



MEMORANDUM

DATE: September 20, 2022
TO: Records Management
FROM: Trevor Long, Secretary
SUBJECT: Stormwater Program Advisory Committee: Missing Minutes

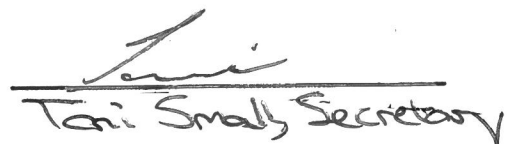
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

To the best of my knowledge, these minutes are the official minutes for the listed meeting dates of the Committee. The current Board voted on and APPROVED these minutes at the September 20, 2022 meeting.

Please accept these minutes as the official records for these minutes.

- 2017
 - March 21, 2017
 - May 16, 2017
 - July 18, 2017
 - September 19, 2017
 - November 28, 2017
- 2018
 - January 16, 2018
 - March 15, 2018
 - May 17, 2018
 - July 19, 2018
 - September 20, 2018
 - November 15, 2018
- 2019
 - January 17, 2019
 - March 21, 2019
 - May 16, 2019
 - July 18, 2019
 - September 19, 2019
 - November 21, 2019
- 2020
 - January 30, 2020
 - May 19, 2020
 - September 15, 2020
 - November 17, 2020
- 2021
 - January 19, 2021
 - March 16, 2021
 - May 18, 2021
 - July 13, 2021
 - November 16, 2021
- 2022
 - January 18, 2022
 - March 15, 2022
 - May 24, 2022


Wendy Ruffle, Chair


Toni Smally, Secretary

A MEETING OF THE STORMWATER PROGRAM ADVISORY COMMITTEE OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE EIGHTEENTH DAY OF JULY, TWO- THOUSAND NINETEEN, AT 4:00 P.M AT THE JAMES CITY COUNTY GOVERNMENT CENTER, BUILDING D, JAMES CITY COUNTYCOUNTY, VIRGINIA.

A. CALL TO ORDER. ROLL CALL

Committee Members Present:

Darren Curtis, Berkeley
Anthony Loubier, Stonehouse
Bob Lund, CSWCD
Frank Polster, Jamestown
Richard Powell, Berkeley
Erin Smith, Jamestown
Alexandra Younica, Berkeley
Arne Lauer, Roberts

Committee Members Absent:

Glen J. Carter, Roberts
Phillip Doggett, Stonehouse
Robert Gasink, Jamestown
Tom Hitchens, Powhatan
Wendy Ruffle, Berkeley

Special Guests:

Robin Goad, CSWCD

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES – The May 16, 2019 minutes were approved.

D. ORDER OF BUSINESS

- a. Stormwater Plan Review Basics –** Deirdre Wells, James City County Stormwater and Resource Protection Chief Civil Engineer gave a presentation on stormwater plan review. Wells explained that County staff utilizes a system entitled Energov or Permit Link to review plans that are submitted from the Planning Department or from individual contractors. Plans that are submitted get logged and tagged for review for anyone within the Stormwater and Resource Protection (SRP) Division that could potentially have comments. Wells further explained that the SRP Division is looking at four main items as part of review including; project scope, stormwater history, quality and quantity, and the constructability of the site.
- i. Rick Powell asked a question in regards to as-builts and where they fit in to the review process.
 1. Wells explained that as-builts for final stormwater facilities are reviewed

- by staff post construction.
2. Mike Woolson, Senior Watershed Planner, further explained that bonds are held until construction is complete and inspections have been passed.
- ii. Powell inquired where maintenance and maintenance access is included in the County stormwater review process.
 1. Wells answered that this would be included under constructability and explained that there was also a Declaration of Covenants giving the County the right for the County to access the property at any time for the purpose of maintenance.
 - iii. Powell inquired if this review process also included capital projects.
 1. Wells answered that the SRP Division does the review for capital projects because the engineers that designed the capital projects also work for the County within a different division. Therefore, review is considered a check and balance system.
 - iv. Anthony Loubier inquired if the vehicle maintenance access was solely for County BMPs or if it extended to private lands as well.
 1. Wells explained that the access road is for private BMP²s as well and also is dependent on the site.
 2. Woolson further explained that if the BMP is on HOA property, an easement is generally not required and also added that County staff tries not to put BMPs on County property.
 - v. Frank Polster inquired if the process for plan review for stream restorations would vary any.
 1. Wells explained that the only difference is that there is often further outreach for quality assurance.
 2. Polster followed up this question asking if there are as-builts associated with stream restorations.
 - a. Wells responded that it depends on the permit process and that sometimes yearly monitoring is required. Therefore, no as-builts are necessary.
 - b. Polster further explained that the crux of the question derived from the large quantity of credits for stream restorations that the County receives and if the projects will continue to function over time.
 - i. Woolson explained that the answer is not as clear cut as it is for BMPs.
 - ii. Toni Small, Stormwater and Resource Protection Director, further commented that all grant funded projects have a long term monitoring component associated with them.
 - iii. Polster commented that it could be a good idea to reevaluate the Powhatan and Mill Creek Watershed Management Plans and stated it would be beneficial to ensure there is funding for future stream restoration projects.
 - vi. Alexandra Younica asked if there have been any interesting grandfathering cases.
 1. Wells recalled various grandfathering situations in the County.
 - vii. Darren Curtis asked for examples of unique challenges that are specific to the local area.

1. Wells provided examples where BMPs failed which should not have due to records that were reviewed indicating that there are certain parts of the County that cannot support certain stormwater facilities. Highly erodible soils were also brought up on this topic.
 - a. The committee discussed various stormwater issues within the County.
- b. Skimino Creek Watershed Management Plan Update** – Michael Woolson updated the Committee on the action plan including where to find the important components of the plan. It was explained that this action plan is still being developed and that a final edit would be complete by the end of the year.
 - i. Polster commented that another component of the discussion was that the County could make sure that the listed projects were prioritized in a design state so that they could be included in the CIP program.
- c. Chesapeake Bay Total Maximum Daily Load (TMDL) Update** – Trevor Long, Watershed Planner, gave a brief summary of historic information on the Chesapeake Bay TMDL plan and how it affected James City County. It was further outlined that the plan requires specific percentages of reductions in Nitrogen, Phosphorous, and Total Suspended Solids mandated by the VA DEQ. Overall, the County is in surplus of credits required and has met all reductions necessary to stay in compliance with the plan.
 - i. Polster indicated that he was in favor of a chart not presented at the meeting showing the 3rd and 4th permit cycles and projected credits at that time and further expressed the importance of distinguishing between the importance of continued stormwater projects funded by the County and having already met state reduction requirements presented in the Chesapeake Bay TMDL.
 - ii. Long explained that the Chesapeake Bay TMDL Action Plan would be posted on the website for anyone to read.
 - iii. Curtis inquired if the state requirements were stringent enough given the County has already met the required reductions.
 1. Long explained that the MS4 regulated area is smaller in James City County than other municipalities
 - a. Polster countered this statement stating that, in comparison to other municipalities of similar MS4 size, James City County has higher water quality credits attributing to the work that the County has done in regards to water quality.
- d. Five Year BMP Inspection Summary** – Toni Small summarized the status of the BMP Inspections after the first of the five year inspection summary and summarized the process for inspection.
 - i. Polster commented that this summary and list is important in quantifying the neighborhood drainage program and if this was helping the status of the BMPs. Additionally, the question was raised if specific BMPs continually score low on the spreadsheet and if further outreach is necessary.
 - ii. Powell asked if anything is done to prepare HOAs for the cost of maintaining BMP^s.
 1. Small answered that there is an opportunity to increase outreach in this way.
 2. Polster commented that the Neighborhood Assistance Drainage Program

serves as a form of outreach to help HOAs evaluate their financial readiness for BMP maintenance.

- iii. Darren Curtis asked if the committee should take action to help educate HOA's.
 - 1. Polster responded that a target would be needed which is not currently possible because the data is not available.

E. STAFF UPDATES

- a. **Water Quality Monitoring Training: Trevor Long** – Trevor Long updated the committee on an upcoming volunteer water quality monitoring training that would be open to the public and held at the Freedom Park Interpretive Center on August 17, 2019.

F. COMMITTEE REQUESTS- Frank Polster spoke in support of the September field trip that generally occurs annually.

G. NEXT MEETING - The next meeting will be September 19, 2019 and the meeting location and time is to be determined.

H. ADJOURNMENT - The meeting was adjourned at 5:20 p.m.

Darren Curtis, Chair

Toni Small, Secretary