


OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION AND TOURISM

INTRAAGENCY CORRESPONDENCE

FIELD MEMORANDUM #2014-003

TO: Site Managers

FROM: Dianne Mouton-Allen 

DATE: June 5, 2014

RE: Chip Seal Program Procedures

The OSP Chip Seal Program was designed to address serious road conditions within the Office of State Parks. The need for repair of agency roads far exceeded the funding available to satisfy. The cost of the associated equipment was more than defrayed at the completion of the third job.

Criteria for Program Projects

Agency approved instruments are to be used in road assessments for program projects. The final criteria will be used to determine the following: (1) Project prioritization; (2) To create a better approach for assessment of agency roads for both Chip Seal projects and justification for Capital Outlay requests; (3) Project scheduling – the criteria will allow for flexibility in job scheduling in that there will be readily available assessments from which to coordinate program activities.

Chip Seal Program Teams

Assessment Team – Assigned to work together on road assessments. This team will perform assessments of agency roads, compile and submit the information to the Priority Committee.

Assessment Team Members:

Regional Team – Bill Roberts, Rick Seale, Tim Pampell, and Ric LeGrange

Program Team – Mickey Lewis and Tim Washam

Chip Seal Priority Committee Team – Will use information provided by the Program Team to determine priorities of Chip Seal Program projects.

Chip Seal Priority Team Members:

Dianne Mouton-Allen, Mitchell Aleshire, Mickey Lewis, Tim Washam, Richard Seale, Bill Roberts, Ric LeGrange, Tim Pampell

Staffing

The program manager will review upcoming projects to determine appropriate staffing levels. Once decided, that person will forward a staffing request to OSP Regional Managers noting the names of the persons recommended along with their proposed role for the associated project. The respective Regional Manager will then coordinate with site managers in staff scheduling.

The Chip Seal Program was designed to include ongoing training on related equipment and techniques. Project staffing is one way we ensure that program requirement. We make every effort to ensure that staff members from the site next in line for road repairs are involved in the current project.

Project Planning

A project planning meeting is required before commencement of each project. The meeting is to cover at least the following:

1. Project Goals – Identify the goals of the project based upon the completed assessment
2. Project timeline - Projected duration of the work
3. Contingency Plan – Discuss contingency plan(s) in the event of inclement weather, materials delay, etc.
4. Site-specific equipment needs
5. Work Team logistics/lodging
6. Project/Work Team scheduling

Special Meals

Work team meals will be provided via the Special Meals Request. The Project Manager will compile a list of work team members along with the estimated timeline for the project and submit to Carlette Davis at least three (3) weeks before the start of the project to ensure adherence to departmental guidelines.

Once proper agency authorization is acquired, the Program Manager will make sure that all departmental/agency guidelines are followed regarding meal purchases over the \$1,000 P-Card limit.

That procedure is to notify Gary Ramsey of the need to temporarily increase the card limit to accommodate the approved meal purchase. Gary will provide approval notification within 24 hours of request.

Meal Sign-in sheets are to be used and signed by all work team members for each day of the project.

Within one (1) week of project completion, all daily sign-in sheets must be forwarded to Carlette Davis to finalize audit tracking documentation.

Equipment & Purchasing

All purchases for Chip Seal Projects will follow agency purchasing procedures. Preparation for project funding normally happens at the beginning of the fiscal period. Mitchell Aleshire sets up the overall program allocation with agency 729 Funds. As required for project support, Mitchell also works with Donna Hanney to ensure that funds are properly dispensed. Funds are also to be set aside for equipment maintenance and supplies. The amount agreed upon is \$15,000.

Requests for special meals will be used when projects require travel. Once Regional Managers have completed the schedule coordination, they will contact the program manager to proceed with the formal special meals request. A brief explanation of each project along with all who are approved to participate will be sent via email to Carlette Davis with a copy to Dianne Mouton-Allen.

The use of site-specific equipment and/or site fuel in conjunction with projects is to be coordinated with respective Region Managers.

Equipment rentals/purchases are to be handled by the program manager.

Training

Mickey Lewis and Tim Washam (Program Trainers) are responsible for program-related training. They are to track training hours and skill development to ensure that work teams are properly assigned. Once team members have reached each development level associated with program tasks, the names are submitted to the Office of the Deputy Assistant Secretary, Attention: Melissa Bowling so that certificates may be issued. Melissa will create certificates and submit via email to the program manager who will sign, scan with email to respective Region Managers and Melissa Bowling. The program manager will also maintain a file with originals.

Tim Washam is responsible for First Aid training relating to the Chip Seal Program. With that said, any safety training and/or briefings will be coordinated with Gary Ramsey. Program trainers will also work with Gary in the establishment of training levels for the Chip Seal Work Teams.

Uniforms

Bill Roberts will provide clean used uniforms, when available, through the Uniform Warehouse to team members working with asphalt while on assignment.

Timekeeping

Program work teams will be required to sign in and sign out each day to include their times of arrival/departure when assigned to a chip seal project. The completed sheets will be scanned to respective timekeepers each Friday at the end of the workday or at the beginning of the following work day by the program manager. If k-time is imminent for any of the work team members, the program manager is to notify the respective Regional Manager immediately. If k-time is unexpected but critical as a result of project needs, the program manager is to notify the respective Regional Manager as soon as possible.

Program Status Updates

Program Status Updates are due within two (2) weeks of project completion. This written report is to include a brief description of the project, the total cost of the project (excluding labor), and an estimate of what the cost would have been if completed with an outside contractor.



Assistant Secretary