

Shenandoah Valley Soil & Water Conservation District
Urban Committee Meeting Minutes
May 20, 2025

Meeting location: SVSWCD Conference Room

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

Committee members absent: none

District staff present: Megen Dalton, Jack Carlton

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 April 15, 2025, minutes. Keith Thomas seconded, and the motion carried unanimously.

Megen Dalton noted that the group should consider discussing a plan for how we would like to go about ranking HCAP applications next program year. She reminded the group that we had previously discussed several options for ranking including: establishing a threshold and batching of applications. The groups briefly discussed these options and directed staff to compile some data on ranking scores that could be evaluated at our next Committee meeting.

Megen indicated that there was approximately \$2,536.63 left in the 2025 Program year to allocate. She stated that following the approval of the contract up for approval today, (HAR-25-017), there would be approximately \$1,036.63 left to in the BMP Allocation for Program Year 2025. Megen noted that she anticipated that there would be a number of projects that would be completed in the coming weeks, many of which would probably not max out their full allocated amount of cost share funds, thus allowing these "un-used" funds to roll back into the pot for re-allocation.

Megen explained that she had put together a preliminary carry over list of HCAP projects and briefly review the list below with the Committee.

Contract#	Practice Code	Total \$ Carried Over	Notes
HAR-24-008	TT	\$484.80	
HAR-24-009	TT	\$484.80	
HAR-25-003	PP	\$25,000	
HAR-25-004	TT	\$3,500	
HAR-25-011	PP	\$25,000	Likely will not need to be carried over
HAR-25-014	TT	\$2,628.00	
HAR-25-016	TT	\$657.00	
HAR-25-012	TT	\$1,752.00	Likely will not need to be carried over
HAR-25-017	TT	\$1,533.00	

*Pending approval

Megen reviewed HCAP project outlined below and advised that it was ready for approval. **John moved to recommend the HCAP application be submitted to the City for full approval. Keith seconded, and the motion carried unanimously.**

Contract#	Practice Code	Full (F) or Conditional (C) Approval	Estimated Cost	Estimated Cost Share (100% up to Gap)	Recommended Cost Share (w/ 20% Buffer)	Ranking Score
HAR-25-017	PP	F	\$1,277.50	\$1,277.50	\$1,533.00	59.7

Megen advised the group that she had recently spoken with a HCAP participant who request that her tree planting application be canceled due to personal reasons. **Keith moved to cancel the contract outlined below. John seconded the motion and it carried unanimously.**

Contract#	Practice Code	Cost-Share Amount
HAR-24-014	TT	\$1,642.50 With Buffer \$1,971.00

Megen mentioned that she had received two site visit request for potential VCAP projects and advised that she planned to make these visits in July.


Megen also explained that she had recently learned from a representative of VCAP Contract 09-25-001, that they had not yet started their VCAP ISR project. She indicated that the representative noted that they were still trying to raise funds for the project. She explained that she had requested an extension for their VCAP project, but was advised that that since the participant didn't plan to complete the project until Spring 2026, an extension could not be granted. She advised that VCAP staff noted that the applicant could reapply for VCAP funds next program year. Megen advised that the VCAP application needed to be canceled. **Jeff moved to cancel VCAP ISR application (09-25-001). Keith seconded and the motion carried unanimously.**

Applicant Name	Contract#	Practice Code	Cost-Share Amount
Church of the Incarnation (COTI)	09-25-001	ISR	\$20,000

Megen Dalton mentioned that she had completed another round of site visits on May 5th noting that she had completed 6 visits that day. She explained that she planned to schedule another round of visits for June. Megen also noted that she hoped to find time in June to complete the required VCAP spot checks and to get started on the HCAP spot checks too. She also mentioned that she was continuing to spend time on building and refining the "Master HCAP Tracking Spreadsheet" noting that this document was going to be critical to long term functionality for the HCAP program. In addition, she advised that she had been working to add some efficiencies to the program and was working to create new templates and refine existing templates.

The meeting adjourned at 10:10 a.m.

Submitted for Approval:


Megen Dalton
District Manager

Approved By


Lisa Perry
Committee Chair