



MEMORANDUM

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

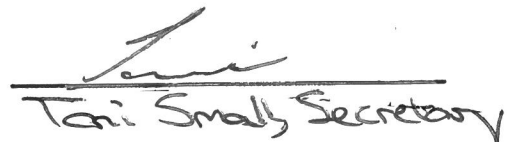
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 TWENTY FOURTH DAY OF MAY, TWO- THOUSAND TWENTY-TWO, AT 4:00 AT 5537 CENTERVILLE 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
Richard Powell, Berkeley
Anthony Loubier, Stonehouse

Committee Members Absent:

Glen J. Carter, Roberts
Robert Gasink, Jamestown
Bob Lund, CSWCD

Special Attendees:

None

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES –

- a. The March 15, 2022 minutes were Approved (7-0).

D. ORDER OF BUSINESS

a. FY23/ FY24 Budget

- i. Toni Small informed the committee that the budget for FY23/ FY24 is fully funded.
 - 1. Frank Polster raised a question about whether the Watershed Management Plan RFPs had been released.
 - a. Toni Small responded that they had been released and the evaluation committee is reviewing them.
 - 2. Frank Polster asked if he could receive a copy of the RFPs.
 - a. Toni responded that she would reach out to Linda Hodges to see if there was a copy that could be sent over to Frank.

b. BMP Inspection – Update Past and Future Retrofits

- i. Pat Menichino gave a presentation showcasing completed BMP retrofits and future retrofit projects. Pat also described the inspection process and how the county owned BMPs are ranked and the respective work that is to be done per each ranking.

1. Frank Polster raised a question about the age and types of BMPs that are ranking in the 3-4 category.
 - a. Pat responded that there are BMPs of all ages and types scoring within this category. Pat also included that the issue with doing a retrofit project is that the project is confined to a smaller area of a built-out watershed.
 - b. John Fuqua noted that the all the completed retrofit projects have improved on the original BMP design.
- c. EnerGov Asset Management - Demonstration
- i. Mike Woolson gave a demonstration of the EnerGov work order system for BMP maintenance. He noted that 980 BMPs are in the system with 937 of those BMPs active.
 1. Wendy Ruffle asked if one could search for inspection ratings out of the 937 active BMPs.
 - a. Mike responded that you could search by breaking up the asset into type and rating.
 2. Frank Polster posed a question about the data linkage information.
 - a. Toni Small responded that staff is working on linking all the information.
 - b. Mike also mentioned that this information would link to the GIS system.
 3. Frank Polster asked if this was the same system used for septic system information.
 - a. Mike responded affirmatively.
 4. Alexandra YOUNICA raised a question about why stream restorations are treated as BMPs.
 - a. Toni responded that they are considered a BMP per DEQ crediting.
 5. Frank Polster asked about the end date of the current MS4 permit.
 - a. Toni responded that it would end next year (2023).
 6. Tony Loubier asked if the Sharepoint Site would still be available to the public.
 - a. Toni and Mike confirmed that it would still be available for public use as long as it can be maintained.
- d. FY23 Clean Water Heritage Grant
- i. John Fuqua updated the committee on the Clean Water Heritage Grant. John then proposed that they current budget of a \$7,500 match for a maximum \$15,000 project be raised to a \$25,000 match for maximum \$50,000 project.
 1. Richard Powell asked if there was a way to prioritize retrofit projects.
 - a. Frank Polster suggested prioritization by type and date of construction.
 2. Frank Polster asked about the driving force behind the current BMP retrofit projects.
 - a. Pat Menichino responded that during inspections, BMPs with failing parts are considered good candidates for a retrofit project.

3. Richard Powell raised a question about whether this budget increase would increase the budget for the same number of projects or reduce the number of projects each year.
 - a. John responded that if the budget is approved it could result in fewer projects being completed each year, although we have never hit our budget limit so he is not concerned and does not believe it will have a large impact.
4. Wendy Ruffle made a motion to increase the BMP budget match from \$7,500 to \$25,000.
 - a. The members voted to approve the increase in the budget (8-0).

E. STAFF UPDATES

- a. Summer Outreach Planning
 - i. Trevor Long updated the committee on recent outreach events such as Fido Fest. Trevor discussed with the committee a change from the Williamsburg Farmer's Market to the Toano Farmer's Market.

F. COMMITTEE REQUESTS

- a. Frank Polster would like to see the plans for the Longhill Road VDOT infiltration pond project at the next meeting.

G. NEXT MEETING – The next meeting will be July 19, 2022, at 4:00 pm in a location to be determined.

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

Wendy Ruffle, Chair

Toni Small, Secretary