



## MEMORANDUM

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

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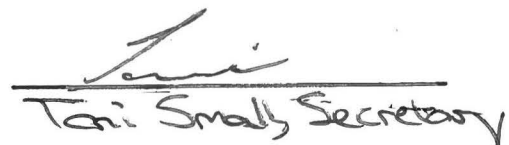
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 JANUARY, TWO- THOUSAND TWENTY ONE, AT 4:00 P.M VIA ZOOM.

**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  
Barry Moses. James City County

**B. Virtual Meeting Resolution – Approved (6-0)**

**C. PUBLIC COMMENT – None**

**D. APPROVAL OF MINUTES –**

- a. The September 15, 2020 minutes were approved (6-0)
- b. The November 17, 2020 minutes were approved (6-0)

**E. ORDER OF BUSINESS**

**a. Election of Officers –**

- i. Frank Polster made a motion to nominate Wendy Ruffle to continue to be the Chair of the Committee. Wendy Ruffle nominated Anthony Loubier to be the Chair of the Committee. The motion to nominate Wendy Ruffle as Chair of the Committee was passed (6-0).
- ii. Wendy Ruffle made a motion to nominate Anthony Loubier as the Vice Chair of the Committee. This motion was approved (6-0).

**b. Approval of the Calendar/Meeting Location**

- i. The Committee discussed the time of the meetings and noted that a quorum has

been difficult to achieve. The Committee deliberated a different time. The Committee agreed to keep the meeting time at 4:00 pm on the third Tuesday of the month with the amendment of the July meeting, now scheduled July 13, 2021, ~~in~~ ~~locations~~ to be determined. This motion was approved (7-0).

- c. **Year in Review - Update** – Toni Small provided an update to the Committee highlighting some important topics and accomplishments of 2020. This included the impact of the COVID-19 pandemic on the Division's and SPAC's program objectives. Due to the pandemic, much of the public outreach events moved digitally or were cancelled as a whole. Future planning was also discussed, including single family sureties, inspections, and grant opportunities.
  - i. The Committee discussed the topic of sureties and the source of the monetary amount.
  - ii. Frank Polster raised the question of what future plans for the CIP budget included.
    - 1. Toni Small answered that the FY22 budget will include money that was left over from the FY21 budget. Further information about the specifics of the budget will be sent out at a future date.
- d. **2021 SPAC Considerations** – Toni Small asked if there was any feedback for staff that the SPAC would like to see in the upcoming year.
  - i. Wendy Ruffle raised the question of normal outreach events and 2021 scheduling. Trevor Long responded that, 1<sup>st</sup> quarter normal outreach events have been cancelled however, summer and fall events may still be attainable.

## F. STAFF UPDATES

- a. **Clean Water Heritage Budget** – Toni Small updated the SPAC on the status of the budget of the Clean Water Heritage Grant Program. Formerly, budget cuts were made to the Grant Program. Small informed the SPAC that the money cut for this program has been restored.
- b. **Single Family Surety** – Toni Small updated the SPAC on changes that have occurred regarding Single Family Sureties. These changes will help to streamline processes from staff's perspective.
- c. **Stream Restoration Inspection and Maintenance** – Barry Moses, James City County, provided an update to the SPAC regarding the current state of stream restorations within the County and what is being done to ~~further progress to~~ ensure that the projects are being inspected and maintained properly.
- d. **Board of Supervisors Presentation** – Trevor Long addressed the SPAC about the potential for the Committee to provide a presentation to the Board of Supervisors. This presentation provides the opportunity to explain to the Board of Supervisor the role of the SPAC and Stormwater and Resource Protection Division, projects occurring within the County, and stormwater and infrastructure needs that the County is experiencing currently.
- e. **Turf University** – Robyn Goad, CSWCD, updated the SPAC that the normal outreach event, Turf University, has been moved to a webinar.

## G. COMMITTEE REQUESTS

- H. **NEXT MEETING** – The next meeting will be March 16, 2021 at 4:00 pm in a location to be determined.

**ADJOURNMENT** - The meeting was adjourned at 5:19 p.m.

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Wendy Ruffle, Chair

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Toni Small, Secretary