



## MEMORANDUM

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

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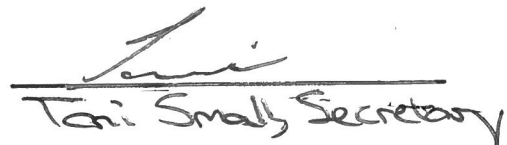
The following minutes for the Stormwater Program Advisory Committee of James City County dated as indicated below, are acknowledged to be missing signatures.

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 JULY, TWO- THOUSAND TWENTY-TWO, AT 4:03 AT 5301 LONGHILL ROAD.

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

**Committee Members Present:**

Leslie Bowie, Roberts  
Jason Knight, Roberts  
Frank Polster, Jamestown  
Wendy Ruffle, Berkeley  
Alexandra Younica, Berkeley  
Bob Lund, CSWCD

**Committee Members Absent:**

Glen J. Carter, Roberts  
Robert Gasink, Jamestown  
Phillip Doggett, Stonehouse  
Richard Powell, Berkeley  
Anthony Loubier, Stonehouse  
Shirley Livingston, Jamestown

**Special Attendees:**

Rick Koehl, James City County Capital Projects Coordinator

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES –**

- a. The May 17, 2022 minutes were not approved because a quorum was not met.

**D. ORDER OF BUSINESS**

- a. New member recruiting and term expiration – reappointments and new appointments
  - i. Toni Small informed the SPAC that several members terms expired in June and new member appointment, or reappointments would be discussed at the July 26<sup>th</sup> Board of Supervisors meeting.
    1. Wendy Ruffle asked for clarification on which members terms had expired.
      - a. Toni responded that Alexandra Younica and Robert Gasink’s terms had expired. There was an additional opening in the SPAC as well.
- b. Tour Discussion
  - i. Toni Small discussed potential tour sites for the September 20, 2022 meeting. Options provided were the Grices Run Stream Restoration Project or The Foxes Stream Restoration. Mike Woolson also suggested BMPs at James River Elementary or the Carter’s Grove Shoreline Restoration Project if access is allowed.
    1. Frank Polster noted his interest in the Carter’s Grove project. Other members agreed.

- a. Trevor Long stated that he would reach out to Carter’s Grove to try and gain permission for the tour. Trevor informed the SPAC that regardless, a presentation about the project could be shown to the committee.
- c. Longhill Road Expansion Discussion and VDOT Projects
  - i. Toni Small gave a presentation on numerous VDOT projects within the county. These projects included the 199 retaining wall repair, the Croaker Road widening project, and the Longhill Road expansion.
    - 1. Frank Polster posed a question about the life expectancy and maintenance of the bioretention ponds used for the Longhill Road project.
      - a. Toni responded that the typical life expectancy is 20-30 years with routine maintenance. Maintenance would include regular forebay cleanouts and replacement of filter media.
    - 2. Wendy Ruffle asked about the estimated cost for maintenance.
      - a. Toni responded that it depends on the level of maintenance required.
  - ii. Rick Koehl gave a presentation about the Toano pedestrian improvement project and the Grover neighborhood improvements.
    - 1. Alexandra Younica asked about required permits for the Grove project.
      - a. Rick responded that a Corps of Engineers permit was required.
        - i. Mike Woolson added that a Chesapeake Bay Preservation Waiver was required by the county.

**E. STAFF UPDATES**

- a. FY22 Clean Water Heritage Update
  - i. Mike Woolson provided the SPAC with an update on the CWH program. Mike explained that John Fuqua has taken all the FY22 projects to County Administration to be signed.
- b. FEMA CRS Annual Recertification
  - i. Mike Woolson updated the SPAC on JCC’s FEMA CRS certification.
- c. Fall Outreach Planning
  - i. Trevor Long discussed attending the Toano Farmer’s Market in the fall and asked the committee when they would like to attend.
    - 1. Multiple members replied that late September or October would be a suitable time.

**F. COMMITTEE REQUESTS**

- a. None.

**G. NEXT MEETING** – The next meeting will be September 20, 2022, at 4:00 pm in a location to be determined.

**ADJOURNMENT** - The meeting was adjourned at 5:17 p.m.

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Wendy Ruffle, Chair

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Toni Small, Secretary