

Virginia Soil and Water Conservation Districts
Dam Owner Workgroup
Meeting Summary

Virginia Department of Forestry (DOF)
Fontaine Research Park
900 Natural Resources Drive, Suite 800
Charlottesville, Virginia 22903

Location: Training Room
January 16, 2020

Facilitator: DCR Division of Soil and Water Conservation

Invitees: Directors and Managers for All Districts with Dam Stewardship Responsibilities

I. Small Dam Repairs Program Update

The District Dam Engineer provided a copy of the FY2020 Project Funding Recommendations report to the group. Funding recommendations were approved by the Virginia Soil and Water Conservation Board. See attached handout for additional information.

II. Joint Procurement for Term Contract for Engineering Services

Piedmont SWCD announced to the group that they are negotiating with A. Morton Thomas & Associates (AMT). Representatives from AMT were introduced. Don Rissmeyer will be the primary point of contact for the term contract. The District Dam Engineer and Don Rissmeyer with AMT discussed with the group the process to obtain engineering services using the Term Contract. If you have any questions, please contact the District Dam Engineer. See attached handout for additional information.

III. Remote Monitoring

The District Dam Engineer updated the group on the Remote Monitoring project for District Dams. See attached handout for additional information.

IV. Rehabilitation Plan for Virginia SWCD Dams

The District Engineering Services Manager provided an update to the group. Freese and Nichols, Inc has been selected as the design engineer for the South River #19 and Leatherwood #5 rehabilitation projects.

V. Schedule Next Meeting - **April 16, 2020 – Location to be Determined**

Virginia Soil and Water Conservation Districts Dam Owner Workgroup Meeting
January 16, 2020
DCR Update – Small Dam Repairs Program Update

1. The Virginia Soil and Water Conservation Board approved project funding recommendations on December 11, 2019.
2. The District Dam Engineer will issue Grant Agreements to the Districts for these project. If any district would like to start work on a project prior to the Grant Agreement, please coordinate with the District Dam Engineer.
3. For previously funded projects requiring engineering services, please coordinate with the District Dam Engineer and the new Term Engineering Firm.

Report Quick Summary:

FY 2020 Recommendations:

A total of seventeen (17) projects are recommended for FY 2020 funding in the amount of **\$865,250.00**. The project recommendations organized by SWCD for FY 2020 are as follows:

- Culpeper SWCD (6 Projects - \$424,000)
- Headwaters SWCD (2 Projects - \$30,000)
- Piedmont SWCD (1 Project – \$5,000)
- Shenandoah Valley SWCD (7 Projects – \$6,250)
- Department of Conservation and Recreation Managed Project (1 Project – \$400,000)

Fund Summary:

FY 2020 Total Project Requests:	\$1,708,628.00
FY 2020 Project Recommendations:	(\$865,250.00)
FY 2020 Unfunded Project Requests:	\$843,378.00
FY 2020 Starting Balance:	\$2,089,921.49
FY 2020 Contingency Funds:	(\$107,459.49)
FY 2020 Emergency Funds:	(\$50,000.00)
FY 2019 Remaining Obligations:	(\$510,559.18)
FY 2019 Pending Project Disbursement:	(\$148,607.82)
FY 2018 Remaining Obligations:	(\$214,545.00)
FY 2017 Remaining Obligations:	(\$193,500.00)
<u>FY 2016 Remaining Obligations:</u>	<u>(\$0.00)</u>
FY 2020 Project Recommendations:	\$865,250.00

**SWCD Small Dam Repair Projects
Engineering Firm Term Contract (Consultant)
General Work Flow**

1. Identify and discuss the project with Partners.
 - A. District Dam Engineer will need to verify that the project is eligible for funding
 - B. NRCS determines if project needs to be reviewed by NRCS. (Active O&M)
 - C. Develop a preliminary Scope of Work.
2. The District requests a cost proposal for the work from the Consultant.
3. The Consultant will submit a cost proposal to the District.
4. The District will review the cost proposal.
 - A. Negotiate any required changes
 - B. Discuss with District Dam Engineer as needed
 - C. Finalize the Scope of Work
 - D. Accept the final cost proposal subject to availability of funding
5. District submits project funding request for Engineering Design to DCR.
 - A. Include copy of cost proposal
 - B. Funding awarded in December
6. District receives project funding for Engineering Design
 - A. Verify project scope and terms with Consultant
 - B. Issue Project Work Order to the Consultant
7. Consultant performs the work outlined in the cost proposal.
 - A. Prepares the required design package that includes a construction cost estimate.
 - B. Obtains required design approvals.
 - C. Invoices District in accordance with cost proposal.
 - D. Submits work to District for review and approval.
8. District reviews the work of the Consultant.
 - A. Verify with District Dam Engineer that project is complete
 - B. Provide copies of all documents to District Dam Engineer
 - C. Pay Consultant in accordance with cost proposal.
 - D. Request final reimbursement and project close-out from District Dam Engineer.

9. District submits project funding request for construction to DCR
 - A. Include copy of construction cost estimate developed by the Consultant
 - B. Included any Consultant costs required for construction.
 - C. Funding awarded in December

10. District receives project funding for construction
 - A. Consultant assists the District with bidding process (if needed).
 - B. Consultant obtains required project permits (if needed).
 - C. District bids the projects
 - D. District awards the project to a Contractor

11. Contractor does the work
 - A. Consultant provides any required services
 - B. Consultant responds to any questions during construction
 - C. Consultant invoices the District for work performed

12. Project Close-out
 - A. District verifies project is complete.
 - B. Consultant makes any required project submittals to the District.
 - C. Consultant close out any project permits.
 - D. District coordinates with District Dam Engineer and NRCS as needed
 - E. Pay Consultant in accordance with cost proposal.
 - F. Request final reimbursement and project close-out from District Dam Engineer.

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January 16, 2020
DCR Update – Remote Monitoring

1. The Virginia Soil and Water Conservation Board approved the reimbursement of all eligible costs associated with the installation of the remote monitoring equipment.
2. Cellular Surveys have been completed at four (4) Districts. Refer to Table 1 for more information.
3. DCR will prepare the bid package documents for use by the District. These documents will include any need construction specifications, technical specifications, drawings, and bid forms with quantities.
4. DCR will initially procure and install 10 units. This initial installation will be used to develop costs for the program. These cost will be used to verify that sufficient funds are available to complete the remaining 28 proposed installations.
5. Installation Workflow
 - a. DCR submits bid package documents to District for review.
 - b. District will verify the proposed location of monitoring unit.
 - c. DCR will revise bid package documents as needed.
 - d. DCR will procure the needed remote monitoring units.
 - e. DCR will transfer the remote monitoring units to the District.
 - f. The District will have the unit installed.
 - g. DCR will reimburse the District for eligible installation costs.
6. Future Funding – The current Budget has additional funds being requested for Remote Monitoring.

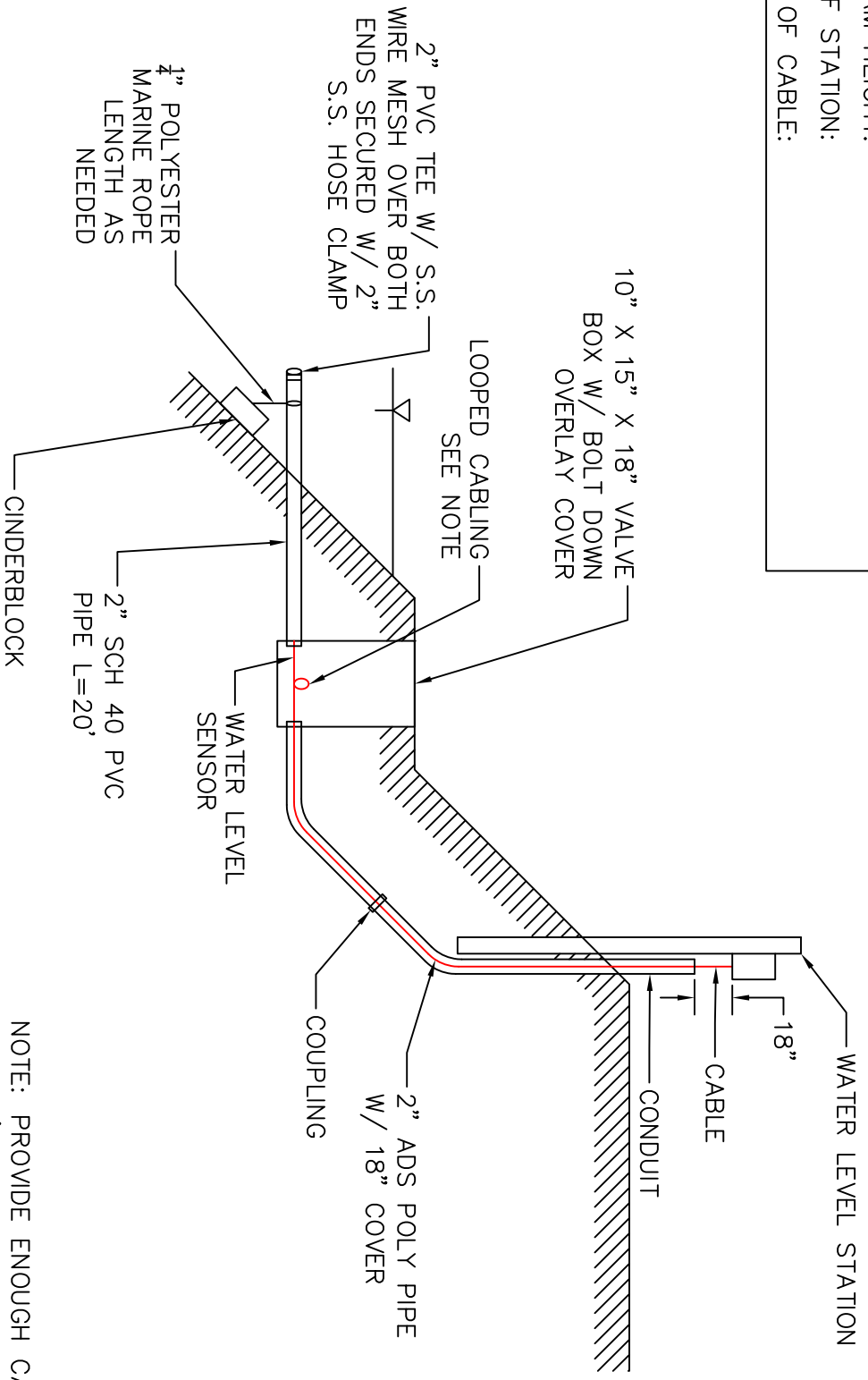
Table 1
Remote Monitoring Cellular Survey Status

District	Dams	Proposed Units	Dams with ATT Coverage
Blue Ridge	10	5	5*
Culpeper	11	3	pending
Hanover-Caroline	1	0	-
Headwaters	11	4	pending
Lord Fairfax	2	0	-
Mountain Castles	4	2	3
Peter Francisco	17	7	6**
Piedmont	14	4	4
Robert E. Lee	6	0	-
Shenandoah Valley	8	4	pending
Southside	12	5	3*
Thomas Jefferson	8	4	4
Totals:	104	38	25

* Number includes coverage at dams not requested for monitoring units at this time.

**Cellular Survey has not yet been conducted. Results collected during Annual Inspection. Number includes coverage at dams not requested for monitoring units at this time.

DAM NAME:
 DAM NO.:
 DAM HEIGHT:
 MODEL OF STATION:
 LENGTH OF CABLE:



NOTE: PROVIDE ENOUGH CABLE TO HAVE 3' EXCESS IN VALVE BOX. PLACE SENSOR INSIDE SCH 40 PIPE

TYPICAL INSTALLATION
 DETAILS



NOTES

1.

2.

3.

4.

