

# BRADFORD COUNTY CONSERVATION DISTRICT

Stoll Natural Resource Center  
200 Lake Road, Suite E, Towanda, PA 18848  
Telephone (570)485-3144

## December 2025 MEETING

The December 2025 meeting of the Bradford County Conservation District was called to order by Keith Heimbach, Chairperson of the BCCD, on December 8, 2025, at 12:30 PM, at the Stoll Natural Resource Center, Wysox, PA.

District Directors attending the meeting were: Keith Heimbach, Daryl Miller, Alvin Herman, Brian Zeidner, Tony Ventello and Robert Miller.

Others attending the meeting were: Leslie Bresee – Guest, John Sullivan – Associate Director, Joe Quatrini – District Manager, Kevin Brown – Ag. Team Leader, Miranda Neville – Ag. Resource Specialist, Glenn Bell – Ag. Resource Specialist, Melissa Faughnan – Dirt & Gravel Roads Specialist, Patrick Cullen – District Engineer, Lacy Powers – Conservation Technician, Brad Cummings – Conservation Technician, Jonathan VanNoy – Natural Resource Specialist, Tim Robson – Dirt & Gravel Roads Specialist, Adam Chorba – Forest Specialist, Jennifer Johns – Natural Resource Specialist, Jolie Coates – West Nile Virus Coordinator, Jenny McNeal – Account Supervisor, and Rachael Fish – DEP Conservation Field Rep

Daryl Miller made a motion to accept the November 2025 minutes as written. Rob Miller seconded the motion, and it was unanimously passed.

### **REPORTS FROM COOPERATING AGENCIES AND GUESTS:**

Commissioners' Office – Daryl Miller states that a ribbon cutting ceremony was held for a bridge opening in Herrickville. There has been a lot interest and inquiries about large data centers being developed in the County.

Claverack – Brian Zeidner stated that there have been some staffing changes with the growth of the fiber company. Work is being done on a new and improved website.

Commission Report – Field Representative - a handout of the December 2025 DEP Conservation District Field Rep Talking Points was handed out and discussed.

NRCS – Chad Spencer submitted a statement that the new deadline for EQIP was January 15<sup>th</sup>, and end of year payments were their main focus.

### **OLD BUSINESS:**

Director Terms Expiring – Keith, Brian, and Daryl have terms expiring in December.

Manchester Scholarship – Camille McRoberts and Masie Neuber have been selected to receive \$2,000 each. These will be awarded on December 29 at 10:00 at the Stoll Natural Resource Center.

## **COMMITTEE REPORTS:**

Education and Outreach Committee – Miranda Neville gave an update from the November 11<sup>th</sup> meeting. The Farmer's Resource Expo will be held on January 23<sup>rd</sup> at Alparon Park. Fifteen vendors have committed along with two panel participants. Women in Ag will be held on April 10<sup>th</sup>. Earth Day will be held on May 2<sup>nd</sup>, and a Fishing Derby will be held on May 30<sup>th</sup> at Claverack Pond.

## **NEW BUSINESS:**

2026 Meeting Dates – January 5<sup>th</sup>, February 2<sup>nd</sup>, March 2<sup>nd</sup>, April 6<sup>th</sup>, May 4<sup>th</sup>, June 1<sup>st</sup>, July 13<sup>th</sup>, August 3<sup>rd</sup>, September 14<sup>th</sup>, October 5<sup>th</sup>, November 2<sup>nd</sup>, and December 7<sup>th</sup> will be the Board Meeting dates for 2026. Al Herman made a motion to approve the dates as listed. Brian Zeidner seconded the motion. It passed unanimously.

Building and Grounds Feasibility Study – Daryl Miller made a motion to accept the revised proposal from AJH Design in the amount of \$24,500 to allow them to proceed with the study. Brian Zeidner seconded the motion, and it passed unanimously. The anticipated completion time is three months.

Accounts – Brian Zeidner made a motion to add Joe Quatrini as point of contact on the Voyager Account with Keith and Daryl as additional contacts. Rob Miller seconded the motion, and it passed unanimously.

Watershed Specialist – Daryl Miller made a motion to designate Lacy Powers as the Watershed Specialist. Tony Ventello seconded the motion, and it passed unanimously.

Right to Know – Al Herman made a motion to appoint Joe Quatrini as the Open Records Officer with Breanna Ameigh as the alternate. Daryl Miller seconded the motion, and it passed unanimously.

Envirothon Donation – Rob Miller made a motion to donate \$500 to the PA Envirothon Scholarship Program. Brian Zeidner seconded the motion, and it passed unanimously.

Associate Directors – Daryl Miller made a motion to approve Les Bresee and Rich Gulyas as associate directors. Tony Ventello seconded the motion, and it passed unanimously.

BioBase Subscription – Brian Zeidner made a motion to renew the BioBase Subscription to be used for bathymetric surveys. The cost is \$2,789.10 and District Project funds will be used. Tony Ventello seconded the motion, and it passed unanimously.

## **OTHER:**

CDFAP Reimbursements – FY 2025-2026 funds will be at originally budgeted amounts.

## **PROGRAM UPDATES:**

Nutrient Management Plan – None

Ag Land Preservation – The Ag Land Preservation Board recommends nomination of Bill Franklin (elected official) and Eugene Martin (Farmer) as Directors of the Ag Land Preservation Board. Brian Zeidner made a motion to approve Bill Franklin and Eugene Martin to the Ag Land Preservation Board. Al Herman seconded the motion, and it passed unanimously.

Low Volume Road Contracts – Al Herman made a motion to approve a contract with Canton Borough on Upper Mountain Road in the amount of \$67,185.45. Rob Miller seconded the motion, and it passed unanimously.

DGLVR QAB Meeting – The QAB meeting was held on November 4<sup>th</sup>. Rob Miller made a motion to approve the minutes of the meeting. Brian Zeidner seconded the motion, and it passed unanimously. Brian Zeidner made a motion to accept the policy changed recommended by the QAQC report. Tony Ventello seconded the motion, and it passed unanimously. Al Herman made a motion to approve the purchase of a Buffalo Turbine leaf blower using unencumbered Dirt and Gravel Roads Program funds. The cost is \$8,265.00 and the leaf blower will be loaned to municipalities. Brian Zeidner seconded the motion, and it passed unanimously.

ACAP Update – Applications are due by the end of February 2026, and rankings will be done in March. Brian Zeidner made a motion to approve the recommended changes to the ACAP ranking form. Al Herman seconded the motion, and it passed unanimously.

Treasurer's Report – Daryl Miller made a motion to accept the treasurer's report and pay the bills. Brian Zeidner seconded the motion, and it was unanimously passed.

Correspondence – A summary of correspondence received was provided at the meeting.

The meeting was adjourned at 1:36 PM by Keith Heimbach.

The next meeting of the Bradford County Conservation District will be held on January 5, 2025, at 12:30 PM at the Stoll Natural Resource Center and via Zoom.

Respectfully submitted,  
Jenny McNeal  
Accounts Supervisor

# December 2025 Conservation District Field Rep Talking Points

## **2026 Conservation District Director Nominations**

Information packets for 2026 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers in August. District managers are encouraged to contact chief clerks to discuss the 2026 nomination process and to answer questions regarding vacancies on their board. Appointments are due to the State Conservation Commission by December 15. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process. **Completed Director Appointment Submission Forms should be emailed to the SCC [ra-agccmain@pa.gov](mailto:ra-agccmain@pa.gov).**

## **2026 Virtual Annual Watershed Specialist Meeting**

The Watershed Specialist Annual Meeting will be held virtually on **February 3<sup>rd</sup>-4<sup>th</sup>, 2026** for two half-day sessions. This meeting has been arranged in place of the mandatory in-person October 2025 meeting. On the first half-day we will be discussing process and procedures related to reimbursement requests and associated paperwork for the Growing Greener and Watershed Specialists grants. We are requiring that **anyone involved in the administration of these programs and the associated paperwork attend the meeting on the first-half-day**. We will be sending out registration in the near future. If you have any questions or comments, please feel free to contact Shane Kleiner at [shkleiner@pa.gov](mailto:shkleiner@pa.gov) or by phone at 570-826-2509.

## **2024 Conservation District Audits Due December 31**

Conservation District Annual Financial Audit Report are due no later than **December 31st**. Please be sure that your auditor is working on your audit and knows the deadline. Completed audits should be emailed to Jaci Kerstetter ([jackerstet@pa.gov](mailto:jackerstet@pa.gov)). Failure to have your audit report in on time may result in DEP and PDA withholding all CDFAP payments until the audit is received.

## **Manure Management Plan Administrative Completeness Review Guide**

Effective November 14<sup>th</sup>, 2025, DEP has updated its Manure Management Plan Administrative Completeness Review Guide. This document is a checklist that is intended to help the plan reviewer to ensure that all applicable aspects of a Manure Management Plan are included in the plan that is being reviewed. This most recent update added a new line to item number 6 of the checklist. This new line is intended to remind the reviewer that if Nutrient Balance Sheets or the P-index were used to determine manure application rates in the plan, then the printouts of those should be included with the plan. This update was made to help clarify for plan writers and reviewers that those printouts are required to be included.

The updated Review Guide can be found in 3 places. The first is on DEP's eLibrary. The document can also be found on Clean Water Academy in the Agriculture section of the Resources tab, and it can be found on the Manure Management Plan Workbook course page as well. For any questions, please contact Nathan Radabaugh of DEP's Agriculture Compliance Section.

## **Chapter 105 Program**

**2026 Aquatic Resource Restoration Conference** – Reminder to [register for the conference](#). The purpose of the conference is to facilitate knowledge transfer among scientists, regulators, and practitioners involved in aquatic resource restoration work in a scientifically sound manner using an evidence-based approach in recognition of modern constraints that results in the restoration of resilient aquatic resources. The [final agenda](#) is now posted. Attendees may earn 5 PDH or CEUs per day for a total of 10 PDHs or CEUs for attending.

**PA Centric Webinar on New NRCS Manual** - Hydric Soils of Problematic Conditions and Altered Materials - PA DEP invites all state federal and local governments involved in wetland identification and hydric soil identification to participate in a webinar on the USDA NRCS' new compendium of [Hydric Soils of Problematic Conditions and Altered Materials](#) on **Tuesday, December 16, 2025 from 10am to 11:30am**. This manual, released earlier in 2025, references our current understanding of problem conditions and altered soil scenarios which can cause difficulty in hydric soil identification and it also provides solutions to address these circumstances. Aaron Miller, an NRCS soil scientist, member of the National Technical Committee for Hydric Soils, and author of this publication, will present on this manual and explain its purpose and use, and discuss specific components of this manual most applicable to Pennsylvania. Please share this with other government organizations who may benefit

**Audience:** This webinar is only for state, federal, or local government organizations performing wetland identification and regulation work in Pennsylvania.

**Register:** [REGISTER FOR THE WEBINAR HERE](#)

**Recording:** This webinar will be recorded for retention and viewing on Clean Water Academy.

**Webinar on Guidance for completing Wetland Determination Forms with review considerations** - The Bureau of Waterways, Engineering and Wetlands, in collaboration with the U.S. Army Corps of Engineers – Baltimore District, is pleased to announce a webinar on **December 16th, from 1:30 PM to 2:30 PM**, focusing on providing guidance for completing the Wetland Determination Form, as well as key review considerations. This webinar is open to all Federal and State wetland regulatory agencies. This webinar session will be followed by a Q&A. This is an invaluable opportunity to have your specific concerns addressed by a leading wetland expert, Frank Plewa, a Wetland Specialist from the U.S. Army Corps of Engineers – Baltimore District's Regulatory Program. Mr. Plewa brings an unparalleled wealth of knowledge to this session, with over 41 years of field experience spanning Pennsylvania, Maryland, and neighboring mid-Atlantic states. Throughout his career, he has performed thousands of delineations and jurisdictional determinations and has conducted hundreds of wetland identification trainings and seminars.

**Audience:** This webinar is only for state, federal, or local government organizations performing wetland identification and regulation work in Pennsylvania.

**Register:** [REGISTER FOR THE WEBINAR HERE](#)

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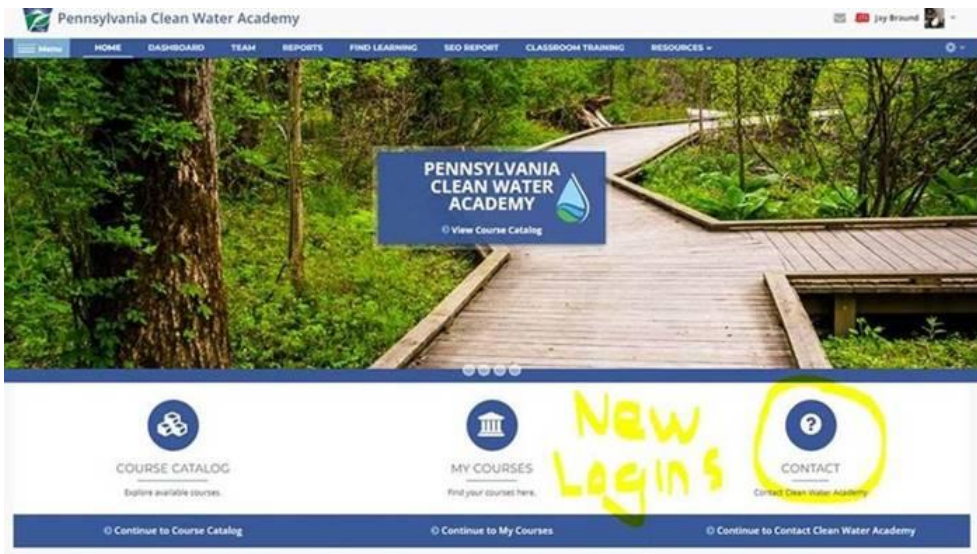
## **Chapter 102 Program**

**Bureau of Clean Water (BCW) Staff Changes** – Due to staff retirement and extended leave, BCW asks that all E&S questions temporarily be sent to the Chapter 102 Resource Account ([RA-EPCHAPTER102@pa.gov](mailto:RA-EPCHAPTER102@pa.gov)) to ensure a prompt response.

**District Fee Schedules** – CCDs are reminded to review their fee schedules and revise any verbiage that indicates “permit review” or “plan review” fees to “service fees”. This terminology switch is more indicative of the process and services that CCDs provide over the life of a permit, from application submission to permit termination. It also clarifies why applicants are still required to pay district fees even when they use SPEED for permit review. Adding an explanation statement or disclaimer to the fee schedule is not adequate unless you’ve also changed the terminology used. When updating this terminology, please be sure it is changed on all webpages, forms and instructions.

## **Clean Water Academy**

**To create a Clean Water Academy login:** go to the CWA homepage and click the CONTACT button. Then press REQUEST NEW ACCOUNT. See photo below. Staff is available to address all requests. Please allow 1 to 3 days to process your request.



**Updates to your existing CWA Account?** Molly Bengs will provide support if you need to update your CWA user profile. Please contact Molly at [mbengs@pacd.org](mailto:mbengs@pacd.org) for any of the following CWA needs; last name changes, email changes, conservation district county changes, troubleshooting, CWA Teams Tab updates etc.

## **Chesapeake Bay**

### **CAP 2025 Annual and 2-Year Milestone Updates**

Thank you to all the counties that have submitted their annual progress reporting and any two-year milestone updates (submissions due on December 1, 2025). Once the reporting process has concluded, these documents will be made available on DEP’s [Phase 3 Watershed Implementation Plan website featuring Countywide Action Plans](#).

## **CAP Grant Application**

The CAP Grant closed on October 31, 2025. The Chesapeake Bay Watershed Restoration Division is anticipating that the latest CAP grant round will be awarded and announced in December 2025.

## **Chesapeake Bay Watershed Restoration Division Annual Report**

The [2024 Annual Report](#) includes highlights from successful projects and programs that have invested in clean water quality work throughout Pennsylvania's portion of the Chesapeake Bay watershed. It provides an overview of the large monetary investment made throughout the Pennsylvania portion of the Bay watershed between 2020 and 2024 showing how that investment translates to acres of conservation projects and thousands of trees planted. The report also discusses Pennsylvania's rapid delisting strategy, DEP's Clean Water Progress Teams initiative, and what to expect moving beyond 2025 (a notable milestone year for the Phase 3 WIP). Additionally, the report features CAP-funded projects that improve water quality in various sectors: agricultural, natural, and urban.

## **Dates to Remember**

**SCC Conference Call** .....Dec. 16 .....8:30 – 10:00 AM

## **2026 State Conservation Commission Meeting and Conference Call Dates**

January 20, 2026 \*

February 17, 2026 – (Conference call) \*\*

March 17, 2026 \*

April 23, 2026- (Conference call) Thursday \*\*

May 19, 2026 \*

June 18, 2026- (Conference call) Thursday \*\*

July-Joint annual conference hold Wednesday and Thursday – 22 & 23 (23rd for tentative SCC meeting) \*

August 18, 2026 - (Conference call) \*\*

September 8, 2026 \*

October 20, 2026- (Conference call)\*\*

November 17, 2026 \*

December 15, 2026- (Conference call)\*\*

\*SCC Meetings – 9:00 am Briefing Session, 10:00 am Business Meeting

\*\*SCC Conference Calls – 8:30 – 10:00 AM

**Also**, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org). Select the "Events" tab and then the "Training Calendar" tab.

# ENVIRONMENTALLY SENSITIVE MAINTENANCE OF DIRT, ~~AND GRAVEL, AND LOW VOLUME~~ ROADS BRADFORD COUNTY CONSERVATION DISTRICT PROGRAM POLICIES

(Updated ~~June 3, 2024~~ December 1, 2025)

## APPLICATIONS:

1. Initial applications will be solicited from qualifying entities and submitted to the Conservation District. Applicants may submit a maximum of 2 applications per year. (QAB 5/28/24 and Board 6/3/24)
- ~~2. Applications that are not completed in full will be rejected. (QAB 12/18/14 and Board 1/5/15)~~
3. Applications will be accepted from qualifying applicants from April 1<sup>st</sup> thru April 30<sup>th</sup> each year. (QAB 5/28/24 and Board 6/3/24)
4. Applications will be accepted for originally identified sites or sites that impact water quality as verified by a QAB representative. (QAB Minutes, 5/29/18)
- ~~5.~~ Applications will be finalized based on results of a field visit by a QAB representative. (QAB 5/28/24 and Board 6/3/24)
- ~~3.~~ Applications must be re-submitted each year. Written requests to reconsider a previous year's application will no longer be accepted. (QAB and Board 6/04)
- 4.7. To qualify for application submission, an individual in charge of work plan development and/or project implementation for the applying entity must have attended the Environmentally Sensitive Maintenance of Dirt, Gravel, and Low Volume Roads Training within five (5) years of the application date. Applications that do not meet this criterion will be rejected. (QAB and Board 2/1/16)
- ~~5.~~ Stream Crossing replacements will not be funded through the Program. The applicant is required to address the stream crossing problem before funds are allocated for the road project. (QAB 5/28/24 and Board 6/3/24)
- ~~6. Applications that are not completed in full will be rejected. (QAB 12/18/14 and Board 1/5/15)~~
- 7.9. District staff will notify applicants of any rejected applications within 5 business days of receiving the application. Applicants will have 10 business days to return a complete and corrected application to qualify for consideration. (QAB and Board 6/04)
- ~~8. Applications will be accepted for originally identified sites or sites that impact water quality as verified by a QAB representative. (QAB Minutes, 5/29/18)~~
- 9.10. Maintenance is the responsibility of the applicant. The program will not allocate maintenance assistance through funding but will offer technical assistance. (QAB and Board Minutes 9/04)

## RANKING CRITERIA:

12/5/2025

[https://usdagcc-my.sharepoint.com/personal/breanna\\_ameigh\\_pa\\_nacdnet\\_net/Documents/Documents/Board Meeting/2025/December 2025/DGLVR Policy Manual \(12-1-2025\)\\_DRAFT.doc](https://usdagcc-my.sharepoint.com/personal/breanna_ameigh_pa_nacdnet_net/Documents/Documents/Board Meeting/2025/December 2025/DGLVR Policy Manual (12-1-2025)_DRAFT.doc)

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1. A field visit by a qualified QAB representative will be conducted to evaluate stream impact (such as sediment delivery) and to discuss the feasibility and/or practicality of the applications. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
2. QAB will rank all applications for contracting priority. (QAB Minutes, 10/23/98; Board Minutes, 11/98) The QAB will have evaluated and assigned a funding order to that year's applications for action by the District Board by the scheduled June District Board meeting. (QAB 6/05, Board 6/27/05)
3. First time applicants will receive 10 bonus points to be added to their adjusted score. (QAB 5/19 and Board 6/19).
4. Only one project per applicant per year will be contracted, (QAB Minutes, 7/30/01) unless all requests have been filled. (QAB and Board 6/04)
5. No applicant may have multiple open contracts from a previous year's allocation. Contract(s) must be completed by September 1<sup>st</sup> of the new application year before consideration will be given for a new contract. (QAB 1/14, Board 2/3/2014)
6. The original environmental scoring system, as developed by the Dirt and Gravel Program, will be used to establish a priority list for applications. (QAB Minutes, 7/2/01, 7/30/01, and Board Minutes, 7/01, pg. 2)
7. The environmental evaluation considers road sediment in stream, wet site conditions, road surface material, road slope, road shape, slope to stream, distance to stream, outlets to stream, outlet stability, road ditch stability, road bank stability, and average canopy cover. This evaluation will prioritize applications from the worst environmental pollution potential first to the least potential last. (QAB Minutes 7/2/01) (Board 6/04)
8. In the case of a tie, in-kind contributions will be the deciding factor. (QAB Minutes, 7/30/01 and Board 6/04) If no in-kind is required due to a stream crossing replacement, the higher applicant costs associated with the stream crossing will be the deciding factor (including, permitting and engineering, materials, labor, and equipment). (QAB 5/28/24 and Board 6/3/24)
9. An additional .5 ranking points will be awarded to the applicant for each additional 1% of in-kind contributions committed above the required minimum 10% (all percentages will be rounded off to the nearest whole number). (Committed In-kind EQUALS Total In-kind \$ DIVIDED by Total Project \$) (QAB 11/17/06 and Board 12/4/06) Where in-kind requirements have been waived due to stream crossing replacement, bonus points will be awarded at .5 points per every 1% in-kind contribution if the applicant plans to contribute materials, equipment, or labor in addition to completing the stream crossing replacement. This option must be clearly noted on any application where in-kind requirements are to be waived. (QAB 5/28/24 and Board 6/3/24).
10. Applicants must maintain all projects to the standards set forth by the QAB as outlined in the BCCD Dirt & Gravel Roads Program Maintenance Policy to be eligible for future contracts. (QAB 5/28/24 and Board 6/3/24)
11. Applicants agreeing to complete a stream crossing project on their own meeting Bradford County design criteria, as determined by a qualified QAB representative, will receive 5 bonus points to be added to their adjusted score. (QAB 9/29/22 and Board 10/3/22)

## **CONTRACTING WITH THE APPLICANT:**

12/5/2025

[https://usdagcc-my.sharepoint.com/personal/breanna\\_ameigh\\_pa\\_nacdnet\\_net/Documents/Documents/Board Meeting/2025/December 2025/DGLVR Policy Manual \(12-1-2025\)\\_DRAFT.doc](https://usdagcc-my.sharepoint.com/personal/breanna_ameigh_pa_nacdnet_net/Documents/Documents/Board Meeting/2025/December 2025/DGLVR Policy Manual (12-1-2025)_DRAFT.doc)

1. Contracting will start with the #1 funding ranked application and continue down the list as funding permits. No contract will be authorized prior to the District receiving funds for implementation of the program. (QAB and Board 2/1/16)
2. All contract proposals will be checked for mathematical errors and expense eligibility by a qualified QAB representative prior to contract execution. (QAB 7/17/06 and Board 8/7/06)
3. As part of the design and contracting phase of each project, the staff will develop a materials / quantities list to assist the applicant in preparing contract figures. (QAB 11/17/06 and Board 12/4/06)
4. The applicant is to be contractually responsible to provide inkind contributions at minimum of 10% of the total project costs. (Inkind % = Inkind \$ ÷ Total \$) (QAB 11/17/06 and Board 12/4/06)
5. Applicants will be contractually responsible for a minimum of the inkind percentage (Inkind \$ amount divided by Total \$ amount) as submitted in the application. (QAB 7/17/06 and Board 8/7/06)
6. In-kind contributions will be waived for those applicants who have completed a stream crossing project on their own meeting Bradford County design criteria as determined by a qualified QAB representative. (QAB 9/29/22 and Board 10/3/22)
- ~~6-7.~~ Applicants awarded contracts will be notified. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
- ~~7-8.~~ All environmental needs must be considered before contract can be finalized. (QAB Minutes, 9/03) (QAB and Board 6/04)
- ~~8-9.~~ Grantees are responsible for securing all Right-Of-Way agreements prior to contract execution. (QAB 7/16/06 and Board 8/7/06)
- ~~9-10.~~ Contracts will be for a one year period unless extended through documented approval by two QAB members and the assigned district staff person working on the contract at the written request of the grantee detailing reasoning for the request and the proposed length of extension (QAB 6/05, Board 6/27/05). *(requests and approvals will be documented on a standard form developed by the staff and kept in the official project file)* (QAB and Board 6/04)
11. A maximum one-year extension is available upon request with QAB and District Board approval. (QAB 5/21/2020 and Board 6/1/2020)
- ~~10-12.~~ Contracts may be modified through the documented approval by two QAB members and the district staff person working on the contract at the written request of the grantee detailing any requested alterations. (QAB 6/05 and Board 6/27/05) *(requests and approvals will be documented on standard forms developed by the Center for Dirt and Gravel Roads and the BCCD and kept in the official project file)* (QAB and Board 2/1/16)
- ~~11. A maximum one-year extension is available upon request with QAB and District Board approval. (QAB 5/21/2020 and Board 6/1/2020)~~
- ~~12-13.~~ The Environmentally Sensitive Maintenance of Dirt and Gravel Roads Bradford County Conservation District Program Policy Manual is to be included with all project contracts as Attachment ED. (QAB 11/17/06 and Board 12/4/06)
- ~~13. In-kind contributions will be waived for those applicants who have completed a stream crossing project on their own meeting Bradford County design criteria as determined by a qualified QAB representative. (QAB 9/29/22 and Board 10/3/22)~~

12/5/2025

## CONSTRUCTION:

1. Grantee must notify the Conservation District 10 days prior to starting construction of the project. (QAB and Board 2/1/16)
2. If needed with a written request, advance payment of up to 50% of the contract amount will be made to the grantee after a required pre-construction meeting. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
3. Any and all permits required to construct the designed project will be obtained by the grantee prior to the release of any funding from the program. (QAB 7/17/06 and Board 8/7/06)
4. No funds will be released to the grantee until a pre-construction meeting has occurred between applicant and QAB representative. (QAB and Board 6/04)
5. For municipal projects, all written notifications will be mailed to the sponsoring township supervisors and not solely the individual responsible for the implementation of the contract. For other qualifying entities notifications will be mailed to the appropriate administrator. (QAB 12/18/14 and Board 1/5/15)
6. All projects are required to obtain an inspection, by a qualified QAB representative, and written certification of the correct and effective installation of all components of the environmentally sensitive design prior to the placement of DSA to qualify for DSA cost share. (QAB 7/17/06 and Board 8/7/06)
7. A qualified QAB representative will approve all materials and methods of construction. A qualified QAB representative will also be on site during delivery of the first load of DSA to ensure the material meets Program specifications. (Board Minutes, 7/00, pg. 2)
8. When the delivered material is in question, a sample of driving surface aggregate will be taken from each project directly from the truck. If there appears to be a change in material composition, a second sample will be taken and archived. Required certification of materials will accompany the delivery of the first load. (QAB Minutes, 4/13/01) (Board 6/04)
9. DSA placement of 500 tons or more must be placed by a motor paver. DSA placement of less than 500 tons may be paver placed or placed by tailgating and then groomed with a road grader equipped with a carbide-tipped grader blade. (QAB 11/4/2025 and Board 12/1/2025)
- ~~9. DSA material may only be laid with a paver capable of meeting program standards; if this method is not practical other methods may be utilized upon approval of a qualified QAB representative. (QAB 12/18/14 and Board 1/5/15)~~
10. Grantees may request limestone DSA without question when projects are located within the boundaries of the Schrader Creek Watershed to facilitate the improvement of acid mine drainage and atmospheric acid deposition. (QAB 7/17/06 and Board 8/7/06)
11. The District will maintain a cash reserve in the local program of \$25,000.00 to cover any unanticipated costs to the projects. (QAB Minutes, 7/30/01) (Board 6/04)
12. Trucks without tarps are ineligible to deliver any aggregates for Dirt and Gravel Road Program Projects. If a truck attempts to deliver material that has not been tarped it may be refused. (QAB and Board 6/04)
13. Grantees must inform the Conservation District as to which DSA supplier will be utilized 30 days prior to the placement of DSA. (QAB 12/18/14 and Board 1/5/15)

12/5/2025

14. Dirt and Gravel Road Program Funds will not cover costs associated with the testing and shipping of DSA. (QAB 1/4/17 and Board 1/9/17)

14.15. No Program funds will be allocated for asphalt, “tar and chip”, “chip seal”, bitumen, concrete, or other asphalt-like coating. (Board 1/5/15)

## **CERTIFICATION & PAYMENT:**

1. A qualified QAB representative will certify the completion of the project based on a final inspection completed with the grantees’ authorized project representative (through the filing of a “Project Completion Report.”) (QAB Minutes, 10/23/98; Board Minutes, 11/98) (QAB 12/18/14 and Board 1/5/15)
2. Receipts must be received, compiled, and summarized by the grantee prior to submission to the District, after final certification, for final payment accompanied by the “Project Completion Report”. No payment can be authorized after the contract end date. (QAB Minutes, 6/23/98) (Board 6/04)
3. Project completion report and all required documentation, must be submitted to the District prior to project end date. (QAB and Board 6/04)
4. Final payment will be approved at an advertised District Board meeting after final QAB representative approvals. (QAB Minutes, 10/23/98; Board Minutes, 11/98)

## **MAINTENANCE**

1. Grantees will be required to maintain the original project objectives and functions for a period of 10 years.
2. Grantees must contact Conservation District staff prior to (when applicable) or after a significant alteration or disturbance of the site within the 10-year maintenance period to be sure changes are consistent with program goals.
3. The Conservation District Staff will conduct a full inventory of each completed project every two years in order to assess the continued functions of the project.
4. Projects will be evaluated on a scale of 1 to 4 with 4 being excellent, for the following criteria: functional road shape / surface drainage, continued mitigation of water quality impacts, continued effectiveness of road drainage, proper maintenance of driving surface aggregate, maintenance of original project practices and features, and continued overall project function.
5. Those project sites that receive a score of 2 or less for "Continued Mitigation of Water Quality Impacts", or a score of 2 or less as a “Project Average Score” (the average of the scores for all 6 criteria), will be re-evaluated by a second staff person and at least one QAB member to confirm scoring.
6. Grantees will be notified of results and can request Conservation District staff assistance with improvements to be sure maintenance activities are consistent with program goals.

12/5/2025

7. Grantees will have one year to make necessary improvements. If the Municipality grantee fails to make the improvements within this timeframe it will be ineligible for future project funding until identified improvements are made and verified by the District.
8. Projects damaged by significant wet weather events or other “acts of God” and awaiting emergency repair funds or permits for restoration will be exempt from the maintenance policy penalties.
9. If any completed projects are significantly altered by another project or agency the grantee is still responsible for maintaining the project to the maintenance standards above.

## **OTHER REQUIREMENTS:**

1. Any and all other program guidelines and policies as set by the Pennsylvania State Conservation Commission, written and un-written, will be followed. This includes all guidelines and policies that may be initiated after the date of this policy manual.
2. Correspondence on program updates shall be sent to all municipalities and eligible agencies. (QAB 11/4/2025 and Board 12/1/2025)
3. No district director, QAB member, or District Employee shall, as a result of this program, be permitted to obtain financial benefits for himself/herself, a member of his/her family or a business with which he/she is associated. Understanding that this shall not preclude the payment of normal salary and benefits to employees provided in their normal course of employment. (QAB 11/4/2025 and Board 12/1/2025)
4. BCCD prohibits the use of materials or practices which are environmentally harmful or do not meet the program’s “non-pollution” standards as referenced in Section 9106 (f)(7) of the PA Motor Vehicle Code. (QAB 11/4/2025 and Board 12/1/2025)

12/5/2025

**Bradford County Conservation District**  
**Dirt and Gravel Roads Program**  
**Maintenance Policy**  
(Updated January 5, 2015)

**Overview:**

The Bradford County Conservation District provides significant funding each year to county municipalities and other qualifying entities to address identified water quality issues related to dirt and gravel roads and their maintenance. To qualify for these funds, each qualifying entity is required to attend a two-day training in environmentally sensitive maintenance (ESM) for dirt, gravel, and low volume roads, developed and held by the Center for Dirt and Gravel Roads. The funds are provided to demonstrate the economic and environmental values of these ESM principles not only-contributing to water quality impacts, but also in the hope of avoiding the degradation of other road sites. Maintenance is a key principle in both the training and site improvements. As an integral part of the program, Conservation District staff is available to assist municipalities in both maintenance of existing projects as well as any road maintenance sites. Considering this, the Conservation District is adopting the following policy to be incorporated in the contracts with qualifying entities for Dirt and Gravel Road Program projects:

**Maintenance**

1. Grantees will be required to maintain the original project objectives and functions for a period of 10 years.
2. Grantees must contact Conservation District staff prior to (when applicable) or after a significant alteration or disturbance of the site within the 10-year maintenance period to be sure changes are consistent with program goals.
3. The Conservation District Staff will conduct a full inventory of each completed project every two years in order to assess the continued functions of the project.
4. Projects will be evaluated on a scale of 1 to 4 with 4 being excellent, for the following criteria: functional road shape / surface drainage, continued mitigation of water quality impacts, continued effectiveness of road drainage, proper maintenance of driving surface aggregate, maintenance of original project practices and features, and continued overall project function.
5. Those project sites that receive a score of 2 or less for "Continued Mitigation of Water Quality Impacts", or a score of 2 or less as a "Project Average Score" (the average of the scores for all 6 criteria), will be re-evaluated by a second staff person and at least one QAB member to confirm scoring.
6. Grantees will be notified of results and can request Conservation District staff assistance with improvements to be sure maintenance activities are consistent with program goals.
7. Grantees will have one year to make necessary improvements. If the grantee fails to make the improvements within this timeframe it will be ineligible for future project funding until identified improvements are made and verified by the District.
8. Projects damaged by significant wet weather events or other "acts of God" and awaiting emergency repair funds or permits for restoration will be exempt from the maintenance policy penalties.
9. If any completed projects are significantly altered by another project or agency the grantee is still responsible for maintaining the project to the maintenance standards above.

12/5/2025

# ESTIMATE

BioBase LLC

1600 Division St #225

Nashville, TN 37203

info@biobasemaps.com

+1 (651) 204-0640

biobasemaps.com



## BRADFORD COUNTY CONVERSATION DISTRICT: Joe Quatrini

### Bill to

Joe Quatrini

200 LAKE ROAD, SUITE E

TOWANDA 18848 UNITED STATES

### Ship to

Joe Quatrini

200 LAKE ROAD, SUITE E

TOWANDA 18848 UNITED STATES

### Estimate details

Estimate no.: 2025218

Estimate date: 11/19/2025

Subscription(s) Start Date: 12/12/2025

Subscription(s) End Date: 12/12/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	12/12/2025	<b>EcoSound Habitat Plus</b>	All features of Habitat plans plus unlimited storage and advanced tools to give you a more complete picture of the waterbody you are managing	1	\$3,099.00	\$3,099.00
2.	12/12/2025	<b>Off Season Renewal Discount</b>	Off Season Renewal Discount	1	-\$309.90	-\$309.90
					<b>Total</b>	<b>\$2,789.10</b>

### Note to customer

Let us know If you have any questions sales@biobasemaps.com or 651-204-0640

Remittance Address for checks  
P.O. Box 290452  
Port Orange, FL 32129

SWIFT CODE - UPNBUS44  
Wire Routing Number - 062005690  
Account Number - 0346775846

Thank you,  
BioBase LLC

Accepted date

Accepted by

Bradford County Conservation District  
Quality Assurance Board (QAB)  
Meeting Minutes  
November 4, 2025

QAB members in attendance: Daryl Miller (Chairman, Commissioner/BCCD Rep.) Matt Williams (Progress Authority), Jeremy Yohe (PAFBC)

Staff in attendance: Joe Quatrini, Tim Robson, Melissa Faughnan

Meeting called to order at 10:26 am by Daryl Miller

**Discussion/Action Items**

\* Local policy changes were presented to the QAB based on recommendations from the 2025 QAQC final report and included:

- Combine 2 local policy manuals into 1
- Contracting: re-arrange for clarity
- Construction: re-word #9-DSA to meet current statewide policy
- Other Requirements: added 3 new policies to meet Equal Access, Conflict of Interest, and Non-Pollution Standards

After discussion, Jeremy Yohe made a motion to accept the policy changes as presented by staff. Matt Williams seconded the motion.

\* Staff presented a recommendation to purchase a leaf blower using program funds that BCCD would make available to loan to municipalities.

After discussion, Matt Williams made a motion for BCCD to purchase a Buffalo Turbine Cyclone PTO Debris Blower as proposed from Bradco Supply Co. utilizing unencumbered Dirt and Gravel Program funds. Jeremy Yohe seconded the motion.

**Updates**

- Review of 2025 QAQC Final Report
- Proposed Statewide Administrative Manual changes were discussed
- Education and Training updates
  - LTAP for municipalities
    - ~18 certified as Road Scholar 1
    - ~25-30 attended one or more of the 10 trainings
  - Administrative and Financial Trainings
    - Jenny, Tim, Melissa, Joe
    - Basic Administrative Training, Advanced Administrative Training, Financial Training
- Completed Stream Crossing Projects
  - 14 completed in 2025
  - Completed ~30 to date (2023-2025)
  - Matt Williams suggested we may want to have engineer complete NBIS project datasheet and keep information on file

Meeting Adjourned at 11:25 am

Next Meeting - TBD as needed