

**Virginia Soil and Water Conservation Districts**  
**Dam Owner Workgroup**  
**Meeting Summary**

Department of Forestry Building  
Board Room  
900 Natural Resources Drive  
Fontaine Research Park  
Charlottesville, VA 22903  
March 16, 2016

I. DCR Presentation - Sunny Day EAP

Charles Wilson (DCR) gave a presentation on Sunny Day Dam Failure modes that could trigger the Emergency Action Plan.

II. DCR Update - Small Repair Program for Division Dams

a. Written Process Document Review

An updated draft version of the Small Dam Repair Process was shared with the group. The following elements of the document were discussed:

- Several portions of the document have been updated to reflect the new Grant Agreement document to be used for projects that receive funding.
- Project Need Evaluation Multiplier section was updated to include only Certificate and Normal need categories. The urgent need category was removed, since this type of need would be handled as an emergency project.
- Project Contingency Funds section was discussed. Based on discussion, this section will be revised to reflect that contingency funds can be requested to cover issues that occur during the project. An amended Grant Agreement will be required for the use of contingency funds.

b. Update Form Review

A draft version of the Small Repair Projects Funding Request Form for Soil and Water Conservation District Dams was shared with the group.

c. Agreement Document Discussion

A draft version of the Small Dam Repair Agreement Document was shared with the group. The following elements of the document were discussed:

- Element of the Time of Performance section was discussed. The group discussed if the listed three month time period to obtain an executed contract would be sufficient. The current consensus is that the 3 month period will be sufficient.

- It was requested that a Director be allowed to Sign the request for an Initial Draw Down of Grant Funds.

d. VSMP Requirements and Fees

The requirements for obtaining a Virginia Stormwater Management Program (VSMP) Permit was discussed with the group. For those projects that will require a permit, the funding request will need to include all cost and fees associated with the permit.

The group asked for further clarification on who will be issuing the permits for District projects. The District Dam Engineer will follow-up with VDEQ and report back to the group.

e. Gate Valve Evaluation

A DAC term contractor will be selected to complete the work. The District Dam Engineer is drafting a Scope of Work for the Project.

III. DGS Presentation – Request for Proposals (RFP) Procurement

Barbara Layman and Gregory Brown with the Department of General Services (DGS) gave a presentation on “Making the Most of Competitive Negotiations”. They also provide a hand-out on the updated Region Map until the Region III vacant position can be filled.

It was also discussed that Districts can procure professional A/E services using the Category B procedures for small projects where design fees are expected to be under \$50,000. Additional information can be found on the DGS website.

<https://www.dgs.virginia.gov/DivisionofEngineeringandBuildings/DirectorsOffice/DEBContracts/CategoryB/tabid/1212/Default.aspx>

IV. DCR Update - Rehabilitation Plan for Virginia SWCD Dams

Amanda Pennington updated the group on the Rehabilitation Plan. DCR is finalizing the paperwork to hire the Engineer as outline in the Interim Report.

V. DCR Presentation – What are IDA and ACER11?

Charles Wilson (DCR) gave a presentation on ACER11 and IDA. The presentation discuss how ACER11 is a Hazard Classification Process and an Incremental Damage Analysis (IDA) is used to reduce the spillway design flood.

VI. Headwaters SWCD Presentation – Annual Drill Lessons Learned

Michael Jimenez gave a presentation on the Lessons Learned from the most recent Emergency Action Plan Annual Drill.

VII. Schedule Next Meeting - Thursday, June 8, 2017 (Tentative)