



MEMORANDUM

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

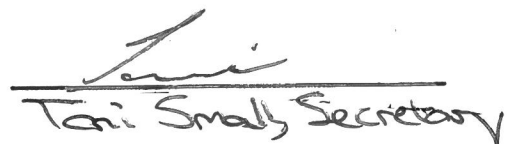
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 NINETEENTH DAY OF MAY, TWO- THOUSAND TWENTY, AT 4:00 P.M VIA ZOOM.

A. CALL TO ORDER. ROLL CALL

Committee Members Present:

Darren Curtis, Berkeley
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
Phillip Doggett, Stonehouse
Robert Gasink, Jamestown
Arne Laur, Roberts

Special Attendees:

Doug Hall, CSWCD

B. RESOLUTION ADOPTION – Vote to adopt the resolution to conduct virtual meetings –
Approved: (7-0)

C. PUBLIC COMMENT – None

D. APPROVAL OF MINUTES – The January 30, 2020 minutes were **approved.** (7-0)

E. ORDER OF BUSINESS

- a. **Clean Water Heritage Grant Program – Update** - John Fuqua updated the SPAC on the current state of the Non-HOA Neighborhood Drainage Improvement Program. Despite uncertainty with the future program due to the pandemic, applications are still anticipated to be open early.
- b. **Budget Update** – Toni Small updated the SPAC on the current state of the budget and changes that are occurring as a result of COVID-19. It is anticipated that many CIP projects will move forward as well as many being delayed or cut. More information to come on June 9, 2020 at the Board of Supervisors budget update meeting.
- c. **Outreach Planning Update** – Trevor Long updated the SPAC on the current state of outreach amidst COVID-19. JCC Staff is still attending HRPDC meetings virtually and also updated the SPAC on a future outreach initiative including sidewalk clings. This initiative is set to take

place in the fall*.

- i. Toni Small commented that, while the Turf University was cancelled, staff was able to obtain information from Robyn Goad to send to publications management for virtual learning purposes.
 - 1. Bob Lund suggested using the James City County News Channel and commented that different methods of virtual outreach is important to reach different people.
 - 2. Wendy Ruffle suggested a podcast for outreach.
 - a. Toni Small commented that staff is working with Publications Management to develop a monthly news flash targeting different stormwater topics.
- d. New Member Recruiting** – Toni Small updated the SPAC on the various methods staff has been trying to obtain interests in new member recruiting. There are no current applications to fill the vacancies.
 - i. Frank Polster requested an update on CSWCD conflict of interest.
 - 1. Bob Lund responded that it was not in the public’s best interest for a CSWCD member to also be a voting member of the SPAC.
 - ii. Frank Polster requested an update on the status of new member recruiting of HOA contacts via the Clean Water Heritage Grant Program.
 - 1. Staff responded that none of the individuals reached out to through the Clean Water Heritage Grant Program expressed interest in applying.

F. STAFF UPDATES

- a.** Survey 123 and Collector App – Trevor Long updated the SPAC on Staff’s development and usage of the Survey 123 and Collector Apps which are being used to perform inspections of the County’s Dry Weather Screening and Pet Waste Station mapping. SRP staff worked with County Mapping staff to develop the app to address specific SRP needs. It is anticipated that the usage of these two apps will help Staff to work more efficiently and maintain more accurate data for reporting purposes.
 - i. Frank Polster asked if this information could be downloaded.
 - 1. Trevor Long responded that it is downloaded into an Excel spreadsheet.
 - ii. Frank Polster asked if BMP inspections would also be included in this format.
 - 1. Toni Small responded that BMP inspections will likely be performed through Tyler Information Systems.
- b.** Non HOA Neighborhood Drainage Improvement (Outfall) Program – Update – Darrel Cook updated the SPAC on the Outfall Program, providing a brief history of the program and its evolution. Cook provided photo examples of some of the projects funded by this program in the past.
 - i. Frank Polster raised the question of the source of funding for this program.
 - 1. Cook responded that this money comes from the operating budget from the Stormwater and Resource Protection Division.
 - ii. Cook asked the SPAC if there were any questions that the SPAC had for staff regarding this program.
 - 1. Bob Lund asked if this program could be an opportunity for volunteers to

- perform some of the work and maintenance on the projects.
- iii. John Fuqua questioned the SPAC if there were any reservations of the County taking on low cost maintenance projects characteristic of this program.
 1. The SPAC discussed various aspects and viewpoints of public perception of the program and County spending.
 2. The SPAC expressed gratitude for this program.

G. COMMITTEE REQUESTS

- a. Bob Lund expressed gratitude for the individuals who provided input to the District Strategic Survey.

H. NEXT MEETING – The next meeting will be July 21, 2020 at 4:00 pm in a location to be determined.

***This meeting was cancelled.**

ADJOURNMENT - The meeting was adjourned at 5:31 p.m.

**This initiative was postponed to Spring 2021*

Wendy Ruffle, Chair

Toni Small, Secretary