



## MEMORANDUM

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

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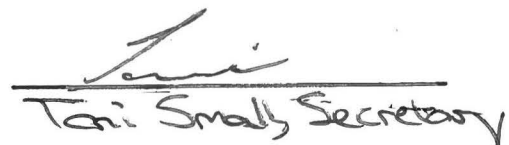
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 EIGHTEENTH DAY OF JANUARY, TWO- THOUSAND TWENTY-TWO, AT 4:00 AT 101-F MOUNTS BAY ROAD.

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

**Committee Members Present:**

Leslie Bowie, Roberts  
Phillip Doggett, Stonehouse  
Jason Knight, Roberts  
Shirley Livingston, Jamestown  
Frank Polster, Jamestown  
Richard Powell, Berkeley  
Wendy Ruffle, Berkeley  
Anthony Loubier, Stonehouse  
Bob Lund, CSWCD

**Committee Members Absent:**

Glen J. Carter, Roberts  
Robert Gasink, Jamestown  
Alexandra Younica, Berkeley  
Tom Hitchens, Powhatan

**Special Attendees:**

Cassie Cordova, JCC Attorney's Office  
Max Hlavin, JCC Attorney's Office (virtual)

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES –**

- a. The November 16, 2021 minutes were Approved (8-0).

**D. ORDER OF BUSINESS**

**a. Election of Officers**

- i. Frank Polster nominated Wendy Ruffle for Chair
- ii. Wendy Ruffle nominated Anthony Loubier for Chair
  - 1. Wendy Ruffle was voted Committee Chair (7-1)
- iii. Frank Polster nominated Anthony Loubier for Vice Chair
  - 1. Anthony Loubier was voted Committee Vice Chair (8-0)

**b. Location and Time of Meetings**

- i. The committee agreed to keep the meetings as the third Tuesday of every other month. The location will be decided prior to meetings.

**c. Calendar- Approval**

- i. The 2022 calendar was approved (8-0)

**d. Clean Water Heritage Grant Program Update**

- i. John Fuqua spoke to the committee about CWH projects and stated that there are 23 projects listed for this year.
  1. Frank Polster raised a question about the characterization of these projects, such as HOA vs. non-HOA and inspections of facilities.
    - a. John Fuqua responded that BMPs are listed due to inspections completed. Projects on the list are from individuals who have called asking for help.
- ii. John Fuqua spoke about the available budget of \$295,000 with a goal to zero out that balance.

**e. Colonial Soil and Water Conservation District FY21 Update**

- i. Bob Lund gave a presentation on the CSWCD achievements from the past year.
  1. Frank Polster raised a question regarding the increased budget request funding the proposed shoreline evaluation projects.
    - a. Bob affirmed that some of the budget would be put toward this project.
  2. Frank asked if the shoreline evaluation program had started.
    - a. Bob responded that it does not have any active projects yet.

**f. SPAC FOIA Information and Update**

- i. Max Hlavin spoke to the committee about FOIA information.
  1. Bob Lund questioned whether state training URLs were too strict for this committee's purpose.
    - a. Max agreed that those may be too stringent for this committee.
  2. Wendy Ruffle asked who the FOIA officer is.
    - a. Max responded that the FOIA officer is Ania Eckhardt.
  3. Wendy Ruffle inquired about remote participation for SPAC.
    - a. Max expanded on the Remote Participation Policy and suggested the committee have a vote to adopt the policy.
      - i. The members voted to adopt the Remote Participation Policy (8-0).

**E. STAFF UPDATES**

**a. Stream Restoration/County Cleanups**

- i. Cassie Cordova gave a presentation about Stream Restoration and County Cleanup opportunities.
  1. Wendy Ruffle asked for an example of organizations that provide grants for these clean-ups.
    - a. Cassie Cordova responded that DEQ provided grants.
  2. Bob Lund suggested taking a proactive approach by placing trash barrels at highly used sites.
    - a. Cassie explained that studies have been done showing a lack of trash bins has led to an increase in trash, and they are working with a company to study getting compacting bins.

**b. 2022 Outreach Update**

- i. Trevor Long provided the SPAC with updates about outreach events for 2022, including attending the Farmer’s Market and completing a stream cleanup.
- c. Member Renewals
  - i. Trevor Long spoke to the committee about some members whose positions on the SPAC require renewal during 2022. There was also discussion about enforcing by-laws for members who do not attend the meetings.

**F. COMMITTEE REQUESTS**

- a. Frank Polster requested that staff provide updates on the CIP budget and the Watershed Management Plan RFP’s during the next meeting.

**G. NEXT MEETING** – The next meeting will be March 15, 2022, at 4:00 pm in a location to be determined.

**ADJOURNMENT** - The meeting was adjourned at 5:39 p.m.

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Wendy Ruffle, Chair

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Toni Small, Secretary