



## MEMORANDUM

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

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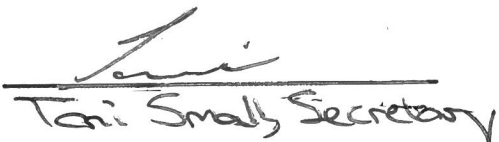
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 MARCH, 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  
Wendy Ruffle, Berkeley  
Alexandra Younica, Berkeley  
Bob Lund, CSWCD

**Committee Members Absent:**

Glen J. Carter, Roberts  
Robert Gasink, Jamestown  
Richard Powell, Berkeley  
Anthony Loubier, Stonehouse

**Special Attendees:**

None

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES –**

- a. The January 18, 2022 minutes were Approved (7-0).

**D. ORDER OF BUSINESS**

**a. Clean Water Heritage Grant Program**

- i. John Fuqua provided an overview of the Clean Water Heritage Program and discussed the program budget for FY22. John asked the committee to vote to approve using the entirety of the budget on proposed projects for this year.
  - 1. Bob Lund raised a question about John’s prediction for future budgets given the current trend of increasing applicants and a higher budget each year.
    - a. John responded that the program appears to fluctuate as previously awardees educate others about the program and as the need for these projects arise.
  - 2. Bob Lund specified his questions and asked about increasing the budget in the future.
    - a. John responded that until he is able to use the entirety of the \$295,000 budget, he does not think we should ask for an increase.

3. Frank Polster asked for an update about how this project affects BMP retrofits and maintenance for county owned facilities.
    - a. John responded that he could provide an update at the next meeting.
  4. Phil Doggett asked if the program would continue to prioritize inspections, and if the unused budget from the previous year would roll over into the new year.
    - a. John responded that inspections would be the top priority, and that there is no roll over for unused budget.
  5. Frank Polster made a motion to approve the budget.
    - a. The FY22 Clean Water Heritage Grant Program Budget was approved (7-0).
- b. Operating Budget**
- i. Toni Small gave a presentation about the current operating budget.
  - ii. The members voted to approve the Operating Budget (7-0).
- c. CIP Budget Updates**
- i. Toni Small gave a presentation summarizing the FY23-and FY24 CIP budgets. This budget includes the Grove and Toano Drainage and Water Quality Improvement projects, as well as multiple Watershed Management Action Plans and the TMDL Action Plan.

## **E. STAFF UPDATES**

- a. 2022 Outreach Update – Fido Fest
  - i. Trevor Long and Robin Benedict reminded the committee of Fido Fest on March 19<sup>th</sup> and encourage members to volunteer or attend the event.
- b. Natural and Cultural Assets Plan
  - i. Trevor Long spoke to the committee about the Natural and Cultural Assets Plan with the Green Infrastructure Center. Trevor explained that they are looking for natural corridors for wildlife in the county and how this can influence future planning and development.
    1. Alexandra Younica asked how this would be implemented into future plans.
      - a. Trevor responded that he was not sure yet.
    2. Bob Lund asked about the degree of participation in the public survey.
      - a. Trevor responded that he had no information about that at the moment but was hopefully their next meeting would provide some answers.
- c. DEQ Audit Update
  - i. Trevor Long updated the SPAC on the DEQ audit and the corrective actions required by the county.
    1. Wendy Ruffle asked what the 3 corrective actions were.
      - a. Trevor responded that the corrective actions were to inspect all County owned or operated stormwater management facilities at least once annually, update the County’s stormwater

management facility databased to include all permit required items, and to update good housekeeping written procedures to include implementation of best management practices were dewatering facilities.

**d. Member Renewals and Vacancies**

- i. Trevor Long spoke to the committee about some members whose positions on the SPAC require renewal during 2022. It was also mentioned that the committee currently has 2 vacancies.

**F. COMMITTEE REQUESTS**

- a. None

**G. NEXT MEETING** – The next meeting will be May 17, 2022, at 4:00 pm in a location to be determined.

**ADJOURNMENT** - The meeting was adjourned at 5:30 p.m.

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Wendy Ruffle, Chair

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Toni Small, Secretary