

Palomino Valley General Improvement District

Road Grading and Maintenance Standard Instructions
to Operations Crew and grading contractors
Submitted by Trustee Don Otto

1. Raise and widen roads to at least original width using the previously graded off material adjacent to roadway. (Ignore this if roadway has imported gravel or paving placed on it). Grading good material off roads is not acceptable. Prioritize pulling good material back into the roadway as a standard method.
2. Maintain 4% slope to crown grading, unless full slope to one side is needed for watershed.
3. Minimize high volume, deep ditches. Alternatively, if operationally possible, prefer flat bottom widening. Swales are preferred to help prevent traffic rollover accidents and vehicle damage. Minimize small, and steep V-ditches also!
4. Water escape's flow elevations should be cut in lower than ditch flow line to force water outward. Build and slope the escape entrance also to force water outward.
5. Fill in ditches wherever water can sheet drain away from roads. Road hill crests do not need ditches and should be filled (if present), to promote roadway widening. Preferably 20' width or more for obvious vehicle accident concerns.
6. Special attention to grade to full depth of washboarded areas of roadways to prevent them from developing again quickly.
7. Wherever terrain allows, widen curves to 20' minimum width.
8. Brush should be graded out of ditches and back slopes regularly to prevent accidental fires, to increase sight distance on curves, and to prevent ditch damming.
9. When placing imported gravel on roadway, keep this new material approximately 2 feet away from road edges unless road is very narrow. Do not push good import materials over the edges.
10. Transition roadway edges smoothly into driveways and road intersections.
11. 'Re-shoulder' hard surfaced roadway edges when needed.
12. Cross street culvert installation should be adequate length to at least reach the ditch flow line.
13. Keep road crossing culverts clear and operational, and grade ditches to ends of driveway culverts.

14. Board trustee inspection of roadway 'shaping' should take place on large projects prior to applying purchased materials.

15. A monthly minimum 80 grader hours per operation's employee should be achieved.

16. 40 hour work weeks should be the standard unless otherwise directed during weather events or emergencies

Non-compliance with above instructions are grounds for dismissal.

Advise board President of training needs and any questions.