VENANGO DIRT GRAVEL AND LOW VOLUME ROADS

QUALITY ASSURANCE BOARD MEETING

November 7th, 2019

PRESENT

BOARD: Tim Davis, USDA NRCS Mark Kerr, PAFB Dan Rockwell, OCTU Alternate Tom Young, OCTU Lance Bowes, VCD

PROGRAM STAFF: Lisette Lane, VCD Jane Price, VCD

COOPERATORS: Hilary Buchanan, VCRPC

1. **CALL TO ORDER**

**Lance called the meeting to order at 10:40am.**

1. **PUBLIC COMMENT**

There was no public comment.

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

NOVEMBER 6, 2018 MEETING

* Lance asked that the minutes be changed for the motion under Other Business.
	+ Dan did not make the motion – Tom made the motion

**Tom made a motion to approve the November 6, 2018 meeting minutes with the changes above. Mark seconded the motion. The motion carried.**

1. **NEW BUSINESS**

VENANGO POLICIES AND PROCEDURES UPDATE

* Lance provided a copy of a draft of a proposed policy change for group review.
* The policy change would be the following:
	+ The Venango Conservation District QAB recommends to the Venango Conservation District Board to, at a minimum, follow the policies of the Pennsylvania State Conservation Commission Dirt, Gravel and Low Volume Road Maintenance Program Manual, dated July 1, 2019. These policies can be found in chapter 7 of the manual and specifically in 7.2. Additional policies may be recommended to the Venango Conservation District by the QAB.
	+ At the November 7, 2019 meeting, the QAB recommended that the Venango Conservation District set a local policy for the placement of DSA in Venango County. No DSA material should be placed on a project site before May 1st or after September 30th in any year of a current or extension. The extension may be granted provided that it does not exceed the program’s two-year fiscal spending requirement of funds granted to the district.

**Tom made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & Procedures DSA policies as above. Mark seconded the motion. The motion carried.**

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

FY 18-19 DGR PROGRAM APPLICATIONS RANKED AS FOLLOWS

* Cherrytree Township, Pastorius Road – 151
* Cornplanter Township, Union Street – 142
* Frenchcreek Township, Deer Creek Road – 97
* Irwin Township, Kerr Road – 114
* Irwin Township, Old Beech Road – 133
* Oakland Township, Davis Road – 133
* Pinegrove Township, Marsh Hollow Road – 178
* Victory Township, Fisherman’s Cove Road - 100

**Tom made a motion to recommend to the VCD Board of Directors to award funding to Canal McCune Road, Cornplanter McFate Road, Pinegrove Burns Road and Rouseville Bankson Road as auto-funded phase II projects. The motion additionally recommends to the VCD Board of Directors to award funding to Pinegrove and Cherrytree Townships for their FY 19-20 projects and to offer Cornplanter Township $60,000 to put toward their Union Street project. If Cornplanter were to decline, then to offer funding to Irwin or Oakland Township and so on down the ranking list. Tim seconded the motion. The motion carried.**

1. **REVIEW AND RANKING LOW VOLUME ROADS PROGRAM APPLICATIONS**

FY 19-20 LVR PROGRAM APPLICATIONS RANKED AS FOLLOWS

* Canal Township, Old 322 – 123
* Oakland Township, Davis Road – 142
* Rouseville Borough, Hiland Avenue - 164

**Tom made a motion to recommend to the VCD Board of Directors to award funding to Rouseville and Oakland Townships for their FY 19-20 projects. Tim seconded the motion. The motion carried.**

1. **OTHER BUSINESS**

AUTOMATIC FUNDING FOR PHASE II PROJECTS

* Tom addressed concerns that a large amount of the annual allocation to Venango County for funding projects is being used up by second phase automatically funded projects.

**Tom made a motion to recommend to the VCD Board of Directors to only automatically fund phase II projects if they are DSA placement only. Tom’s motion went on to recommend to the VCD Board of Directors to discontinue other automatically funded phase II projects and to add a ranking item of an additional 10 points to a phase II or later projects. Mark seconded the motion. The motion carried.**

1. **ADJOURNMENT**

**Mark made a motion to adjourn. The meeting adjourned at 1:25pm.**