

Shenandoah Valley Soil & Water Conservation District
Urban Committee Meeting Minutes
April 15, 2025

Meeting location: SVSWCD Conference Room
Committee members present: Lisa Perry, Keith Thomas, John Hoffman,
Committee members absent: Jeff Heie
District staff present: Megan Dalton, Chris Coggin
City HCAP liaison present: Shayna Carter

Lisa Perry, Chair, called the meeting to order at 9:03 a.m.

John Hoffman moved to approve the March 18, 2025, minutes. Keith Thomas seconded, and the motion carried unanimously.

Staff reviewed four HCAP projects outlined below. Chris explained that we had received a revised design for the HAR-25-0011 Permeable Pavement project. Megan advised that she and Chris had shared the design comments that the City provided as well as the design comments that Lisa Perry had with the participant and the designer and indicated that they had addressed several of them in the re-submitted design. She noted that one of the suggestions provided was not critical to the design and function of the project and advised that the participant/designers had elected to not modify the design based on the suggestion. Megan briefly reviewed each of the design changes with the group. Chris reviewed each of the three tree planting projects noting the number of trees associated with each project. **Keith Thomas moved to recommend that the four 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-25-011	PP	F	\$26,485.00	\$25,000.00	\$25,000.00	77.2
HAR-25-014	TT	F	\$2,190.00	\$2,190.00	\$2,628.00	86.5
HAR-25-015	TT	F	\$1,095.00	\$1,095.00	\$1,314.00	79.3
HAR-25-016	TT	F	\$547.50	\$547.50	\$657.00	83.2

Megan advised that Keith Thomas had prepared a HCAP Program Summary document summarizing practice and financial information by fiscal for the HCAP Program from the start of the Program to present. Keith overviewed the document with the group. There was some general discussion about the information.


Megan Dalton mentioned that she and Chris had recently completed another round of site visits and noted that there was another round scheduled for May 5th. She explained that following the completion of the May 5th site visits there would only be one remaining site visit to be completed. There was a brief discussion regarding the flow of site visit inquiries. Megan and Chris noted that typically the District received a small uptick in site visit requests following the distribution of the City's stormwater newsletter and also following City outreach programs such as pollinator workshops.

Dalton also indicated that with the City's approval of the four projects discussed today, the HCAP Program will have approximately \$1,261.08 of unallocated BMP fund for this program year.

Dalton indicated that she and Chris had recently completed creating a spreadsheet that included all HCAP practices that would be used to manage the spot check process. She indicated that they would be initiating spot checks for the current fiscal year soon. Dalton also noted that she had been working to add some efficiencies to the program and had created some template emails to use when scheduling site visits.

The meeting adjourned at 9:40 a.m.

Submitted for Approval:



Megan Dalton
District Manager

Approved By:



Lisa Perry
Committee Chair