



## MEMORANDUM

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

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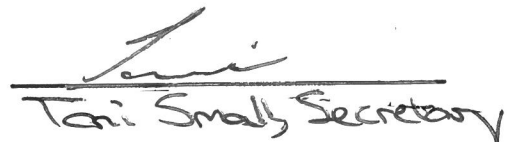
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 NINETEENTH DAY OF SEPTEMBER, TWO- THOUSAND NINETEEN, AT 4:00 P.M AT THE JAMES CITY COUNTY GOVERNMENT CENTER, BUILDING D, JAMES CITY COUNTY, VIRGINIA.

**A. CALL TO ORDER. ROLL CALL**

**Committee Members Present:**

Darren Curtis, Berkeley  
Phillip Doggett, Stonehouse  
Robert Gasink, Jamestown  
Tom Hitchens, Powhatan  
Arne Lauer, Roberts  
Anthony Loubier, Stonehouse  
Frank Polster, Jamestown  
Richard Powell, Berkeley  
Wendy Ruffle, Berkeley  
Erin Smith, Jamestown  
Alexandra Younica, Berkeley

**Committee Members Absent:**

Glen J. Carter, Roberts  
Erin Smith, Jamestown

**Special Guests:**

Robin Goad, CSWCD

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES – The July 18, 2019 minutes were approved with corrections.**

**D. ORDER OF BUSINESS**

**a. Construction Site Inspection Overview –** Tina Creech, Lead Erosion and Sediment Control Inspector, provided an overview of the construction site inspection process including goals of the program and the review process from application to close out. Responsibilities include, calculating bonds, pre-construction meetings, erosion and sediment control inspections, stormwater inspections, Stormwater Pollution Prevention Plan (SWPPP) inspections, and BMP inspections. Creech emphasized that the ultimate goal of the inspections is to ensure that the measures called out on the submitted plans are carried out in the final construction.

- i.** Tom Hitchens expressed concern in regards to sediment in Gordon’s Creek and inquired as to the next steps in decreasing sediment from upstream sources.
  - 1.** Creech responded that management practices allowed by the state are not fully protective in preventing erosion and sediment control. Furthermore, upstream developments are required to implement additional measures including bioretention areas and other conveyance systems.
  - 2.** Joe Buchite commented that larger storms increase the likelihood that

erosion and sediment control measures will allow sediment to pass. However, many of these events are not considered violations and are remedied.

3. The committee deliberated the issues of erosion and sediment control and increasing standards in the County.

**b. Chesapeake Bay TMDL Action Plan-** Trevor Long, Watershed Planner, provided an update on the James City County Chesapeake Bay TMDL. The public comment period was opened on July 19, 2019 and one comment was received.

**c. CIP Project List-** Toni Small updated the committee on the current list of CIP projects planned out for the next five years. An updated table will be presented at the November meeting of more finalized projects.

- i. Frank Polster raised a question regarding equine funding.

1. Toni Small explained that the Department would be looking at an equine funding under the operating budget.

- ii. Frank Polster asked if there was a possibility to partner with the conservancy group to obtain money from the Virginia Environmental Endowment (VEE) Grant for an additional shoreline restoration project.

1. Toni Small responded that this could be a future consideration.

**d. Clean Water Heritage Grant –** John Fuqua, Stormwater Coordinator, provided the Committee with an update on the Clean Water Heritage Grant Program and what type of projects will be active in the upcoming year.

- i. Frank Polster raised a question in regards to how much money was left after the previous year's program.

1. John Fuqua responded that there was still some money left due to unforeseen circumstances.

- ii. The committee discussed various projects and displayed support for the program.

## **E. STAFF UPDATES**

**a. James River Fest: Trevor Long –** Trevor Long updated the committee on an upcoming outreach event, James River Fest, to be held on September 28 from 10:00 a.m. to 2:00 p.m. Email sign-ups to be sent out closer to the event date.

## **F. COMMITTEE REQUESTS- None**

**G. NEXT MEETING** - The next meeting will be November 21, 2019 at 1:30 pm at the James City County Upper County Park for an Equine Field Trip to Dream Catchers.

**H. ADJOURNMENT** - The meeting was adjourned at 5:23 p.m.

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Darren Curtis, Chair

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Toni Small, Secretary