

# BMP 1: Public Outreach and Education

Appendix

## City of Poquoson Annual Report

VAR# 040024

Permit Year 5 (PY5): July 1, 2017-June 30, 2018

Submitted to DEQ October 1, 2018

Updated MS4 Program Plan July 1, 2013 - June 30, 2018  
City of Poquoson VAR 040024

1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan
						Compliant; program was updated to meet General Permit conditions and new program plan submitted with PY1 annual report.
1.1	Update Public Education and Outreach Program					
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	<a href="http://askH2Green.org">askH2Green.org</a> Stormwater Education Subcommittee	PY1	Education and Outreach Plan
						Compliant. Completed in PY1. See Appendix

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the <a href="http://askHRgreen.org">askHRgreen.org</a> regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media				
						Compliant. See below for compliance with specific program plan requirements.
1.2a	Scoop the Poop campaign	Make Scoop the Poop information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	<a href="http://askHRgreen.org">askHRgreen.org</a> Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in <a href="http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf">http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf</a> (link to Ask HRGreen annual report). AskHRgreen annual report in appendix.
						Compliant. 27.5% of target audience reached through media campaign. In addition to regional campaign, giveaways and information are provided in City Hall. See appendix

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	<a href="http://askHrGreen.org">askHrGreen.org</a> Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in <a href="http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf">http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf</a> (link to AskHrGreen annual report). AskHrGreen annual report, Appendix
						Compliant. Media campaign reached 27.5% of target audience for proper disposal of yard waste and 27.4% of total for proper use of fertilizer and promotion of soil testing. Informational brochures and giveaways provided at City Hall offices and Public Works office.



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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2c	Promote FOG campaign	Participate in the <a href="http://askHrGreen.org">askHrGreen.org</a> regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	<a href="http://askHrGreen.org">askHrGreen.org</a> Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in <a href="http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf">http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf</a> (link to AskHrGreen annual report). AskHrGreen annual report, Appendix
						Compliant. Medial campaign for Reducing SSO's and proper disposal of fats, oil and grease reached 45.9% of the audience. See target audience percentages in appendix.
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	<a href="http://askHrGreen.org">askHrGreen.org</a> Stormwater Education Subcommittee	Annually	<a href="http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf">http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf</a>
						Compliant. See askHrGreen annual report in appendix for percentage of high priority audience

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	Number of giveaways distributed	askHRgreen.org Representative	Annually	See AskHRGreen annual report in Appendix or online at <a href="http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AAnnualReport_final.pdf">http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AAnnualReport_final.pdf</a>
1.3	Provide for Public Participation					
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	askHRgreen.org Representative	Annually	<p>Locality website: Most events were posted on the main website page: <a href="http://www.ci.poquoson.va.us/">http://www.ci.poquoson.va.us/</a>. The Adopt a Spot program is advertised on the City Manager's page: <a href="http://www.ci.poquoson.va.us/158/City-Manager">http://www.ci.poquoson.va.us/158/City-Manager</a>.</p> <p>15 public participation events were held; 11 were volunteer opportunities that were posted on the City website. See Appendix, BMP 2 section for public participation events and advertisement samples. Events included site clean ups; participation in comprehensive plan advisory group; and other waste take back/collection programs.</p>
						Compliant. See AskHRGreen annual report.

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.3b	Regional Initiatives	Submit articles for <a href="http://askHRgreen.org">askHRgreen.org</a> blog and/or to the City newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	<a href="http://askHRgreen.org">askHRgreen.org</a> Representative	Annually	<a href="http://askHRgreen.org">askHRgreen.org</a> website or Island Tide . See Appendix
						Compliant. Two articles were submitted to the Island Tide, a circular that is mailed to every household in the City. In addition, warm weather environmental information was posted on the City website. See Appendix.
1.3c	Regional Outreach	Post volunteer opportunities on the City website and/or <a href="http://askHRgreen.org">askHRgreen.org</a> calendar	Number and types of events submitted	<a href="http://askHRgreen.org">askHRgreen.org</a> Representative & HRPDC Environmental Educator	Quarterly	<a href="http://askHRgreen.org">askHRgreen.org</a> website See Appendix
						15 public participation events were held; 11 were volunteer opportunities that were posted on the City website. See Appendix, BMP 2 section for public participation events and advertisement samples. Events included site clean ups; participation in comprehensive plan development; Bay Star Homes; Keep Poquoson Beautiful. The postings were placed on city media because we have found that produces more volunteers.

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.3d	Distribute educational materials developed through <a href="http://askHRgreen.org">askHRgreen.org</a>	Distribute materials developed through <a href="http://askHRgreen.org">askHRgreen.org</a> to target audience in locality.	Number of materials distributed	<a href="http://askHRgreen.org">askHRgreen.org</a> Representative	Continuously	<a href="http://askHRgreen.org">askHRgreen.org</a> summary materials. See Appendix
1.3e	Maintain and enhance <a href="http://askHRgreen.org">askHRgreen.org</a> website	Increase website visits each year	Website click-through rates-Annual <a href="http://askHRgreen.org">askHRgreen.org</a> website visits	HRPDC & <a href="http://askHRgreen.org">askHRgreen.org</a>	Permit Cycle	<a href="http://askHRgreen.org">askHRgreen.org</a> summary materials. See Appendix
1.4	Participate in regional committees: <a href="http://askHRgreen.org">askHRgreen.org</a> , RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA and Regional Program annual summary of cooperation. See Appendix
						Compliant. 1,495 giveaways were provided at City Hall, in volunteer bags, and at the Poquoson Seafood Festival(865 giveaways at Festival). See appendix for detailed list of the number distributed of each type of giveaway.
						Compliant. See Appendix. Also, link from City Website to <a href="http://www.ci.poquoson.va.us/168/Engineering">askHRgreen.org</a> : <a href="http://www.ci.poquoson.va.us/168/Engineering">http://www.ci.poquoson.va.us/168/Engineering</a>
						Compliant. See "Regional Cooperation in Stormwater Management, Fiscal Year 2017-2018: A Status Report" and AskHRGreen report.

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1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY5 STATUS
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and <a href="http://askHRgreen.org">askHRgreen.org</a>	Number of meetings attended/Number of meetings held	<a href="http://askHRgreen.org">askHRgreen.org</a> Representative	Annually	<a href="http://askHRgreen.org">askHRgreen.org</a> summary materials. See Appendix	Compliant. MOA in appendix. This was finalized in PY4.
1.4b	<a href="http://askHRgreen.org">askHRgreen.org</a>	Participate in at least 35% of <a href="http://askHRgreen.org">askHRgreen.org</a> Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	Attendance chart. See Appendix	50% attended. See appendix.
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.		SW Program Administrator, <a href="http://askHRgreen.org">askHRgreen.org</a> , <a href="http://askHRgreen.org">askHRgreen.org</a> Representative & HRPDC	As scheduled in permit	Revised Program Plan. See Appendix	67% of meetings attended. Compliant.

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BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY5 STATUS
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.					Compliant. askHRgreen meeting attendance has increased.

## **Regional Stormwater Education and Outreach Plan**

### **High Priority Water Quality Issues to Address**

1. Contribution of pet waste to bacteria impairments.
2. Nutrient runoff due to poor lawncare practices.
3. Reduction of FOG/Garbage Disposal Use to reduce dry weather sanitary sewer overflows.

### **Target Audience for High Priority Issues**

1. Pet Waste Reduction
  - a. single women, 18-49, under \$75K household income
2. Lawncare Best Practices: fertilizer, soil testing, mowing practices, leaf/yard debris disposal
  - a. Married men, 35+, any college, \$75,000+ household income
3. FOG/Garbage Disposal Use
  - a. Married men, 35+, any college, \$75,000+ household income

BMP 1.1a





BNP 1.2

## ANNUAL REPORT

2017 - 2018





**HAMPTON ROADS PLANNING DISTRICT COMMISSION**  
**ROBERT A. CRUM JR**  
**EXECUTIVE DIRECTOR**

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STEPHEN BEST  
DEBBIE RITTER  
ELLA P. WARD  
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R. RANDY MARTIN

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**WILLIAMSBURG**

ANDREW TRIVETTE  
PAUL FREILING

**YORK COUNTY**

NEIL MORGAN  
THOMAS G. SHEPPERD JR.

**Report Documentation**

**TITLE:**  
askHrgreen.org Annual Report for Fiscal Year 2017-2018

**REPORT DATE**  
September 2018

**GRANT/SPONSORING AGENCY**  
Local Funds

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Chesapeake, Virginia 23320  
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**ABSTRACT**

The Hampton Roads Planning District Commission (HRPDC) is one of 21 Planning District Commissions in the Commonwealth of Virginia and is a regional organization representing the 17 local governments of the Hampton Roads area. This report provides an overview of the askHrgreen.org regional public outreach program and campaign results for fiscal year 2017-2018. It also provides an overview of the individual initiatives and results from each of the four askHrgreen.org environmental education subcommittees: Recycling and Beautification, Stormwater Education, Water Awareness, and Fats, Oils & Grease Education.

**ACKNOWLEDGEMENTS**

This report was prepared by the Hampton Roads Planning District Commission (HRPDC) staff in cooperation with the member localities. Preparation of this report was included in the HRPDC Unified Planning Work Program for Fiscal Year 2018, approved by the Commission in May 2017.

launched in 2011, askHrGreen.org is more than just a robust website; it is an award-winning comprehensive public outreach initiative. The program combines traditional and social media with grassroots outreach efforts to not only educate, but inspire residents of Hampton Roads to make changes that have a positive impact on the environment. askHrGreen.org is a regional solution that helps our localities meet the requirements of MS4 permits, groundwater withdrawal permits, and state consent orders to reduce sanitary sewer overflows. By combining local expertise and taking advantage of economies of scale, askHrGreen.org has become a pathway to compliance and a "one-stop shop" for citizens to find answers, resources, and inspiration for a cleaner, greener Hampton Roads. From earth-friendly landscaping ideas and pointers for keeping local waterways clean to recycling tips and simple steps to make local living easy on the environment, all you have to do is askHrGreen.org.

Financial support for askHrGreen.org is made possible by the following member localities and agencies: the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg; the counties of Gloucester, Isle of Wight, James City, Southampton, Surry and York; the town of Smithfield and the Hampton Roads Sanitation District. Members of local staff and HRSD comprise four askHrGreen.org subcommittees who meet monthly to develop and implement the regional program.

**Recycling and Beautification Subcommittee** - A coalition of local government staff members from across Hampton Roads who are working together to share ideas and pool resources for various education programs tailored towards community beautification, litter prevention, and recycling education. This group has been working cooperatively since 1981.

**Fats, Oils, and Grease (FOG) Education Subcommittee** - A coalition of local government staff members working together with HRSD to protect wastewater infrastructure, reduce sanitary sewer overflows, and improve local water quality. The Subcommittee shares both technical resources and educational strategies to prevent improper disposal of fats, oils, and grease. This cooperative effort has been underway since 2007 when 13 of the region's localities and HRSD entered into the Regional Special Order by Consent with

the Virginia Department of Environmental Quality.

**Water Awareness Subcommittee** - Regional public utilities staff members who work together to educate citizens about aging infrastructure, the value of tap water, and the importance of water conservation. This cooperative effort to promote the vital role water plays in the quality of life of Hampton Roads and the need to conserve it assists localities in meeting requirements of various locality goals as well as water supply and ground water permit education requirements.

**Stormwater Education Subcommittee** - A cooperative partnership of the region's seventeen member cities and counties which has served as a formal adjunct to the required public information component of the Virginia Pollution Discharge Elimination System Permits (VPDES) for Phase I and Phase II Municipal Separate Storm Sewer Systems (MS4) since 1997. Local government staff members work together to share ideas and pool resources for various education programs tailored to stormwater pollution prevention.



- Continued to follow the 2015-2020 askHrGreen.org marketing plan
- Launched & continued to build a new, responsive website
- Conducted 10 themed media campaigns for individual committees
- Continued an active media relations program
- Launched a new "Imagine A Day Without Water" campaign
- Launched a new litter prevention "Team Up 2 Clean Up" campaign
- Launched the Bay Star Business Program
- Continued building and adding to the online media toolkit
- Orchestrated an enhanced Search Engine Marketing campaign
- Continued to administer regional grant programs
- Enhanced our bi-monthly e-newsletters
- Planned second Write As Rain multi-committee campaign; this one targets students

8,623 students impacted by environmental education grants



55,735 visitors to asktHRegreen.org  
93,589 page views on asktHRegreen.org



 **2,708 households enrolled** in the regional Bay Star Homes program



Facebook  
1,975



1,684  
Twitter

 7,284

35 pet waste stations installed  
impacting neighborhoods across the region



**\$19,071** in grant funding received

askedIRgreen.org representation at 33 community events



# 2017-2018 ACTIVITY CALENDAR



 **13.4 million opportunities**  
to see or hear askHRegreen.org in the media

## A New askHrgreen.org

In December 2017, we launched a brand new, responsive website featuring bold imagery, helpful new tools, and an incredible amount of content delivered seamlessly on any device. The new askHrgreen.org was created to provide a more engaging and informative experience for our Hampton Roads communities. The way the site filters and delivers information truly allows users to “ask” Hrgreen like never before. For instance, when users click on a topic like “clean water and waterways,” they will receive related information in a variety of forms – water-related blog posts, resources, toolkit materials, and even tips to share with friends on social media. Other enhancements include bookmarking, so users can return to visit pages of interest; a robust event calendar integrated with Google maps; and locally pages where residents can check for news, events, and resources available in their hometowns.

In FY18, the askHrgreen.org website had a higher percentage of new visitor traffic than in any other year and an increase in page views and time spent on the site over the previous fiscal year, proving that people are viewing more content and spending more time on the newly enhanced website. This is a trend that we hope continues in the coming year.

**New Year, New Website!**  
It's bigger, bolder and looking even more green with askHrgreen.org now available on a screen near you. Featuring bold imagery, fun new tools, and an incredible amount of content delivered to your fingertips, the new askHrgreen.org was designed to provide a more engaging and informative experience for our



## WEBSITE VISITATION

	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	TOTAL
Visits	55,735	58,113	52,530	58,279	55,505	32,697	27,424	340,283
Unique Visitors	45,661	46,282	42,539	46,994	43,547	25,092	19,920	270,035
Pageviews	93,589	92,681	93,177	103,228	116,818	72,270	67,047	638,810
Pages per Visit	1.68	1.59	1.77	1.77	2.10	2.21	2.42	
Average Visit Duration	1:27	1:12	1:32	1:26	1:48	2:10	2:19	
Bounce Rate	77.31%	79.07%	74.92%	74.80%	64.37%	61.27%	61.24%	
% New Visits	81.48%	79.62%	80.44%	79.87%	77.74%	75.50%	70.78%	
Mobile Devices	30,205	30,626	20,783	22,655	18,694	5,100	2,916	130,979
Desktop Devices	25,530	27,487	31,747	35,624	36,811	27,597	24,508	209,304

## Search Engine Marketing

The askHrgreen.org Search Engine Marketing (SEM) program employs Google pay-per-click advertising to increase traffic to the askHrgreen.org website. By bidding on select keywords and phrases, our ads direct search traffic to relevant content on the askHrgreen.org website. In FY18, we changed our SEM vendor from The Virginian-Pilot to WTKR and to date, we have seen a 70 percent increase in clicks compared to FY17. The website redesign also contributed to this performance increase. To view the SEM report from WTKR (Dec-June 2018), please see appendix A.

- askHrgreen.org - Dispose Medication Safely  
askHrgreen.org  
Learn The Proper Way To Dispose Of Medication & Keep It Out Of Our Water.
- askHrgreen.org - Fat, Oil & Grease Disposal  
askHrgreen.org  
Avoid Drain Clogs & Learn How To Dispose Of Fat, Oil, & Grease Properly.
- askHrgreen.org - Recycling Old Electronics  
askHrgreen.org  
Think Before You Toss. Recycle Your Old Electronics. Find Out Where!
- askHrgreen.org - Fertilizing Tips For Your Lawn  
askHrgreen.org  
Be Sure To Test Your Soil First. Follow These Easy Steps Today!
- askHrgreen.org - Tap Water Facts  
askHrgreen.org  
Drink Tap Water in Hampton Roads With A High Level Of Confidence!

## SEARCH ENGINE MARKETING

VENDOR Pilot Online (Jul. - Dec. 2017), WTKR (Dec. 2017 - Jun. 2018)

CONTENT Ads and keywords for all committees + askHrgreen.org

DURATION 12 months / July 2017 - June 2018

IMPRESSIONS FY 17-18 169,140 FY 16-17 107,920 +57%

CLICKS FY 17-18 7,330 FY 16-17 4,226 +73%



## Community Outreach

### Events

Each year, askHGreen.org receives numerous invitations to participate in community events. This is a vital touchpoint with residents in Hampton Roads. While some events are environmentally focused, many are attended by the general public and provide an important opportunity to share information with those outside the "green community." Whether at an employee eco fair or a multi-day countywide fair, locality representatives have an opportunity to distribute outreach materials and promotional items provided by each askHGreen.org subcommittee. In FY18, more than 170,000 event attendees may have seen askHGreen.org at an event or received information and materials from local volunteers. In addition, over 360 people signed up to receive our news and information during these outreach events in FY18.



#### 2017-2018 Regional Events

		Estimated Attendance
8/19	Green Run Community Day	50
9/7	EcoFair at Green Environmental Center	200
9/10	Newport News Go Green Expo	1,500
9/14 - 9/17	Isle of Wight County Fair	28,000
9/17	RIVERfest 2017	1,400
9/30	James Riverfest	200
10/16	Bay Star Homes Fall Workshop	15
10/17	Bay Star Homes Fall Workshop	7
10/5 - 10/8	Reynour Festival	100,000
10/7	Norfolk Arbor Day Festival	Norfolk
10/7	Lynnhaven River NOW Fall Festival	Unavailable
10/19	CNU Farmers Market	Newport News
10/21	Bank in the Park	Chesapeake
10/22	Newport News Shipbuilding	Newport News
1/15 - 1/18	Home Gardener Day & MAHSC	Newport News
1/26 - 1/28	Virginia Home & Garden Expo	Virginia Beach
3/1 - 3/2	Virginia Green Travel Conference	Virginia Beach
3/3 - 3/4	Hampton Roads Home Show	Hampton
3/24	Community Association Day	Virginia Beach
3/24 - 3/25	Jefferson County Fair	Gloucester
3/25	Jefferson County Fair	Portsmouth
4/5	CNU Farmers Market	Newport News
4/14 - 4/15	Mid-Atlantic Home & Outdoor Living Show	Virginia Beach
4/21	Virginia Living Museum Earth Day Festival	Newport News
4/23	NASA Earth Day Fair	Hampton
4/28	Community Empowerment Fair	Newport News
5/9	Public Service Week & Drinking Water	Virginia Beach
5/24	Seaside Seaford Festival	Virginia Beach
5/31	Virginia Beach Public Works Annual Picnic	Virginia Beach
6/2	Celebrate the Park	Newport News
6/5	Arboreus Black Eco Event	Williamsburg
6/5	CMA CGM Environmental Fair	Norfolk
6/30	Older Days	Unavailable
		12,000

### Bay Star Homes

The Bay Star Homes program recognizes residents who pledge to avoid behaviors that are harmful to local waterways and encourages private property owners to implement voluntary stormwater management practices such as rain barrels, rain gardens, and downspout disconnects. Residents are also encouraged to incorporate more environmentally-friendly choices into their daily routines. In FY18, there were 287 new Bay Star Homes added across the region, bringing the program total to just over 2,700 households.

#### Bay Star Homes Registrants (as of June 30, 2018)

City/County	Number
Chesapeake	107
Franklin	11
Gloucester	17
Hampton	66
Isle of Wight	9
James City	6
Newport News	157
Norfolk	1942
Poquoson	12
Portsmouth	28
Southfield	8
Southampton	1
Suffolk	110
Surry	2
Virginia Beach	175
Williamsburg	5
York	52
<b>Total</b>	<b>2,708</b>



## Sudent Outreach

### Environmental Education Mini Grant Program

At askHGreen.org, we've learned that even a small amount of grant money can help spark an idea that encourages people to make an impact in our region. askHGreen.org offers environmental education mini grants of up to \$500 to provide funding for environmentally-themed projects for students. All Hampton Roads teachers (K-12), youth leaders, or organizations working with youth are eligible to apply.

In FY18, \$7,758 in grant funding was awarded to support 19 school projects in and out of the classroom. These projects reached over 8,600 students across Hampton Roads and included learning gardens, school recycling programs, composting, rain barrels, and more.



Project	Students	Project Description	School/Organization	City/County	Grant
Catapult Recycle	350	This project funded large and small recycling bins to place throughout Mary Calicut Elementary School.	Mary Calicut Elementary School	Bedford	\$500.00
Clean Water, Healthy Reflection	575	Students compared bottled water with tap water in a health and physical education class. Students used a water cycle unit in core classrooms. Reusable water bottles were ordered with the project for the students to keep and use in the future.	Newtown Elementary School	Virginia Beach	\$500.00
Composting Capabilities	79	A self-contained composting system was purchased to help students witness the process of recycling in the form of composting and how plants change through the life cycle.	Oakland Elementary School	Stafford Co.	\$500.00
Drip Drip Drop	50	Students installed rain barrels to collect rain water from the school's roof to use in seven raised garden beds.	Coventry Christian School	Williamsburg	\$170.00
Effects of Artificial and Seasonal Changes on Nature	40	Students used kits to create a water-fed filter system and rainwater harvesting system for their classrooms.	Newtown Elementary School	Virginia Beach	\$400.00
Environmental Quality	300	Students used kits to create a water-fed filter system and rainwater harvesting system for their classrooms.	Greenbrier Middle School	Chesapeake	\$500.00
Environmental Programs	1,000	Grant funds were used to purchase an Environmental for presentations to Virginia Beach and Chesapeake students on environmental education.	Virginia Dare Soil and Water Conservation District	Virginia Beach	\$500.00
Hydration Station Leads to Healthy Environment	750	Students used kits to create a water-fed filter system and rainwater harvesting system for their classrooms.	Spaulley Gifted Center	Hampton	\$500.00
Hydration Station Features Waste	700	Students used kits to create a water-fed filter system and rainwater harvesting system for their classrooms.	Spaulley Gifted Center	Hampton	\$500.00
The Importance of Native Plants to Pollinators	18	This project added to and expanded the variety of native/pollinator plants at the VIMS pollinator garden. Plants such as turtlehead and milkweed also served as caterpillar food plants.	Virginia Beach Middle School	Virginia Beach	\$350.00
KMS Kinder Garden	60	This project added to and expanded the variety of native/pollinator plants at the VIMS pollinator garden. Plants such as turtlehead and milkweed also served as caterpillar food plants.	Kepperville Meadows Elementary School	Virginia Beach	\$500.00
Mission Green Planet	1	As part of a larger project, a high school student used grant funds to plant 200 saplings at two Virginia Beach elementary schools.	Kellum High School	Virginia Beach	\$540.00
Rain Water Tower	75	Students built a wooden water tower in the school courtyard to conserve water and establish a self-watering garden and green nursery.	Crimmer Middle School	Newport News	\$500.00
Recycle Maria	1,200	Recycle Maria gave each class room at JPS a standard blue recycling bin to promote recycling throughout the school year.	John Yates Middle School	Stafford Co.	\$500.00
Living Projects	30	Grant funds were used to purchase bins for recycling and materials to collect recyclables from the bins.	Maurry High School	Norfolk	\$500.00
School Wide Recycling	920	Grant funds enabled the continuation of a recycling program while the school developed a way to sustain the program into future years.	Northern Shore Elementary School	Stafford Co.	\$250.00
Water Not, Want Not	700	A compost bin was purchased to increase composting of waste from school and home.	Greenbrier Intermediate School	Chesapeake	\$175.00
We All Need Water	660	Students will create a rain-friendly garden within their existing Learning Garden.	Swanbridge Elementary School	Virginia Beach	\$500.00
Whole School Recycling Program	915	Grant funds will go towards the purchase of recycling bins for classrooms at the school.	Gallatin Middle School	Yorktown	\$335.00
	8,623				\$7,758.55

## Environmental Action Awards

In March 2018, askHGreen.org recognized two local schools and educators for their commitment to environmental stewardship and leadership. Michelle Effatt, former science teacher at Cradock Middle School in Portsmouth, and Gabrielle Toni, art teacher at Western Branch Middle School in Chesapeake, each received the Environmental Action Award.

The askHGreen.org Environmental Action Award was developed to recognize individuals who inspire youth (K-12) to have a positive impact on the environment by taking action in their schools or communities. The winning projects had previously received funding through the askHGreen.org mini grant program and were selected as outstanding by a panel of local askHGreen.org representatives from the HRPDC's 17 member jurisdictions and HRSD. The Cradock Middle School and Western Branch Middle School projects were among 13 projects under consideration for the award, all of which were funded by askHGreen.org in FY17.

Cradock Middle School was recognized for Ms. Effatt's leadership of a community clean-up project. At Western Branch Middle School, Ms. Toni brought her art students together with a handful of technology students for an upcycling project to bring new life to some tired, old park benches. In addition to the award, each school received a check for \$100.00 to be spent to further their project or to launch a new environmental initiative.

Gabrielle Toni of Western Branch Middle School in Chesapeake receives Environmental Action Award



Michelle Effatt of Cradock Middle School in Portsmouth receives Environmental Action Award



## Green Learning Guide

With a grant from the Chesapeake Bay Restoration Fund, and support from local cities and counties, askHGreen.org developed a Green Learning Guide for third grade students in FY18. A sixth-grade Green Learning Guide was first published by askHGreen.org in 2012, but this third-grade version will be brand new for the 2018-19 school year.

Designed to meet Virginia SOL standards, the Green Learning Guides make it easy for teachers to bring the environment into the classroom in a way that directly relates to critical science, math, and English skills. The free guides showcase educational content in a fun, interactive format with colorful maps, bold graphics, and creative activities to connect students to our Hampton Roads environment.

The sixth-grade Green Learning Guide was warmly embraced by area educators, many of whom incorporated the guide into their lesson plans. One teacher in Chesapeake relayed how helpful the publication was to her students because "the real life examples put the ideas in a different perspective." Another simply said she was thankful to have the valuable information for her students.

Both editions of the Green Learning Guide and accompanying teacher's guides are available for download on the askHGreen.org website. We hope to provide printed copies of the third-grade edition to students across the region during the 2018-19 school year.



## Student Outreach





## Business Outreach

### Bay Star Business Program

In June 2018, the Stormwater Education Subcommittee launched the Bay Star Business Program, an extension of the successful Bay Star Homes initiative. This free, pledge-based program is designed to recognize Hampton Roads companies that are committed to protecting water quality in the region. Business owners can easily sign up online at askHGreen.org/BayStarBusiness and select a minimum of five out of 15 suggested practices such as conserving water, keeping outdoor areas litter-free, maintaining (repairing/washing) company vehicles under cover, or organizing a community cleanup event. Most action items are no- or low-cost solutions to help business run more efficiently. In return for their pledges, a business receives a welcome packet in the mail that includes tips and information from askHGreen.org and the city or county in which they operate and Bay Star Business window clings to display in their office or on company vehicles. They also receive recognition on the askHGreen.org website for their participation in the program. Anheuser Busch was the first company to sign up as a Bay Star Business in FY18, and we are looking forward to growing the program with local businesses in the year ahead.



### Team Up 2 Clean Up

The cost that litter imposes on communities and businesses is substantial. That is why the Recycling & Beautification Subcommittee launched the Team Up 2 Clean Up campaign in early spring 2018 to make it easier for residents and businesses alike to get involved with litter prevention and cleanup initiatives. This new initiative offers an online toolkit where everyone from schools and civic leagues to businesses and neighbors on the block can download free posters, brochures, presentations, and other resources to educate their peers/employees about litter. There are resources available to empower businesses to organize their own cleanups and also a comprehensive listing of existing regional cleanups and community beautification projects to help connect people with their local cleanup coordinators. Some of the information included in the Team Up 2 Clean Up toolkit is specifically tailored for businesses and outlines best practices like:

- Engaging and training employees by asking for their input and incorporating litter prevention strategies into regular tasks.
- Providing convenient trash, ash, and recycling receptacles at transition points to give customers a proper disposal option.
- Keeping waste containers covered at all times to prevent spills.

The Team Up 2 Clean Up campaign offers a new way that we can all work together to combat litter in Hampton Roads.



### Fats, Oils, and Grease (FOG) Commercial Training and Certification Program

The FOG training and certification program is designed to educate local food service workers and grease haulers on how to prevent sanitary sewer backups caused by improper handling and disposal of fats, oils, and grease. FOG certification requirements vary by locality, and the free certification program is available to anyone through the HRFoG.com website.

Various updates and enhancements were made to HRFoG.com during FY18. The changes improved the user experience but also made it easier for administrators to clean up and manage data. Users can now access the certification tests directly from their profile page.



Administrators can provide certificates for users at any time and better manage records for local food service establishments. Another important upgrade was the creation of email notifications that prompt users to recertify in advance of their certification expiration date.

### Events

Each year, askHGreen.org participates in a variety of corporate and industry events across the region. In FY18, those outreach events included those hosted by organizations such as Newport News Shipbuilding, Anheuser Busch, CMA CGM, and NASA. We also attended and sponsored the Mid-Atlantic Horticulture Association Short Course in January. That multi-day course is produced by the Virginia Horticultural Foundation and is a nationally-recognized annual training for horticulture professionals.

### MID-ATLANTIC HORTICULTURE SHORT COURSE

Produced by  
The Virginia  
Horticultural Foundation



## FY2017-2018 Campaign Initiatives

### Residential Recycling Practices

The Recycling & Beautification Subcommittee's focus on residential recycling was two-fold in FY18. Residents were encouraged to 1) use curbside and drop-off recycling services and 2) increase the quality of recycling collected at curbside by reducing contamination.

**Paid Media.** A two-week media campaign ran from November 6 to November 19. The campaign was scheduled to coincide with America Recycles Day on November 15. The campaign utilized the "Recycle More, Trash Less" creative developed several years ago but had the added benefit of accompanying video produced in FY17. The campaign included radio, digital display ads and retargeting, native content ads, social media, and advanced TV. Throughout the year, specific recycling messages were included in our Google SEM campaign, driving traffic to the askHGreen.org website from relevant keyword searches. Recycling is consistently the best performing topic for SEM.



**Outreach Materials.** In order to keep outreach materials as relevant as possible, the Committee updated the askHGreen.org residential recycling rack card and poster to incorporate the addition of cartons which are now accepted through some local recycling programs.



**Public Relations.** Public relations support succeeded in promoting the residential recycling message through a variety of media channels including print (Coastal Virginia Magazine, The Virginian-Pilot), news releases (topics included Christmas tree recycling and America Recycles Day), interviews with local radio and TV shows, and multiple articles in the askHGreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Outreach included sharing recycling news and trending stories, answering recycling questions, and promoting local recycling collection events.

**Virginia Litter Prevention & Recycling Competitive Grant.** We received a \$5,971 grant from the Virginia Department of Environmental Quality to enhance our recycling education program in FY18. We used the grant funds to target both the general public and schools with new outreach materials. Many localities reported needing an engaging way to share recycling information with students. To tackle this, we created an interactive "Where Does it Go" magnet game and designed recycling tattoos as a fun giveaway prize. For the general public, we printed rack cards and refrigerator magnets highlighting the most common items that should go in recycling bins. We also purchased poster stands, giving localities the ability to bring recycling messages to citizens in unexpected places and increase general awareness about the do's and don'ts of recycling.

### Litter Prevention

In FY18, we launched an exciting new litter prevention campaign branded "Team Up 2 Clean Up." The campaign uses a patriotic theme and poses the question "America the Beautiful?" Residents and businesses are encouraged to recognize litter as a problem and then take action by organizing litter cleanups or practicing litter prevention strategies. The campaign includes a toolkit of resources available for use by locality members, businesses, and the general public. The Recycling & Beautification Subcommittee also promoted litter prevention and the Team Up 2 Cleanup campaign in the following ways:

**Paid Media.** A two-week media campaign ran from March 19 to April 1, strategically scheduled to align with the start of Keep America Beautiful's Great American Cleanup. The campaign included radio, digital display ads



and retargeting, native content ads, and social media. Throughout the year, specific litter prevention messages were included in our Google SEM campaign, driving traffic to the askHGreen.org website from relevant keyword searches.

**Outreach Materials.** The Team Up 2 Clean Up campaign included the creation of a publicly available toolkit of outreach materials. Toolkit materials include logos, residential rack cards and posters, business rack cards and posters, and a presentation. The rack cards were printed for distribution by Subcommittee members and at regional events.



**Public Relations.** Public relations was an important part of the Team Up 2 Clean Up campaign launch. The added exposure came from features in various media channels including print (Coastal Virginia Magazine, The Virginian-Pilot, Inside Business, Coastal Virginia BIZ magazine), a news release, interviews with local radio and TV shows, and articles in the askHGreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Outreach topics included the negative impacts of litter and promoting local cleanup events like Great American Cleanup and Clean the Bay Day.

**Cigarette Litter Prevention Grant.** Keep Virginia Beautiful awarded a "30 in Thirty" grant of \$2,000 to the Recycling & Beautification Subcommittee to implement a cigarette litter prevention project in seven participating localities: Hampton, Newport News, Norfolk, Portsmouth, Suffolk, York County, and Virginia Beach. Through the grant, 26 new cigarette ash receptacles were installed in Hampton Roads. The grant also funded banners and lawn signs to help with outreach.



**Get More Likes, Comments and Shares**  
Became the 20th to 51st to reach 25.2K likes and 6 shares

Good Post

## Fats, Oils & Grease (FOG) Disposal & What Not To Flush

**Paid Media.** The FOG Subcommittee had three comprehensive media campaigns that ran for a total of four weeks in FY18. In addition, throughout the year, specific FOG and "What not to flush" messages were included in our Google SEM campaign, driving traffic to the askHrGreen.org website from relevant keyword searches.

- The first campaign ran during the Thanksgiving holiday (November 20 to November 26) on radio, digital display ads and retargeting, native content ads, and social media and carried a message of keeping FOG and food scraps out of the sink.
- The second campaign ran during the week leading up to the Super Bowl (January 29 to February 4) and included radio, digital display ads and retargeting, native content ads, social media, and advanced TV. The campaign was a pickup of the classic horror movie-themed ad used in past years.
- The final campaign featured the newly created "What Do You Know About Flushing?" video in a paid media campaign combining digital display ads and retargeting, native content ads, social media, and advanced TV. The two-week campaign ran from May 28 to June 10. The video component of the campaign features residents answering questions about whether different personal care products like wipes and cotton swabs are safe to flush down the toilet.



**Outreach Materials.** The FOG residential rack card was refreshed with a new look to match the new website branding. In addition, a variety of promotional items were purchased including sink strainers, grease can lids, sponges, washcloths, and more.



## NEVER DISPOSE OF FATS, OILS AND GREASE DOWN THE DRAIN.

Keep your drains clog-free and healthy by practicing the following good-to-do methods:

### CAN THE GREASE

- Pour used cooking grease into an empty, heat-stable container such as a soup can, and store it in the freezer.
- Once solidified, toss the can into the garbage.



### SCRAPE THE PLATE

- Wipe oil, fats, pans, dishes and cooking utensils with a paper towel prior to washing to absorb the grease.



### CATCH THE SCRAPS

- Eliminate using the garbage disposal. Catch food scraps in your sink with a basket or strainer and toss them into the trash.



### RECYCLE

- Large quantities of used cooking oil can be recycled through your local household hazardous waste program.



**Public Relations.** Public relations supported public education and outreach through a variety of media channels including news releases, interviews with local radio and TV shows, and multiple articles in the askHrGreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Outreach topics included the negative impacts of improper grease disposal, fatbergs, proper medication disposal, and the importance of infrastructure.

## Technical Standards for the Sizing of Grease Control Devices

In FY18, the FOG Education Subcommittee convened a technical panel to review and propose updates to the Regional Technical Standards for the Sizing of Grease Control Devices. After a thorough review and comment process, proposed revisions included updating drainage fixture unit (DFU) values per the 2012 Virginia Plumbing Code, modifying DFU values for floor drains, and changing from NAICS designations to low/medium/high grease production categories. The revised technical sizing standards were approved by the regional Directors of Utilities Committee at their September 2017 meeting.

## Communicating the Value of Water

**Paid Media.** A two-week media campaign ran from October 9 to 15 to coincide with the national "Imagine a Day Without Water" initiative. The campaign included radio, digital display ads, native content ads, social media, and advanced TV. In addition, throughout the year, specific messages about the value of water were included in our Google SEM campaign, driving traffic to the askHrGreen.org website from relevant keyword searches.

**Outreach Materials.** The Water Awareness Subcommittee updated the Value of Water rack card to better align with the updated branding of askHrGreen.org. With the redesign came the opportunity to update content as



well and the Subcommittee worked together to update the cost of household services including the daily cost of household water usage.

## GOOD TO KNOW

IF SOMEONE OFFERS YOU A GLASS OF WATER...

# TAKE IT

JUST DON'T TAKE IT FOR GRANTED.



**EASY ACCESS**  
TO SAFE, CLEAN TAP WATER:  
+ Protects our health  
+ Allows our economy to thrive  
+ Provides the quality of life we all enjoy

**AND FOR SOMETHING SO ESSENTIAL, IT'S AMAZINGLY INEXPENSIVE.** Most households pay less than \$3.00 a day for all the tap water they use. Compared to cell phone service or cable TV, that could be the world's greatest bargain.

Emergency Cable TV & Internet Package	Monthly \$155/month
Family Cell Phone Plan w/3000 min/msgs	Monthly \$210/month
Dish/Satellite Universal Service Center	Monthly \$97/month

So just remember what a great thing it is to have  
**SAFE, CLEAN—AND AFFORDABLE—TAP WATER**  
Available 24/7/365.

**Public Relations.** Public relations was an important part of communicating the value of water in FY18. As part of the Imagine a Day Without Water campaign, we composed an op-ed which was published in both the Daily Press and The Virginian-Pilot. It was also published in the Chesapeake Clipper. Additional exposure came from features on various media channels, including interviews with local radio and TV shows and articles in the askRgreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Sharing video content was an important part of Facebook content for the value of water message, especially the "What Do You Know" three-part series featuring interviews with citizens answering questions about how much water they use in a day, the average cost of a gallon of tap water, and the vital role water plays in our daily lives. Other topics in our social media outreach included the safety of tap water, choosing tap over bottled water, and water scarcity in developing countries. As part of the national Imagine a Day Without Water campaign, we also conducted an organic Facebook and Instagram campaign with daily posts starting on October 8 and culminating on October 12.

**askRgreen.org NEWS**  
OUR GO-TO RESOURCE FOR LOCAL NEWS, EVENTS, AND INFORMATION  
SUBSCRIBE TO OUR NEWSLETTER  
Facebook Twitter Instagram YouTube  
askRgreen.org

**Imagine a Day Without Water**  
It is as simple as turning on the tap. For the 1.7 million residents of Hampton Roads, making sure reliable drinking water is part of our daily lives. One of our most critical public services. It keeps our crops growing, schools, homes, businesses open, and military bases operating.

## Water Conservation

**Paid Media.** In promotion of Fix-a-Leak Week, a nationwide campaign from EPA, a one-week media campaign ran from March 12 to 18. The campaign included radio, digital display ads, native content ads, social media, and advanced TV. Throughout the year, specific water conservation messages were included in our Google SEM campaign, driving traffic to the askRgreen.org website from relevant keyword searches.

**Outreach Materials.** The Water Awareness Subcommittee distributed numerous promotional items aimed at helping residents conserve water. Items included rain gauges, shower timers, dye tabs, black-eyed Susan seed packets, hose nozzles, and seed bookmarks. In addition to these promotional materials, the Subcommittee began production on a new video in 2018 that tests citizens' knowledge about wasteful toilet leaks and how to fix them. The final video will debut in FY19 highlighting how many gallons of water a leaky toilet will waste and the simple DIY ways to find and fix leaks around the house.

**ANNUAL HOUSEHOLD LEAKS WASTE 1 TRILLION GALLONS NATIONWIDE**  
water use in 11 MILLION+ homes

**askRgreen.org**  
The water we waste through leaky plumbing each year is enough to provide water to over 11 million families. Don't let our most precious resource go to waste. Find and fix leaks in your home this spring.

**Public Relations.** Conservation messages were featured in various media channels including print, interviews with local radio and TV shows, and articles in the askRgreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Outreach topics included promoting rain barrels, drought tolerant and native plants, fixing leaks, and winterizing the home to prevent burst pipes.

## Water Infrastructure

**Paid Media.** Throughout the year, specific infrastructure messages were included in our Google SEM campaign, driving traffic to the askRgreen.org website from relevant keyword searches. In addition, a week-long media campaign ran from May 7 to 13. This campaign complimented the national Drinking Water Week campaign from the American Water Works Association. The campaign included radio, digital display ads, native content ads, social media, and advanced TV.

**Public Relations.** The importance of water infrastructure was included in various public relations activities including print (Daily Press, The Virginian-Pilot), interviews with local radio and TV shows, and articles in the askRgreen.org newsletter and blog.

**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Sharing video content was an important part of the Facebook strategy for the infrastructure message, especially the "What Do You Know" three-part series.

## Leaves and Yard Debris

**Paid Media.** Throughout the year, specific yard waste/leaf disposal ad copy was included in our Google SEM campaign, driving traffic to the askRgreen.org website from relevant keyword searches. In the fall, a week-long media campaign ran from October 23 to November 5. The campaign included radio, digital display and retargeting ads, native content ads on WTKR.com, and social media.

**Outreach Materials.** The Stormwater Education Subcommittee maintains a comprehensive library of brochures and rack cards with stormwater pollution prevention information. Proper leaf and yard debris disposal tips are included in several printed pieces that are handed out to residents and businesses alike. The “Only Rain Down the Drain” slogan was even included on the 5,000 message pens printed for distribution at local events. In addition to these promotional materials, the Subcommittee began production on a new video in 2018 that features local residents weighing in on what can (and can’t) safely go down the storm drain. The final video will launch in FY19 highlighting “good to know” information (“only rain down the drain”) and “good to do” behaviors like keeping leaves and grass clippings out of storm drains, testing before fertilizing, picking up after pets, and car washing tips.

**Public Relations.** The leaf and yard debris disposal message was promoted via news release, print articles (i.e., The Virginian-Pilot and Chesapeake Clipper), interviews with local radio and TV shows, and features in the askHrGreen.org newsletter and blog.

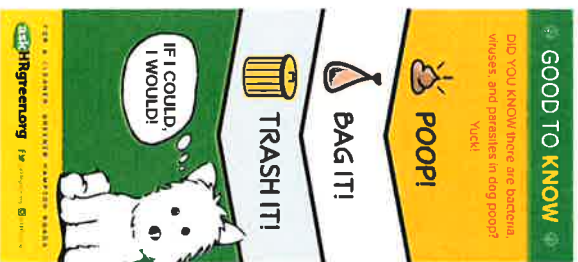


**Social Media.** We engaged with the community via Facebook, Twitter, and Instagram. Outreach included sharing local news and relevant stories, answering questions, and promoting proper leaf and yard waste disposal options.

### Pet Waste

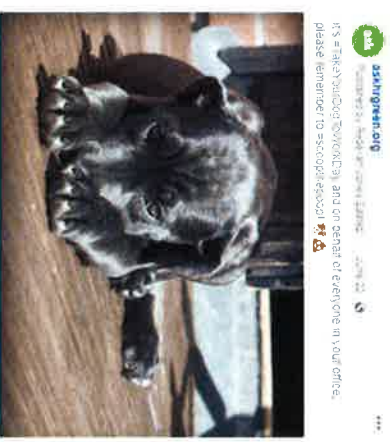
**Paid Media.** Throughout the year, pet waste disposal ad copy was included in our Google Search Engine Marketing campaign, driving traffic to the askHrGreen.org website from relevant keyword searches. The “scoop the poop” message was also included in the “fall leaves” media campaign that ran from October 23 to November 5.

**Outreach Materials.** In FY18 we printed 10,000 “scoop the poop” rack cards and 5,000 bumper stickers to hand out to the public at various events to encourage this desired behavior. In addition to the printed collateral, we purchased 5,000 dog waste bag holders for distribution.



**Public Relations.** The “scoop the poop” message was promoted via news release, print articles (i.e., The Virginian-Pilot and Chesapeake Clipper), interviews with local radio and TV shows, and features in the askHrGreen.org newsletter and blog.

**Social Media.** Social media is an important tool for sharing the “scoop the poop” message, and we utilized Facebook, Twitter, and Instagram in our outreach efforts.



**You're gonna pick that up, right?**  
#ScoopThePoop

**Grant Programs.** The askHrGreen Pet Waste Station Grant Program, which began in 2013, continued to thrive in FY18. Geared toward neighborhood associations, community groups, and property management companies, the regional program gives citizens an opportunity to apply for a free pet waste station to install and maintain in their neighborhoods. The approved applicants are responsible for installing the station, emptying the trash regularly, and replacing the bags as needed. The neighborhood is also tasked with promoting to residents the impact pet waste has on local water quality. Since the launch of the

program, 290 pet waste stations have been awarded and installed across the region. Of those, 35 were awarded and installed during FY18.

New Pet Waste Stations in FY18		
Chesapeake	2	
Hampton	4	
Isle of Wight	4	
James City County	4	
Newport News	4	
Norfolk	3	
Poquoson	1	
Suffolk	6	
Virginia Beach	5	
Williamsburg	2	
	35	

### Lawn Care and Fertilizer

**Paid Media.** Throughout the year, lawn care, native plants, fertilizing, and soil testing ad copy was included in our Google SEM campaign, driving traffic to the askHrGreen.org website from relevant keyword searches. In the spring, a “work smarter, not harder” lawn care media campaign ran for two weeks from April 16 through April 30. The campaign included radio, digital display and retargeting ads, native content ads on WTKR.com, advanced TV (streaming) video ads, and social media.

**Outreach Materials.** In FY18, a brochure, discussing fertilizing best practices and proper soil testing was handed out along with soil test kits provided in partnership with local cooperative extension agencies at events across the region. We also purchased 4,000 black-eyed Susan seed packets for distribution at regional events. The seed packets contained a message about the important benefits of native plants.

**Public Relations.** Fertilizer and lawn care best management practices were common themes promoted throughout the year via print articles (The Chesapeake Clipper), an interview with a local radio station, and features in the askHrGreen.org newsletter and blog.

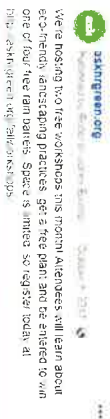
**Social Media** Social media is an important tool for sharing all of our eco-friendly messages, including fertilizing and lawn care tips, and we utilized Facebook, Twitter, and Instagram in our outreach efforts.



## Chesapeake Bay Restoration Fund Grant

In FY18, we received \$11,100 in grant funding for a comprehensive bay education and outreach program. The funds were split between four initiatives with the goal of improving water quality through engaging residents in the Chesapeake Bay watershed. The first initiative supported by the grant was the expansion of Bay Star Homes to include residential workshops on native plants and fall landscaping/tree planting tips. We hosted one workshop in Newport News and one in Chesapeake with the support of local master gardeners and master naturalists as well as local staff. Secondly, grant funds

were used to help create the Bay Star Business program for commercial and industrial entities. Another initiative supported by grant funds was the continuation of the regional pet waste station grant program. A portion of the grant funds also went towards the development of the Green Learning Guide created for third grade students to learn about the importance of clean waterways and pollution prevention while meeting Virginia Standards of Learning (SOL) requirements. Finally, the remaining grant funds were allocated towards stormwater-related projects through the askHGreen.org environmental education mini grant program.



## PUBLIC RELATIONS

### Media Outreach

### 34 Editorial Placements

### 8 News Releases distributed

### 6 eNewsletters issued

### 7,284 Subscribers

### Media Coverage





# PUBLIC RELATIONS RESULTS

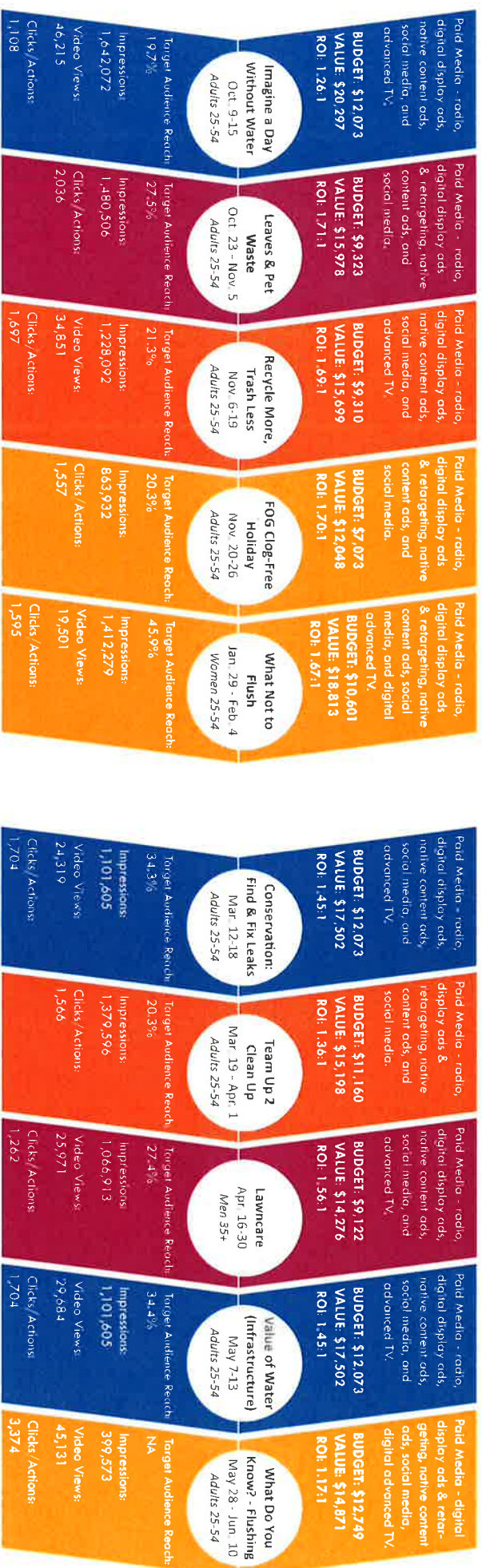
Total circulation or audience	1,240,564
Total articles and interviews	34
Total budget	\$12,043
Total publicity value	\$102,373
Return on Investment (ROI)	8.5:1

2017-2018 askHRCgreen.org Public Relations Value					
Date	Media Outlet	Topic	Length	Circ./Imp	PR Value
Aug. Sept. 2017	Coastal Virginia Biz Magazine	Grant for Green Chesapeake Bay Foundation/ARB	1/8 page	13,000	\$1,050.00
Sunday, Aug. 19, 2017	The Virginian-Pilot: Home	Storm drain dds and doris	8/1 words/20 col inches	131,175	\$8,280.00
Sept. Oct. 2017	Coastal Virginia Magazine	Kids' puzzle	1 page	35,000	\$13,250.00
Sunday, Sept. 3, 2017	The Clipper	"Save money and go green this school year"	295 words/10 col inches	31,967	\$1,050.00
Sunday, Sept. 17, 2017	The Clipper	"Know the right plays for an eco-friendly game day"	284 words/8.5 col inches	31,967	\$997.50
Sunday, Sept. 24, 2017	The Clipper	"Time for fall planting"	317 words/10.5 col inches	31,967	\$1,102.50
Sunday, Oct. 1, 2017	The Clipper	"A 'Dear John' letter to my garage disposal"	300 words/10 col inches	31,967	\$1,050.00
Saturday, Oct. 7, 2017	Daily Press	"Imagine a day without water"	645 words/27.5 col inches	80,970	\$1,920.00
Sunday, Oct. 6, 2017	The Clipper	"Imagine a day without water"	346 words/11.5 col inches	31,967	\$1,207.50
Sunday, Oct. 8, 2017	The Virginian-Pilot	"Imagine a day without water"	612 words/20.5 col inches	131,175	\$11,254.50
Sunday, Oct. 15, 2017	The Clipper	"Fall leaf clean-up tips"	330 words/3.5 col inches	31,967	\$367.50
Sunday, Oct. 22, 2017	The Clipper	"Mark Your Calendars for National Prescription Drug Take Back Day"	305 words/10 col inches	31,967	\$1,050.00
Sunday, Oct. 29, 2017	The Clipper	"Post-Halloween trash is no treat"	330 words/3.5 col inches	31,967	\$367.50
Nov-Dec 2017	Coastal Virginia Magazine	Merri grants program	1/8 page	35,000	\$2,340.00
Nov-Dec 2017	Coastal Virginia Magazine	Where does it all go? Recycling infographic	1 page	35,000	\$13,250.00
Sunday, Nov. 5, 2017	The Clipper	"Water: You thankful for?"	182 words/6 col inches	31,967	\$640.00
Sunday, Nov. 12, 2017	The Clipper	"Make this a dog free holiday season"	350 words/11.5 inches	31,967	\$1,207.50
Friday, Nov. 17, 2017	The Virginian-Pilot: Blog	Tips for trash and recycling	735 words/28.5 col inches	131,175	\$10,143.00
Sunday, Nov. 19, 2017	The Clipper	"Water: You thankful for?"	320 words/10.5 col inches	31,967	\$1,102.50
Saturday, Nov. 25, 2017	The Virginian-Pilot: Home	Become a Bay Star Homes	290 words/9.5 col inches	10,431	\$848.25
Sunday, Nov. 26, 2017	The Clipper	"Helpful hints to reduce holiday waste"	390 words/13 col inches	31,967	\$1,365.00
Sunday, Dec. 3, 2017	The Clipper	"Dreamin' of a green Christmas"	375 words/13.5 col inches	31,967	\$1,312.50
March-April 2018	Coastal Virginia Magazine	10 of the 17 best business opportunities for 2018	1/3 page	35,000	\$6,630
Thursday, March 22, 2018	Chesapeake Public School's Website	Art Teacher Wins Environmental Action Award	N/A	5,000	\$375.00
Friday, March 23, 2018	Potomacmuth Next Door Neighbor App	Potomacmuth Educator Recognized with Environmental Action Award	N/A	5,000	\$375.00
April-May 2018	Coastal Virginia Biz Magazine	Learn Up 2 Clean Up	1/4 page	15,000	\$2,640.00
Sunday, April 01, 2018	The Clipper	"ertilizing the cheap and easy way"	268 words/9 inches	31,967	\$945.00
Monday, April 16, 2018	WTKR-TV Coast Live	Learn Up 2 Clean Up	4-40 seconds	28,000	\$2,250.00
Wednesday, May 2, 2018	WJWS AM Tony Martin Show	Learn Up 2 Clean Up	3:00 minutes	39,600	\$2,250.00
May-June 2018	Coastal Virginia Magazine	Keep it Beachy Clean	1/2 page	35,000	\$4,017.00
Week of May 16, 2018	Inside Business Experts Column by Katie Cullipher	Be a Good Neighbor and Business, Learn Up 2 Clean Up	1/2 page	9,000	\$5,940.00
Sunday, June 03, 2018	WCTV-TV Chesapeake	Bay Star Business	1:30 minutes	1,500	\$600.00
Saturday, June 20, 2018	WVEC-TV Coastal Connections	Learn Up 2 Clean Up - Bay Star Business	5:00 minutes	15,000	\$1,125.00
					1,240,564
					\$102,372.75

PROMOTIONS + WEBSITE VISITATION



## 2017-2018 Promotional Campaign Results



Water Awareness Subcommittee  
 Stormwater Education Subcommittee  
 Recycling and Beautification Subcommittee  
 Hats, Gills and Grease Education Subcommittee



# COMBINED MEDIA RESULTS

PAID ADVERTISING WEEKS	52 consecutive
TOTAL ADVERTISING IMPRESSIONS	13,400,234
TOTAL VIDEO VIEWS	225,672
TOTAL CLICKS	24,501
TOTAL CAMPAIGN BUDGET	\$158,000
TOTAL MEDIA EXPOSURE VALUE	\$306,000
COST PER THOUSAND IMPRESSIONS	\$11.81
RETURN ON INVESTMENT (ROI)	1.93:1



Can you put your cup in the recycling bin? Test for trash and recycling



## Glossary of Terms

**added value**  
Earned but unpaid advertising value.

**ad group**  
In Search Engine Marketing (SEM), an ad group contains one or more ads which target a shared set of keywords.

**average position**

A ranking system that determines where your search engine marketing ad will display on a web search results page (i.e. top of page v. bottom of page).

**bounce rate**

The percentage of visitors who enter the site and "bounce" (leave the site) rather than continue viewing other pages within the same site.

**click through rate (CTR)**

A way of measuring online advertising. The CTR of an advertisement is defined as the number of clicks on an ad divided by its impressions, expressed as a percentage.

**cost-per-click (CPC)**

The cost associated with a person clicking on a display ad in search engine marketing.

**exposure value**

The combination of advertising cost, added value, and public relations value.

**frequency**

The number of times an individual (among the target audience) is exposed to the message.

**impressions**

The number of times an advertisement or public relations placement can be seen or heard by an audience.

**public relations value**

The equivalent advertising cost of a public relations article, interview, internet placement, etc. times three. Because a public relations placement has a higher value with an audience than advertising, it is assigned a higher value.

**reach**

The number or percentage of people within the target audience who are exposed to an advertising message at least once over a specific period of time.

**search engine marketing (SEM)**

The process of attracting traffic to a website from search engine results pages on a pay-per-click basis.

**search engine marketing (SEO)**

The process of improving the quality of a website so that it appears higher in natural ("organic") search results.

**unique visitors (users)**

The number of people who visit a website within a specific period of time. If they visit more than one time within the period, their initial visit as well as their subsequent visits are counted as sessions. A user may have one session or multiple sessions.

## Appendix A

Search Engine & Online Marketing Results - WTKR  
Jan. - Jun. 2018

Campaign overview: Since December of 2017, we have worked to achieve your goal of educating the market and creating awareness on a variety of environmental topics by driving people who live in Hampton Roads to your website. We have focused on a variety of different topics each month, while still trying to maintain the overall brand awareness and keeping the focus on all of your initiatives. Here is how your campaign has performed from Dec - June:

#### Dec 2017:

For the month of Dec (starting Dec 20, 2017), we delivered a total of **33,775 impressions** to adults in the Hampton Roads market, and those impressions drove the following activity:

- We drove a total of **399 clicks** to your website, which is 27% of your total site traffic, only behind google organic searches in that 12 day period.
- 8 of your top 25 pages visited in that same time period were a direct result of wtkr's efforts (the number one source of traffic to pages).
- Knowing that recycling is one of your biggest initiatives, 4 of the top 5 keyword groups for that period in December were recycling related, generating **259 clicks** to the site, accounting for **65% of all site traffic** from the search campaign (339 clicks).

#### Jan 2018:

For the month of January, we delivered a total of **138,035 impressions** to adults in the Hampton Roads market using PPC, Facebook, Video, Content ads and Targeted display. Our additional initiative this month was What Not To Flush. Those impressions drove the following activity:

- We drove a total of **1,292 clicks** to your website, which is 26% of your total site traffic, only behind google organic searches.
- **625 clicks** were from the PPC campaign and **667 clicks** were from Facebook for What Not To Flush.
- The 2 most visited pages in January, only behind your home page, were related to What Not To Flush with **862 clicks**.
- The top keyword groups for January were recycling related, generating **358 clicks** to the site, accounting for **57% of all site traffic** from the search campaign (625 clicks).
- The WNTF campaign spanned into Feb for a campaign total of:
  - **144,979 impressions**
  - **1595 total clicks**
  - **Video was watched 81,013 times**

#### Feb 2018:

For the month of February, we delivered a total of **70,650 impressions** to adults in the Hampton Roads market, and those impressions drove the following activity:

- We drove a total of **1,120 clicks** to your website, which is 29% of your total site traffic, only behind google organic searches.
- **826 clicks** were from the PPC campaign and **294 clicks** were from Facebook for What Not To Flush.

#### March 2018:

- Even though the WNTF campaign only ran through Feb 3<sup>rd</sup>, it was still the number 2 set of pages viewed for the month, only behind your home page. The WNTF pages were viewed **399 times**.
- The top keyword groups for February were recycling related, generating **492 clicks** to the site, accounting for **60% of all site traffic** from the search campaign (826 clicks).

For the month of March, we delivered a total of **404,484 impressions** to adults in the Hampton Roads market using PPC, Facebook, Video, Content ads and Targeted display. Our 2 additional initiatives this month were Fix A Leak & Team Up To Clean Up. Those impressions drove the following activity:

- We drove a total of **2,494 clicks** to your website, which is 41% of your total site traffic and the number 1 source of traffic ahead of google organic searches.
- **1,054 clicks** were from the PPC campaign, and **1440 clicks** were from the result of the 2 campaigns we were also running.
- The top keyword groups for March were recycling related, generating **530 clicks** to the site, accounting for **50% of all site traffic** from the search campaign (1,054 clicks).
- The 3 most visited pages in March were:
  1. Fix a leak **1,064 views**
  2. Homepage **974 views**
  3. Team up to clean up **713 views**
- Fix a leak campaign stats:
  - **171,305 total impressions**
  - **1,704 total clicks**
  - **Video was watched 42,903 times**
- Team up 2 Clean up stats:
  - **212,786 total impressions**
  - **1,566 total clicks**

#### April 2018:

For the month of April, we delivered a total of **186,242 impressions** to adults in the Hampton Roads market using PPC, Facebook, Video, Content ads and Targeted display. Our additional initiative this month was Lawncare. Those impressions drove the following activity:

- We drove a total of **1,843 clicks** to your website, which is 30% of your total site traffic and the number 2 source of traffic only behind google organic searches.
- **1,120 clicks** were from the PPC campaign, and **723 clicks** were from the result of the Lawncare campaign we were also running.
- The top keyword groups for April were recycling related, generating **524 clicks** to the site, accounting for **47% of all site traffic** from the search campaign (1,120 clicks).

## Fiscal Year 2016-2017 Results

- The number 2 page visited in April, only behind the home page, was your lawncare page
- Lawncare campaign stats:
  - 166,713 total impressions
  - 1,262 total clicks
  - Video was watched 30,728 times

### May 2018:

For the month of May, we delivered a total of 258,887 impressions to adults in the Hampton Roads market using PPC, Facebook, Video, Content ads and Targeted display. Our additional initiative this month was Water Awareness. Those impressions drove the following activity:

- We drove a total of 2,113 clicks to your website, which is 38% of your total site traffic and the number 1 source of traffic, even above google organic searches.
- 1,036 clicks were from the PPC campaign, and 1,077 clicks were from the result of the Water Awareness campaign we were also running.
- The top keyword groups were recycling related, generating 495 clicks to the site, accounting for 48% of all site traffic from the search campaign (1,036 clicks).
- The number 2 page visited in May, only behind the home page, was your Water awareness page.
- Water Awareness campaign stats:
  - 238,573 total impressions
  - 1,272 total clicks
  - Video was watched 35,020 times

### June 2018:

For the month of June, we delivered a total of 418,805 impressions to adults in the Hampton Roads market using PPC, Facebook, Video, Content ads and Targeted display. Our additional initiative this month was What Do You Know. Those impressions drove the following activity:

- We drove a total of 1,813 clicks to your website, which is 41% of your total site traffic and the number 1 source of traffic, even above google organic searches.
- 935 clicks were from the PPC campaign, and 878 clicks were from the result of the What Do You Know campaign we were also running.
- The top keyword groups for June were recycling related, generating 517 clicks to the site, accounting for 56% of all site traffic from the search campaign (935 clicks).
- The number 1 page visited in June, even above the home page, was your What Do You Know page. 17% of your total site traffic visited pages for this WDK campaign.
- What Do You Know campaign stats:
  - 399,573 total impressions
  - 3,374 total clicks
  - Video was watched 160,216 times

Campaign Name	Ad Group	Impressions	Clicks	CTR	Avg. CPC	Imp. Share
Ask HRGreen - Paid Search	Electronics Disposal	15756	1215	7.71%	\$1.29	39.08%
Ask HRGreen - Paid Search	Reduce Reuse Recycle	17940	754	4.20%	\$1.71	15.84%
Ask HRGreen - Paid Search	TMDL	15880	662	4.17%	\$1.50	9.67%
Ask HRGreen - Paid Search	Native Plants	14493	435	3.00%	\$1.40	13.12%
Ask HRGreen - Paid Search	Recycling At Home	12712	388	3.05%	\$1.60	12.12%
Ask HRGreen - Paid Search	Medication Disposal	3589	360	10.03%	\$1.00	42.66%
Ask HRGreen - Paid Search	askHRGreen General	2894	352	12.16%	\$0.67	12.35%
Ask HRGreen - Paid Search	Battery Disposal	19464	313	1.61%	\$1.23	44.82%
Ask HRGreen - Paid Search	Great American Cleanup	5634	253	4.49%	\$1.31	26.04%
Ask HRGreen - Paid Search	Tap Water	10374	214	2.06%	\$1.73	6.65%
Ask HRGreen - Paid Search	Fertilizer Tips	5787	168	2.90%	\$1.35	13.04%
Ask HRGreen - Paid Search	Plastic Bag Recycling	2472	167	6.76%	\$1.20	22.55%
Ask HRGreen - Paid Search	Rain Barrels	4326	115	2.66%	\$1.21	26.98%
Ask HRGreen - Paid Search	Soil Testing	2603	104	4.00%	\$1.38	28.15%
Ask HRGreen - Paid Search	Lawn Care	5809	99	1.70%	\$1.68	6.27%
Ask HRGreen - Paid Search	Water Conservation	1284	80	6.23%	\$1.29	24.32%
Ask HRGreen - Paid Search	Rain Garden	1460	49	3.36%	\$0.92	26.13%
Ask HRGreen - Paid Search	Stormwater	1066	47	4.41%	\$1.51	9.09%
Ask HRGreen - Paid Search	Fats Oil Grease Disposal	3504	44	1.26%	\$2.29	12.45%
Ask HRGreen - Paid Search	Team Up 2 Clean Up	826	43	5.21%	\$1.42	10.64%
Ask HRGreen - Paid Search	Yard Waste Disposal	1867	41	2.20%	\$1.94	9.65%
Ask HRGreen - Paid Search	Pet Waste	2235	32	1.43%	\$1.54	11.94%
Ask HRGreen - Paid Search	Find/Fix Leaks	1602	27	1.69%	\$1.79	6.06%
Ask HRGreen - Paid Search	Food Disposal	2552	24	0.94%	\$1.90	6.32%
Ask HRGreen - Paid Search	Recycling At School	390	16	4.10%	\$1.40	26.49%
Ask HRGreen - Paid Search	Environmental Education	417	14	3.36%	\$1.51	12.52%
Ask HRGreen - Paid Search	Pet Waste Station Grant Program	246	7	2.85%	\$1.41	12.40%
Ask HRGreen - Paid Search	Bay Star Homes	8	1	12.50%	\$0.42	15.49%
Ask HRGreen - Paid Search	Bay Star Business	3	1	33.33%	\$1.14	18.06%
Ask HRGreen - Paid Search	Green Learning	21	0	0.00%		8.66%
		157214	6025	3.83%	\$1.38	17.98%

**Fiscal Year 2017-2018 Stormwater Permit Requirements  
Target Audience Percentages**

*See pages 32-33 in the FY18 askHRgreen.org Annual Report*

- **Leaves & Pet Waste.** For that focal area, we ran a 2-week radio and online media campaign designed to reach the target audience of adults 25-54. The reach of the radio campaign was 27.5% with a frequency of 4. For leaves and pet waste, we were able to reach 27.5% of the target audience a total of 4 times.
- **Fertilizer/Soil Testing.** For that focal area, we ran a 2-week radio, online, and advanced TV media campaign designed to reach the target audience of men, 35+. The reach of the radio campaign was 27.4% with a frequency of 2.8. For fertilizer/soil testing, we were able to reach 27.4% of the target audience a total of 2.8 times.
- **Holiday FOG/Reducing SSOs.** For that focal area, we ran a 1-week radio and online campaign designed to reach the target audience of adults 25-54. The reach of the radio campaign was 20.3% with a frequency of 3.1. For holiday FOG/SSO prevention messaging, we were able to reach 20.3% of the target audience a total of 3.1 times.
- **FOG/Reducing SSOs.** For that focal area, we ran a 1-week radio, online, and advanced TV media campaign designed to reach the target audience of women 25-54. The reach of the radio campaign was 45.9% with a frequency of 2.7. For the FOG message, we were able to reach 45.9% of the target audience a total of 2.7 times.
- **What Not to Flush/Reducing SSOs.** For that focal area, we ran a 2-week online, and advanced TV media campaign designed to reach the target audience of adults 25-54. The campaign had 399,573 total impressions and 45,131 completed video views. For the What Not to Flush message, 399,573 people had the opportunity to view the campaign and the video was watched, in completion, 45,131 times.



## askHRgreen.org Stormwater Education Annual Reporting Locality Shares for Media Campaigns

**Directions:** Find your locality's population percentage from the "Population Percentage" tab. Insert that percentage into the yellow box below to find your locality's share of FY18 media campaigns

<b>Enter Population Percentage Here:</b>	0.71%
--	-------

Stormwater Media Campaigns							
Campaign Name	Total Campaign Impressions	Locality Campaign Share	Target Audience	Target Audience Impressions	Target Audience Reach	Target Audience Frequency	Locality Target Share
Fall Leaves & Pet Waste	1,480,506	10.512	Adults 25-54	719,800	27.5%	4	5,111
Lawn care	1,066,913	7.575	Men 35+	302,300	27.4%	2.8	2,146
Search Engine Marketing	169,140	1,201	-	-	-	-	-
	<b>2,716,559</b>	<b>19,288</b>	-	<b>1,022,100</b>	-	-	<b>7,257</b>

Fats, Oils & Grease Media Campaigns							
Campaign Name	Total Campaign Impressions	Locality Campaign Share	Target Audience	Target Audience Impressions	Target Audience Reach	Target Audience Frequency	Locality Target Share
Holiday Cooking/FOG	863,932	6,134	Adults 25-54	415,810	20.3%	3.1	2,952
FOG	1,412,279	10,027	Women 25-54	409,100	45.9%	2.7	2,905
What Not to Flush*	399,573	2,837	Adults 25-54	NA	NA	NA	-
	<b>2,675,784</b>	<b>18,998</b>	-	<b>824,910</b>	-	-	<b>5,857</b>

\*The What Not to Flush campaign was run online only. Target audience impressions, reach, frequency are only available for radio campaigns.

All Other Campaigns		
Campaign Name	Total Impressions	Locality Share
Public Relations	1,240,564	8,808
All other askHRgreen Impressions	6,729,473	47,779
<b>Total FY18 askHRgreen Impressions</b>	<b>13,362,380</b>	<b>94,873</b>

# Giveaways July 1, 2017 thru June 30, 2018

Love the Bay stickers	50
"Not just a tote" bags	100
A cleaner, healthy bay starts at home brochures	100
Car Wash brochures	55
Doggie Poop containers w/bags	250
Hand Sanitizer	75
Purple totes	150 (seafood fest)
household rack card	150 (seafood fest)
purple wrist bands	100 (seafood fest)
blue wrist bands	100 (seafood fest)
pink book marks	70 (seafood fest)
beige book marks	70 (seafood fest)
Toilet leak testers	50 (seafood fest)
hand sanitizer	75 (seafood fest)
Swedish fish	100 (seafood fest)

askHGreen Stormwater Education Committee  
Promotional Item Distribution - FISCAL YEAR 21

Jurisdiction	FY17-18 Population	Percent	Black-Eyed Susan Seed Packets						BSH Note Pads*						BSH Rack Cards						BSB Rack Cards								
			Total Cost			Price			Total Cost			Price			Total Cost			Price			Total Cost			Price					
			\$			\$			\$			\$			\$			\$			\$			\$					
			Storm Cost	\$	826.40	Pop. Based	\$	-	Storm Cost	\$	-	Pop. Based	\$	-	Storm Cost	\$	-	Pop. Based	\$	-	Storm Cost	\$	-	Pop. Based	\$	-	Storm Cost	\$	-
			Total Order	4,000	Shipping	\$	-	Total Order	1,500	Shipping	\$	-	Total Order	2,000	Shipping	\$	-	Total Order	1,000	Shipping	\$	-	Total Order	1,000	Shipping	\$	-		
Locality																													
Storm Order	4,000		Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based			
Chesapeake	240,485	14%	25	447	472	472	0	9	189	198		198	13	196	208	100	108	6	98	104	100	4							
Franklin	8,597	0%	25	16	41	41	41	9	7	16	13	19	6	3	10	10	10	10	10	10	10	10							
Gloucester	36,983	2%	25	69	94	94	94	9	29	38	38	43	6	15	21	21	21	21	21	21	21	21							
Hampton	137,492	8%	25	256	281	281	281	9	108	117	117	124	6	56	62	62	62	62	62	62	62	62							
Isle of Wight	28,639	2%	25	53	78	78	78	9	22	32	32	36	6	12	18	18	18	18	18	18	18	18							
James City	73,615	4%	25	137	162	162	162	9	58	67	67	72	6	30	36	36	36	36	36	36	36	36							
Newport News	183,218	11%	25	341	366	366	366	9	144	153	153	162	6	75	81	81	81	81	81	81	81	81							
Norfolk	247,087	14%	25	459	484	484	484	9	194	203	125	78	13	201	213	213	213	213	213	213	213	213							
Poquoson	12,287	1%	25	23	48	48	48	9	10	19	19	22	6	5	11	11	11	11	11	11	11	11							
Portsmouth	96,179	6%	25	179	204	204	204	9	75	85	13	78	13	6	39	45	45	45	45	45	45	45							
Smithfield	8,435	0%	25	16	41	41	41	9	7	16	13	19	6	3	10	10	10	10	10	10	10	10							
Southampton	18,242	1%	25	34	59	59	59	9	14	24	24	27	6	7	14	14	14	14	14	14	14	14							
Suffolk	91,722	5%	25	170	195	195	195	9	72	81	81	87	6	37	44	44	44	44	44	44	44	44							
Virginia Beach	453,628	26%	25	843	868	868	868	9	356	365	365	381	6	184	191	191	191	191	191	191	191	191							
Williamsburg	15,429	1%	25	29	54	54	54	9	12	21	21	25	6	6	13	13	13	13	13	13	13	13							
York	69,466	4%	25	129	154	154	154	9	54	64	64	69	6	28	34	34	34	34	34	34	34	34							
Region	1,721,504		400	3,200	3,600	3,126	474	150	1,350	1,500	278	1,222	200	1,400	1,600	262	1,338	100	800	700	181	619							

\*BSB note pads will be distributed by PDC with welcome kit  
\*\*BSB clings will be distributed by PDC with welcome kit



askHGreen Stormwater Education Committee  
Promotional Item Distribution - FISCAL YEAR 21

	FY17-18 Population	Percent	Scoop the Poop Rack Cards						Swedish Fish Snacks						Reusable Bags							
			Total Cost		\$		Price		Total Cost		\$		Price		Total Cost		\$		Price			
			Storm Cost	\$			Shipping	\$	Storm Cost	\$			Shipping	\$	Storm Cost	\$			Shipping	\$		
			Total Order	10,000					Total Order	2,500					Total Order	5,400						
			Locality						Locality						Locality							
			Storm Order	10,000	*1,000 for regional use				Additional Total Items		Base Allocation	Pop. Based	Purchased	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Purchased	Per Locality	Picked up	Balance
Chesapeake	240,485	14%	63	1,118		1,180	1180		0	16	279		295	295	0	25	447		472	472	0	
Franklin	8,597	0%	63	40		102		102		16	10		26		26	25	16		41		41	
Gloucester	36,983	2%	63	172		234	234			16	43		59	59		25	69		94		94	
Hampton	137,492	8%	63	639		701	701			16	160		175	175		25	256		281		(0)	
Isle of Wight	28,639	2%	63	133		196	196		(0)	16	33		49	49		25	53		78		78	
James City	73,615	4%	63	342		405	405		(0)	16	86		101	101		25	137		162		162	
Newport News	183,218	11%	63	851		914	914		(0)	16	213		228	228		25	341		366		366	
Norfolk	247,087	14%	63	1,148		1,211	1211		(0)	16	287		303	303		25	459		484		0	
Poquoson	12,287	1%	63	57		120	120		(0)	16	14		30	30		25	23		48		48	
Portsmouth	96,179	6%	63	447		509	509			16	112		127	127		25	179		204		204	
Smithfield	8,435	0%	63	39		102		102		16	10		25		25	25	16		41		41	
Southampton	18,242	1%	63	85		147		147		16	21		37		37	25	34		59		59	
Suffolk	91,722	5%	63	426		489	489		(0)	16	107		122	122		25	170		395		395	
Virginia Beach	453,628	26%	63	2,108		2,171	2171		(0)	16	527		543	543		25	843		1,000		1,000	
Williamsburg	15,429	1%	63	72		134	134		(0)	16	18		34	34		25	29		254		254	
York	69,466	4%	63	323		385	385		0	16	81		96	96		25	129		154		154	
Region	1,721,504		1,000	8,000		9,000	8649			250	2,000		2,250	2162		400	3,200		5,000		3409	1,591

askHGreen Stormwater Education Committee  
Promotional Item Distribution - FISCAL YEAR 21

	Pet Waste Stations				Mood Pencils				Floatable Key Chains			
	Total Cost	\$ 3,999.75	Grant	\$ 2,079.87	Price	\$ 159.99	Shipping	\$ -	Total Cost	\$ 3,629.60	Price	\$ 0.70
	Total Order	25	Locality	12	Additional Items Purchased	Total Items Per Locality	Picked up	Balance	Total Cost	\$ 3,559.80	Shipping	\$ -
	Grant	13	Base Allocation	Pop Based	Additional Items Purchased	Total Items Per Locality	Picked up	Balance	Total Order	100	*qty doubled due to vendor misprint	
FY17-18 Jurisdiction Population Percent												
Chesapeake	240,485	14%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Franklin	8,597	0%	-	-	-	-	-	-	Storm Order	5,100	*\$10 for regional use	
Gloucester	36,983	2%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Hampton	137,492	8%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Isle of Wight	28,639	2%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
James City	73,615	4%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Newport News	182,218	11%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Norfolk	247,087	14%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Poquoson	12,287	1%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Portsmouth	96,179	6%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Smithfield	8,435	0%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Southampton	15,242	1%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Suffolk	91,722	5%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Virginia Beach	453,628	26%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Williamsburg	15,429	1%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
York	69,466	4%	1	-	-	1	1	-	Storm Order	5,100	*\$10 for regional use	
Region	1,721,504		13	12	25	22	22		Storm Order	5,100	*\$10 for regional use	

\*LRNOW purchased 100

\*LRNOW purchased 300

\*LRNOW purchased 300

\*LRNOW purchased 300

askHrGreen Stormwater Education Committee  
Promotional Item Distribution - FISCAL YEAR 21

Jurisdiction	Population	Percent	Scoop the Poop Stickers						Dog Waste Bag Holders						Storm Drain Medallions															
			Total Cost			Price			Shipping			Total Cost			Price			Shipping			Total Cost			Price			Shipping			
			\$	1,100.00		\$	0.22		\$			\$	4,408.00		\$	0.76		\$			\$	1,069.05		\$	4.05		\$	40.35		
			Storm Cost	\$	1,100.00		Storm Cost	\$	3,800.00		Storm Cost	\$	3,800.00		Storm Cost	\$	3,800.00		Storm Cost	\$	3,800.00		Storm Cost	\$	3,800.00		Storm Cost	\$	3,800.00	
			Total Order	5,000		Total Order	5,800		Total Order	5,800		Total Order	5,800		Total Order	5,800		Total Order	5,800		Total Order	5,800		Total Order	5,800		Total Order	5,800		
Locality			Locality	800		Locality	800		Locality	800		Locality	800		Locality	800		Locality	800		Locality	800		Locality	800					
Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000		Storm Order	5,000					
			Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance
FY17-18			63	559		621	82	603	18	31	559		590	51	590	0														
Chesapeake	240,485	14%	63	20		82			82	31	20		51		51	51														
Franklin	8,597	0%	63	86		148			148	31	86		117		117	0														
Gloucester	36,983	2%	63	319		382		391	(9)	31	319		351		351	(0)														
Hampton	137,492	8%	63	67		129			129	31	67		98		98	(0)														
Isle of Wight	28,639	2%	63	171		234			234	31	171		202		202	0														
James City	73,615	4%	63	426		488		488	0	31	426		457		457	(0)														
Newport News	183,218	11%	63	574		637		646	(9)	31	574		705		705	0														
Norfolk	247,087	14%	63	29		91			91	31	29		60		60	(0)														
Poquoson	12,287	1%	63	223		286		293	(7)	31	223		255		255	(0)														
Portsmouth	96,179	6%	63	20		82			82	31	20		51		51	51														
Smithfield	8,435	0%	63	42		105			105	31	42		74		74	74														
Southampton	18,242	1%	63	213		276		267	9	31	213		500		744	744														
Suffolk	91,722	5%	63	1,054		1,117		1,117	(0)	31	1,054		1,085		1,085	0														
Virginia Beach	453,628	26%	63	36		98			98	31	36		267		267	0														
Williamsburg	15,429	1%	63	161		224		220	4	31	161		193		193	(0)														
York	69,466	4%	63																											
Region	1,721,504		1,000	4,000		5,000		4025		500	4,000		800		5,300															

askHgreen Stormwater Education Committee  
Promotional Item Distribution - FISCAL YEAR 2018

Jurisdiction	FY17-18 Population	Percent	Native Plant Guides										Black-eyed Susan Seeds (pd for FY17, distributed in FY18)										Message Pens									
			Total Cost \$ 2,500.00					Price \$ 1.56					Total Cost \$ 1,000.00					Price \$ 0.20					Total Cost \$ 2,400.00					Price \$ 0.48				
			\$ 2,500.00					\$ 1,600					\$ 1,000.00					\$ 5,000					\$ 2,400.00					\$ 5,000				
			Storm Cost					Storm Order					Storm Cost					Storm Order					Storm Cost					Storm Order				
			Locality					Locality					Locality					Locality					Locality					Locality				
			Storm Order					Storm Order					Storm Order					Storm Order					Storm Order					Storm Order				
Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance	Base Allocation	Pop. Based	Additional Items Purchased	Total Items	Per Locality	Picked up	Balance					
Chesapeake	20	179	20	199	193	6	63	63	559	621	603	18	31	31	559	590	590	590	590	590	590	590	590	590	590	590	590	0				
Franklin	20	6	20	26	27	(1)	63	63	20	82	83	(1)	31	31	20	20	117	117	117	117	117	117	117	117	117	117	51					
Gloucester	20	27	20	47	47	47	63	86	148	148	148	0	31	86	148	148	148	148	148	148	148	148	148	148	148	148	117					
Hampton	20	102	20	122	122	122	63	319	319	382	391	(9)	31	319	319	319	319	319	319	319	319	319	319	319	319	351	0					
Isle of Wight	20	21	20	41	41	0	63	67	67	129	128	1	31	67	128	128	128	128	128	128	128	128	128	128	128	98	0					
James City	20	55	20	75	73	2	63	171	171	234	227	7	31	171	227	227	227	227	227	227	227	227	227	227	227	202	0					
Newport News	20	136	20	156	159	(3)	63	426	426	488	495	(7)	31	426	495	495	495	495	495	495	495	495	495	495	495	457	0					
Norfolk	20	184	20	204	207	(3)	63	574	574	637	646	(9)	31	574	646	646	646	646	646	646	646	646	646	646	646	605	0					
Poquoson	20	9	20	29	29	29	63	29	29	91	92	(1)	31	29	92	92	92	92	92	92	92	92	92	92	92	60	0					
Portsmouth	20	72	20	92	92	92	63	223	223	286	293	(7)	31	223	293	293	293	293	293	293	293	293	293	293	293	255	0					
Smithfield	20	6	20	26	26	0	63	63	20	82	82	0	31	20	82	82	82	82	82	82	82	82	82	82	82	51	0					
Southampton	20	14	20	34	34	(0)	63	42	42	105	107	(2)	31	42	107	107	107	107	107	107	107	107	107	107	107	74	74					
Suffolk	20	68	20	88	86	2	63	213	213	276	267	9	31	213	267	267	267	267	267	267	267	267	267	267	267	244	0					
Virginia Beach	20	337	20	357	358	(1)	63	1,054	1,054	1,117	1,118	(1)	31	1,054	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,085	0					
Williamsburg	20	11	20	31	31	31	63	36	36	98	97	1	31	36	97	97	97	97	97	97	97	97	97	97	97	67	0					
York	20	52	20	72	72	72	63	161	161	224	220	4	31	161	220	220	220	220	220	220	220	220	220	220	220	193	0					
Region	320	1,280	1,600	1,600	1,235	1,000	1,000	4,000	5,000	5,000	5,000	500	500	4,000	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,251	4,251					

**MEMORANDUM OF AGREEMENT  
ESTABLISHING THE  
HAMPTON ROADS REGIONAL STORMWATER MANAGEMENT PROGRAM**

**WHEREAS**, Section 15.2-4200 of the Code of Virginia enables local governments to establish Planning District Commissions; and

**WHEREAS**, the eighteen local governments that are signatories to this Agreement have acted, in accordance with Section 15.2-4200 of the Code of Virginia, to establish the Hampton Roads Planning District Commission (HRPDC); and

**WHEREAS**, the HRPDC has been requested and has undertaken various studies to support local government stormwater management programs, including compliance with Virginia Stormwater Management Program (VSMP) Municipal Separate Storm Sewer (MS4) Permits; and

**WHEREAS**, the signatory local governments have requested the HRPDC to administer and coordinate a regional stormwater management program; and

**WHEREAS**, pursuant to the Clean Water Act, the U.S. Environmental Protection Agency (EPA) has promulgated implementing regulations, 40 Code of Federal Regulations Part 122, which established the National Pollutant Discharge Elimination System (NPDES) Permits for Municipal Separate Storm Sewer System (MS4) Discharges; and

**WHEREAS**, pursuant to the Virginia Stormwater Management Act, 62.1-44.15, et. seq. of the Code of Virginia, 1950 As Amended, the Board of Soil and Water Conservation has promulgated implementing regulations 4 VAC 50-60, et. seq., which establish the requirements that localities obtain permits for their MS4 discharges; and,

**WHEREAS**, the majority of the eighteen signatory local governments are required by their MS4 permits to conduct certain activities, including reporting on their discharges, conducting public information and education programs, and certain other activities; and

**WHEREAS**, the Water Quality Monitoring and Reporting Act and implementing regulations promulgated by the State Water Control Board establish requirements for the preparation of Total Maximum Daily Load (TMDL) Implementation Plans, which apply to activities conducted by localities in general as well as activities conducted in implementing MS4 permit requirements; and,

**WHEREAS**, the Chesapeake Bay Preservation Act and the Virginia Erosion and Sediment Control Law and implementing regulations also establish stormwater management requirements that govern one or more of the eighteen signatory local governments; and,

**WHEREAS**, sixteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management



Program on September 5, 2003 and that Agreement expired on December 31, 2007; and,

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on March 6, 2008 and that Agreement expires on June 30, 2013, and

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on July 1, 2013 and that Agreement expires on June 30, 2018.

**NOW THEREFORE**, the signatory parties enter into the following Agreement.

This Memorandum of Agreement entered into this first day of July 2018, among and between the eighteen local governments in Hampton Roads and the HRPDC, establishes and maintains the Hampton Roads Regional Stormwater Management Program.

## **BASIC PREMISES**

All local governments in Hampton Roads operate stormwater management programs.

The Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach received VPDES Permits in 1996. Those permits, which were renewed in 2001, govern the discharges from their MS4s to waters of the state and impose certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a five (5) year basis and the localities applied for renewed permits in 2005. Localities operated programs under administratively continued permits until June 30, 2016. The new permit became effective on July 1, 2016.

The Cities of Poquoson, Suffolk and Williamsburg and the Counties of Gloucester, Isle of Wight, James City, and York were all identified by the EPA as requiring VPDES permits under Phase II of the MS4 regulations. Those localities that operate MS4s obtained VPDES permits in March 2003. Those permits also imposed certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a five (5) year basis with the next renewal planned for 2013.

It was determined that permit coverage for Isle of Wight County was not required, and the County Phase II MS4 Permit was terminated on April 15, 2016.

Although Gloucester County was initially identified by the EPA as requiring a Phase II MS4 permit, it was subsequently determined that permit coverage for Gloucester County was not required.

The City of Franklin, the Counties of Gloucester, Isle of Wight, Southampton and Surry and the Towns of Smithfield and Windsor are governed by stormwater management

requirements established under the Virginia Stormwater Management Act and the Virginia Erosion and Sediment Control Law. The Chesapeake Bay Preservation Act also governs Gloucester and Surry Counties and the Towns of Smithfield and Windsor.

As of July 1, 2014, all localities have implemented stormwater management programs that meet the minimum requirements established in the Virginia Stormwater Management Act. The Virginia Stormwater Management Act imposes operational and reporting requirements on all localities that are required to implement stormwater management programs.

The local governments are interested in managing stormwater in a manner which protects and does not degrade waters of the state and which meets locally established quality of life goals and objectives. The Clean Water Act and the VSMP require that stormwater quantity and quality be managed to the maximum extent practicable.

In carrying out their stormwater management responsibilities, the aforementioned local governments have developed a consensus on regional goals to guide the operation of their stormwater management programs. Initially, approved by the HRPDC at its Executive Committee Meeting of September 15, 1999, they are:

1. Manage stormwater quantity and quality to the maximum extent practicable (MEP)
  - Implement best management practices (BMP) and retrofit flood control projects to provide water quality benefits.
  - Support site planning and plan review activities.
  - Manage pesticide, herbicide and fertilizer applications.
2. Implement public information activities to increase citizen awareness and support for the program.
3. Meet the following needs of citizens:
  - Address flooding and drainage problems.
  - Maintain the stormwater infrastructure.
  - Protect waterways.
  - Provide the appropriate funding for the program.
4. Implement cost-effective and flexible program components.
5. Satisfy MS4 stormwater permit requirements:
  - Enhance erosion and sedimentation control.
  - Manage illicit discharges, spill response, and remediation.

This Agreement establishes the administrative framework, which will be used by the local governments in Hampton Roads to address certain stormwater management

requirements under the above-cited state and federal laws and regulations.

Eighteen local governments in the Hampton Roads Region will be participants in and signatories to the Agreement.

## **HRPDC RESPONSIBILITIES**

Under the terms of this Agreement, the HRPDC staff is responsible for the following:

- Provide technical support and policy analysis related to stormwater and water quality issues to local government staff.
- Provide the necessary administrative, technical and clerical resources to support program activities in order to ensure that the MS4 permit-holding cities and counties meet applicable stormwater management requirements.
- Prepare an annual work program and budget for the Hampton Roads Regional Stormwater Management Program. The annual work program will be incorporated into the HRPDC Unified Planning Work Program and the annual budget will be incorporated into the HRPDC budget.
- Assist the signatories in coordinating reporting on stormwater related activities to other state and federal agencies to ensure that program requirements are met in a cost-effective manner, which minimizes duplicative reporting and the administrative burden on the signatories.
- Conduct a regional stormwater education program. This will include public education activities and may include outreach to specific economic sectors and groups. The stormwater education subcommittee of askHRGreen.org will be responsible for guiding the development of original materials, including publications, media advertising and promotional items. This may also include development of locality-specific materials or coordination of bulk purchases. The stormwater education subcommittee of askHRGreen.org will coordinate with HRPDC staff on the educational and outreach components of the Hampton Roads Regional Stormwater Management Program.
- Develop and conduct a regional training program for municipal employees, contractors, civic leaders and other interested parties. The training program will emphasize stormwater management, pollution prevention and permit issues.
- Respond equitably and in a timely fashion to requests from all signatory local governments for technical assistance. The time frame for responses will be based on experience, the complexity of individual requests and the overall work load of program staff.
- Provide other technical support, as requested, to the signatory local

governments.

- Upon request from one or more participating localities, conduct technical studies to support compliance by the localities with MS4 permit requirements and VSMP program requirements.
- Facilitate development of multi-jurisdictional management plans for shared watersheds, as requested.
- Take steps, in conjunction with the signatory local governments, to obtain financial support for program activities from outside sources, including state, federal and private grants, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- Contract with and manage consultants, including both private firms and academic institutions, to support the regional program, including provision of requested services to local governments in excess of the common program elements.
- Represent the Hampton Roads Regional Stormwater Management Program at federal, state, regional and local governmental, civic, professional and political organizations, agencies, and committees.
- Provide technical and administrative support, as appropriate, to those localities that are required to develop stormwater management programs to meet VSMP requirements, but that are not required to obtain MS4 permits for their stormwater discharges.
- Prepare annual program reports, or components thereof, which comply with the provisions of the MS4 permits and stormwater management programs of the signatory localities.
- Facilitate local government involvement in TMDL studies being prepared through the Virginia Department of Environmental Quality and EPA and facilitate preparation of TMDL Implementation Plans for impaired waters in the Hampton Roads Region as requested.
- Prepare an annual report of activities undertaken through the Hampton Roads Stormwater Management Program. This report will include summaries of related activities undertaken on a cooperative basis by the signatories.
- Identify state and federal regulatory actions that may affect local government stormwater programs, serve on regulatory advisory panels (RAPs) as necessary, conduct policy analysis, and develop policy recommendations on behalf of the HRPDC.
- Coordinate the compilation of regional data for MS4 permit annual reports to the appropriate regulatory authority

## **LOCAL GOVERNMENT RESPONSIBILITIES**

Under the terms of the Agreement, the signatory local governments are responsible for the following:

- Appoint one voting member and alternates, as appropriate, to the Regional Environmental Advisory Committee to represent the local government stormwater and water quality related concerns. Generally, the voting representative should be the MS4 permit or program administrator.
- Appoint a representative and alternates, as appropriate, to the stormwater education subcommittee of askHRGreen.org.
- Provide, in a timely fashion, all locally generated data required by their MS4 permits and such other data as may be necessary to accomplish locally requested services.
- Provide timely technical review of HRPDC analyses and conclusions.
- Participate in regional efforts to conduct public outreach and education activities in regard to the state's TMDL study process and efforts to develop TMDL Implementation Plans for impaired waters lying within the locality or within watersheds that include the locality.
- Provide input on regulatory issues to HRPDC staff and serve on RAPs or provide input to the regional RAP representative as appropriate.
- Support HRPDC efforts to obtain additional funding to support the regional programs, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- Provide annual funding to support the agreed-upon regional program.

## **METHOD OF FINANCING**

The majority of program costs will be allocated according to a formula reflecting each locality's share of the regional population. Costs for additional projects or services will be allocated based on a formula developed by the HRPDC staff and approved by the HRPDC with the concurrence of the signatory local governments. For example, legal services have been split between the localities with MS4 permits and the maintenance costs for the regional online BMP database have been split by the subset of localities still using the system.



## **AVAILABILITY OF FUNDS**

Performance by the HRPDC of its responsibilities under this Agreement is subject to the availability of funding from the signatory local governments. Failure of the local governments to provide the necessary funding to support these activities will constitute a Notice to Modify or Terminate the Agreement.

## **MODIFICATIONS**

Modifications to this Memorandum of Agreement must be submitted in writing, approved by the HRPDC, and accepted by all signatories.

## **DURATION AND TERMINATION**

This Agreement will have a term of five years, extending from the date of full execution of the renewed Agreement by the signatories or June 30, 2018, whichever occurs last through June 30, 2023. To conform to local government charter and Virginia Code requirements, the funding provisions of this Agreement will be subject to annual appropriations.

No later than January 1, 2023, the signatories will institute a formal reevaluation of the Hampton Roads Regional Stormwater Management Program. This reevaluation will serve as the basis for appropriate modification of the Agreement and the Hampton Roads Regional Stormwater Management Program.

Any signatory may terminate its participation in the Hampton Roads Regional Stormwater Management Program by written Notice To Terminate to all other parties. Such termination will be effective with the start of the following Fiscal Year. Depending upon the terms of individual VSMP permits, termination of participation in the Hampton Roads Regional Stormwater Management Program in the middle of a permit term may result in changes to permit conditions and require renegotiation of the individual locality's VSMP permit from the state (Virginia Department of Environmental Quality).

## **OWNERSHIP OF PROPERTY**

It is not the intent of the signatories that the Memorandum of Agreement will result in the purchase, ownership, leasing, holding or conveying of any real property.

## **INDEMNITY**

It is the intent of the signatories that no signatory will be held liable for any damage or associated penalties caused by or associated with the failure of any other signatory to discharge its duties or to exercise due diligence in discharging its duties under this Agreement, and that no signatory, by entering this Agreement, waives any defenses or immunities available to it at law, including, but not limited to, those set forth in Section 15.2-970 of the Code of Virginia.

It is the intent of the signatories that no signatory will be held liable for any damage or

associated penalties caused by or associated with the failure of any other signatory to comply with the terms and conditions of the signatory's VSMP permit.

From page of the Winter/Spring 2018 Island Tide:

<https://www.ci.poquoson.va.us/DocumentCenter/View/1322/WinterSpring2018webfinal?bidId=>

*From the Office of the City Engineer*

### ***Decreasing Bacteria in Waterways***

As rainwater runs over land, it picks up many different forms of contaminants. These include everything from litter to bacteria. Let's focus on keeping our storm water runoff free of bacterial pollution. Why? Bacteria in waterways can put people's health at risk. There is even a category of illnesses caused from swimming and coming in contact with contaminated rivers and streams: **Recreational Water Illnesses**. These include a wide variety of infections that are caused by bacteria, parasites, and viruses. The State Health Department and other water quality agencies test for bacteria because viruses and parasites are also present where you find human- and animal-caused bacteria. Illnesses contracted from contaminated water include gastrointestinal, skin, ear, respiratory, eye, neurologic and wound infections. Bacterial contamination of water has led to certain swimming areas being restricted, as well as certain restrictions on shellfish harvesting. That means this is not only a health problem, but an economic one as well.

One of the simplest things that a person can do to help is scooping up dog waste and disposing of it. Be sure to always carry bags with you when going somewhere with your pet. It can also be helpful to carry extra bags, so you can offer them to others who may have forgotten theirs. There are a lot of fecal coliforms located in dog waste, and when there is a precipitation event, the storm water runoff picks up these coliforms and drains them into our waterways. This can cause harm to marine life and lead to the further deterioration of the Chesapeake Bay.

Another easy way to prevent bacterial contamination of runoff is by not feeding the wildlife. When people feed wildlife, it interrupts their migration patterns, causing them to stay in one place longer than they would have if they were not being fed there. This leads to an overabundance of wildlife waste, which then gets washed away into our waterways.

Probably the simplest thing that a person can do is to properly dispose of their trash. The more litter in a waterway, the higher the bacterial level. You can also reduce bacteria and other pollutants from the water by planting more plants around your house. The plants do a good job of filtering and absorbing contaminated water into the ground. This prevents the bacteria from getting into our waterways.

Everybody wants to stay healthy, and it is all of our responsibility to keep our water clean, both for the wildlife as well as for ourselves. By using these strategies, we can all do our part to keep our waterways clean of bacteria and our water safe.

BMP 1.3

*From the Office of the City Engineer*

### **Keep Drainage Flowing and Keep The Bay Clean.**

The City of Poquoson maintains 235 drainage outfalls and miles of ditching and piping. These structures are used to drain our streets. You may not realize this, but this is only a fraction of what drains the land in Poquoson.

The majority of drainage systems in Poquoson are owned by private citizens.

**What makes a drainage pipe or ditch public or private, and who is responsible for maintaining what?**

- If a drainage ditch, pipe or structure helps drain public streets, it is maintained by Public Works crews.
- If the ditch, pipe or structure drains private roads or private property, it is maintained by the property owner, or a homeowners' association (HOA) if it is located in an HOA easement.

**Why doesn't the City just maintain all drainage systems?**

City workers do not have the right to enter private property and maintain private ditches. In addition, Poquoson does not have the staff levels or the funding to do this additional work. You will find the same situation throughout the region: cities and counties maintain features that drain their roads and public properties; VDOT maintains its road drainage system; and property owners are responsible for their off-road drainage. So...why maintain your backyard ditch or pipe? It will help alleviate flooding on your property. The fewer leaves and branches in a ditch or pipe, the more room for rainwater during those big storm events. You are helping the environment: that trash and yard waste eventually breaks down into sediment in our rivers and the Bay. Take the trash out, dispose of it properly, and we have less to clean up to meet our Bay requirements.

Maintaining a ditch or pipe does not have to be difficult. It is easier if you keep an eye on the structures and remove yard debris before it piles up. Do not store leaves or grass clippings near drain inlets or ditch banks, and less will enter the system in the first place. Think before you plant: Keep trees or other large plants out of the ditch, and away from the sides of a ditch. That keeps leaves and tree roots out. If possible, coordinate your drainage-clearing work with your neighbors' efforts. That way longer stretches of the system will be free to flow. Neighborhood teams may be able to help elderly residents or other owners who are not physically capable of cleaning their ditches. Please remember to get approval before entering or working on someone else's property.

Finally, be a good neighbor and do not block ditches or access to ditches. This is illegal. City Code bans blocking drainage or access to ditches with permanent structures and landscaping. That means that bridges, fences, gates, big bushes and trees should not be placed next to a ditch. Public Works crews cannot work to keep your roads dry if they cannot get themselves and their equipment to the City's drainage system. Keep the area alongside a ditch clear, as well, so that crews can drive equipment alongside the top of banks.

Storm season is coming. Keep your private drainage system clean; help the Bay; and keep the water flowing.

## ONLINE ENVIRONMENTAL TIPS

Finally! Warmer days are fast approaching, and the changing season is the perfect time to brush up on your summer environmental etiquette. Here's a quick list of do's and don'ts to see you through the summer months. Miss Manners would approve!

- **Pick up after your pet.** Fido's deposits are filled with bacteria and nutrients that pollute our lakes, rivers and Bay. Scooping the poop protects these local waterways – and your flip flops!
- **Don't feed local waterfowl.** Sure, it's fun to take a stroll in the park and feed the ducks and geese, but just like Fido, these feathered friends contribute lots of nutrients and bacteria to area waterways. All Hampton Roads localities have at least one waterway that is impaired because of bacteria, so enjoy the birds from afar.
- **Don't water the sidewalk.** In fact, you probably don't need to water at all. Grass only needs about one inch of water per week to thrive. But when you have to water, adjust sprinklers so that water falls only within your lawn and garden. Watering the pavement sends pollutants into storm drains and runs up your water bill. Your neighborhood walkers and runners will thank you too.
- **Go native!** As you expand your landscaping this season, try adding some native plants. They are hardier and require less maintenance and water, which means you can kick back in the hammock and enjoy some lemonade!
- **Keep your BBQ out of the sink.** Who doesn't love a good summer barbeque? While you're enjoying this season of outdoor cooking, keep in mind that cooking grease and food scraps should never be rinsed into your drain. Built-up food and grease can cause sewer overflows into your home or neighborhood – blech!
- **Pack a reusable picnic.** Whether enjoying one of our many local or state parks or beaches, Hampton Roads has a plethora of places for the perfect picnic. Make certain yours is clean and green by packing your basket with reusable containers, cutlery and napkins. And never leave any litter behind. Dispose of any trash properly and recycle whatever you can.



- **Wash your car at a commercial wash.** This is probably the easiest green tip of all time! DIY car washing in the street or driveway sends polluted water into storm drains. Commercial car washes, however, are required to recycle their water and send their dirty water discharges into the wastewater system. Less water use, less pollution and less work for you.
- **Keep your butts off the beach!** Cigarette butts, that is. Despite being small in size, cigarette butts take years to break down and are the number one form of litter in Virginia and across the world. Always dispose of cigarette butts in an ashtray or other proper receptacle.
- **Recycle more, trash less.** Hot summer months mean more time outside, more ice cold beverages, more DIY and more parties. And that's great! But take a moment to think about how you can reduce the amount of trash from your next party or project. Be sure to have large, visible recycle containers for guests if serving canned or bottled beverages. Or better yet, serve a signature beverage in reusable glasses. For that next home improvement project, be sure to recycle any packaging that you can from supplies.
- **Minimize chemical use in your lawn and garden.** We all spend a lot more time outdoors in the summer and many lawn and garden chemicals can be harmful to small children and pets. If you choose to use lawn and garden chemicals, always read and follow label instructions exactly. Never apply on a windy day to avoid drift. And if there is a chance of rain, wait it out so your investment isn't washed away, polluting area waterways in the process. Investigate some non-chemical alternatives such as microbial or botanical insecticides, insecticidal soaps or beneficial insects. With any method, timing is key, so know the stages of insect and weed infestation to make the best choice of control.

These tips are courtesy of [askHRgreen.org](http://askHRgreen.org), a region-wide public service initiative that educates, engages and motivates cities to make good environmental choices here in Hampton Roads. If you have questions about how to embrace the green life, just [askHRgreen.org](http://askHRgreen.org)!



**REGIONAL COOPERATION IN STORMWATER MANAGEMENT**

**FISCAL YEAR 2017-2018**

**A STATUS REPORT**

**This report was included in the HRPDC Work Program for FY 2017-2018, approved by the Commission at its Executive Committee Meeting on May 18, 2017**

**Prepared by the staff of the  
Hampton Roads Planning District Commission  
in cooperation with the  
Regional Stormwater Workgroup**

**September 2018**

## **REPORT DOCUMENTATION**

**TITLE:**

**Regional Cooperation in Stormwater  
Management Fiscal Year 2017-2018:  
A Status Report**

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**ABSTRACT**

This document describes cooperative activities related to stormwater management undertaken by Hampton Roads local governments during Fiscal Year 2017-2018. The activities described include the regional information exchange process, public information and education, legislative and regulatory issues, cooperative regional studies and related programs. This document is used by the region's eleven localities with stormwater permits to assist them in meeting their permit requirements.

**ACKNOWLEDGMENTS**

The Hampton Roads Planning District Commission, in cooperation with the Regional Stormwater Workgroup, prepared this report.

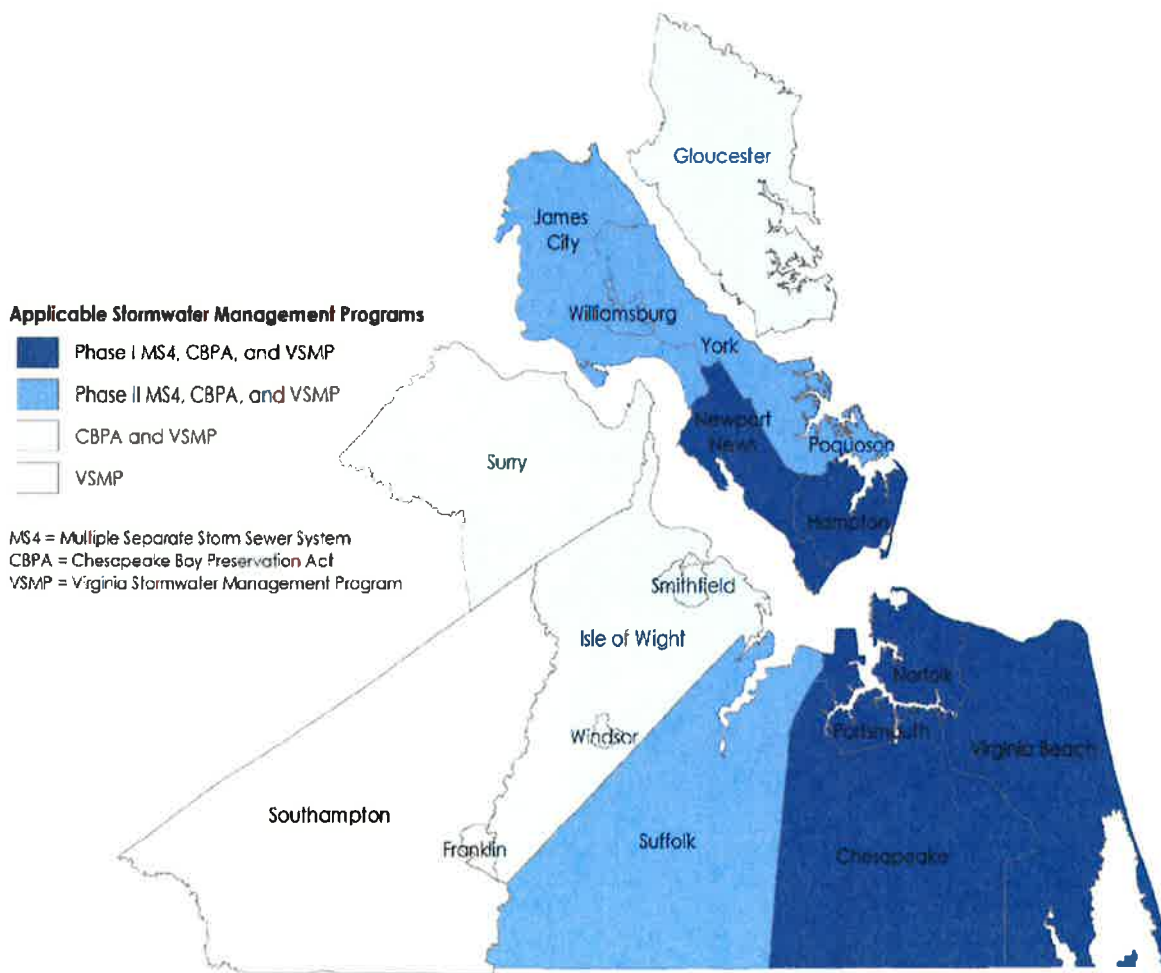
Preparation of this report was included in the HRPDC Unified Planning Work Program for FY 2017-2018, approved by the Commission at its Executive Committee Meeting of May 18, 2017.

The seventeen member local governments through the HRPDC Regional Stormwater Management Program provided funding.

## INTRODUCTION

Working through the Hampton Roads Planning District Commission (HRPDC), the region's seventeen member cities and counties and town (Figure 1) cooperated on a variety of stormwater management activities during Fiscal Year 2017-2018. This cooperative effort has been underway as a formal adjunct to the Virginia Pollutant Discharge Elimination System Permits (VPDES) for Municipal Separate Storm Sewer Systems (MS4) held by the Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach since Fiscal Year 1995-1996. The Cities of Suffolk, Poquoson, Williamsburg, and the Counties of James City County, Isle of Wight, and York joined in 2002 to coordinate Phase II MS4 permit applications. Cooperative activities documented in this report represent a continuation of an ongoing effort, which has involved concerted activity since 1992.

As of April 19, 2016, the Phase II MS4 permit for Isle of Wight County was terminated by the Department of Environmental Quality (DEQ). It was determined that the County does not own or operate a MS4 within the Census Urbanized Area.





## REGIONAL STORMWATER MANAGEMENT PROGRAM GOALS

The HRPDC and local stormwater staffs undertook a comprehensive effort in FY 1998-1999, called the Regional Loading Study. The project included developing a set of regional stormwater management goals to guide the regional program. The goals were presented to and adopted by the HRPDC at its Executive Committee Meeting in September 1999. They were reaffirmed in the January 2003 approval of the “Memorandum of Agreement (MOA) Establishing the Hampton Roads Regional Stormwater Management Program” and the renewal of the MOA in 2008, 2013, and 2018. The adopted Regional Stormwater Management Program Goals, which guide the regional program, are:

- Manage stormwater quantity and quality to the maximum extent practicable (MEP).
  - Implement best management practices (BMPs) and retrofit flood control projects to provide water quality benefits.
  - Support site planning and plan review activities.
  - Manage pesticide, herbicide and fertilizer applications.
- Implement public information activities to increase citizen awareness and support for the program.
- Meet the following needs of citizens:
  - Address flooding and drainage problems.
  - Maintain the stormwater infrastructure.
  - Protect waterways.
  - Provide the appropriate funding for the program.
- Implement cost-effective and flexible program components.
- Satisfy VPDES stormwater permit requirements.
  - Enhance erosion and sedimentation control.
  - Manage illicit discharges, spill response, and remediation.

## THE REGIONAL PROGRAM

The Regional Stormwater Management Program initially focused on activities that supported the permit compliance efforts of the six communities with Phase I VPDES MS4 Permits, technical assistance to the region’s non-permitted communities and regional education and training to support all of the communities. The program has expanded to include the needs of the five communities with Phase II VPDES MS4 permits and the development of locally administered Stormwater Programs which were required starting July 1, 2014.

### ***Phase I Localities***

The current Phase I MS4 permits became effective on July 1, 2016. FY 2017-2018 represents the second year of the five-year permit cycle. This year, the permittees were focused on developing their Chesapeake Bay and local TMDL Action Plans. The Action Plans were required to be submitted to DEQ for review and approval by July 1, 2018.

### ***Phase II Localities***

The Phase II General Permit was reissued on July 1, 2013. FY 2017-2018 represents the fifth year in the permit cycle. The permittees continue to implement their first Chesapeake Bay Action Plans, which were submitted in FY 2014-2015. Their first local TMDL Action Plans were due to DEQ on July 1, 2016. The permittees have been closely monitoring the development of the new MS4 General Permit.

Both the Phase I and Phase II Localities continue to implement their local Stormwater Programs, train staff on stormwater issues, and meet education and outreach requirements. HRPDC staff developed training materials and hosted various webcasts to assist with these efforts. More detailed descriptions are available in the *Training* section of this report. The regional environmental education organization, askHRgreen.org, conducted regional media campaigns for pet waste reduction, proper lawn maintenance, and reduction of fats, oils, and grease.

## **INFORMATION EXCHANGE**

The cornerstone of the Regional Stormwater Program continues to be the exchange of information. This is accomplished through regular monthly meetings to address topics of regional importance, as well as crosscutting issues that affect local stormwater, planning, public works and public utilities staff. In addition, various agencies and organizations utilize this regional forum to engage and inform local governments, as well as to gather feedback.

### ***Monthly Meetings***

The seventeen communities participate in the HRPDC Regional Stormwater Program and their staffs meet twice a month. The Stormwater Workgroup meetings provide an opportunity for local stormwater managers to exchange information about successful program activities, utility structures and policies, and technical challenges. The HRPDC Regional Environmental Committee meetings include local stormwater and planning staff plus cooperating agencies such as the Department of Conservation and Recreation (DCR), the DEQ, the Virginia Department of Transportation, the Hampton Roads Sanitation District (HRSD), and the US Navy.

### ***State and Federal Agency Program Briefings***

Representatives of state and federal agencies frequently brief the Committee on developing issues, regulatory guidance and technical programs. During the year, the Committee was briefed by representatives of the US Department of Agriculture on waterfowl control, the

Virginia Department of Transportation on their Chesapeake Bay TMDL Action Plan, and the US Army Corps of Engineers on their Chesapeake Bay Comprehensive Plan.

### ***Regional Water Quality Technical Workgroup***

In FY 2015, the HRPDC established the Regional Technical Environmental Workgroup in order to provide a forum for local government staff from various departments and consultants to discuss technical details of the implementation of the Chesapeake Bay TMDL as well as local TMDLs. In FY 2016, the name of the Workgroup was changed to the Regional Water Quality Technical Workgroup to more accurately reflect the topics of discussion.

The objectives of the Workgroup are to discuss technical aspects of restoration projects, discuss research and development of alternative BMPs, help set regional priorities for approval of BMPs for the Bay TMDL, and develop research priorities for filling data gaps. Meetings are open to the public. The Workgroup serves an advisory role to the Regional Environmental Committee.

In FY 2018, three meetings were held in September, March, and June. On September 7, 2017, Mr. Colin Stief, a Senior Applications Manager with the Chesapeake Conservancy, discussed the BMP Calculator Tool developed for York County, Pennsylvania, the GIS mapping tools for stormwater infrastructure in Washington D.C., and the green infrastructure connectivity maps developed for Maryland. On March 1, 2018, Ms. Nasrin Alamdari, a PhD student of Dr. David Sample at Virginia Tech, presented a talk entitled, “How Effective Stormwater Control Measures Are in the Face of Climate Change”. Ms. Alamdari was joined by City of Virginia Beach engineers, Ms. Shanda Davenport and Mr. Greg Johnson, who discussed how the City of Virginia Beach may address these concerns. On June 7, 2018, the Workgroup welcomed Mr. Bill Keeling from the Virginia Department of Environmental Quality for a presentation on BMP reporting.

## **PUBLIC EDUCATION**

### ***askHRgreen.org***

The HR STORM committee, consisting of local stormwater education/public information staff, was established in 1997 to support development and operation of the stormwater education program. Beginning in FY 2011, the HRPDC environmental education programs were combined into a single public awareness program and central resource for environmental education in Hampton Roads known as askHRgreen.org. In January 2018, the new askHRgreen.org website launched. The website contains information on earth-friendly landscaping ideas and pointers for keeping local waterways clean, recycling tips, and simple steps to make local living easy on the environment. It also includes a blog written by a team of local experts who work in the region’s municipal utility and environmental divisions.

The stormwater education subcommittee of askHRgreen.org continues to meet on a monthly basis to discuss education priorities for stormwater. In FY 2018, the subcommittee focused on ensuring that the regional education campaign fulfills the outreach requirements of the current

Phase II General Permit and many of the outreach objectives of the individual Phase I permits. The subcommittee also continued the program to distribute pet waste stations to interested community members throughout Hampton Roads. The activities conducted through the askHRgreen.org campaign for the year are summarized in the askHRgreen.org Annual Report.

## TRAINING

Since 2004, HRPDC staff has worked with the MS4 permittees to develop and conduct training programs for local government staff. The table below provides a summary of the FY 2018 programs.

Training Topic	Date
Center for Watershed Protection – Making Urban Trees Count (webcast)	June 2017
Manufactured Treatment Devices Workshop	Dec 2017
Center for Watershed Protection – Stream and BMP Monitoring (webcast)	Mar 2018
Center for Watershed Protection – National Stormwater Conference (online)	Apr 2018
Center for Watershed Protection – Bioretention Design Modifications (webcast)	May 2018
Wetlands Permitting Workshop for Local Government Staff	May 2018
Center for Watershed Protection – Retrofitting the Urban Environment: What’s New (webcast)	June 2018

### ***Webcasts***

The Stormwater Regional Workgroup purchased a series of webcasts from the Center for Watershed Protection to view throughout FY 2018. HRPDC hosted the webcasts so that one subscription could be shared.

### ***Manufactured Treatment Devices (MTD) Workshop***

HRPDC staff partnered with Contech Engineered Solutions and Hydro International to offer a half-day MTD Workshop that covered the basics of how MTDs treat runoff, the history of MTDs in the Virginia BMP Clearinghouse, appropriate utilization of the devices in the field, and maintenance considerations. The Workshop had 38 attendees, representing local governments, state agencies, consultants, and the Navy.

### ***US Army Corps Wetlands Permitting Workshop for Local Government Staff***

HRPDC and Norfolk District staff collaborated to host a half-day Wetlands Permitting Workshop. The topics covered included the background and organization of the Regulatory

Branch, best practices for completing wetland permit applications, coordination with other agencies, and the new Regional General Permit. The Workshop was geared specifically to local government staff and had nearly 70 participants.

## **LEGISLATIVE & REGULATORY MONITORING**

This element of the program involves monitoring state and federal legislative and regulatory activities that may impact local stormwater management programs. HRPDC staff in cooperation with the Committee develops consensus positions for consideration by the Commission and local governments. The level of effort devoted to this element has increased significantly over the years. During FY 2018, the regional emphasis was on the Phase II MS4 General Permit reissuance, the Construction General Permit reissuance, House Bill 1774 Workgroup, developing guidelines for the use of proprietary BMPs for stormwater regulation compliance, and development of Virginia's Phase III Watershed Implementation Plan for the Chesapeake Bay TMDL. For each issue, HRPDC staff provided updates to the Regional Stormwater Workgroup or the Regional Environmental Committee, collected input, and submitted comments on behalf of the Region. If a stakeholder group was assembled for a particular issue, then the Region nominated a representative to serve on behalf of the localities.

### ***Phase II MS4 General Permit Reissuance***

HRPDC staff served on the Technical Advisory Committee (TAC) established to assist DEQ with revising the permit language. The TAC met nine times from October 2016 through May 2017 and reviewed all sections of the permit twice.

The federal MS4 Remand Rule ("Rule") was finalized in November 2017, and the general permit had to be updated to comply. DEQ is following the Traditional Approach outlined in the Rule which requires the general permit to contain clear, specific, and measurable requirements. For example, for minimum control measure 1, public education and outreach, permittees are to implement a certain number of strategies that they select from the list of DEQ- or CBP-approved BMPs provided in the permit.

The Phase II MS4 General Permit, which was set to expire on June 30, 2018, has been administratively continued. The formal public comment period was delayed and ran from January 8, 2018 through March 9, 2018. DEQ intends to present the revised draft to the State Water Control Board in August 2018.

A regional comment letter was submitted in March 2018. The comments were focused on consistency between the permit requirements and the registration statement and also between the language in the permit and existing federal and state law.

### ***Construction General Permit Reissuance***

The existing Construction General Permit (GP) expires on June 30, 2019. HRPDC staff serves on the TAC for the permit reissuance. The TAC met six times from January through June 2018.



The TAC was focused on addressing the projects that are still subject to the old stormwater management criteria (Part IIC) and to making the Virginia Construction GP consistent with the 2017 EPA Construction GP.

The TAC had extensive discussions on the definition of land disturbance, particularly as it relates to whether a grandfathered project or a project subject to the time limits of applicability could continue to be subject to the old stormwater criteria. The portions of those projects that had commenced land disturbance within the specified timeframe could continue; however, if land disturbance had not commenced and the portion was not covered in the stormwater management plan, the owner would have to redesign that portion in accordance with the new stormwater criteria (Part IIB).

DEQ intends to present the revised draft of the Construction GP at the September State Water Control Board meeting. A formal public comment period will follow this fall.

#### ***House Bill 1774 – Stormwater Management in Rural Tidewater Localities***

The General Assembly requested that the Commonwealth Center for Recurrent Flooding Resiliency convene a workgroup to study the administration of the Commonwealth's current stormwater management program, as well as the potential treatment and use of water in roadside ditches in rural, Tidewater Virginia localities (as defined by the workgroup). HRPDC staff served on the Workgroup, which met three times from August through November 2017. The Workgroup developed a report to propose potential solutions to address rural Tidewater localities' concerns regarding administration of regulatory coverage for land disturbances of between 2,500 square feet and one (1) acre, and to assess potential innovative alternatives for treatment and use of stormwater in these rural Tidewater localities. In the 2018 session, the General Assembly approved two out of several recommendations from the Workgroup. One bill allows rural Tidewater localities to use a tiered approach to the water quantity requirements of the stormwater management program that is based upon the percent of impervious cover in a watershed. The second bill allows rural Tidewater localities to acceptance a signed and sealed plan by a licensed professional in lieu of review by the locality for land disturbing activities between 2,500 square feet and 1 acre.

#### ***Proprietary BMPs for Stormwater Compliance***

The new post-construction water quality requirements require approval from DEQ for use of proprietary BMPs in Virginia. The Stormwater BMP Clearinghouse Committee was established in order to provide guidance to the DEQ on BMP listing criteria, Clearinghouse website content, and database design. Regional input centered on defining the proposed role of the Clearinghouse in approving non-proprietary BMP pollutant removal efficiencies.

At the end of FY 2014, the DEQ issued interim guidance that describes a process for approving these proprietary BMPs and assigning pollutant removal credits: "Interim Use of Stormwater Manufactured Treatment Devices (MTDs) to meet the New Virginia Stormwater Management Program (VSMP) Technical Criteria, Part IIB Water Quality Design Requirements." In FY 2015, the Clearinghouse Committee focused on the approval process for MTDs and discussed how

and when the guidance should be updated or replaced with regulations. HRPDC staff has been involved with a cooperative effort to request that DEQ add sizing criteria to the guidance. In FY 2016, DEQ began the process of revising the guidance and updating the BMP Clearinghouse to include sizing for MTDs. That process remains ongoing. In FY 2018, HRPDC staff continued to monitor the parallel efforts by the Chesapeake Bay Program (CBP) and the Water Environment Federation to develop testing protocols for MTDs.

### ***Virginia's Phase III Watershed Implementation Plan for the Chesapeake Bay TMDL***

The EPA established the Chesapeake Bay TMDL on December 29, 2010 that included a Phase I Watershed Implementation Plan (WIP) developed by Virginia that outlined the statewide strategies that would be implemented by each source sector to achieve TMDL compliance. In March 2012, Virginia submitted its final Phase II WIP to EPA that outlined the management actions that will be implemented by local governments. The HRPDC participated in both efforts on behalf of the local governments and submitted regional input for the Phase II WIP entitled, *Hampton Roads Regional Planning Framework, Scenario, and Strategies*.

Virginia is required to develop a Phase III Watershed Implementation Plan by 2019 that will describe how the state will achieve the required nutrient and sediment reductions from 2017 through 2025. In FY 2015, Virginia began the development of this plan with the establishment of the Chesapeake Bay Stakeholder Advisory Group. HRPDC staff continues to participate in the Stakeholder Advisory Group and attended the meetings in March, April, and June of 2018.

As part of the state's efforts to develop the Phase III WIP, DEQ staff led outreach meetings across the state. HRPDC hosted the outreach meeting for Hampton Roads on June 1, 2017. DEQ staff reviewed the progress Virginia has made so far in reaching the goals of the TMDL, discussed the schedule for the development of the Phase III WIP, and explained the role of localities.

In FY 2019, DEQ is contracting with the Planning Districts in the Bay watershed to develop strategies for reducing nitrogen and phosphorus loads (known as local area planning goals) in the unregulated developed, natural, and septic sectors. As part of this effort, the HRPDC staff will coordinate three stakeholder meetings from August through October 2018 to share best practices, discuss potential management strategies, and propose policy changes for obtaining nutrient reductions.

## **REGIONAL STUDIES**

### ***Water Quality Monitoring Study***

In FY 2014, the HRPDC and the Phase I localities partnered with the USGS and the HRSD to create the Hampton Roads Regional Water Quality Monitoring Program (RWQMP). The purpose of the study is to characterize the sediment and nutrient loadings from the major urban land-uses in the Hampton Roads region. The data collected during the first three to five years will serve as a baseline for nutrient and sediment loads from the MS4s prior to implementation of BMPs to comply with the Chesapeake Bay TMDL. In addition these

measured sediment and nutrient loads will be compared to the loading rates in the Chesapeake Bay Watershed Model and used to improve the accuracy of the model in the Coastal Plain. In FY 2015, the locations of the 12 stations (2 per Phase I locality) were selected, and seven stations were installed. In FY 2016, three additional stations were installed. In FY 2017, the remaining two stations were brought online. In FY 2018, all twelve stations continued to collect storm event samples, which are analyzed for nutrients and sediments. The stations continuously monitor flow, turbidity, and conductivity. Additional information on the project objectives, site locations, and data collected can be viewed here: <http://va.water.usgs.gov/HRstormwater/index.html>.

The RWQMP was incorporated into the Phase I MS4 permits. HRPDC staff develops an Annual Report that includes the locations of monitoring stations, a summary of available data, and an interpretation of the data to include in the Phase I MS4 Annual Reports. The report is based on the annual update presented to the Regional Stormwater Workgroup by Mr. Aaron Porter (USGS).

#### ***Stormwater Program Matrix***

A comprehensive stormwater program matrix, including Phase I and Phase II communities, was developed in FY 2000 to address both utility and programmatic issues. The matrix includes the rate structures, the type of bill, the frequency of billing, the number of utility customers, and program contact information. HRPDC staff coordinates with local government stormwater program staff to update the information in the matrix annually.

#### ***Local TMDL and Implementation Plan Development***

The state has developed a substantial number of TMDL Studies and TMDL Implementation Plans. This work follows the classification of the waters by the state as meeting or failing to meet water quality standards. Water bodies that fail to meet water quality standards are classified as “impaired,” triggering the requirement to prepare the TMDL study. HRPDC staff has coordinated regional involvement in the “impaired waters” listing and TMDL development process. This has entailed providing opportunities through the Regional Environmental Committee for education of local government staff on the TMDL process, response to the development of TMDLs themselves, and participation in the development of implementation plans.

To assist the region’s localities in addressing this requirement and ensuring that Implementation Plans are feasible, HRPDC staff is working with the DEQ through a cooperative regional partnership to coordinate the TMDL study process with the localities and to develop the required Implementation Plans. In FY 2014, the HRPDC partnered with the DEQ, Hampton Roads localities, and the HRSD to develop a study plan to collect stormwater samples from the Elizabeth River watershed and analyze them for polychlorinated biphenyl (PCB) concentration in order to support the development of the Lower James and Elizabeth River PCB TMDL. Stations in Chesapeake, Norfolk, Portsmouth, and Virginia Beach were selected because they met the criteria for representative land uses and watersheds where PCBs could be monitored. In FY 2015, water samples were collected at these stations by the HRSD and sent to the DEQ

selected laboratory for PCB analysis. The MS4 localities in Hampton Roads funded the data collection and the DEQ paid for the analysis. The PCB TMDL for the Lower James and Elizabeth River was expected to be developed in FY 2017; however, the DEQ experienced a number of staffing changes and other delays. It is expected sometime during FY 2019.

### ***HRSD Bacteria Source Tracking***

HRSD began a pathogen program to conduct bacteria source tracking in June 2015. The program was designed as a way to partner with local governments to focus source identification efforts. HRSD is providing sampling and analyses services while the local governments are providing staff time for the investigations. Several localities have taken advantage of the program so far.

## **TECHNICAL ASSISTANCE**

The HRPDC continues to serve as a clearinghouse for technical assistance to the localities, as well as a point of contact in arranging short-term assistance from one locality to another. The HRPDC Committee structure also provides a forum for state and federal regulatory agency staff to meet with the region's localities to discuss evolving stormwater management regulations and other emerging regulatory issues. In addition, HRPDC staff provides technical information and advice to all of the participating localities on a wide variety of issues upon request. In FY 2018, technical assistance to localities was focused on disseminating information related to implementation of and compliance with the Chesapeake Bay TMDL, providing training resources for locality stormwater staff, and evaluating the real world challenges of interpreting and implementing the local stormwater programs.

## **MEMORANDUM OF AGREEMENT**

The Regional Stormwater Management Program was established in 1996 as a formal program of the Hampton Roads Planning District Commission with support and participation from the seventeen member local governments. An MOA was created that outlines the basic regulatory and programmatic premises for the cooperative program, incorporating the Regional Program Goals, described earlier in this report. The MOA establishes a division of program responsibilities among the HRPDC and the participating localities, addresses questions of legal liability for program implementation, and includes other general provisions. The MOA is reauthorized by the signatories every five years and was renewed in 2018.

## **PERMIT ADMINISTRATION AND REPORTING SYSTEM (PARS)**

In an effort to streamline reporting and capture data more effectively for local governments, the permitted localities pooled resources to develop the Permit Administration and Reporting System, or PARS. The region contracted with URS Corporation to develop a web-based data tracking and reporting system. The system allows local governments to catalog development sites and their associated BMPs. The system also enables localities to capture inspection information, catalog stormwater outfalls, document illicit discharge investigations and record

public education information. The Regional Stormwater Workgroup agreed to retire PARS on June 30, 2016 for all users except Chesapeake, James City County, Norfolk, Suffolk, and Williamsburg as it no longer met reporting and tracking needs. These five localities agreed to continue to support PARS through December 2016. Norfolk and Chesapeake continue to support the database into FY 2019 while alternative systems are under development in those localities.

## **RELATED PROGRAMS AND PROJECTS**

In various combinations, the eleven MS4 communities, as well as their non-permitted counterpart communities, participate in a wide variety of related programs. These programs are noted here because of their relationship with stormwater management.

### ***Chesapeake Bay Program Participation***

The Chesapeake Bay Program (CBP) is a regional partnership that has led and directed the restoration of the Chesapeake Bay since 1983. CBP partners include federal and state agencies, local governments, non-profit organizations and academic institutions. Partners work together through the CBP's goal teams, workgroups and committees to collaborate, share information, and set goals.

Since the development of the Chesapeake Bay TMDL in December 2010, the Hampton Roads Region has devoted considerable attention to the ongoing CBP. HRPDC and locality staff have participated in the deliberations of many CBP committees and work groups dealing with urban stormwater, land development, watershed planning, land use development, modeling and local government's role in the Bay Program. HRPDC staff has continued to follow the activities of the CBP primarily through participation in the Urban Stormwater Workgroup, the Land Use Workgroup, and the Water Quality Goal Implementation Team. HRPDC staff serves on the Climate Resiliency Workgroup, which was established to evaluate the impacts of climate change on the CBP's goals and activities. HRPDC staff participated in the Local Area Targets Task Force, which was charged to make recommendations whether the Phase III WIPs should include local area targets and if so, options for how these targets could be expressed in different jurisdictions. HRPDC staff also serves on Virginia's WIP III Stakeholder Advisory Group (SAG) and continues to participate in the development of the ongoing James River Chlorophyll-a study. On behalf of the HRPDC, Mr. Tim Hare, ARCADIS, served on the Scientific and Technical Advisory Committee (STAC) that was tasked with evaluating the impacts of climate change on BMPs.

### ***Chesapeake Bay Preservation Act Program***

Fifteen of the seventeen member localities continue to implement programs in response to the Virginia Chesapeake Bay Preservation Act (CBPA). Stormwater management is one component of those programs. Although the CBPA is not formally part of the multi-state CBP, described above, it serves as one element of local government implementation actions to comply with their MS4 Permits and to meet the goals of the CBP.



### ***Trading with HRSD***

HRSD, HRPDC staff, and the MS4 permittees collaborated to develop a regional template for the memorandums of agreement to establish the framework for trading stormwater pollutant reduction credits. Individual MOAs with each of the eleven MS4 permittees were signed in 2017.

Currently HRSD treatment plants operate well below design flows, as those were established to ensure capacity to support regional population projections in 2040 and beyond. Annual average flows in 2015 were approximately 60% of design flows. As a result of plant flows well below design flows in combination with significant investment in nutrient removal technologies, HRSD currently discharges nutrients and sediment significantly below permitted limits and is projected to do so for the foreseeable future. The difference between permitted mass load limits and current performance provides ample capacity to absorb load reductions required from stormwater dischargers in Hampton Roads through at least 2036.

HRSD is developing the Sustainable Water Initiative for Tomorrow (SWIFT) project, their multi-year initiative that will take treated wastewater, purify it to drinking water standards, and then inject it into the Potomac Aquifer. In addition to replenishing the water in the aquifer, the SWIFT project will significantly reduce the volume of treated wastewater reaching the James, York, and Elizabeth Rivers. The project will generate enough permanent nutrient and sediment credits to meet almost all of the regional urban stormwater waste load allocations in the Chesapeake Bay TMDL. Mr. Ted Henifin (General Manager for HRSD) has given several presentations on the project at the Regional Environmental Committee and Regional Stormwater Workgroup meetings and has described the advantages of using the credits generated by the project to meet MS4 pollution reduction requirements.

Trading with HRSD, first using the capacity credits and then using the permanent credits from SWIFT, allows MS4 permittees to change their focus from costly stormwater retrofit projects to addressing recurrent flooding and climate change adaptation.

### ***Local Government Coordination with the Norfolk District of the US Army Corps of Engineers***

HRPDC staff was asked to reach out to the Regulatory Branch of the Norfolk District to work towards improving communications between the Army Corps and the localities, especially in regards to wetlands permitting. The localities have shared their concerns with regulators being incommunicative, staff regularly changing, and permitting delays. HRPDC staff met with Mr. Tom Walker, Chief of the Regulatory Branch, and some of his staff to share experiences and to try to determine how the localities could better position themselves during the joint permit application process. The meeting resulted in the training Workshop that was held on May 31, 2018. HRPDC staff continues the dialogue with the Regulatory Branch to facilitate the exchange of information and improve communications.

### ***Virginia Conservation Assistance Program (VCAP)***

The VCAP is an urban cost-share program that provides financial reimbursement to property owners installing eligible small-scale BMPs in the Chesapeake Bay watershed. The program has been funded with federal dollars from the US Environmental Protection Agency (EPA) and the National Fish and Wildlife Foundation (NFWF). The program has installed about 300 BMPs over the last couple of years and applications are waiting to be funded.

VCAP is administered by the Soil and Water Conservation Districts (SWCD) and is limited to projects in localities that are included in a SWCD. This means that several localities in Hampton Roads are not eligible for the program including the Cities of Portsmouth, Norfolk, Hampton, Newport News, and Poquoson. HRPDC staff was tasked with exploring options for expanding the reach of the program. Staff spoke with the Coordinator of VCAP, the Executive Director of the SWCDs, and several District Managers. Currently, there is no capacity to expand the program into other localities due to limited staff at the SWCDs and funding constraints. In order to qualify for the program, the Cities would either have to pursue becoming part of a SWCD or would need to create a MOA and provide funding for additional staff at their nearest SWCD. HRPDC staff researched these options and presented the findings to the Stormwater Managers. It is not practical for the Cities to become part of an existing SWCD or to create their own. HRPDC staff will continue to advocate for the expansion of VCAP as part of the Phase III Watershed Implementation Plan (WIP) for the Chesapeake Bay TMDL. The program is well-suited to achieve reductions in urban areas beyond MS4 service areas.

## **CONCLUSION**

Through the Hampton Roads Planning District Commission, the seventeen localities of Hampton Roads have established a comprehensive Regional Stormwater Management Program. This program provides technical assistance, coordination, comprehensive technical studies and policy analyses and stormwater education. The Regional Stormwater Management Program enables the region's localities to participate actively and effectively in state and federal regulatory matters. It has enhanced the ability of the eleven localities with VPDES Permits for their Municipal Separate Storm Sewer Systems to comply with permit requirements.

The Regional Stormwater Management Program provides a mechanism through which the strengths of the seventeen local stormwater programs can be mutually supportive. It allows for cost-effective compliance with permit requirements, resolution of citizen concerns with stormwater drainage and water quality matters, promotes regional consistency, and achievement of improved environmental quality throughout the Hampton Roads Region.

# BMP 2: Public Involvement & Participation

Appendix

## City of Poquoson Annual Report

VAR# 040024

Permit Year 5 (PY5): July 1, 2017-June 30, 2018

Submitted to DEQ October 1, 2018

Updated MS4 Program Plan July 1, 2013 - June 30, 2018  
City of Poquoson VAR 040024

2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.1	Public Involvement					
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	<a href="http://www.ci.poquoson.va.us/278/Environmental-Information">askH2Rgreen.org</a> Representative & IT Department	Annually	Locality website: <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a>  COMPLIANT
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	<a href="http://www.ci.poquoson.va.us/278/Environmental-Information">askH2Rgreen.org</a> Representative & IT Department	Annually	Locality website: <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a>  COMPLIANT
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	<a href="http://www.ci.poquoson.va.us/278/Environmental-Information">askH2Rgreen.org</a> Representative & IT Department	6 mo. prior to end of permit cycle	Locality website: <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a>  Compliant. Information on annual permit provided on website and in old permits. Program plan posted.
2.2	Public Participation					

Updated MS4 Program Plan July 1, 2013 - June 30, 2018  
City of Poquoson VAR 040024

2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.2	Public Participation in a minimum of four local activities annually	Keep Poquoson Beautiful; Clean The Bay; Drug Take Back; multiple talks at civic groups on Bay TMDL Action Plan and clean water	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, <a href="http://askHRgreen.org">askHRgreen.org</a> Representative	Annually	PV5 Public Education and Participation Events summary spreadsheet in appendix . Detailed information on some events also provided in Appendix.
						Compliant. 15 events. This year's events included Keep Poquoson Beautiful; aDrug Take Back Day; Earth Day clean up; and the City's Seafood Festival. More details are on summary sheet in appendix.
	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report
						Compliant. Volunteer/staff efforts were well attended.



## Permit Year 5 Public Education and Participation Events

<u>EVENT</u>	<u>DATE</u>	<u>ATTENDEES</u>	<u>TOPIC; DETAILS:</u>	<u>PURPOSE</u>
Community Participation Team	Through July 15, 2017	10 citizens; survey open to all citizens. Work of the committee occurred during PY4 and continued through the first few weeks of PY5, wrapping up July 15, 2017.	<p>The CPT is a citizen community charged with encouraging citizen participation in the Comprehensive Plan process. Part of their charge was developing a survey and analyzing survey results on a wide variety of issues, including environmental issues and future growth and development. The CPT was publicized and selected during the last permit year (see Permit Year 3 report). The team met on a regular basis, creating public involvement programs, staffing outreach efforts and compiling results from public input meetings. The CPT drafted and tabulated a community wide citizen survey . Opportunities for public participation in the survey were publicized on social media, in the newspaper, on the city website and social media, via word of mouth, at public events, through citywide mailings, and via city newsletters. Members of the community development staff provided support and worked with the CPT on this effort.</p>	Public participation
Lego Team	Oct-17	8 children; 1 adult sponsor	The City Engineer met with Team Glory, a Lego competition team of elementary school age children. The competition this year include a water quality element. The City Engineer explained and provided handouts on the basics of sewage and raw water treatment. She provided a tour for the team of the City's wet pond and explained the function of various components of the pond.	Public participation
Keep Poquoson Beautiful Fall 2017 Event	23-Sep-17	41 citizens volunteered and collected a total of 25 bags of litter and shoreline debris. Other accomplishments included building maintenance, mulching and planting plants.	The Public Works staff organized a volunteer day in the fall that focused on litter pickup, mulching, planting and other work on City properties. 25 bags of litter and shoreline debris were collected.	Public participation
Poquoson Seafood Festival	October 20-22, 2017	Attendance was estimated to be 45,000-50,000 over the three day event	The Poquoson Seafood Festival is held at Municipal Park and is the city's largest attended event. The festival is a celebration of living near the Bay and features water quality exhibitors and themes throughout the three day event. It is advertised on the City's website; in social media; via a website; and is featured by state tourism groups and media. City staff members volunteer to work throughout the event and operate an information stand that provides environmental information and handouts to interested attendees. The Festival is also operated by volunteers from the community.	public participation

## Permit Year 5 Public Education and Participation Events

Drug Take Back Fall Event	28-Oct-17	number of participants not tracked; the police department collected 238 pounds of drugs that were turned in.	The Poquoson police department partnered with the Poquoson pharmacy to hold a fall drug take back event at the pharmacy. This event is intended to improve water quality and reduce drug abuse by collecting unused prescription drugs so that they do not end up being released into waterways (after being flushed away) or in the hands of drug abusers.	public participation
Economic Development Authority on Stormwater Pond	8-Nov-17	Public meeting taped and aired on the City Cable Television Station; approximately 20 people in room (included EDA members and audience)	The City Engineer attended and spoke on how stormwater ponds work to provide stormwater food control and water quality treatment and discussed the EDA wet pond as an example. The talk included how plants, aquatic benches, settlement and aerators help provide water quality, and discussed how the 2014 state stormwater regulations impacted the pond's water quality and flood control capacity.	public education
Talk at Tabernacle United Methodist Church Men's Group	16-Feb-18	Approximately 30 attendees	Battalion Chief Joe Breeden spoke on the Fire Department's Fire Boat, Air Boat and new UAS equipment. His presentation included information on spill response capabilities of the department	public education
Pet Waste Station	May-18	Neighborhood Group through AskHRGreen	Based on the AskHRGreen application process, a pet waste station was installed at 329 Hunts Neck Road. This will be monitored and maintained by the neighborhood.	Public Education
Keep Poquoson Beautiful: Plant Swap	28-Apr-18	Not tracked	Public Works staff hosted a plant swap for the City's gardeners. Citizens were encouraged to bring plants for trading with other citizens. This is an annual event intended to kick off and draw attention to the Keep Poquoson Beautiful program and to encourage planting more plants in yards, rather than using turfgrass. Keep Poquoson Beautiful events were publicized using posters; notices in the City's newsletters; the City's website; social media; and staff outreach to past participants.	Public participation
Keep Poquoson Beautiful Spring Event	28-Apr-18	35 volunteers; 40 bags of trash collected	Public Works staff coordinated day long volunteer events throughout the City. This annual event encourages planting more plants, beautifying the city, and being more environmentally friendly. Projects included plants; litter pick up; raking, weeding and waterway cleaning. Keep Poquoson Beautiful events were provided educational flyers and giveaways. The event was publicized through posters; notices in the City's newsletters; the City's website; social media; and staff outreach to past participants.	Public participation

## Permit Year 5 Public Education and Participation Events

[illegible]

From Page 21 of the Island Tide, published fall 2017

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**Poquoson Household Chemical  
Collections and Computer  
Recycling Event**  
**Saturday, October 7**  
8am-12noon



at the Poquoson Pool Parking Lot  
at 16 Municipal Drive  
Please visit [www.vppsa.org](http://www.vppsa.org) or  
call 868-3598 for more information.

BMP 2.2

# Keep Poquoson Beautiful



## SIGN UP/WAIVER

Remember that each participant is responsible for his/ her own safety. Notify Site Manager if an accident occurs, if you see unsafe behavior, or have a concern of any kind.

I have read and reviewed carefully the provided Safety Tips. I understand that participation in Keep Poquoson Beautiful (hereafter the "Event") is entirely voluntary. I understand the risks and dangers involved in the "hands on" activities of this Event. I hereby release the City of Poquoson as well as any organization for which myself and or my child is volunteering and their officials, employees, and or agents, from any responsibility for injury that might occur as a result of participation in the "Event". I give permission to authorized personnel to carry out such emergency diagnostic and therapeutic procedures as may be carried out by the local hospital(s) and/or authorized emergency medical technician(s) for myself and or my child in the event of an emergency. I understand that any medical expenses will be billed directly to my insurance company or me. I hereby grant to Keep Poquoson Beautiful the right to photograph or videotape me and to use these videotapes and photographs at its discretion.

<u>Name</u>	<u>Email</u>	<u>Phone No.</u>
Vickie Sevy		
Brent Sevy	Brentcv@cox.net	867-5187
CHUCIK KURAWSKI	CPK5JIC@COX.NET	867-7399
Robert Zlyer	ruhlyer@yahoo.com	762-300-9868
TED PASSEY	hardprint@yahoo.com	402-5414500
STEVE TACKETT	satacke@gmail.com	757.814.6480
Lankford		
Sister Missionaries		757-450-8451
SCOTT GILLESPIE	scott.gillespie@hotmail.com	757-223-4191
DAVID GILLESPIE	" "	757-223-4191
Camarena, Julie	camjul@juno.com	757-9865-4071
Tyler Camarena	"	" +
Kelli Camarena	"	"
Tracy Skinner	tracy.skinner@yahoo.com	757-969-9804
Bailey Skinner	"	"
Rachel Olson	rachelroopano@gmail.com	(717) 691-7337

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(10)



Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

You Are Here: Home » News Flash

Home

Posted on: March 22, 2018

City Council Meetings

Fire & Rescue Information

History of Messick Point

History of Poquoson

Recreation Programs

Library

Outlook Web Access



EMPLOYMENT  
Find local jobs



ONLINE BILL PAY  
Register and make payments  
online



CITY BUDGETS

Search

All categories



Tools



Categories

All Categories

Home



## Keep Poquoson Beautiful

The person whose slogan is chosen will get a unframed giclee (print) of this years "Bull Art". Please submit your slogan to [Bodina.Wright@poquoson-va.gov](mailto:Bodina.Wright@poquoson-va.gov) by the end of business on March 26th. This year's event will be held on April 28th.

The past years slogans are listed below:

- 2012 - Keep Poquoson Beautiful "Bubba Style"
- 2013 - Keeping "Mother Nature's Favorite Child" Beautiful
- 2014 - Heron argued that there was no need to clean up one's mess, to which Bull replied "Ma-larkey"
- 2015 - While Bull meditated by the shimmering Poquoson shoreline, Heron became Zen-like, and Seagull grew taciturn
- 2016 - That was Poquoson on the phone. Don't forget to cull your fodder.
- 2017 - Tell me, what is the repurpose of life?



Next =>

Printer Friendly Information 3/20/18

Other News in Home



BMP 2.2



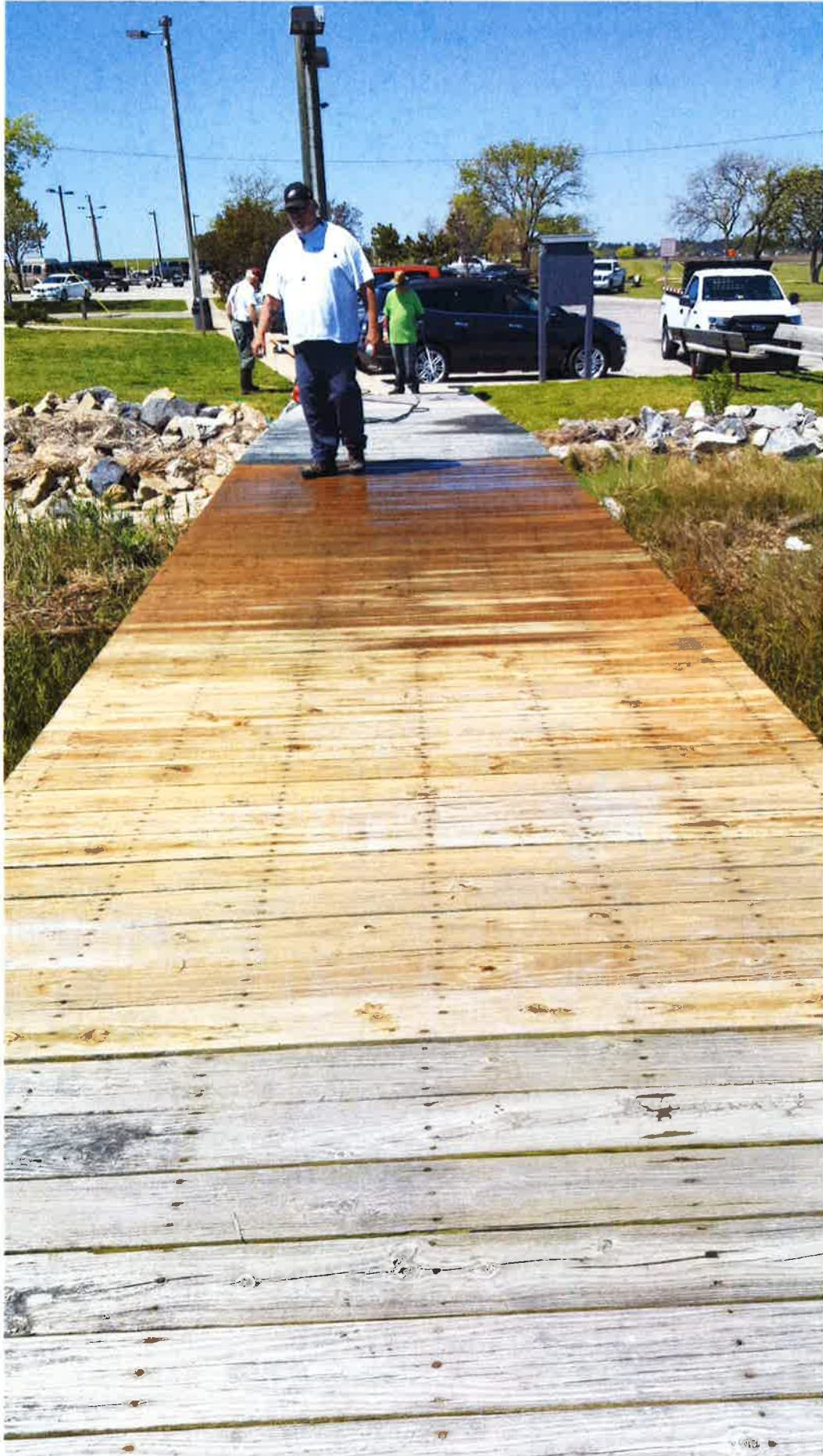


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BMP 2.2





BMP 2.2





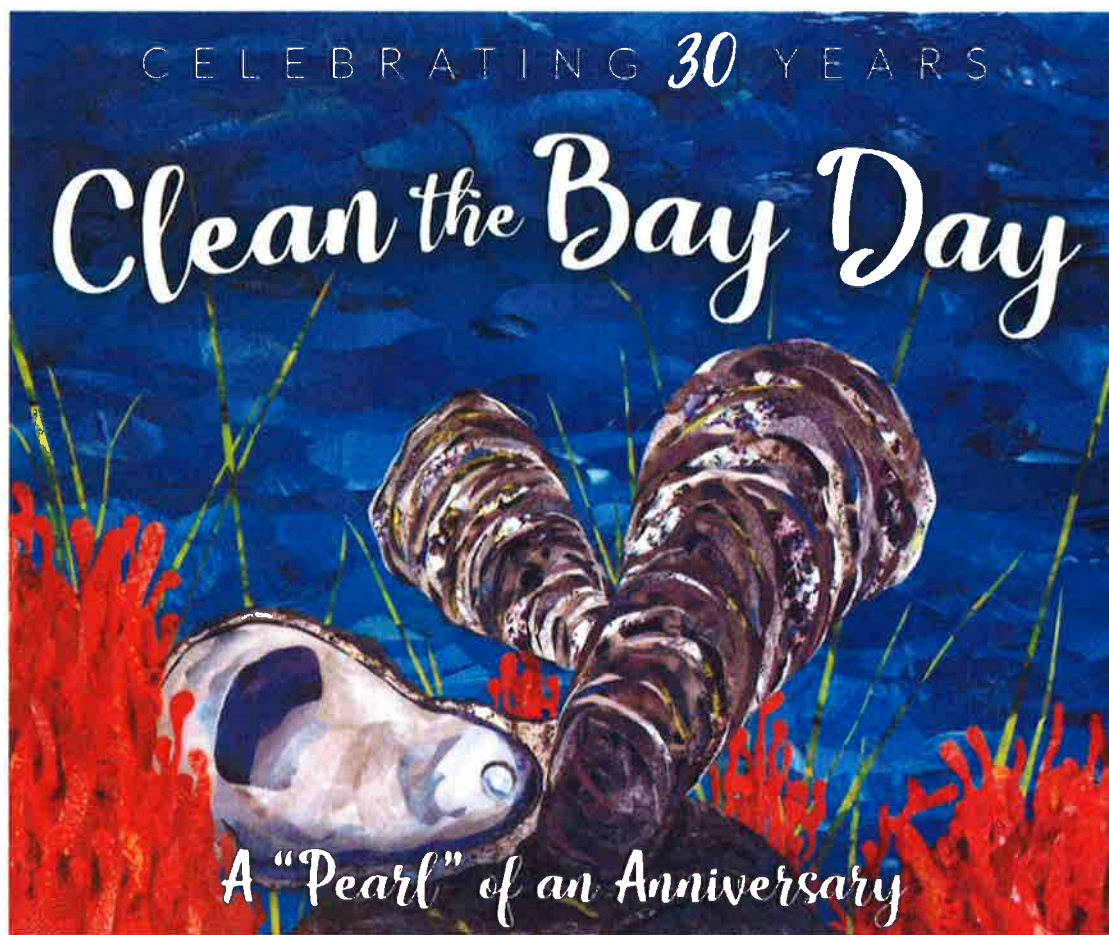
BMP 2.2

**Gretchen Gochenour** Poquoson 411

May 30 ·



Save the Bay Day is Saturday, June 2 at Messick Point. 9am. Bring work glove and boots! We would love your help at Community Recreation this weekend. Contact Mel Insley at 868-3580 if you plan on volunteering. We do volunteer hours for folks who need them.

**Saturday, June 2**

Like

Comment



Write a comment...



BMP 2.2



**Clean the Bay Day**  
**Saturday, June 2, 2018**

**Messick Point, Poquoson**



Volunteers are needed  
June 2, 2018 as part of  
the Chesapeake Bay  
Statewide Clean the  
Bay Day.

We need your help  
at Messick Point to  
preserve our  
City's coastline.

Time: 9:00am.

Location: Messick Point, Near the Boat Ramps  
Bring boots, gloves, and bug spray as we'll have  
lots to do to help protect and beautify our  
waterfront area.

Your help is appreciated. To serve as a volunteer  
call Mel Insley at 868-3580.

BMP 2.2

PROGRAMS & ORGANIZATIONS

## Bay Star Homes

Small steps add up and start in the home. By making a few small adjustments to our daily habits in the home, the yard and our community, we can work toward cleaner waterways and a healthier, natural environment.

### GOOD TO KNOW

We live in a beautiful region surrounded by water. It impacts everything from the food we eat to the fun we have as well as our economic livelihood. Our daily actions have a lasting impact and it's up to us to protect and restore our waterways.

It takes a community of individuals making small changes to make a difference. Bay Star Homes is one way you can get involved in the effort to protect our region's most defining natural resource, water.

**Want to know more? View the Bay Star Homes eNewsletters below.**

### GOOD TO DO

**Pledge to become a Bay Star Home by completing the registration form below.** Once your registration is complete, you'll receive a welcome packet that includes great tips from askHRgreen.org, local information from your city or county, and a beautiful Bay Star Homes flag so you can proudly display your commitment to clean waterways to the whole neighborhood. *Program offerings and incentives differ by locality.*

**Program available to residents of the following localities:**

Chesapeake, Franklin, Gloucester County, Hampton, Isle of Wight County, James City County, Newport News, Norfolk, Poquoson, Portsmouth, Smithfield, Southampton County, Suffolk, Virginia Beach, Williamsburg and York County.

**askHRgreen: Bay Star Homes Program Pledge Form**



BAP 2.2

## Planning

In the tidal region of Virginia, local governments are on the front lines of adaptation action. With evidence of increasing flooding impacts, localities struggle to find the resources and authority to do the work needed. We wanted to provide a Virginia-specific guide of existing programs and authorities that local governments could use today to take action on flooding and set a clear road

This Guide is part of the effort to put together a comprehensive package of resources for Virginia's local governments. Wetlands Watch invites comments and suggestions for improving and updating this Guide. Select a resource page below to learn more.

## PLANNING



OPEN SPACE  
PRESERVATION



## Comprehensive Plan

## Green Infrastructure Plan

## Watershed-Based

## Planning

## Transportation Planning

Hazard Mitigation Plan

## Capital Improvement

## Program

## Transfer of Development Rights

## Purchase of Development Rights

## REGULATORY



## Resilient Zoning

## Floodplain Management

Building Code

## Freeboard Requirements

Chesapeake Bay

## Preservation Act

MS4 Stormwater

11/11/2014

пол-MS4 Стоп

## CONSTRUCTION



## Property Acquisition and Demolition

## Design Standards

## Structure Elevation

## Hard Armoring

## Soft Armor

## Bach Replenishment





#### Police Department Tours

The police department regularly provides tours of the department and police vehicles, for citizens and civic organizations.

#### Project Lifesaver

The police department has partnered with Project Lifesaver to better serve our citizens for more information please visit the [Project Lifesaver](#) section of the police department website or visit the [Project Lifesaver website](#) directly.

#### Drug Take-back

Annual the police department partners with the DEA to offer a drug take-back drop-off site, for anyone that would like to dispose of any unused prescribed medication. The National Prescription Drug Take-Back Day aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications. For more information regard the drug take-back program.

#### Crime Prevention

The police department has crime prevention trained officers that can offer many services to both citizens and business within the city. The crime prevention officers are certified in Crime Prevention through Environmental Design (CPTED) to help prevent and deter criminal activity at a location. For more information regarding Crime Prevention [please contact Sergeant Tony Scott](#).

## Community Relations



Environmental Tips are placed online:

<http://www.ci.poquoson.va.us/DocumentCenter/View/705/Summer-Environmental-Tips?bidId=>

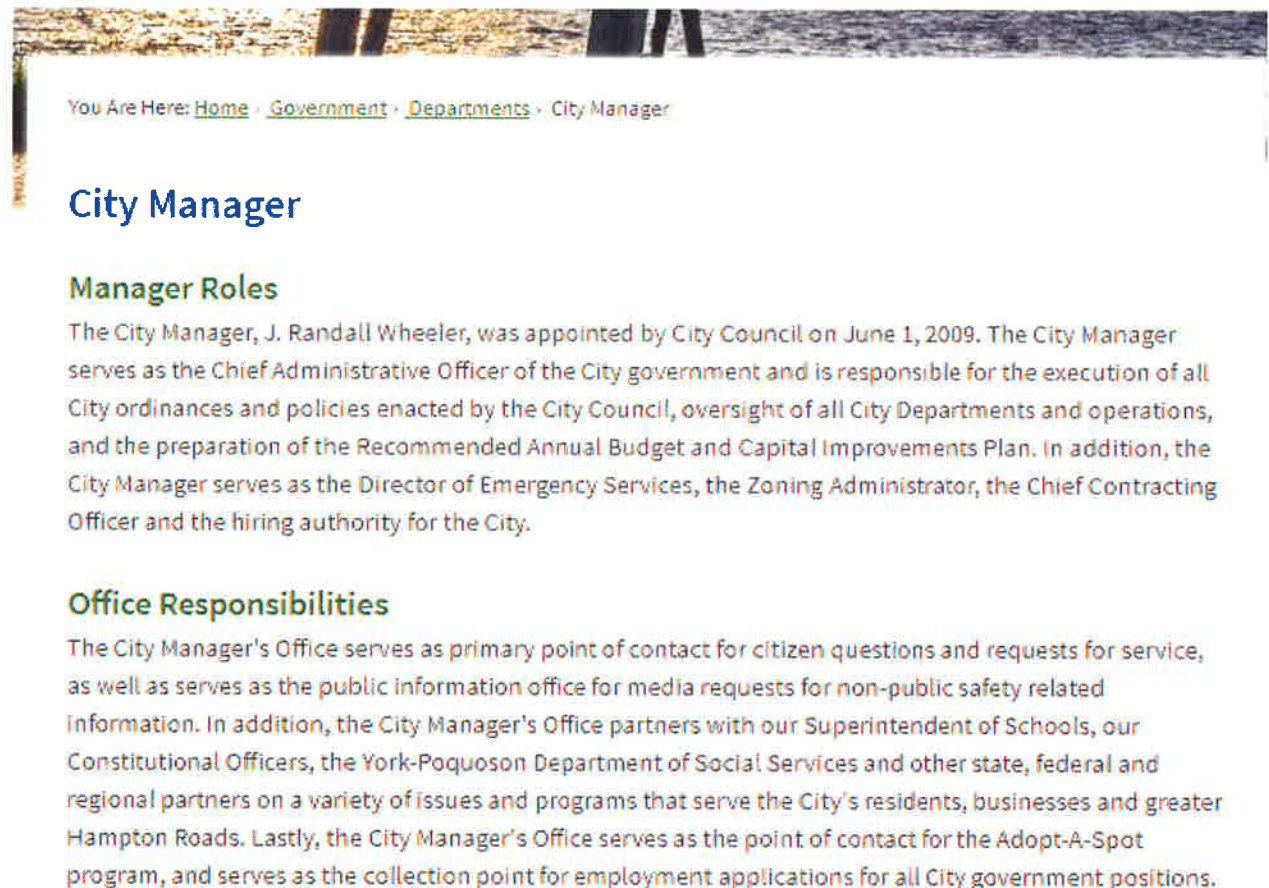
BMP 2.2

5	Norfolk State University Police	Norfolk State University Police	15
5	Northampton County Sheriff's Office	Northampton County Sheriff's Office	65
5	Poquoson Police Department	Poquoson Pharmacy	238
5	Portsmouth Police Department	Portsmouth Safety Town	30
		Portsmouth Fire Department Station #3	2
		Portsmouth Police Department Hqtrs	82
5	Surry County SO	Surry County Gov't Center	58
5	Virginia State Police	Virginia State Police Division Area 47 Station	119
5	Williamsburg Police Department	Williamsburg Police Department	228
5	York-Poquoson Sheriff's Office	York-Poquoson SO D.A.R.E. Office	110
<b>Total Weight collected within VSP Division 5</b>			<b>2167</b>
VSP Div.	Participant Name	Site Name	Weight Collected
6	Alleghany CO Sheriff's Office	CVS/Kroger Lot	26.6
		Wal-Mart Lot	32.5
6	Blacksburg Police Department	Blacksburg Recreation Center	151
6	Botetourt County Sheriff's Office	Kroger	306.5
6	Buena Vista Police Department	CVS Pharmacy	88.3
6	Christiansburg Police Department	CVS Pharmacy	125.7
6	Craig County Sheriff's Office	Market Street Pharmacy	56.8
6	Danville Police Department	Danville Police Department	267.8
6	Department of Veterans Affairs Police	Entrance to Bld 143	18.4
6	Dublin Police Department	CVS Pharmacy	54.2
6	Floyd County Sheriff's Office	Floyd County Courthouse	67.4
6	Franklin County Sheriff's Office	Westlake Substation	75.4
6	Giles City Police Department		64.9
6	Highland County Sheriff's Office	Highland County Sheriff's Office	22
6	Lexington Police Department	CVS Pharmacy - Lexington	25.5
6	Martinsville Police Department	Martinsville Fire Department	73.2
6	Montgomery County Sheriff's Office	Riner Fire Department	13.8
6	Patrick County Sheriff's Office	Patrick County Sheriff's Office	115.6

BMP 2.2



From the City Manager's page of the City website: <http://www.ci.poquoson.va.us/158/City-Manager>



Application for Adopt a Spot is on the City Website at

<http://www.ci.poquoson.va.us/DocumentCenter/View/103/Adopt-a-Spot-Packet-PDF?bidId=>

Here's the first page of the application and information package:

BMP 2.2

# Poquoson Adopt•A•Spot

## What is Adopt•A•Spot?

Adopt•A•Spot is a litter prevention and beautification program. The program is operated cooperatively with the Virginia Department of Transportation and other state agencies.

A "Spot" can be a street in your neighborhood, your schoolyard, a park, a traffic corner, boat landing or section of shoreline. In fact, it can be any area in Poquoson that you are interested in keeping litter free.

Maintenance of your "Spot" requires a commitment from you or your group to do a clean up a minimum of 3 times each year. We recommend the months of April, June and October. The benefits to you and others include:

- The proud feeling of adopting a spot
- The beauty added to the area
- The positive impact on our community
- A personalized recognition sign

## Who May Adopt•A•Spot?

Anyone is invited to adopt including individuals, families, youth groups, faith communities, schools, organizations, governmental agencies and businesses.

Some Spots may require more commitment than others, so choose one that fits your capabilities. If you have limited time, for example, you might choose to focus just on regular litter removal in your neighborhood. Other more intensive spots such as along a remote shoreline may require a greater commitment.



From the City website,

<http://www.ci.poquoson.va.us/321/Community-Relations>

BMP 2.2



November 29, 2017

Attended by City Manager, City Engineer, Vice Mayor, and Councilman Southall

City Engineer discussed staff's role in land development and how environmental laws and regulations shape land use choices for new development. She also discussed how the stormwater rules have changed over the years. Specifically, the age of a house or structure dictates the amount of stormwater management required when the structure was built:

- Houses built before the 1980s: No water quality, little to no flood control
- 1990s: flood control; little to no water quality
- Late 1990s (CBPA) to 2013: flood control, some water quality
- After 2013: new rules require about double the amount of water quality treatment and increase the amount of flood control and stream erosion analysis.

Also discussed: the new stormwater regulations incentivize developers to think about water quality and to try to incorporate more green spaces and more green infrastructure in projects.

The event was attended by between 180-200 high school students.

---

From: Irene Winchester [Irene.Winchester@poquoson.k12.va.us]

Sent: Thursday, November 09, 2017 4:55 PM

To: Gene Hunt; Carey Freeman; Jana Andrews; Thomas Cannella II; Herbert Green; David Hux; Charles Southall; Randy Wheeler; Charity Gavaza; Deborah Vest; Ellen Roberts; Jessica Wood; Steven Clarke

Cc: Kim White; Jessica Ratcliff

Subject: Poquoson High School City Planning Project

Good Afternoon

My name is Irene Winchester and I am a proud teacher at Poquoson High School where I teach World History and Geography. My colleagues, Kim White and Jessica Ratcliff, are currently working on a project where we are teaching our students about land usage, city planning and how cities balance those things. We are having students create proposals for the usage of the land referred to as The Big Woods. We were wondering if we could have a few guest speakers from our City Council and City Planning Department come speak with our students. This could be done either as a town hall style, or more personal one where students could visit different experts and ask questions they need for their project on one depending on the guest speakers who are able to attend. We are tentatively looking at the day on November 29 (Wednesday). Please let me know if this is something that you would be able to help with. We are incredibly flexible as well.

Thank you so much for your help and support of our schools Irene Winchester

BMP 2.2

Box P 2.2

12/1/17

Dear Mr. Roberts:

I thank you on behalf of the World Geography teachers and students at PHS. We appreciate that you shared important information to help students understand better what your job entails, and the process involved in making decisions regarding land use. We look forward to sharing with you our students' proposals.

Sincerely, Kim White

## Ellen Roberts

---

**From:** Karen Holloway  
**Sent:** Wednesday, July 12, 2017 11:27 AM  
**To:** Ellen Roberts  
**Subject:** FW: First Lego League team in Poquoson want to learn about how to protect water environment

Ellen,

Would you be interested in meeting with them?

**From:** Kyongchan Song [<mailto:ksong01@gmail.com>]  
**Sent:** Wednesday, July 12, 2017 10:50 AM  
**To:** Karen Holloway  
**Subject:** First Lego League team in Poquoson want to learn about how to protect water environment

Hi.

My name is Song and I am a coach of First Lego League team "Glory" in Poquoson. We are based on Poquoson Korean church and we compete for the First Lego league competition. This year our research topic is how to help conserve and clean the water.

If you have a time, we like to meet with you and learn about how city of Poquoson do to keep and use our water clean and protect. Also we want to know how we can help to use water more efficiently.

More information regarding of First lego league and this year topic can be seen in <https://www.firstinspires.org/node/3461>

Your help will greatly help our research and preparation for competition. Please let us know when is best time and day we can meet you. Thank you.

Song

BMP 2.2

## Ellen Roberts

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**From:** Kyongchan Song <ksong01@gmail.com>  
**Sent:** Monday, September 18, 2017 6:51 AM  
**To:** Ellen Roberts; cburbage@hrsd.com  
**Subject:** Team Glory

Dear Ms Roberts and Mr Burbage.

Hello.

Thank you for your help to meet with our team and teach us about water treatment lesson.

We are moving forward on our regional competition and students are very exciting this year.

We will have our presentation at Poquoson library on October 21 2:00 pm before the regional. This is kind of our rehearsal for the regional. Please joins us and give your opinions.

Our regional will be in  
Crittenden Middle school at newport new on November 4th

Thank you.

PS. Our church will have Korean food sale on October 7 from 9:00 am.

Song

BMP 2.2

# BMP 3: Illicit Discharge Detection and Elimination

Appendix

## City of Poquoson Annual Report

VAR# 040024

Permit Year 5 (PY5): July 1, 2017-June 30, 2018

Submitted to DEQ October 1, 2018



Updated MS4 Program Plan July 1, 2013-June 30, 2018  
City of Poquoson, VA VAR 040024

3. Illicit Discharge Detection and Elimination							PY 5 Status Appendix p. 101 - 147
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.1	Storm Sewer System Map						
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually; Complete outfall map PY4.	Outfall map	Compliant. Map was completed in PY4. See Appendix. The map was updated to show the one outfall added to the MS4 this permit year. Map revision is shown in Appendix.
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table. See appendix	Compliant. Information Table was updated and expanded to provide more data in PY4. See Appendix. Table was updated in PY5 to provide data on one new outfall (B054) and the drainage area for another outfall was revised to reflect subdivision drainage (B035).
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Area Map	Compliant. MS4 service area was provided to DEQ in Chesapeake Bay Action Plan. The action plan is on the City website at <a href="http://www.ci.poquoson.va.us/DocumentCenter/Home/View/865">http://www.ci.poquoson.va.us/DocumentCenter/Home/View/865</a> . The map is on page 18 of the Bay TMDL Action Plan. This information is included on outfall maps. Catchment areas (drainage areas) provided in outfall table. The new development/outfall are part of a subdivision that was developed in accordance with the VSMP requirements. Therefore no additional retrofits are required. The revised MS4 area will be incorporated into the City's 2018-2023 Bay TMDL Action Plan.

Updated MS4 Program Plan July 1, 2013-June 30, 2018  
City of Poquoson, VA VAR 040024

3. Illicit Discharge Detection and Elimination							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 5 Status Appendix p. 101 - 147
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website	Compliant. Information available in City Engineer's office and online in Bay TMDL Action Plan at <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a> .
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list	Compliant. One new outfall was constructed in PY5: B054. The outfall has been added to the outfall information table. See Appendix.
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping	Compliant. Pipe schematic map on City Maps website: <a href="http://poquoson.mapsdirect.net/Account/Logon">http://poquoson.mapsdirect.net/Account/Logon</a> . Outfall map available in annual report on <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a> and at the City Engineer's office.
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance. See Appendix.	Compliant. City of Poquoson is downstream of all other regulated MS4's. Our system drains directly into state waters. VDOT notified us that their MS4 did not drain into the City's system. City Engineer provided location of interconnectedness. No new information or contact from VDOT. See Appendix for most recent correspondence.

Updated MS4 Program Plan July 1,2013-June 30, 2018  
City of Poquoson, VA VAR 040024

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance : Poquoson City Code, Chapter 34, Article V, Sections 34-205 through 208; website link: <a href="https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOOR_CH34EN_ARTVSTMA">https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOOR_CH34EN_ARTVSTMA</a>
3.2	Dry Weather Screening					
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol. See Appendix
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets. Per DEQ, only summary table provided, along with one typical inventory field sheet. See Appendix .
3.3	IDDE program implementation				End of PY1	IDDE Protocol
						Compliant. DWS Protocol continues to be followed. See Appendix
						Compliant. 68 outfalls and 28.7 miles outfall ditching inspected. Please note that Poquoson's outfall inspections actually involve both outfalls and the upstream ditching that makes up the majority of the City's system.
						Compliant. Finished in PY1.

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
						<b>PY 5 Status Appendix p. 101 - 147</b>
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website & appendix
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Summary of responses; Fire Department protocol.
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities Summary Sheet; Summary of responses; property owner letter in Appendix .
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements. See Appendix
						Compliant. General information on what is not allowed in ditches and pipes, steps to improve water quality and where to call to report an illicit discharge are found on <a href="http://www.ci.poquoson.va.us/278/Environmental-Information">http://www.ci.poquoson.va.us/278/Environmental-Information</a> A copy of the info directing citizens where to report suspected discharges is in appendix.
						Compliant. Fire Department forms are attached. This year the Fire Department reported to 20 hazardous materials calls. See summary in appendix. In addition, the Department continued to use its air boat for marine spill training (see picture in appendix of boat and booms) and developed UAV capabilities for use in marine spill detection via infrared cameras.
						City staff responded to 7 discharges or potential discharges during the permit year (Fire Department responses listed separately in 3.3b). The incidents and City responses are listed in the summary page found in the appendix.
						Compliant. No SSO's occurred in PY5. List of work for three months provided as an example of typical work is provided in appendix. Entire year log is available on request. This year work focused on improvements/pump upgrades at pump stations. New generators were installed to keep pump stations operational during tidal storm events. Utilities department continues to closely monitor, maintain, and upgrade system on regular basis. TV'ing used on suspected defect areas of system.

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3. Illicit Discharge Detection and Elimination							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 5 Status Appendix p. 101 - 147
3.4	Spill reporting						
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dept	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report. See Appendix	Compliant. Fire Department forms are attached. This year the Fire Department reported to 20 hazardous materials calls. See summary in appendix. In addition, the Department continued to use its air boat for marine spill training (see picture in appendix of boat and booms) and developed UAV capabilities for use in marine spill detection via infrared cameras.
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS. See appendix p. 142 - 147.	No sanitary sewer overflows reported in PY5.
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit		PY1 task. Compliant.



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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	<u>In accordance with an oral request from DEQ, a summary of illicit discharge screening forms, not all the forms, will be provided to DEQ in order to reduce paperwork. Forms are available through the City upon request</u>
						<p>PY 5 Status Appendix p. 101 - 147</p> <p>Compliant. Continue Consent Order work so that hurricane impacts/high tide impacts are minimized. Continue citizen education on keeping debris out of ditches and reducing fertilizer discharge ). New air boat is proving to be a regional asset, and this year the City gained a new tool with UAV spill detection capability.</p>

**BMP 3.1:** New MS4 Area and One Outfall Added in Permit Year 5: Changes to Outfall Map 2



Additional MS4 area



5.90 acres drain to new outfall B ; Total Additional MS4 area = 11.0 AC

New Outfall





BMP 3-1: OUTFALL TABLE REMAINS FOR NEW DEVELOPMENT

Outfall Type	VAHU6	Receiving Water	Impaired	Zone	Outfall ID	Impaired	Estimated Service Area (Ac)	Latitude	Longitude	Bay TMDL	Other TMDL
Ditch	CB21	Poquoson River - Mouth	Yes	A	A001	Yes	7.60	37° 9' 33.541" N	76° 24' 3.124" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A002	Yes	1.64	37° 9' 28.286" N	76° 23' 53.346" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A003	Yes	3.53	37° 9' 27.578" N	76° 23' 51.928" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A004	Yes	3.84	37° 9' 26.055" N	76° 23' 49.998" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A005	Yes	5.64	37° 9' 24.588" N	76° 24' 5.329" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A006	Yes	8.12	37° 9' 22.303" N	76° 24' 7.024" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Lower	Yes	A	A007	Yes	2.43	37° 9' 21.321" N	76° 23' 27.070" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A008	Yes	4.59	37° 9' 21.206" N	76° 23' 57.651" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Poquoson River - Mouth	Yes	A	A009	Yes	2.78	37° 9' 20.528" N	76° 23' 8.322" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A010	Yes	2.07	37° 9' 20.029" N	76° 23' 51.188" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Unsegmented estuaries in Back River	Yes	A	A011	Yes	6.97	37° 9' 18.799" N	76° 23' 17.168" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Unsegmented Estuaries in Back River	Yes	A	A012	Yes	2.78	37° 9' 18.005" N	76° 23' 17.698" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A013	Yes	2.45	37° 9' 16.387" N	76° 24' 20.259" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A014	Yes	8.00	37° 9' 16.187" N	76° 24' 21.429" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Poquoson River - Mouth	Yes	A	A015	Yes	3.50	37° 9' 16.071" N	76° 23' 4.646" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A016	Yes	5.67	37° 9' 15.993" N	76° 23' 30.667" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A017	Yes	0.96	37° 9' 15.844" N	76° 23' 22.469" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A018	Yes	2.58	37° 9' 13.935" N	76° 23' 22.882" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Unsegmented estuaries in Back River	Yes	A	A019	Yes	0.78	37° 9' 12.784" N	76° 23' 0.339" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A020	Yes	1.58	37° 9' 12.211" N	76° 23' 17.612" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A021	Yes	3.15	37° 9' 10.372" N	76° 24' 19.151" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A022	Yes	1.45	37° 9' 10.176" N	76° 23' 15.024" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A023	Yes	4.43	37° 9' 8.952" N	76° 23' 59.545" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A024	Yes	1.21	37° 9' 7.995" N	76° 24' 14.327" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lyons Creek - Upper Middle	Yes	A	A025	Yes	16.33	37° 9' 7.536" N	76° 23' 7.314" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A026	Yes	5.94	37° 9' 6.729" N	76° 23' 44.248" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A027	Yes	2.35	37° 9' 4.878" N	76° 23' 41.368" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A028	Yes	11.22	37° 9' 3.767" N	76° 23' 55.305" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Poquoson River - Lower [DSS-OPEN]	Yes	A	A029	Yes	1.90	37° 9' 3.582" N	76° 24' 25.246" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	A	A030	Yes	7.05	37° 8' 59.122" N	76° 23' 15.224" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A031	Yes	7.96	37° 8' 58.253" N	76° 23' 36.584" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	A	A032	Yes	5.95	37° 8' 57.332" N	76° 22' 58.309" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A033	Yes	4.97	37° 8' 57.154" N	76° 23' 47.497" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A034	Yes	35.25	37° 8' 54.054" N	76° 23' 52.238" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A035	Yes	1.80	37° 8' 54.024" N	76° 23' 52.197" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Roberts Creek - Upper	Yes	A	A036	Yes	6.47	37° 8' 51.139" N	76° 23' 35.796" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A037	Yes	5.26	37° 8' 50.504" N	76° 23' 27.345" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lyons Creek - Upper Middle	Yes	A	A038	Yes	2.97	37° 8' 47.839" N	76° 23' 27.003" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A039	Yes	5.57	37° 8' 47.839" N	76° 23' 32.148" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Roberts Creek - Upper	Yes	A	A040	Yes	26.21	37° 8' 46.421" N	76° 23' 37.738" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Lower	Yes	B	B001	Yes	1.84	37° 8' 59.405" N	76° 22' 33.410" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
BMP	CB21	Lambs Creek - Poquoson River	Yes	B	B002	Yes	16.51	37° 8' 59.025" N	76° 24' 13.158" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B003	Yes	2.16	37° 8' 56.320" N	76° 24' 33.488" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B004	Yes	6.63	37° 8' 54.907" N	76° 24' 23.850" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Bennett Creek - Lower Middle	Yes	B	B005	Yes	34.27	37° 8' 53.902" N	76° 24' 14.990" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B006	Yes	8.06	37° 8' 51.758" N	76° 22' 31.678" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B007	Yes	9.32	37° 8' 48.535" N	76° 24' 30.981" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B008	Yes	0.59	37° 8' 48.500" N	76° 22' 56.941" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B009	Yes	4.31	37° 8' 48.230" N	76° 24' 33.086" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B010	Yes	1.13	37° 8' 46.829" N	76° 22' 58.987" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B011	Yes	7.31	37° 8' 46.592" N	76° 22' 53.086" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B012	Yes	1.20	37° 8' 46.169" N	76° 24' 39.048" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B013	Yes	1.74	37° 8' 45.142" N	76° 22' 32.294" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lyons Creek - Upper Middle	Yes	B	B014	Yes	6.08	37° 8' 44.730" N	76° 22' 46.784" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B015	Yes	20.08	37° 8' 44.013" N	76° 24' 30.506" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B016	Yes	1.74	37° 8' 43.532" N	76° 22' 51.259" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B017	Yes	2.23	37° 8' 42.873" N	76° 23' 2.111" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B018	Yes	5.23	37° 8' 41.356" N	76° 23' 16.940" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B019	Yes	2.51	37° 8' 40.369" N	76° 24' 26.801" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B020	Yes	4.48	37° 8' 40.210" N	76° 23' 19.520" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B021	Yes	1.91	37° 8' 39.861" N	76° 23' 0.056" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B022	Yes	8.21	37° 8' 39.117" N	76° 24' 39.828" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B023	Yes	5.82	37° 8' 38.301" N	76° 23' 8.328" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B024	Yes	7.22	37° 8' 37.794" N	76° 23' 23.120" W	Yes	Fecal Coliform: approved by the SWCB Dec. 2017; by EPA FEB 2018



Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B025	Yes	11.12		37° 8' 35.552" N	76° 24' 27.275" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B026	Yes	3.87		37° 8' 34.084" N	76° 23' 27.978" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B027	Yes	2.79		37° 8' 33.849" N	76° 23' 27.573" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lyons Creek - Upper Middle	Yes	B	B028	Yes	115.50		37° 8' 33.352" N	76° 23' 30.063" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lyons Creek - Upper Middle	Yes	B	B029	Yes	48.68		37° 8' 32.930" N	76° 23' 30.310" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B030	Yes	5.89		37° 8' 30.122" N	76° 23' 9.649" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B031	Yes	3.52		37° 8' 27.898" N	76° 23' 7.689" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B032	Yes	3.33		37° 8' 27.614" N	76° 23' 11.733" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B033	Yes	3.26		37° 8' 24.910" N	76° 23' 16.781" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B034	Yes	0.39		37° 8' 24.195" N	76° 22' 52.650" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
New drainage area in PV5: BMP	CB21	Lambs Creek - Poquoson River	Yes	B	B035	Yes	15.7263466196-20.826		37° 8' 22.238" N	76° 24' 25.487" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	White House Cove - Bennett Cr. Area	Yes	B	B036	Yes	1.82		37° 8' 22.172" N	76° 22' 57.962" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B037	Yes	3.17		37° 8' 21.695" N	76° 23' 23.090" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B038	Yes	2.26		37° 8' 20.770" N	76° 24' 34.889" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	White House Cove - Bennett Cr. Area	Yes	B	B039	Yes	11.11		37° 8' 20.606" N	76° 23' 4.009" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	White House Cove - Bennett Cr. Area	Yes	B	B040	Yes	3.49		37° 8' 19.775" N	76° 23' 10.390" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	White House Cove - Bennett Cr. Area	Yes	B	B041	Yes	39.38		37° 8' 19.040" N	76° 23' 28.899" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B042	Yes	3.89		37° 8' 16.933" N	76° 24' 43.886" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B043	Yes	56.66		37° 8' 12.896" N	76° 24' 30.057" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B044	Yes	1.06		37° 8' 12.677" N	76° 23' 11.999" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	B	B045	Yes	0.85		37° 8' 12.601" N	76° 23' 12.062" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B046	Yes	4.86		37° 8' 12.252" N	76° 24' 29.073" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B047	Yes	1.92		37° 8' 11.683" N	76° 24' 39.295" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B048	Yes	2.19		37° 8' 11.404" N	76° 24' 35.283" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B049	Yes	4.54		37° 8' 2.997" N	76° 24' 33.298" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B050	Yes	50.91		37° 8' 2.965" N	76° 24' 32.879" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B051	Yes	3.70		37° 7' 56.688" N	76° 24' 38.534" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B052	Yes	3.32		37° 7' 53.041" N	76° 24' 38.633" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Lambs Creek - Poquoson River	Yes	B	B053	Yes	104.80		37° 7' 48.219" N	76° 24' 38.737" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
New outfall in PV5: Pipe	CB21	Lambs Creek - Poquoson River	Yes	B	B054	Yes	5.90		37° 8' 14.947" N	76° 22' 58.650" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C001	Yes	1.90		37° 8' 14.947" N	76° 22' 58.650" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	White House Cove - Bennett Cr. Area	Yes	C	C002	Yes	6.31		37° 8' 10.506" N	76° 23' 0.182" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C003	Yes	111.27		37° 8' 9.954" N	76° 23' 28.383" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C004	Yes	4.84		37° 8' 9.954" N	76° 23' 26.730" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C005	Yes	125.05		37° 8' 7.587" N	76° 23' 25.534" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C006	Yes	1.72		37° 8' 7.587" N	76° 23' 15.497" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	C	C007	Yes	25.00		37° 8' 3.260" N	76° 23' 9.359" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Cedar & Topping Creeks	Yes	C	C008	Yes	24.76		37° 7' 13.428" N	76° 23' 19.470" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Cedar & Topping Creeks	Yes	C	C009	Yes	15.04		37° 7' 11.642" N	76° 23' 11.472" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Cedar & Topping Creeks	Yes	C	C010	Yes	360.46		37° 7' 8.452" N	76° 23' 31.934" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Brick Kiln Creek	Yes	C	C011	Yes	24.58		37° 6' 59.227" N	76° 23' 9.809" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Brick Kiln Creek	Yes	C	C012	Yes	22.90		37° 6' 47.382" N	76° 23' 23.948" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Brick Kiln Creek	Yes	C	C013	Yes	5.24		37° 6' 46.985" N	76° 23' 40.498" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB22	Brick Kiln Creek	Yes	C	C014	Yes	70.96		37° 6' 43.313" N	76° 23' 49.548" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB22	Brick Kiln Creek	Yes	C	C015	Yes	2.23		37° 6' 39.787" N	76° 23' 40.998" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB22	Brick Kiln Creek	Yes	C	C016	Yes	1.91		37° 6' 35.389" N	76° 23' 41.034" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB22	Brick Kiln Creek	Yes	C	C017	Yes	15.85		37° 6' 30.203" N	76° 23' 35.502" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Bennett Creek - Lower Middle	Yes	D	D001	Yes	5.96		37° 8' 39.347" N	76° 22' 20.994" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Bennett Creek - Lower Middle	Yes	D	D002	Yes	1.33		37° 8' 30.981" N	76° 22' 14.128" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	D	D003	Yes	3.30		37° 8' 30.579" N	76° 22' 29.577" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	White House Cove - Bennett Cr. Area	Yes	D	D004	Yes	1.87		37° 8' 30.490" N	76° 22' 32.703" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Floyds Bay	Yes	D	D005	Yes	5.06		37° 8' 25.709" N	76° 22' 20.941" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Pipe	CB21	Floyds Bay	Yes	D	D006	Yes	18.75		37° 8' 22.760" N	76° 22' 33.952" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D007	Yes	0.78		37° 8' 19.063" N	76° 22' 32.573" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D008	Yes	0.74		37° 8' 18.962" N	76° 22' 29.938" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D009	Yes	1.31		37° 8' 17.978" N	76° 22' 34.368" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D010	Yes	0.85		37° 8' 16.902" N	76° 22' 27.900" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D011	Yes	1.18		37° 8' 16.247" N	76° 22' 22.718" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D012	Yes	3.21		37° 8' 15.378" N	76° 22' 13.632" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D013	Yes	0.99		37° 8' 15.258" N	76° 22' 33.152" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018
Ditch	CB21	Floyds Bay	Yes	D	D014	Yes	1.25		37° 8' 15.021" N	76° 22' 28.309" W	Yes	Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018

## **BMP 3.1g**

### **Latest Email in Ongoing Correspondence about the VDOT MS4 discharging into the Poquoson MS4:**

VDOT initially denied that there was a connection, but seems to be acknowledging it now. No new correspondence has been received from VDOT. The VDOT MS4 is upstream of the Poquoson MS4. Poquoson's MS4 drains directly into the Back and Poquoson Rivers, or into the Chesapeake Bay. There are no MS4s downstream of Poquoson.

#### **RE: ms4 boundaries**

**Dail, Jennifer (VDOT)** <[Jennifer.Dail@vdot.virginia.gov](mailto:Jennifer.Dail@vdot.virginia.gov)>

**Sent:** Mon 9/25/2017 9:57 AM

**To:** Ellen Roberts

**From:** Fults, Michelle (VDOT)

Ellen,

Good to hear from you. I am working with our GIS Analyst to identify the POD from VDOT to Poquoson. We plan on updating our maps with this information and as soon as we are able to, I will notify you. Hope you have a good week.

Thanks,

Jenny

**From:** Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]

**Sent:** Wednesday, September 13, 2017 3:30 PM

**To:** Dail, Jennifer (VDOT)

**Subject:** ms4 boundaries

Jennifer: last year we talked about VDOT's MS4 outfalling into the Poquoson MS4. I don't have shapefiles that are easily provided, but I do have the attached diagram that might help. Poquoson is taking responsibility for its drainage, but not for any of the flow coming from VDOT roadside ditches in York County. Those are up to VDOT.

Hope this helps.

Ellen W. Roberts, P.E.

City Engineer

500 City Hall Avenue

Poquoson, Virginia 23662-1996

[Ellen.roberts@poquoson-va.gov](mailto:Ellen.roberts@poquoson-va.gov)

(757)868-3025

(757)868-3105 fax



## BMP 3.2 DRY WEATHER/ILLICIT DISCHARGE SCREENING PROTOCOL

### **Purpose**

In accordance with its MS4 permit, Poquoson must develop a dry weather screening protocol to find and eliminate to the maximum extent practicable illicit discharges into its stormwater system. These SOP's are intended to accomplish this goal.

### **Scope**

Dry weather screening is primarily conducted by Public Works and City Engineering employees. However, detecting and eliminating illicit discharges is the joint responsibility of all employees. City departments will incorporate good housekeeping measures and will notify the proper authority of suspected illicit discharges in a timely manner.

### **Training**

In order to ensure all employees understand their responsibilities and required courses of action in the event of seeing or being informed of a possible illicit discharge, all department heads will be briefed on standard operating procedures at least once a permit cycle. Personnel charged with screening for, investigating or handling illicit discharges will be trained in accordance with MS4 permit requirements.

### **Fire Department**

The Fire Department will respond to all reports of discharges of hazardous substances in accordance with DEQ requirements. Other City personnel shall notify the Fire Department if a hazardous discharge is suspected.

### **Public Works Employees**

Public works employees serve as the front line of defense against and the primary screeners for illicit discharges. Poquoson is a low lying coastal community that routinely experiences flooding. Maintenance of the City's drainage system is a year-round, constant activity. All Public Works employees will be trained to identify, investigate and report illicit discharges. Those employees working in or near the drainage system will perform an initial screening of the entire length of the MS4 segment in which they are working prior to beginning work. The crew chief will fill out screening forms and report to the drainage supervisor. The drainage supervisor will keep all records and provide updates to the City Engineer. If a potential discharge is suspected, the crew chief will immediately follow the potential discharge to determine its source. If a source cannot be identified or if there are indicators that standing water in a ditch or pipe could be something other than groundwater or tidal water, the crew chief will notify the City Inspector and the City Engineer. The drainage supervisor will receive additional training on the importance of screening for and identifying illicit discharges, and will ensure his crews are properly trained.

### **City Inspector**

The City Inspector will respond to all complaints of illicit discharges and follow up on any discharges identified by fellow employees. The City Inspector will initiate enforcement actions as needed; take samples of suspected discharges; and consult with the City Engineer and Environmental Compliance Officer.

**BMP 3.2 Summary of Illicit Discharge and Dry Weather Screening Permit Year 5**

<u>Month</u>	<u>length ditches, l.f.</u>	<u># outfalls</u>	<u>Findings</u>
Jun-18	14,735	10	n/a
May-18	13,525	16	There were two (2) chemical/fuel spills that occurred on Poquoson Avenue... One was a discharge from a dumpster that was placed on the street (Trinity Drive) to be used by the construction at 1279 Poquoson Avenue. The other was from an underground fuel oil tank that apparently ruptured and leaked heating oil at 777 Poquoson Avenue... Both incidents were reported and responded to by the Poquoson Fire Dept., who followed their spill response protocol and documented the incidents and their actions.
Apr-18	17,130	5	While picking up trash cans at Public Boat Landing, April 6th, 2018 Parks Maintenance discovered (1) uncovered 5 gallon bucket with 2" of clean hydraulic oil. <b>NO SPILL OCCURRED</b> Bucket was transported to Poquoson Public Works used oil site located at 12 Municipal Drive. Oil was drained into controlled container and when ALL oil & residue was dry, container was placed in recycling container.
Mar-18	6,825	3	n/a
Feb-18	14,900	4	n/a
Jan-18	12,410		n/a
Dec-17	19,700	3	n/a
Nov-17	15,750	2	n/a
Oct-17	4,140	5	Broken sandbag leaching into DI in R/W at 774 Poquoson Avenue found & repaired
Sep-17	15,980	2	n/a
Aug-17	11,120	9	n/a
Jul-17	5,710	9	Drainage crew found (2) plastic bottles in cement swale w/ standing water. One opened and leaking 10-30 motor oil. Staff members remove the leaking container and contained the oil spill, using sock booms & pads to soak oil. All materials were disposed of properly in the designated Public Works compound disposal receptacle inside the city garage where oil waste materials are kept for proper disposal by Crystal Clean, the disposal company.
<b>total</b>	<b>151,925</b>	<b>68</b>	<b>SEC</b>

# BMP 3.2 TYPICAL FIELD SHEET

## DRY WEATHER SCREENING ILLICIT DISCHARGE DETECTION FORMS



Year	2018																			
Month	February																			
Date	1,2,3,13,14,20,26	5-7	8,9	15,16	21-24, 26-28															
TIME	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm
Illicit discharge found-address, information, pictures etc. Page # 2																				
*Check all city, clean leaves and debris as part of annual preventative maintenance & rain / storm events																				
PUBLIC WORKS I.D. NUMBER																				
SECTION		E	A	D	F															
DITCH		2g	5a	8	5a															
WEATHER :																				
Rain- Hot & Humid Snow	W-R-D-Cc-S	W-R-D-Cc-S	W-R-D-Cc-S	W-R-D-Cc-S	W-R-D-Cc-S															
Dry - Wind - Calm - Cold																				
NOTE REGARDING WEATHER; FIELD CONDITIONS																				
TYPE OF DRAINAGE STRUCTURE																				
PIPE :																				
DIAMETER :																				
APPROXIMATE LENGTH																				
TOTAL																				
DITCH :																				
PAVED																				
2600	2200			400																
NON-PAVED																				
12300	5900	950	1600	1100	2750															
TOTAL FEET																				
14900																				
CONDITION IS IT FILLED IN?	N	N	N	N	N															
IS THE PIPE CRACKED?																				
ILICIT DISCHARGE	N	N	N	N	N															
ARE ANY PIPES OR DITCHES DUMPING SOMETHING OTHER THAN STORMWATER INTO DRAINAGE SYSTEM?																				
YES - NO	N	N	N	N	N															
IF YES, DESCRIBE WHAT YOU SAW AND ANY ACTION TAKEN:																				
PHYSICAL INDICATORS																				
DID YOU NOTICE ANY UNUSUAL SMELLS?																				
SEWAGE																				
PETROLEUM																				
RANCID / SOUR																				
SULFUR (ROTTEN EGGS)																				
DID THE WATER HAVE UNUSUAL COLOR OR OILY SHEEN? IF SO, DESCRIBE:																				
WAS ANYTHING UNUSUAL FLOATING IN WATER? (e.g. TOILET PAPER, SUDS, ETC.)																				
WAS ANYTHING UNUSUAL ABOUT THE VEGETATION?																				
WAS THERE ANYTHING ELSE UNUSUAL IN THE AREA?																				

Contact Information for illicit discharges: From <http://www.ci.pouquoson.va.us/278/Environmental-Information>

BMP  
in  
in

## What Citizens Can Do

Brochures are available at City Hall that provide details on what you can do on your property to help the Bay and improve our rivers and streams.

Being a good steward of the Bay does not end at your property line. Here are some other ideas:

- Dispose of pet waste in a trash receptacle. Animal waste is a major source of bacteria, and proper disposal can make a huge difference.
- Think twice before you feed that bird! Goose droppings are a major problem in some areas.
- Our rivers and the Bay would be in much cleaner if the only thing in storm drainage systems was rain water. It is illegal to dump grass clippings, yard wastes, trash, oil, grease and other materials in storm drainage systems. If you have a question, or see something dumped into the drainage system that does not belong there, contact Public Works at 757-868-3590 or Engineering. We'll be glad to help.
- If you're thinking of a new home improvement project, try to reduce rooftop or paved surfaces. These are major sources of pollution. Less paved or roofed area also means less storm water runoff.
- If you have a septic tank, remember that you are required by state law to pump it out at least once every five years.
- Stop by the City Hall if you have a question or want more information. Look for information around the City, and at the Seafood Festival. Let us know if you have any questions or good ideas.





**Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)**

400 - Hazardous condition, other	4	0.40%	10,000.00		10,000.00	8.94%
411 - Gasoline or other flammable liquid spill	1	0.10%				
412 - Gas leak (natural gas or LPG)	5	0.50%				
413 - Oil or other combustible liquid spill	1	0.10%				
420 - Toxic condition, other	1	0.10%				
422 - Chemical spill or leak	1	0.10%				
440 - Electrical wiring/equipment problem, other	5	0.50%	5,000.00	200.00	5,200.00	4.65%
441 - Heat from short circuit (wiring), defective/worn	1	0.10%				
442 - Overheated motor	1	0.10%				
444 - Power line down	18	1.79%				
445 - Arcing, shorted electrical equipment	4	0.40%				
460 - Accident, potential accident, other	1	0.10%				
461 - Building or structure weakened or collapsed	1	0.10%				
463 - Vehicle accident, general cleanup	12	1.20%	48,000.00	0.00	48,000.00	42.90%
480 - Attempted burning, illegal action, other	1	0.10%				

Total Calls involving any Hazardous materials release was ( 20 ) between 07/01/2017 and 06/30/2018

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

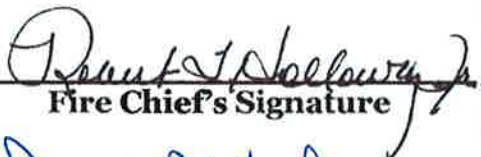
**SPECIAL OPERATIONS**

**SOP#:** SO 2.00

**Title:** Hazardous Materials Incident

**Effective Date:** 06/06/2008

**Revised Date:** 06/06/2008

  
Fire Chief's Signature

  
City Manager's Signature

**HAZARDOUS MATERIALS  
INCIDENTS**

**I. PURPOSE**

This is to provide guidelines for engine company response to possible hazardous material incidents. Areas addressed within this guideline cover five general areas.

- Actions taken by the engine company upon receipt of and while en route to a possible hazardous materials incident.
- Actions to be taken by the engine company upon arrival at and while on the scene of a possible hazardous materials incident in transportation at fixed facilities.
- Proper response to roadway spills.
- The notification and possible response of the local Hazardous Materials Team.
- Emergency Decontamination of contaminated personnel.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. APPLICATION**

All Career and Volunteer Personnel

### **III. POLICY**

Upon receipt of a call identifying a possible hazardous materials incident, the first responding officer should use the following guidelines to assist in the initial size-up of the incident.

1. Request all available information from the dispatcher.
  - Nature of the call
  - Who requested the Fire Department / number of calls
  - Type of facility or vehicle(s) involved
  - Number of injured persons, and any outward signs and symptoms.
  - Any specific chemicals, if known
2. Obtain wind speed and direction from the dispatcher.
3. Upon arrival
  - Determine that there is a problem
  - Look for signs of an intentional act; WMD
  - Isolate area of incident, deny entry.
  - **Refer to Emergency Response Guidebook for initial actions and isolation distances.**
  - Make notifications as soon as possible, example: Police, Haz-Mat team, Hospitals etc.

#### **Fixed Site Incidents**

SAFETY OF THE RESPONDING FIREFIGHTERS IS TO BE GIVEN FIRST CONSIDERATION BEFORE ANY ACTION IS UNDERTAKEN. (It is strongly suggested that the Incident Commander, advise all responding units to stage while an initial assessment is conducted.)

Apparatus should stage **UP-HILL-AND-UP-WIND** at a safe distance from the incident.

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**Standard Operating Procedures Manual**  
**SO 2.00 Hazardous Materials Incidents**

Establish Command and gather the following information:

- Locate the person who requested the Fire Department and verify the reason for requesting assistance.
- Attempt to determine the chemicals involved.
- Obtain all available information on the health hazards of the chemicals involved.
- Determine the quantity of chemicals involved.
- Gather all available information on the physical and chemical properties of the chemicals involved. Including if the chemicals react to other products/chemicals.
- Try to obtain MSDS sheets, Bill of Laden, Cargo Manifest or Shipping Papers on the chemicals involved.

Based upon the information gathered, determine if the Engine Company is capable of providing the actions required to **MITIGATE** the hazard.

Request the Hazardous Materials Team for specialized assistance if required.

Determine if evacuation is necessary.

### **Transportation Incidents**

Establish command and gather information.

Attempt to locate the driver of the vehicle and ascertain what products are in the shipment.

Observe the vehicle from a safe distance noting trailer style and construction.

- Box trailer
- Tank trailer and shape of the tank

LOOK FOR PLACARDS, LABELS, U.N. / N.A. ID NUMBERS ON THE TANK AND RECORD THEM.





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**Standard Operating Procedures Manual**  
**SO 2.00 Hazardous Materials Incidents**

containment supplies. Because spill quantities should be limited (review above definition), debris can be removed from the scene and transported to the proper facility.

The department of Public Works can be called to the scene with a street sweeper and clean the roadway of any remnants.

### **Hazardous Materials Team**

The Hazardous Materials Team shall be dispatched, by dispatch, during any of the following incidents:

- Any time an Incident Commander requires technical assistance concerning hazardous materials.
- When a hazardous materials incident requires evacuation of the general public or when the incident exposes a hospital, nursing home, school, and/or day care center.
- When personnel encounter products in excess of the following amounts:
  - Poisons - any amount
  - Radioactive - any amount
  - Organic Peroxides - any amount
  - Etiologic Agents (Biomedical materials) - any amount
  - Irritants - any amount
  - Explosives or Blasting Agents - any amount except set explosive devices
  - g) Flammable solids - any amount
  - Flammable Liquids - in excess of 50 gallons
  - Flammable Gases - any amount
  - Corrosives - any amount
  - Oxidizers - any amount
  - Chlorine/Ammonia - any amount
  - Combustible Liquids - in excess of 50 gallons
  - All confirmed Haz-Mat incidents
  - Petroleum spills - in excess of 50 gallons
  - Flammable spills which enter a storm drain or sewer system

**Emergency Decontamination**

The guidelines below are to be followed in those instances where the appropriate decontamination procedures cannot be followed for reasons of lack of manpower, lack of equipment, lack of time, etc. This technique to be used by the initial engine company, without the resources of the Hazardous Materials Team.

To facilitate this work, it is recommended that a pre-assembled Emergency DECON kit be carried having at least one brush, one bucket and some soap. Failing this, water should be used in copious amounts. A pumper or other water source is required.

The steps to be followed are:

- DECON area is identified.
- Brush off dry product.
- Remove all clothing.
- Thoroughly wash and rinse the victim with soap and water using a brush and not contacting the victim.

These steps should only take a few minutes. They may be altered as necessary.

**Remember that speed is of the essence and that if time or equipment deficiency requires it, thorough washing with water is considered emergency decontamination.**

**Emergency decontamination is to be done rapidly, but effectively. This is very important to insure that there is no product migration from the incident site, so as not to contaminate the transport ambulance or receiving hospital.**

**If there is a question as to whether DECON is thorough, isolate decontaminated personnel until all doubts are answered.**

**BMP 3.3:** Poquoson Fire Dept. Air Boat participating in joint marine spill exercises with VDEM, Coast Guard, Regional Marine and Regional HazMat teams.



### **BMP 3.3: Illicit Discharge Investigations/Follow Up**

City staff took the following actions with regard to real or suspected illicit discharges during this permit year:

Paint discharge: On March 23, 2018, the City was notified about a potential illicit discharge by a downstream property owner. Staff members investigated and found paint had been placed in a concrete-lined City swale. The ditch had been filled with tidal water at the time, so it was unclear exactly how much paint had been placed in the ditch and how much was paint-colored tidal water. A Public Works staff member placed containment booms downstream of the spill. This kept the paint in the ditch and out of the downstream receiving stream. While this was happening, the City Engineer contacted the commercial painter by phone and instructed him to clean up the spill or face penalties. The Fire Department was also called to the site. The spill was contained, the ditch was cleaned that afternoon, the contractor clearly understands now that this action was illegal, and the homeowners were sent a letter advising them of the City's illicit discharge ordinance. Letter is attached.

Mortar in Yard Drain (May 3, 2018): We received a complaint that a contractor dumped mortar into a City drain inlet at this property. City staff inspected the inlet, found mortar, and called the property owner. There was no building permit on file so we could not locate the contractor. The owner attempted to clean the inlet but was not able to get inside the structure and clean the mortar near the pipe. As the material had set up, no illicit discharge into downstream receiving waters occurred. Public Works staff followed up on that week and removed the material.

High Bacterial Count in Citizen Monitoring Sample: On June 7, 2018, the City Engineer was notified that a citizen's group had obtained a high bacterial count in the sample they collected and cultured in a home test. This turned out to be only the second or third time the group had taken samples, and staff was unaware of the sampling. The City Engineer obtained more information on methods and contacted DEQ water monitoring staff regarding the program and typical bacterial counts. Per DEQ, the count while high was in the range of what would be considered normal for tidal waters and therefore did not trigger any significant concern on their part. The City Engineer also investigated upstream land uses and conditions. At the time, a large flock of non-migratory geese was located on an upstream property about 400 l.f. from the sampling point. The Utilities department also checked sewer cleanouts and flow data in the area. Given the intense rains in the days before the sampling and a field inspection that indicated no other likely sources, no further City action was taken. The following week's sample count was significantly lower, likely due to the lack of rainfall. The City was in the process of initiating and has since performed a goose population control program at the upstream property. This is described in BMP-SC. We have not received any further reports of high test counts. City staff also used this event as a teaching tool to remind the monitoring volunteers that they should not contact citizens near the test site and tell them the water was unsafe, and to discuss monitoring timing, the importance of repeating results and the influence of tide on monitoring. We look forward to working with the citizens' group in the future and have asked to see their results.



### **BMP 3.3: Illicit Discharge Investigations/Follow Up (PAGE 2/2)**

May 2018: Public Works was called out for two spills in one weekend. A dumpster was discharging a chemical or leachate at 1279 Poquoson Avenue. This is a single family home property. The other was from an underground fuel oil tank that apparently ruptured and leaked heating oil at 777 Poquoson Avenue, another single family home. Both incidents were reported and responded to by the Poquoson Fire Dept., who responded, documented the incidents and their actions.

Dry Weather Screening (October): A broken sandbag was found leaking sand into a drain inlet by the Public Works crew during their maintenance and dry weather screening. The sandbag was removed and the inlet was cleaned.

Dry Weather Screening (April): On April 6th, 2018 Parks Maintenance discovered (1) uncovered 5 gallon bucket with 2" of clean hydraulic oil. NO SPILL OCCURRED Bucket was transported to Poquoson Public Works used oil site located at 12 Municipal Drive. The oil was drained into controlled container and when ALL oil & residue was dry, container was placed in recycling container.



## CITY OF POQUOSON

COMMUNITY DEVELOPMENT DEPARTMENT  
23662-1996

500 CITY HALL AVENUE, POQUOSON, VIRGINIA  
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

March 23, 2018

David B. & Jean B. Eddy  
44 Valmoore Drive  
Poquoson, VA 23662

Re: Illicit Discharge – 44 Valmoore Drive

Dear Mr. and Mrs. Eddy:

This is to advise you that an illicit discharge has occurred at the property referenced above. Specifically, after receiving a call from a concerned citizen regarding discoloration in the downstream drainage system, the discharge was traced back to your property where it was discovered that paint had been deposited into the concrete swale (see attached photos) on the west side during cleanup related to the remodeling of the home. From there it has washed downstream, traversing the rear/north swale and beyond. Please note that this is a violation of Article V, Sec. 34-207 of the City Code which states:

*“(a) It shall be a violation of this article to:*

*(1) Discharge, or cause or allow to be discharged, sewage, industrial wastes or other wastes into the storm sewer system, or any component thereof, or onto driveways, sidewalks, parking lots or other areas draining to the storm sewer system;”*

In addition, be advised that per Section 34-208, a violation of this City Code constitutes a class 1 misdemeanor and can be subject to fines of up to \$1,000.00 per day for each day the violation continues. The property owner may also be responsible for the costs of monitoring, stopping, and cleaning up the discharge.

City staff has spoken with the contractor to confirm that there will be no other such violation and Public Works and the Fire Department have inspected the system to determine the extent of the discharge and commence remediation. At this time we will continue to monitor the cleanup and advise you of any associated cost once completed.

If you have any questions please do not hesitate to call.

Sincerely,

Karen W. Holloway  
Environmental Compliance Officer

Enclosure

cc: City Manager  
Community Development Director  
Fire Chief  
Public Works Director  
City Engineer  
Cross Remodeling  
DEQ  
file



Illicit Discharge – Paint

44 Valmoore Drive

March 23, 2018

**Completed Work Log**  
**City of Poquoson Utilities Department**  
**Date: June 2018**

**Station #1:**

- 1) Pulled inspection plate on check valve from the suction side of Pump #2. Ragged up bad and Flapper is broken away from the arm. Need to order new flapper assembly. (11 Jun)

**Station #1A:**

**Station #2:**

**Station #2A:**

**Station #2C:**

- 1) Drained air tank (8 Jun)

**Station #2C2:**

**Station #2D:**

- 1) Greased Air Release Valve. (4 Jun)

**Station #2E:**

**Station #2F:**

- 1) Greased Air Release Valve. (4 Jun)
- 2) Generator transfer switch not working correctly again. Generator will not automatically transfer back to shore power. (4 Jun)
- 3) Put 70 Gallons of fuel in Generator (5 Jun)
- 4) Transfer switch on Generator still not working. This was repaired by Cummins in March of 2017. Need to get quote for them to come back and fix. (7 Jun)
- 5) Transfer switch still has issues. Manually switch back to main power. (14 Jun)
- 6) Manually transfer to shore power. (21 Jun)

**Station #2G:**

- 1) Greased Air Release Valve. (4 Jun)
- 2) Pump #2 Fail Alarm, Re-primed Pump #2. (4 Jun)
- 3) Primed Pump #2 (8 Jun)
- 4) Wet Well alarm, both Fish Pumps bad (20 Jun)
- 5) Replace both Fish Pumps. (21 Jun)

**Station #2H:**

- 1) Locate and mark property pins. (14 Jun)

**Station #3:**

- 1) Greased Air Release Valve. (4 Jun)

**Station #4:**

- 1) Pump #2 issues. Pulled inspection plate on suction side of pump. Impeller loose. Needs to be taken apart and impeller bolted back on. (5 Jun)

**Station #5:**

- 1) Greased Air Release Valve. (4 Jun)
- 2) High water alarm, float was too low. Raised float to correct level. (19 Jun)

**Station #6:**

- 1) Pump #2 Fail alarm. Bad drive motor. Need to have Peninsula motor repair it. (19 Jun)
- 2) Brought bad drive motor (#2) to Peninsula motor. (21 Jun)

**Station #7:**

- 1) Both pumps running at the same time. Cleaned both check valves, pulled and inspected both wear plates and impellers, Replace wear plate and impeller on Pump #1. (6 Jun)
- 2) Re-primed pump #1 (8 Jun)
- 3) Pump #2 lost prime, cleaned rags from flapper, replaced flapper and re-primed (12 Jun)

**Station #8:**

- 1) Replaced exhaust fan motor. (21 Jun)
- 2) Fixed the Transducer pipe. Bolted to wet well wall. (27 Jun)

**Station #9:**

- 1) High level alarm, Raised high level float. (21 Jun)

**Station #10:**

- 1) High Water Alarm, Pumped down using # 1 pump. Pump # 2 was too hot. (12 Jun)
- 2) Re-primed pump #2 (13 Jun)

**Station #10A:**

**Station #10B:**

**Station #11:**



**Station #12:**

**Station #13:**

- 1) Replace run clock on pump #1 (18 Jun)

**Station #14:**

- 1) Pulled pump #1, mixer is not working correctly. Placed pump #2 in lead. (8 Jun)
- 2) Pulled mixer off of pump #1. Works correctly now. Ordered new mixer for pump #1. (11 Jun)
- 3) Measured outside trim board. Boards need replacing. (15 Jun)

**Station #15:**

**Station #15A:**

- 1) High water alarm, pumped down manually. Pumps will not run in auto. (22 Jun)

**Station #16:**

**Station #17:**

**North Lawson Road:**

- 1) E-mark 28 N. Lawson (15 Jun)

**Miscellaneous Jobs:**

- 1) Locate and Mark tickets. (1 Jun)
- 2) Back-up call: 125 Whitehouse, Cap missing on cleanout. Repaired and jetted out to clear the dirt from the line. (4 Jun)
- 3) Located and marked curbs at the end of Whitehouse. (4 Jun)
- 4) Located cleanout at 220 Ridge Rd. (5 Jun)
- 5) E-mark; South Lawson Rd. (5 Jun)
- 6) Cut Grass: Sta 5, 3, 17, 2, 2G, 2D, 2F, 14, 2H, 2C2, 11, 13. (5 Jun)
- 7) Located and marked laterals on Hansom Dr. (6 Jun)
- 8) Raised lateral and added cleanout box @ 8 Terrace (7 Jun)
- 9) Located and marked tickets. (11 Jun)
- 10) E-mark, 1 Lafayette (11 Jun)
- 11) Located and marked curbs on RuDegrasse and Norman. (12 Jun)
- 12) E-mark, 1 Lafayette (13 Jun)
- 13) Located and marked curbs on the end of Lafayette. (13 Jun)
- 14) Chipped out grout from manhole at end of Lafayette. (13 Jun)
- 15) Locate and mark 98 Emmaus. (14 Jun)

- 16) Raised Cleanout boxes on 5 & 7 Basil Ct. (15 Jun)
- 17) Located and marked curbs on Basil Ct. (15 Jun)
- 18) Located and marked curbs on end of Thomas Dr. (15 Jun)
- 19) Checked manhole at 12 Rivergate Drive for odor. (15 Jun)
- 20) Cut Grass: Sta 2A, 13, 2, 3, 5. (18 Jun)
- 21) Wired the utility trailer (18 Jun)
- 22) E-mark, 16 Forrest (19 Jun)
- 23) Located and marked curbs for the rest of Thomas Dr. (19 Jun)
- 24) Marked 106, 108 & 148 Messick Rd. (19 Jun)
- 25) Training @ PW building, Right to know for employees, blood born pathogens. (19 Jun)
- 26) E-mark, 4 & 6 Page Place. (19 Jun)
- 27) Replaced dust cover in manhole at 14 Rivergate. (20 Jun)
- 28) Located and marked curbs for all of Elm St. (21 Jun)
- 29) Cut and lowered cleanout box at 96 Lodge after being hit by the slope mower, installed cleanout box. (21 Jun)
- 30) Located and marked curbs for all of Weston Dr. (21 Jun)
- 31) E-mark 38 Pasture Rd. (21 Jun)
- 32) E-mark 12 Black Oak (23 Jun)
- 33) Located and marked curbs for North Westover and Emory Pl. (24 Jun)
- 34) Bi-monthly Line flush list. (24 Jun)
- 35) Locate and mark tickets. (27 Jun)
- 36) Boot truck (27 Jun)
- 37) Locate and mark tickets. (28 Jun)

**Completed Work Log**  
**City of Poquoson Utilities Department**  
**Date: May 2018**

**Station #1:**

**Station #1A:**

- 1) Greased Air Release Valve (4 May)

**Station #2:**

**Station #2A:**

- 1) Continuing issue with Pump #2, Pulled pump 2, pulled off bottom end of pump and removed rags that were stuck in the pump. Re-installed and put back in auto. (1 May)
- 2) Cleaned Grates. (1 May)

**Station #2C:**

- 1) Trimmed bushes back from driveway. (7 May)

**Station #2C2:**

- 1) Cleaned Grates with Jet Truck. (4 May)

**Station #2D:**

- 1) Greased Air Release Valve (2 May)
- 2) Trimmed bushes back from driveway. (7 May)
- 3) Cleaned inside of Station (29 May)

**Station #2E:**

- 1) Greased Air Release Valve (4 May)

**Station #2F:**

- 1) Greased Air Release Valve (2 May)
- 2) Cleaned inside of Station (29 May)

**Station #2G:**

- 1) Greased Air Release Valve (2 May)

**Station #2H:**

- 1) Generator Alarm, High Battery Voltage, tested battery and it has a bad cell. Took it to Oriely's for an exchange. They tested it and it showed bad but have to charge it before an exchange is approved. Returned 3 hours later and it now tests good from Oriely's. Re-installed in Generator. (23 May)
- 2) Exercised Generator. On @ 636.11, Off @ 636.40 (23 May)
- 3) Cleaned inside of Station (29 May)

**Station #3:**

- 1) Greased Air Release Valve (2 May)
- 2) Replaced 6 inch Flapper on the suction side of Pump #2 (24 May)
- 3) Replaced air release hose on Pump #1 (24 May)

**Station #4:**

- 1) Drained Air Tank (21 May)

**Station #5:**

- 1) Greased Air Release Valve (2 May)
- 2) Qrtly Maintenance, SCADA battery 13.03V, (22 May)
- 3) Power Panel needs repair. (22 May)

**Station #6:**

- 1) Exercised Generator. On @ 456.2hrs Off @ 456.7 hrs (23 May)
- 2) Adjusted packing on Both Pumps (23 May)

**Station #7:**

- 1) Greased Air Release Valve (2 May)

**Station #8:**

- 1) Greased Air Release Valve (4 May)
- 2) Hose to Air Release for Pump #2 came off. Had to clean out the hut. Replaced clamp and re-installed hose. Primed pump and put in Auto. (4 May)

**Station #9:**

**Station #10:**

- 1) Greased Air Release Valve (4 May)
- 2) Fixed Fence (4 May)
- 3) Qrtly Maintenance, SCADA battery 13.28V, (22 May)
- 4) Main disconnect needs lock installed (22 May)

- 5) Installed Padlock on Main Power Disconnect (22 May)
- 6) Cut tree limbs around station. (30 May)

**Station #10A:**

- 1) Greased Air Release Valve (4 May)

**Station #10B:**

- 1) Greased Air Release Valve (4 May)

**Station #11:**

- 1) Greased Air Release Valve (11 May)
- 2) Sprayed driveway. (11 May)

**Station #12:**

- 1) Greased Air Release Valve (4 May)
- 2) Cut tree limbs around station. (30 May)

**Station #13:**

- 1) Greased Air Release Valve (4 May)
- 2) Fixed Fence. (4 May)

**Station #14:**

- 1) Measured the trim boards on the Building to replace rotted out trim. (7 May)

**Station #15:**

- 1) Greased Air Release Valve (4 May)
- 2) Jumper-Jacked the Driveway where the hole from the Force Main break was. Added 7 more buckets of Crush and Run. (7 May)
- 3) Filled striker plate on Door. Door operates correctly now. (11 May)

**Station #15A:**

**Station #16:**

- 1) Adjusted Floats, pumps start and stop correctly. (15 May)

**Station #17:**

**North Lawson Road:**

- 1) Reset Grinders @ 84 & 98 N. Lawson (16 May)



- 2) Reset Entire group 49 (17 May)

**Miscellaneous Jobs:**

- 1) Located and marked tickets. (1 May)
- 2) Located and marked tickets. (2 May)
- 3) Repaired Sewer leak on Brickhouse Ln (Private Lane) (2 May)
- 4) Back-up Call: 14 Canal St, couldn't find the cleanout. (2 May)
- 5) Trip to Major Safety to pick GASTEC (3 May)
- 6) Finished Back-up @ 14 Canal, Homeowner issue. Installed Clean-out Box. (3 May)
- 7) Cut Grass: STA 9, 10, 15A, 15, 10A & 10B
- 8) Final cleanout of Mike old wrecked truck. (8 May)
- 9) Flushed Pipes for PW: Hunts Neck, Cedar Rd and River Rd. (8 May)
- 10) Back-up call: 20 Whitehouse Dr. Homeowners issue. (8 May)
- 11) Repair @ 121 Odd Rd, (9 May)
- 12) Water Leak at Messick Pier, Turned water off. Needs repair. (9 May)
- 13) Put shelf together for Food Bank. (9 May)
- 14) Repaired the cover for the Pump Motor on Jet Truck. (9 May)
- 15) Repaired Water Leak on Messick Pier. (10 May)
- 16) Fixed Manhole rattle on manhole @ Yorktown Rd/Powhatan Dr. (10 May)
- 17) Cut and Sprayed Generator areas @ Sta: 1, 6 & 4. (10 May)
- 18) Jetted # 8 Terrace Dr. (10 May)
- 19) Pulled Manhole @ Hollingsworth / Pasture. Marked Laterals and Main Line. (10 May)
- 20) Mounted Ladder Rack on Truck #50. (11 May)
- 21) Measured Manhole on Terrace Dr. 6Ft to bottom. (11 May)
- 22) Cut Grass: STA 2, 3, 5, 6, 1A, 11 & 13. (11 May)
- 23) Washed both trucks 50 & 56. (11 May)
- 24) E-mark, Brickhouse Ln (14 May)
- 25) Brickhouse Ln repair (14 May)
- 26) Trip to Hampton Rubber for jetter hose and Pressure works for nozzle tip. (14 May)
- 27) Back-up Call: 72 Lodge Rd, Homeowner issue. (15 May)
- 28) E-mark, 233 Cedar (16 May)
- 29) E-mark, 6 Paige Pl (16 May)
- 30) Cut Grass, 2F, 2C2, 12
- 31) Installed water line to the new bay at the Utilities shop. (17 May)
- 32) Back-up Call: 777 Poq Ave. Upholstery place (19 May)
- 33) Fixed cap at Riggins Ford. (21 May)
- 34) York Bolt run for parts @ Sta 3. (21 May)
- 35) Cut Grass, 9, 10, 15A, 15 (21 May)
- 36) E-mark, 4 GayLynn (22 May)
- 37) Cut Grass, 13, 1A, 10A, 10B, 6, 11, 17, 14, 2D, 2G (22 May)

- 38) Located and Marked "S" on curb for all of Pickens Lane, Only exception is 12 Pickens because it does not have a cleanout box. (23 May)
- 39) Cut Grass: 2, 2C, 3 & 5. (23 May)
- 40) 23 Hansom, Fixed broken cap and raised Cleanout Box. (24 May)
- 41) Located and Marked "S" on curb for most of Hansom. (24 May)
- 42) Major Safety run to pick up Gastech (25 May)
- 43) Located and Marked "S" on curb for all of Hollingsworth rd. (30 May)
- 44) Located and Marked "S" on curb for all of Henely Way. (30 May)
- 45) Located and Marked "S" on curb for all of Drakes Landing. (30 May)
- 46) Locate miss utility marks. (31 May)
- 47) Back-up Call: 88 Hunts Neck,

**Completed Work Log**  
**City of Poquoson Utilities Department**  
**Date: April 2018**

**Station #1:**

**Station #1A:**

- 1) Greased Air Release valve (2 Apr)

**Station #2:**

**Station #2A:**

- 1) Pump #1 Fail issues, Back-flushed and cleaned check valve, still locked up. Pump #1 needs to be pulled and check for rags. Placed Pump #2 in lead. (27 Apr)
- 2) Wet Well Alarm @ 1AM, Pump #2 was in Overload, Reset pump #2 and pumped down the station. (28 Apr)
- 3) Wet Well Alarm @ 10:30PM, Overloaded again, Reset and pumped down. (28 Apr)

**Station #2C:**

- 1) Drained Air Tank (27 Apr)

**Station #2C2:**

- 1) Drained Air Tank (27 Apr)

**Station #2D:**

- 1) Greased Air Release valve (2 Apr)
- 2) Quarterly Maintenance: (except outside valves) (24 Apr)
  - a. Exercised valves, Cleaned Check Valves, Checked oil in rotating assembly's
  - b. Checked belts, tested SCADA Battery (13.82 V), Tested High Level, Flow Fail Alarms.
  - c. Shut off Main power and verified the generator starts and transfer switch works correctly.

**Station #2E:**

- 1) Greased Air Release valve (2 Apr)

**Station #2F:**

- 1) Greased Air Release valve (2 Apr)

- 2) Quarterly Maintenance: (except outside valves) (24 Apr)
  - a. Exercised valves, Cleaned Check Valves, Checked oil in rotating assembly's
  - b. Checked belts, tested SCADA Battery (13.40 V), Tested High Level, Flow Fail Alarms.
  - c. Shut off Main power and verified the generator starts and transfer switch works correctly.

**Station #2G:**

- 1) Greased Air Release valve (2 Apr)
- 2) Check valve arm on pump #1 is leaking. (18 Apr)
- 3) Loose Wet-well vent on the roof reported. Secured it using metal straps. (24 Apr)
- 4) Quarterly Maintenance: (except outside valves) (24 Apr)
  - a. Exercised valves, Cleaned Check Valves, Checked oil in rotating assembly's
  - b. Checked belts, tested SCADA Battery (8.68 V), Tested High Level, Flow Fail Alarms.
  - c. Shut off Main power and verified the generator starts and transfer switch works correctly.
- 5) Pump #2 Check valve is broken, needs to be replaced. Screws worn out. (24 Apr)
- 6) Replaced Check-valve assembly on Pump #2. (25 Apr)
- 7) Installed new SCADA battery. 12.87 V (25 Apr)
- 8) Pump #1 Fail Alarm, Re-primed Pump #1 (27 Apr)

**Station #2H:**

- 1) Generator exercise issues, starts and stops multiple time. Reset exercise time to Tuesday at 10:30am. (17 Apr)
- 2) Exerciser not working correctly, need to contact Generator technician. Placed in Standby position. (17 Apr)

**Station #3:**

- 1) Greased Air Release valve (2 Apr)
- 2) Suction pipe leaking on pump #2, tightened fittings. (3 Apr)
- 3) Tightened suction pipe on pump #2 again. (23 Apr)

**Station #4:**

- 1) Removed Driveshaft on Pump #2, Prepping for inspection of impeller. (5 Apr)
- 2) Removed pump #2 from its stand, Installed a new Keyway and Impeller, Re-installed pump and primed pump. (10 Apr)
- 3) Adjusted and replaced packing on Pump #1. (11 Apr)
- 4) Drained Air Tank (27 Apr)

**Station #5:**

- 1) Greased Air Release valve (2 Apr)

**Station #6:**

- 1) Jimi Brown diagnosed having bad Limit switches, parts ordered from WESCO. (2 Apr)
- 2) Replaced Limit switches on both pumps. Operates correctly. (4 Apr)
- 3) Adjusted packing on Pump #1. (5 Apr)
- 4) Replaced water hose valve in the upstairs control room. (9 Apr)
- 5) HRSD reported that they broke some PVC fittings and anchors from the Drywell wall. Needs new anchor bolts and new PVC fitting to fix. (12 Apr)
- 6) Fixed PVC fitting and anchor bolt in Drywell for HRSD. (17 Apr)
- 7) Exercised Emergency Generator for 45 Min. End run time is 456.2 hr. (23 Apr)

**Station #7:**

- 1) Greased Air Release valve (2 Apr)

**Station #8:**

- 1) Greased Air Release valve (2 Apr)

**Station #9:**

- 1) Put 49.5 Gallons of Fuel in Diesel Tank. Bad fuel Gauge. (4 Apr)

**Station #10:**

- 1) Greased Air Release valve (2 Apr)
- 2) Replaced both Belts on Pump 2. (9 Apr)

**Station #10A:**

- 1) Greased Air Release valve (2 Apr)
- 2) Flow Fail Alarm Pump 2, Re-primed pump 2. (9 Apr)
- 3) Reset Generator exerciser time to Monday at 8:30 am. (16 Apr)

**Station #10B:**

- 1) Greased Air Release valve (2 Apr)
- 2) Leaking radiator, pressure tested for 1.5 hours and seems to be holding. Installed new radiator cap. (3 Apr)
- 3) Generator radiator still leaking. Placed in Standby. (16 Apr)
- 4) Added Stop-leak to the radiator ran for 30 min. Leak seems to have stopped. (19 Apr)
- 5) Cleaned up around the radiator to verify leak has stopped. (23 Apr)



**Station #11:**

- 1) Greased Air Release valve (2 Apr)
- 2) Adjusted shims on both rotating assemblies. (9 Apr)

**Station #12:**

- 1) Greased Air Release valve (2 Apr)
- 2) Pulled manhole and verified good flow from Station. (26 Apr)

**Station #13:**

- 1) Greased Air Release valve (2 Apr)
- 2) Pulled manhole and verified good flow from Station. (26 Apr)

**Station #14:****Station #15:**

- 1) Greased Air Release valve (2 Apr)
- 2) Sewer Main Break called in @3:30pm, (Force Main). Turned both pumps off, Called Branscome to make an Emergency Repair, VA Pump and Motor to Pump and Haul. Called in a E-Mark for 126 Messick. Repair finished about Midnight. (29 Apr)

**Station #15A:****Station #16:**

- 1) Cleaned Leaves from inside of Fence area. (26 Apr)

**Station #17:**

- 1) Wet Well Alarm @ 10PM, High tide, verified both pumps were running. Alarm cleared in about 2 hours. (28 Apr)

**North Lawson Road:****Miscellaneous Jobs:**

- 1) Called in a Low Verizon cable @ 44 Rens Rd. (2 Apr)
- 2) E-mark, 6 Kathy (2 Apr)
- 3) Water meter called in to Finance, 625,88 (3 Apr)
- 4) TV'd, 810 Poquoson Ave. No issues. Installed clean-out box. (3 Apr)
- 5) TV'd, 109 Darden Dr. Drainage line. No issues. Informed Jerry Cagle. (3 Apr)
- 6) Stacked and Tarped all metal behind Utilities shop. (4 Apr)
- 7) E-mark, 5 Hollingsworth (4 Apr)

- 8) Back-up call, 96 Odd Rd, No issue, odor in the area. (4 Apr)
- 9) Raised Clean-out box @ 8 Elm St. (5 Apr)
- 10) Cut grass at Stations: 1A, 3, 5, 9, 10, 11, 12, 13 (6 Apr)
- 11) E-mark, 103 Whitehouse Dr. (7 Apr)
- 12) E-mark, (second time) 103 Whitehouse Dr. (9 Apr)
- 13) E-mark, 103 Church St. (9 Apr)
- 14) Located and marked tickets (10 Apr)
- 15) Prepped the new Back-rack for the arrival of the new work truck. (11 Apr)
- 16) Wired the new Back-rack. (12 Apr)
- 17) Located and marked tickets (12 Apr)
- 18) Fixed manhole at 96 Odd rd. (12 Apr)
- 19) Flushed pipes for PW on River Rd. (12 Apr)
- 20) Located and marked tickets (13 Apr)
- 21) Back-up Call, 146 Emmaus Rd. Homeowner issue. (14 Apr)
- 22) Installed dust cover in manhole at 96 Odd Rd (16 Apr)
- 23) Jetted Carwash pit for PW. (16 Apr)
- 24) E-mark, 23 Browns Neck. (16 Apr)
- 25) Started wiring the new work truck (16 Apr)
- 26) Brought new work truck to Hall Ford for Bedliner install and duplicate keys. (17 Apr)
- 27) E-mark, 8 Brickhouse. (18 Apr)
- 28) Mounted Back-rack and finished wiring new work truck. (18 Apr)
- 29) Back-up Call, Pickney Lane. Drainage issue, Private lane. (19 Apr)
- 30) Attended customer Appreciation Lunch at PRISM. (19 Apr)
- 31) E-mark, 4 GayLynn, (20 Apr)
- 32) Cut Grass at Stations, 2, 2G, 2D, 2H, 14 and 2F (20 Apr)
- 33) Took Orange cones to City Hall to block area for Crane to install new AC condensing units. (23 Apr)
- 34) Repaired rattling manhole at 33 Pasture Rd. (23 Apr)
- 35) Repaired a broken riser cap at 12 Oak Moore, Raised cleanout box. (23 Apr)
- 36) Cut Grass at Stations, 3, 5, 17, 2C, 13, 11, 6 and 1A (23 Apr)
- 37) Measured Main in manhole at Yorktown Rd / East & West River Rd. 14 inches (25 Apr)
- 38) Brought a new Manhole W/ Lid to the paving job @ Grace and Lee. (25 Apr)
- 39) Installed new Dust Cover in manhole at River and Yorktown Rd. (25 Apr)
- 40) Turned Water on at Messick Pier, Pipes are leaking. Needs repair. (25 Apr)
- 41) Fixed Water Leak at Messick Pier, (26 Apr)
- 42) E-Mark, 12 Brickhouse Ln, Private (26 Apr)
- 43) Cleaned and flushed manhole at 62 Rens Rd. (27 Apr)
- 44) Cut Grass at Station 7 and Generator area at Stations 1 & 4. (27 Apr)
- 45) E-Mark, 222 Messick (27 Apr)

- 46) Water leak called in for STA 15, Sewer Main break. Called in Branscome to repair.  
Called in an E-Mark and had VA Pump and Motor pump and Haul. (29 Apr)
- 47) Collected Run #'s for all stations and generators (30 Apr)
- 48) Located and Marked tickets (30 Apr)