin Township, Old Beech Road – 93
- Oakland Township, Davis Road – 102
- Pinegrove Township, Burns Road – 152
- Richland Township, Dotter Road – 122
- Rockland Township, Dotter Road – 154
- Victory Township, Dennison Run Road - 95

**Tom made a motion to recommend to the VCD Board of Directors to award funding to Canal, Rockland, Pinegrove, Cornplanter and Richland Townships for their FY 18-19 projects and to offer Clinton Township \$60,000 to put toward their Phipps Road project. Mark seconded the motion. The motion carried.**

**VIII. ADJOURNMENT**

**Mark made a motion to adjourn. The meeting adjourned at 12:58pm.**