



MEMORANDUM

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

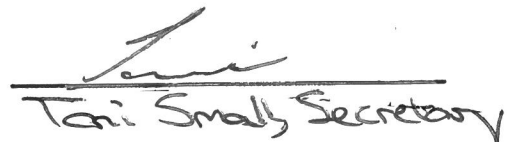
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 THIRTIETH DAY OF JANUARY, TWO- THOUSAND TWENTY, AT 4:00 P.M IN THE BUILDING E CONFERENCE ROOM AT THE JAMES CITY COUNTY COMPLEX; 101 MOUNTS BAY ROAD, WILLIAMSBURG, VIRGINIA.

A. CALL TO ORDER. ROLL CALL

Committee Members Present:

Darren Curtis, Berkeley
Phillip Doggett, Stonehouse
Robert Gasink, Jamestown
Tom Hitchens, Powhatan
Anthony Loubier, Stonehouse
Frank Polster, Jamestown
Richard Powell, Berkeley
Wendy Ruffle, Berkeley
Alexandra Younica, Berkeley
Bob Lund, CSWCD

Committee Members Absent:

Glen J. Carter, Roberts
Arne Laur, Roberts

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES – The November 21, 2019 minutes were approved.

D. ORDER OF BUSINESS

- a. **CIP Update-** Toni Small updated the Committee on the proposed 5-year budget with an emphasis on FY 21 and 22. Included were two ongoing projects that have been on previous budget cycles and two new projects. This overview included an updated ranking list based on previously discussed criteria.
 - i. Frank Polster expressed that he was pleased to see the updated watershed plans on the list given the additional development and the effects of sea level rise in the two watersheds.
 - ii. Frank Polster made a motion to approve the proposed FY 21-25 CIP Budget.
 1. Rick Powell seconded this motion.
 - iii. **Approved: 9-0**
- b. **Clean Water Heritage Grant Program Update –** John Fuqua provided an update to the FY 20 Clean Water Heritage Grant proposals and described the various HOA's being funded. Fuqua presented the rankings for 2019 Grant proposals to help the Committee understand how projects are ranked and what staff is looking for.
 - i. Rick Powell asked a question regarding priorities given to HOA's paying the majority of the costs.
 1. Fuqua answered that it was not one of the criteria, however it was

- evaluated.
- ii. The Committee discussed various issues that HOA's within the County may be facing in the future.
 - iii. The Committee discussed plan review and standards that the County undergoes in order to decrease future stormwater maintenance issues that could result in current development projects.
 - iv. **Approved: 9-0**
- c. 2020 Calendar/ Election of Officers –**
- i. Trevor Long updated the SPAC on a list of potential future topics for each SPAC meeting for 2020.
 1. Frank Polster brought up moving the scheduled regular meeting to the third Tuesday of every odd month. The release of a doodle poll prior to the meeting was discussed and agreed to be sent out before each meeting.
 2. Frank Polster commented that increasing the number of voting members would be beneficial.
 - a. Frank Polster made a motion to adopt the calendar and move the regular meeting date to the third Tuesday of every other month from 4:00 pm to 5:30 pm at the Building D conference room.
Approved:9-0
 - ii. Frank Polster nominated Wendy Ruffle to the Chair.
 - iii. Wendy Ruffle nominated Tom Hichens to the Vice-chair
 1. Rick Powell moved a motion to nominate Wendy Ruffle as Chair and Tom Hitchens as Vice-chair to the Committee. Frank Polster seconded the motion.
 - a. **Approved: 9-0**
- d. Virginia Environmental Endowment Septic System Repair Cost Share Program –** Marion Payne updated the SPAC on the VEE Septic System Repair Cost Share Program explaining that the program was a reimbursement program for families that meet the qualifications and connect to the sewer system or install an alternative system that reduces Nitrogen by 50%. Marion Payne also explained that the County would provide loans to citizens as well. Homes with the ability to connect to public sewer are being prioritized.
- i. The Committee discussed various aspects of the program.
- e. Year in Review Update –** Toni Small updated the SPAC on progress updates and a review of what the SPAC accomplished through the year.
- i. Trevor Long led a discussion regarding the current Alliance for the Chesapeake Bay Water Quality Monitoring Program. The SPAC discussed various aspects of the program and discussed potential future options to enhance the program.
 1. Frank Polster recommended implementing watershed zoning and water quality testing in areas with high levels of impervious area.
 2. Bob Lund suggested bringing this program to the Science teachers within WJCC Schools.
 - ii. Tom Hitchens commented that he would like to see members of the Chesapeake Bay Board attend a SPAC meeting.
 - iii. The SPAC discussed various forms of outreach which would be beneficial. Discussion points included.
 1. HOA outreach.

2. The JCC Neighborhood Forum.
3. OSHA Life Long Learning.
4. Library talks.
5. Youtube links to video talks.

f. Non – HOA Neighborhood Drainage Improvement Program – This item was tabled to the March 17, 2020 meeting due to time constraints.

E. STAFF UPDATES

- a.** Fido Fest – Trevor Long updated the SPAC that the Fido Fest will be held on March 21, 2020 from 10:00 am to 2:00 pm at the Jamestown Beach Event Park.
*This event was cancelled

F. COMMITTEE REQUESTS- None

- G. NEXT MEETING** – The next meeting will be March 17, 2020 at 4:00 pm in the Building D Conference Room, 101 Mounts Bay Road.
*This meeting was cancelled.

ADJOURNMENT - The meeting was adjourned at 5:43 p.m.

Wendy Ruffle, Chair

Toni Small, Secretary