

Shenandoah Valley Soil & Water Conservation District

Urban Committee Meeting Minutes

January 14, 2025

Meeting location: SVSWCD Conference Room

Committee members present: Lisa Perry, Keith Thomas, John Hoffman

District staff present: Megan Dalton, Chris Coggin, Jack Carlton

Partner Agency representatives present: None

City HCAP liaison present: None

Lisa Perry, chair, called the meeting to order at 9:00 a.m.

John Hoffman moved to approve the October 17, 2024, minutes. Keith Thomas seconded, and the motion carried unanimously.

Megan Dalton described some difficulties in the workflow for engineered practices with the conditional approval process. She noted that the feasibility packages are currently being shared with contractors for bids prior to the feasibility package being reviewed and approved by staff and the Committee. She noted that this could result in the client obtaining a bid for something that was not approved and did not meet specifications. It was noted that ideally, the contractors would be given the final design for the project for bid purposes, ensuring that they were bidding on an approved project and that they had all of the details and information needed to prepare an accurate bid.

The Committee agreed that conditional approval could be obtained using the feasibility package without bids and the practice cap would be “temporarily” obligated for the project. Once conditionally approved, the District would inform the participant that they could obtain the full design for the project. Following the District and City’s approval of the design, the participant would be authorized to use the approved design to request the required bids. The bids would be submitted to the District for review and full approval by the City. The “temporarily” obligated cost share funds would be adjusted and formally approved as needed based on the project bids.

Staff reviewed three projects outlined below. **Keith Thomas moved to recommend that the following HCAP applications be submitted to the City for full approval. John Hoffman seconded, and the motion carried unanimously.**

Contract#	Practice Code	Full (F) or Conditional (C) Approval	Estimated Cost	Estimated Cost Share (100% up to Cap)	Recommended Cost Share (w/ 20% Buffer)	Ranking Score
HAR-25-009	TT	F	\$952.97	\$952.97	\$1,143.56	79.8
HAR-25-010	TT	F	\$1,867.01	\$1,867.01	\$2,240.41	84.7
HAR-25-011	TT	C	\$25,525.00	\$25,000.00	\$25,000.00	77.2

There was some discussion regarding the need to update the Tree Planting Plan template to help clarify and address some issues that have been reoccurring with respect to bid solicitation and consistency.

Megan Dalton mentioned that there was an inquiry from constituent regarding the VCAP program and indicated that District staff hoped to schedule a site visit in the coming months.

Dalton also outlined highlights from the previous quarter (October 1, 2024 – December 31, 2024) of HCAP noting that there had been 13 site visits, 4 new applications (1 for Permeable Pavement and 3 for Turf Conversion to Trees), 4 approved contracts for Turf Conversion to Trees, and 7 completed projects, 4 of which had been paid. She also noted that District staff attended 1 outreach event at a local garden club in the previous quarter. She

explained that we have approximately 19 site visit requests that we hope to address with site visits in the coming 2-3 months.

Dalton also highlighted that if the projects recommended for approval today are approved by the City, then the HCAP program will only have approximately \$7,728.57 left to allocate in this program year.

The meeting adjourned at 10:04 a.m.

Submitted for Approval:



Chris Coggin
Urban Conservation Specialist

Approved By:



Lisa Perry
Committee Chair