

**Shenandoah Valley Soil & Water Conservation District**  
**Urban Committee Meeting Minutes**  
March 18, 2025

**Meeting location:** SVSWCD Conference Room  
**Committee members present:** Lisa Perry, Keith Thomas, John Hoffman, Jeff Heie  
**District staff present:** Megan Dalton, Chris Coggin  
**Partner Agency representatives present:** None  
**City HCAP liaison present:** Shayna Carter

Lisa Perry, Chair, called the meeting to order at 9:02 a.m.

John Hoffman moved to approve the January 14, 2025, minutes. Jeff Heie seconded, and the motion carried unanimously.

Staff reviewed two HCAP projects and one adjustment outlined below. Jeff Heie moved to recommend that the following adjustment for additional funds and two new 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-25-010	TT	F	\$2,229.19 Revised (Additional \$362.18)	\$2,229.19	\$2,675.03 (Additional-\$434.62)	N/A
HAR-25-012	TT	F	\$1,460.00	\$1,460.00	\$1,752.00	85.0
HAR-25-013	TT	F	\$1,095.00	\$1,095.00	\$1,314.00	84.3

Megan Dalton mentioned that she and Chris had recently performed a site visit where the prospective VCAP applicant was interested in a sizeable tree planting.

Dalton outlined the current status of the HCAP program noting that there had been 10 site visits performed in February and noted that there are 6 site visits scheduled in March. She explained that after these visits there were currently 4 more visits, which they hopefully will visit in May. Dalton also indicated that if the projects recommended for City approval today are approved, the HCAP program will have approximately \$4,227.95 left to allocate in this program year.

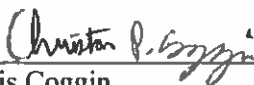
Dalton updated the Committee about staff's efforts to developing a spot check process for HCAP practices and the creation of a "master list" of all completed HCAP practices that would be used to manage the spot check process. Dalton also stated that the District also had a list of VCAP practices which were required to be spot checked and reported to the VASWCD by June 30, 2025.

Dalton mentioned that a Rain Barrel Workshop in partnership with the City is coming up and indicated that there are lots of folks registered to participate. She also advised that she has been in contact with a company to get more rain barrels ordered and is expecting them to be delivered the first week in April.

Shayna Carter asked if since staff were getting caught up on site visits if it would be reasonable to begin outreach and advertising about the HCAP program again. Megan advised that she thought it was reasonable to re-initiate HCAP outreach.

The meeting adjourned at 9:35 a.m.

Submitted for Approval:

  
Chris Coggin  
Urban Conservation Specialist

Approved By:

  
Lisa Perry  
Committee Chair