



## MEMORANDUM

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

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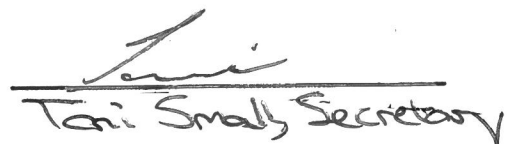
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 FIFTEENTH DAY OF SEPTEMBER, TWO- THOUSAND TWENTY, AT 4:00 P.M AT THE VETERANS PARK PLAYGROUND SHELTER, 3793 IRONBOUND ROAD.

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

**Committee Members Present:**

Darren Curtis, Berkeley  
Phillip Doggett, Stonehouse  
Robert Gasink, Jamestown  
Anthony Loubier, Stonehouse  
Frank Polster, Jamestown  
Wendy Ruffle, Berkeley  
Alexandra Younica, Berkeley

**Committee Members Absent:**

Glen J. Carter, Roberts  
Tom Hitchens, Powhatan  
Arne Laur, Roberts  
Richard Powell, Berkeley  
Bob Lund, CSWCD

**Special Attendees:**

Robyn Goad, CSWCD

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES – The May 19, 2020 minutes were **approved**. (7-0)**

**D. ORDER OF BUSINESS**

- a. **Budget – Update** – Toni Small updated the SPAC on the outcome of the changes made to the operating budget and the CIP budget explaining that some previously planned projects were delayed. In the upcoming year, the updates to the Powhatan and Yarmouth Creek Watershed Management Plans and the new Watershed Management Plan for Diascund Creek were delayed however, are anticipated to be pushed forward in the future. A list of projects still proposed to move forward was presented to the Committee.
  - i. Frank Polster raised a question regarding the VMRC permitting and time of year restrictions regarding the Chickahominy Riverfront Project.
- b. **VEE Septic Grant** – Mike Woolson updated the SPAC on the Virginia Environmental Endowment explaining that the Grant has now been expanded to all septic homeowners in the James River Watershed.
  - i. Frank Polster raised a question regarding sanitary sewer hookups and incentives.
    1. Mike Woolson explained that this topic was presented to the Board of Supervisors and that a revolving grant fund was set up as an incentive. This initiative is currently being run through the Housing Department.

- c. **Tyler EAM Septic – Update** – Mike Woolson updated the SPAC on a septic system distribution system through the Tyler EAM system which will more efficiently fulfill the County’s Chesapeake Bay Preservation Ordinance requirements. Mike Woolson provided data on the Little Creek Reservoir Watershed and the amount of septic systems found within it as an example of the type of data that could be drawn from this new system.
  - i. Allie Younica raised a question on whether or not there was a plan to even the balance of septic systems and sanitary sewer between districts.
    - 1. Mike Woolson explained that the Division could provide a recommendation however, the ultimate decision would come from the James City Service Authority.
- d. **Clean Water Heritage Grant Program** – John Fuqua updated the SPAC on the FY20 grants. After much deliberation, all grants proposed in FY20 were fully funded as proposed. Fuqua explained that many of the projects were either currently underway or recently completed. Future Grant updates are proposed to be presented in November.
- e. **Small Project Permitting** – Toni Small presented information to the SPAC regarding the process of permitting projects between 2,500 square feet and an acre, further described as small projects. Small further described prior challenges that the Division has faced coordinating with building permitting and stormwater permitting.
  - i. Joe Buchite explained that there is often a miscommunication regarding the definition of land disturbing between citizens and the regulations enforced by the Stormwater Division. Buchite explained the issues the Division has faced trying to educate homeowners and contractors regarding the regulations regarding small project permitting and land disturbing. Further outreach regarding small project permitting is hoped to decrease this miscommunication.

#### **E. STAFF UPDATES**

- a. **Stormwater Fee Changes – Update** – Toni Small updated the SPAC on changes to the current fee structure proposed to be implemented in the upcoming year. These changes are intended to incentivize citizen to follow proper protocol.
- b. **Stormwater Outreach Planning – Update** – Trevor Long updated the SPAC on the current state of outreach planning, stating that many of the normal outreach events have been cancelled or postponed. However, the Division is investigating virtual outreach methods, such as a monthly Facebook blasts. The Division had plans to perform a vinyl decal cling installation at the Jamestown Beach during fall 2020, however, this initiative has been postponed to the spring of 2021 to coincide with Earth Day.
- c. **New Member Recruiting – Update** – Trevor Long updated the SPAC on the state of potential new member recruitment.
- d. **Turf Love – Update** – Robyn Goad updated the SPAC on Turf Love stating that there has a minor drop off in recruitment due to COVID-19. Robyn Goad informed the SPAC of various outreach methods which the Colonial Soil and Water Conservation District is looking into for future usage.
- e. **Future Tour Planning** – Toni Small discussed various tour options for the SPAC to choose from. The SPAC deliberated the options, and decided to conduct a tour of the Chickahominy Riverfront Park Shoreline Stabilization Project, scheduled for November 17, 2020.

#### **F. COMMITTEE REQUESTS**

**G. NEXT MEETING** – The next meeting will be November 17, 2020 at 4:00 pm in a location to be determined.

**ADJOURNMENT** - The meeting was adjourned at 5:21 p.m.

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Wendy Ruffle, Chair

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Toni Small, Secretary