

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 | PY5 STATUS |
| | 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 | | | askHRgreen.org Stormwater Education Subcommittee | PY1 | Education and Outreach Plan | Compliant. Completed in PY1. See Appendix |
| 1.1.a | 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 | | | | |

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| 1. Public Outreach and Education | | | | | | | |
|----------------------------------|---|--|---|---|---|--|---|
| BMP | BMP Description | Measurable Goals | Metric | Responsible Party | Timeline | Associated Documents | FY5 STATUS |
| 1.2 | Regional Media Campaign to Address High Priority Issues | Participate in the askHRgreen.org 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 | <i>Scoop the Poop</i> campaign | Make <i>Scoop the Poop</i> information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate | Percentage of target audience reached through activities. | askHRgreen.org Stormwater Education Subcommittee | FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in http://askHRgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf | Annually | 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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|----------------------------------|----------------------------|---|---|---|----------|--|--|
| BMP | BMP Description | Measurable Goals | Metric | Responsible Party | Timeline | Associated Documents | PY5 STATUS |
| 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. | askHRgreen.org Stormwater Education Subcommittee | Annually | <p>FY 17 Target Audience Percentages</p> <p>Summary is also provided in Appendix.</p> <p>Information is also provided in http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf (link to Ask HRGreen annual report). AskHRgreen annual report, Appendix</p> | <p>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.</p> <p>Informational brochures and giveaways provided at City Hall offices and Public Works office.</p> |

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| I. Public Outreach and Education | | | | | | | |
|----------------------------------|---------------------------------|---|---|---|----------|---|--|
| BMP | BMP Description | Measurable Goals | Metric | Responsible Party | Timeline | Associated Documents | PY5 STATUS |
| 1.2c | Promote FOG campaign | Participate in the askHGreen.org 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. | askHGreen.org Stormwater Education Subcommittee | Annually | FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in http://askhgreen.org/wp-content/uploads/2011/06/askHGreenFY17AnnualReport_final.pdf (link to Ask HGreen annual report). AskHGreen annual report, Appendix | Compliant. Media 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 | askHGreen.org Stormwater Education Subcommittee | Annually | http://askhgreen.org/wp-content/uploads/2011/06/askHGreenFY17AnnualReport_final.pdf | Compliant. See askHGreen 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 | PY5 STATUS |
|------|--|---|---------------------------------|---|----------|---|--|
| 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 http://askHrgreen.org/wp-content/uploads/2011/06/askHrgreenFY17AnnualReport_final.pdf | Compliant. SeeAskHrgreen annual report. |
| 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 | Locality website: Most events were posted on the main website page: http://www.ci.poquoson.va.us/ . The Adopt a Spot program is advertised on the City Manager's page: http://www.ci.poquoson.va.us/158/City-Manager . | 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. |

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|----------------------------------|----------------------|--|--------------------------------------|--|-----------|--|--|
| BMP | BMP Description | Measurable Goals | Metric | Responsible Party | Timeline | Associated Documents | Py5 Status |
| 1.3b | Regional Initiatives | Submit articles for askHRgreen.org blog and/or to the City newsletter for public participation in water quality improvement initiatives. | Number and types of events submitted | askHRgreen.org Representative | Annually | askHRgreen.org 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 askHRgreen.org calendar | Number and types of events submitted | askHRgreen.org Representative & HRPDC Environmental Educator | Quarterly | askHRgreen.org 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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| 1.3d | Distribute educational materials developed through askHRgreen.org | Distribute materials developed through askHRgreen.org to target audience in locality. | Number of materials distributed | askHRgreen.org Representative | Continuous | askHRgreen.org summary materials. 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. |
| 1.3e | Maintain and enhance askHRgreen.org website | Increase website visits each year | Website click-through-rates-Annual | HRPDC & askHRgreen.org | Permit Cycle | askHRgreen.org summary materials. See Appendix | Compliant. See Appendix. Also, link from City Website to askHRgreen.org |
| 1.4 | Participate in regional committees: askHRgreen.org , 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. See "Regional Cooperation in Stormwater Management, Fiscal Year 2017-2018: A Status Report" and AskHRGreen report. | |

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| 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 askHRgreen.org | Number of meetings attended/Number of meetings held | askHRgreen.org Representative | Annually | askHRgreen.org summary materials. See Appendix | Compliant. MOA in appendix. This was finalized in PY4. |
| 1.4b | askHRgreen.org | Participate in at least 35% of askHRgreen.org 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, askHRgreen.org , askHRgreen.org Representative & HRPDC | As scheduled in permit | Revised Program Plan. See Appendix | 67% of meetings attended. Compliant. |

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| 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

askHGreen.org



BMP 1.2
ANNUAL REPORT
2 0 1 7 - 2 0 1 8

HAMPTON ROADS PLANNING DISTRICT COMMISSION

ROBERT A. CRUM JR
EXECUTIVE DIRECTOR



CHESAPEAKE
JAMES E. BAKER
STEPHEN BEST
DEBBIE RITTER
ELLA P. WARD
ROBERT GEIS

FRANKLIN
BARRY CHEATHAM
R. RANDY MARTIN

GLOUCESTER COUNTY
PHILLIP BAZZANI
BRENT FEDORS

SMITHFIELD
T. CARTER WILLIAMS

SOUTHAMPTON COUNTY
MICHAEL W. JOHNSON
BARRY PORTER

SUFFOLK
LEROY BENNETT
PATRICK ROBERTS

SURRY COUNTY

TYRONE W. FRANKLIN
JOHN M. SEWARD

VIRGINIA BEACH

LOUIS R. JONES
BENJAMIN DAVENPORT
ROBERT M. DYER

WILLIAMSBURG

BILL PORTER
MICHAEL J. HIPPLE

NEWPORT NEWS

MCKINLEY L. PRICE
SHARON P. SCOTT
CYNTHIA ROHLF

NORFOLK

KENNETH C. ALEXANDER
MAMIE B. JOHNSON
ANDRIA P. MCCLELLAN
THOMAS R. SMIGEL
DOUGLAS SMITH

POQUOSON
DAVID A. HUX
J. RANDALL WHEELER

PORTSMOUTH
LYDIA PETTIS PATTON
JOHN ROWE

SMITHFIELD
T. CARTER WILLIAMS

SOUTHAMPTON COUNTY
MICHAEL W. JOHNSON
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DOUGLAS SMITH

Report Documentation

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

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REPORT DATE
September 2018

GRANT/SPONSORING AGENCY
Local Funds

ORGANIZATION NAME,
Hampton Roads Planning
District Commission

ADDRESS AND TELEPHONE
723 Woodlake Drive
Chesapeake, Virginia 23320
(757) 420-8300
www.hrdpc.vagov

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.

About askHRgreen.org

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 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.

2017-2018 Highlights

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

2017-2018 By The Numbers

8,623 students impacted by environmental education grants



55,735 visitors to askHRgreen.org



93,589 page views on askHRgreen.org



1,975 Facebook



1,684 Twitter



7,284 eNewsletter Subscribers

35 pet waste stations installed impacting neighborhoods across the region

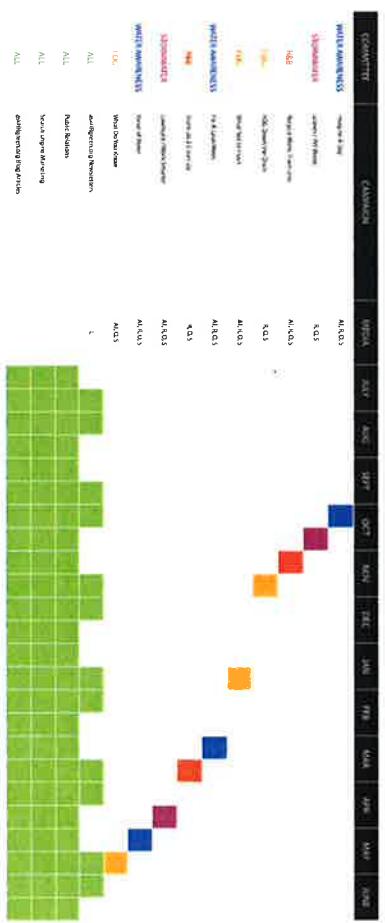


\$19,071 in grant funding received

askHRgreen.org representation at 33 community events



2017-2018 ACTIVITY CALENDAR



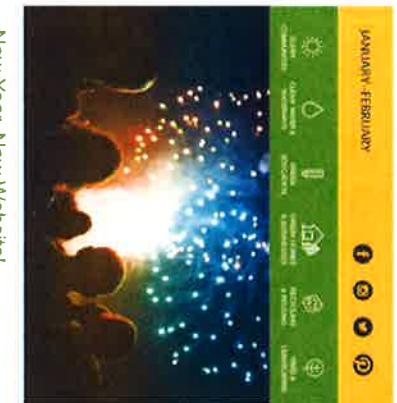
13.4 million opportunities to see or hear askHRgreen.org in the media



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 locality 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.



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 - Fats, Oils & Grease Properly
askHRgreen.org - Fertilizing Old Electronics
askHRgreen.org - Think Before You Toss. Recycle Your Old Electronics. Find Out Where!
askHRgreen.org - Tap Water Facts
askHRgreen.org - Drink Tap Water in Hampton Roads With A High Level Of Confidence!
Be Sure To Test Your Soil First. Follow These Easy Steps Today!

SEARCH ENGINE MARKETING

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

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 | 77.3% | 79.07% | 74.92% | 74.80% | 64.37% | 61.27% | 61.24% | |
| % New Visits | 31.48% | 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 | 27,497 | 31,747 | 35,624 | 36,811 | 27,597 | 24,508 | 209,304 |

Community Outreach

Events

Each year, askHRgreen.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 askHRgreen.org subcommittee. In FY18, more than 170,000 event attendees may have seen askHRgreen.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 | Great Run Community Day | 50 | |
| 9/1 | Ecifest at Ceer Environmental Center | 200 | |
| 9/10 | Newport News Go Green Expo | 1,500 | |
| 9/14-9/17 | Isle of Wight County Fair | 100 | 28,000 |
| 9/17 | RIEFest 2017 | Virginia Beach | 1,400 |
| 9/30 | James RiverFest | James City County | 200 |
| 10/6 | Bay Star Homes Hall Workshop | Newport News | 15 |
| 10/17 | Bay Star Homes Fall Workshop | Chesapeake | 7 |
| 10/5-10/8 | Peanut Festival | Norfolk | Unavailable |
| 10/7 | Norfolk Arbor Day Festival | 100 | 100,000 |
| 10/24 | Newport News Shipbuilding | Newport News | 5,100 |
| 10/15-10/18 | HomeGardener Day & MHSC | Virginia Beach | 1,850 |
| 10/26-10/28 | Virginia Flower & Garden Expo | Virginia Beach | 1,500 |
| 3/1-3/2 | Virginia Green Travel Conference | Virginia Beach | 740 |
| 3/3-3/4 | Hampton Roads Home Show | Norfolk | 170 |
| 3/24 | Community Association Day | Hampton | 5,600 |
| 3/24-3/25 | Mid-Atlantic Home & Outdoor Living Show | Gloucester Point | Unavailable |
| 3/25 | Jefferson City, MO Green Festival | Portsmouth | 300 |
| 4/5 | CNU Games Market | Newport News | 50 |
| 4/14-4/15 | Mid-Atlantic Home & Outdoor Living Show | Virginia Beach | 1,395 |
| 4/21 | Virginia Living Museum Earth Day Festival | Williamsburg | 100 |
| 4/23 | NASA Earth Day Fair | York | 150 |
| 4/28 | Community Empowerment Fair | Surry | 500 |
| 5/9 | Public Service Week & Drinking Water | Virginia Beach | 110 |
| 5/24 | Sensory Seaford-HTSI | Virginia Beach | 2 |
| 5/31 | Virginia Beach Public Works Annual Picnic | Williamsburg | 175 |
| 6/2 | Celebrate the Park | York | 5 |
| 6/5 | Anteater Busch Eco Event | Williamsburg | 324 |
| 6/7 | CWA GOM Environmental Fair | Norfolk | 300 |
| 6/30 | Odyssey Days | Williamsburg | 12,000 |

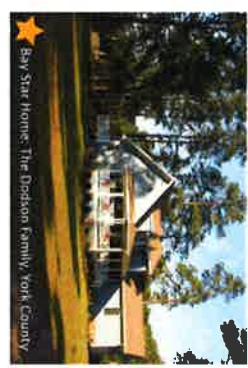
Bay Star Homes

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 | 1,942 |
| Poquoson | 12 |
| Portsmouth | 28 |
| Synditheld | 8 |
| Southampton | 1 |
| Suffolk | 110 |
| Titusville | 2,708 |



Bay Star Homes: The Hudson Family, York County.

Student Outreach

Environmental Education Mini Grant Program

At askH2Green.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. askH2Green.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.



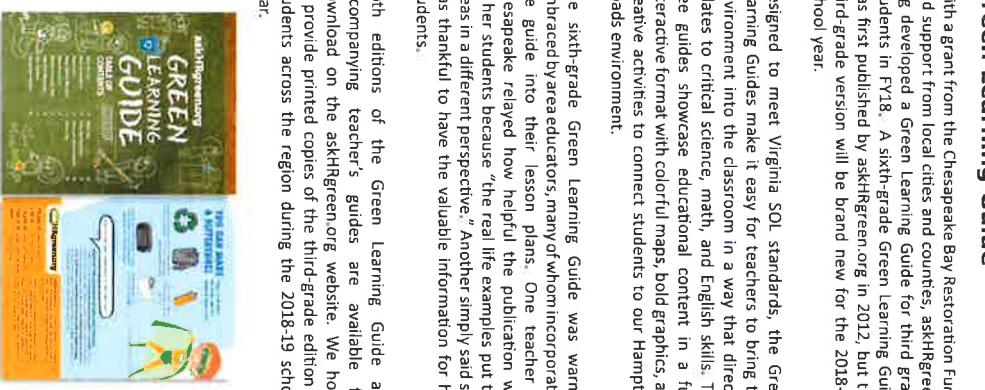
| Project | Students | Project Description | School/Organization | City/County | Grant |
|--|----------|---|--|----------------|------------|
| Carrot bags Recycle | 550 | This project funded large and small recycling bins to place throughout Mary Caledon Elementary School. | Mary Caledon Elementary School | Norfolk | \$500.00 |
| Clean Water, Healthy Wetlands | 575 | Students compared bottled water with tap water in a health and physics education class. A water cycle unit, following a water cycle unit in core curriculums, reusable water bottles were utilized during the project for the students to keep and use in the future. | Newtown Elementary School | Virginia Beach | \$500.00 |
| Composting Captain | 49 | 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 | Williamsburg | \$500.00 |
| Drip Drip Drip | 50 | Students installed rain barrels to collect rain water from the schools roof to use in several raised garden beds. | Covenant Christian School | Williamsburg | \$170.00 |
| Seasonal Changes in Nature | 40 | Students used kits to create a watershed filter system and rain barrels. | Newtown Elementary School | Virginia Beach | \$400.00 |
| Healthy Minds and a Healthy Environment | 300 | Students used kits to create a watershed filter system and rain barrels. | Greenvale Middle School | Chesapeake | \$500.00 |
| Enviroscope Program | 1,000 | Grant funds were used to purchase an Enviroscope for pre-teachers to Virginia Beach and Chesapeake students on environmental education. | Virginia DARE on Water Conservation District | Virginia Beach | \$500.00 |
| Hydration Station Reduces Plastic Use | 750 | Students used kits to create a watershed filter system and rain barrels. | Spratley 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 VBS pollinator garden. Milkweed also served as caterpillar food plants. | Spratley Gifted Center | Hampton | \$500.00 |
| KMES Kinder Garden | 60 | Vegetables, and pollinators to encourage learning through discovery. | Kempville Middle 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 to restore a Beach Elementary school. | Kellam High School | Virginia Beach | \$500.00 |
| 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. | Centreville Middle School | Newport News | \$500.00 |
| Recycle Mania | 1,200 | Recycle Mania gave each class room at JMS sand and blue recycling bins to promote recycling throughout the school year. | John Yeates Middle School | Virginia Beach | \$500.00 |
| Recycling Materials | 30 | Grant funds were used to purchase bins for recycling and materials to collect recyclables from the bins. | Mauri 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 in future years. | Northern Shores Elementary School | Norfolk | \$250.00 |
| Water Not, Wast Not | 660 | A compost bin was purchased to increase composting of waste. | Greenbrier Intermediate School | Chesapeake | \$175.00 |
| Whole School Recycling Program | 915 | Students will create an ocean friendly garden within their existing Learning Garden. | Strawbridge Elementary School | Virginia Beach | \$500.00 |
| | 8,623 | Grant funds will go towards the purchase of recycling bins for classrooms at the school. | Galtion Middle School | Yorktown | \$7,758.00 |

Student Outreach

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 Craddock 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 HRPDCC's 17 member jurisdictions and HSD. The Craddock 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.



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.



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. Atheneuser 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!



- 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.

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:

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.

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.

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.

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 askHRgreen.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 askHRgreen.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 askHRgreen.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 askHRgreen.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 askHRgreen.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.



AskHRGreen.org



FOR A CLEANER, GREENER HAMPTON ROADS

AskHRGreen.org www.askHRgreen.org info@askHRgreen.org

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.

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-safe container, such as a soup can, and store in the freezer. Once solidified, toss the can into the garbage.
- SCRAPE THE PLATE**
Wipe oil pots, pans, dishes and cooking utensils with a paper towel prior to washing.
- 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.

GOOD TO DO

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.

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.

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, *

JUST DON'T TAKE IT FOR GRANTED.

So just remember what a great thing it is to have
SAFE, CLEAN—AND AFFORDABLE—TAP WATER
Call today 247-3355.

It is as simple as turning on the tap for the 1 million residents of Hampton Roads. Fresh, healthy and reliable drinking water is part of our daily lives. One of our most reliable public assets—keeps our crops growing, schools running, businesses open and militarily bases operational.

askHkgreen.org NEWS
Social media to promote environmental protection, natural resources

October 8 and culminating on October 12.

tap over dotted 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

day, the average cost of a gallon of tap water, and the valuable role water plays in our daily lives. Other topics in our social media outreach included the safety of tap water, choosing the best bottled water and the safety concerns in drinking

or water message, especially the ..what Do You Know three-part series featuring interviews with citizens answering questions about how much water they use in

Social Media. We engaged with the community on Facebook, Twitter, and Instagram. Sharing video content was an important part of Facebook content for the vast majority of our users.

Public Relations. Public relations was an important part of communicating the value of water in FY18, part of the *Imagine a Day Without Water* campaign, which was 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 askHRgreen.org newsletter and blog.

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 askHRgreen.org website from relevant keyword searches.

Public Relations. Conservation messages were featured in various media channels, including print, interviews with local radio and TV stations, and articles in the askH2Green.org newsletter and blog.

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Radio Media. Throughout the year, specific infrastructure messages were included in our Google SEM campaign, driving traffic to the askH2Green.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 askHHRGreen.

Social Media. We engaged with the community via org newsletter and blog.

| ગુજરાત મારી વાર્તા ડેબ્લિયુ

Paid Media. Throughout the year, specific yard waste/leaf disposal ad copy was included in our Google SEM campaign, driving traffic to the askHGgreen.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.

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Public Relations

PUBLIC RELATIONS

Media Outreach

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.

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 askH2Green.org environmental

34 Editorial Placements 8 News Releases distributed



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



Media Coverage

A "Dear John" letter to my garbage disposal



For the first time, the *Journal of the American Revolution* has published a detailed account of the 1776-77 British campaign in the Carolinas. The author, a retired naval officer, has written a superb history of the British campaign in the Carolinas, and the American resistance to it.

Inside Business

The Virginian-Pilot

Daily
Hymn



26 Annual Report: Fiscal Year 2017-2018

2017-2018 askHRgreen.org Public Relations Value

| Date | Media Outlet | Topic | Length | Cite/-Imp | PR Value |
|--------------------------|--|--|---------------------------|------------------|---------------------|
| Saturday, Aug 19, 2017 | Coastal Virginia BIZ Magazine | Grant for Green, Chesapeake Bay Foundation/RVA The Virginian-Pilot, Home: Mary Reid Burrow | 871 words/20 col inches | 1/8 page | \$13,290.00 |
| Sep 01, 2017 | Coastal Virginia Magazine | Kids' Hustler "Save money and go green this school year!" | 295 words/10 col inches | 1 page | \$1,050.00 |
| Sunday, Sept 3, 2017 | The Clipper | "Know the right plays for an eco friendly game day" | 284 words/9 col inches | 31.96/ | \$497.50 |
| Sunday, Sept 17, 2017 | The Clipper | "Time for fall planting!" | 313 words/10 col inches | 31.96/ | \$1102.50 |
| Sunday, Oct. 1, 2017 | The Clipper | "A 'Dear John' letter to my garbage disposal" | 300 words/10 col inches | 31.96/ | \$1,050.00 |
| Saturday, Oct. 7, 2017 | Daily Press | Imagine a day without water | 643 words/21 col inches | 80.9/0 | \$1,920.00 |
| Sunday, Oct. 8, 2017 | The Clipper | "Imagine a day without water." | 346 words/11.5 col inches | 31.96/ | \$1,207.50 |
| Sunday, Oct. 15, 2017 | The Virginian-Pilot The Clipper | "Imagine a day without water." "Fall that Clean-up tips!" | 612 words/20 col inches | 131.17/5 | \$11,284.50 |
| Sunday, Oct. 22, 2017 | The Clipper | "Make Your Calendar for National Prescription Drug Take Back Day" | 330 words/3 col inches | 31.96/ | \$567.50 |
| Sunday, Oct. 29, 2017 | The Clipper | "Post-Halloween trash is not real" year round | 305 words/10 col inches | 31.96/ | \$1,040.00 |
| Nov. Dec 2017 | Coastal Virginia Magazine | Mini grants program | 330 words/3 col inches | 1/8 page | \$1,340.00 |
| Nov. Dec 2017 | Coastal Virginia Magazine | Where does it all go? Recycling infographic | 305 words/10 col inches | 1 page | \$1,290.00 |
| Saturday, Nov. 5, 2017 | The Clipper | "Autumn is here, it's time to haul it in!" | 182 words/6 col inches | 31.96/ | \$630.00 |
| Sunday, Nov. 12, 2017 | The Clipper | "Make this a long tree holiday season!" | 350 words/15 col inches | 31.96/ | \$1,207.50 |
| Friday, Nov. 17, 2017 | The Virginian-Pilot, Blog: Mary Reid Burrow | Tricks for trash and recycling | 735 words/24.5 col inches | 131.17/5 | \$10,143.00 |
| Saturday, Nov. 19, 2017 | The Clipper | "Walter" you thankful for?" | 320 words/10.5 col inches | 31.96/ | \$1,102.50 |
| Saturday, Nov. 25, 2017 | The Clipper | Become Bay Star Homes | 290 words/9.5 col inches | 10.43/ | \$846.25 |
| Sunday, Nov. 26, 2017 | The Clipper | "Helpful hints to reduce holiday waste" | 390 words/13 col inches | 31.96/ | \$1,365.00 |
| Sunday, Dec. 3, 2017 | The Clipper | "Dreamin' of a green Christmas" | 375 words/12 col inches | 31.96/ | \$1,312.50 |
| March, April 2018 | Coastal Virginia Magazine | "Litter" | 173 page | N/A | \$6,630 |
| Thursday, March 22, 2018 | Chesapeake Public Schools Website | Act Teacher Wins Environmental Action Award | N/A | N/A | \$375.00 |
| Friday, March 23, 2018 | Portsmouth Next Door Neighbor App | 2018 Smooth Educator Recognized with Environmental Action Award | N/A | 5,000 | \$375.00 |
| April, May 2018 | Coastal Virginia BIZ Magazine | Act Teacher Wins Environmental Action Award | N/A | 15,000 | \$2,666.00 |
| Sunday, April 01, 2018 | The Clipper | "Fertilizing the cheap and easy way!" | 268 words/9 inches | 31.96/ | \$945.00 |
| Monday, April 16, 2018 | WTKR-TV, Coastal Live | Team Up 2 Clean Up | 4:40 seconds | 28,000 | \$2,250.00 |
| Wednesday, May 2, 2018 | WVNS AM 707 Martin Show | Lawn care tips | 3:00 minutes | 39,600 | \$2,250.00 |
| May, June 2018 | Coastal Virginia Magazine | Keep Beaches Clean | 1/2 page | 35,000 | \$4,017.00 |
| Week of May 16, 2018 | Inside Business Eco-Column, by Kate Culpepper | Be a Good Neighbor and Business, Team Up 2 Clean Up | 1/2 page | 9,000 | \$5,940.00 |
| Saturday, June 03, 2018 | WCIV-TV/Celebrate | Day Star Business | 120 minutes | 1,500 | \$600.00 |
| Saturday, June 20, 2018 | WCIV-TV/Coastal Connections | Team Up 2 Clean Up + Day Star Business | 5:00 minutes | 15,000 | \$1,125.00 |
| | | | | 1,240,564 | \$102,372.75 |

PUBLIC RELATIONS RESULTS

Total circulation or audience **1,240,564**

Total articles and interviews **34**

Total budget

\$12,043

Return on Investment (ROI) **8.5:1**

\$102,373

PROMOTIONS + WEBSITE VISITATION

2017-2018 Promotions



2017-2018 Promotional Campaign Results



Water Awareness Subcommittee
Stormwater Runoff Subcommittee
Waste, Gulls 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 plastic cups in the recycling bin? Tips for trash and recycling

 Clean the Bay Day Locations

 Imagine a Day Without Water

 This 20 foot composted island that escaped a Maryland trash pile is 10 times larger than the original.

 This 20 foot composted island that escaped a Maryland trash pile is 10 times larger than the original.

 Garbage pile

 Garbage pile

 Garbage pile

 Garbage pile

 Garbage pile

 Garbage pile

 Garbage pile

 Garbage pile

 Can you put plastic cups in the recycling bin? Tips for trash and recycling

 Clean the Bay Day Locations

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 Garbage pile

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 Garbage pile

 Garbage pile

 Garbage pile

How to stop junk mail and save trees — and your sanity

Why with compact discs can money

www

www.OSKI.org

35

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.

Appendix A

Search Engine & Online Marketing Results - WTKR

Jan. - jun. 2018

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.

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 an 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 wkr'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 138,035 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:

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 1420 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).

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).

- The number 2 page visited in April, only behind the home page, was your lawncare page

- Lawncare campaign stats:

- 166,713 total impressions
- Video was watched 30,728 times
- 1,262 total clicks

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:

- 3,374 total clicks
- Video was watched 160,216 times

Fiscal Year 2016-2017 Results

| Campaign Name | Ad Group | Impressions | Clicks | CTR | Avg. CPC | Avg. Daily Search Impr. Share |
|---------------------------|---------------------------------|-------------|--------|--------|----------|-------------------------------|
| Ask HRGreen - Paid Search | Electronics Disposal | 15756 | 1215 | 7.7% | \$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 | 9.57% |
| Ask HRGreen - Paid Search | Native Plants | 14493 | 425 | 3.00% | \$1.40 | 13.12% |
| Ask HRGreen - Paid Search | Recycling At Home | 12212 | 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 | 12.15% | \$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 | 2.08% | \$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 | 6.75% | \$1.20 | 22.55% |
| Ask HRGreen - Paid Search | Rain Barrels | 4326 | 115 | 2.65% | \$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 | 5.27% |
| Ask HRGreen - Paid Search | Water Conservation | 1284 | 80 | 6.23% | \$1.29 | 24.52% |
| 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 | Oil/Fuel Leaks | 1602 | 27 | 1.69% | \$1.79 | 6.05% |
| Ask HRGreen - Paid Search | Food Disposal | 2552 | 24 | 0.94% | \$1.90 | 6.52% |
| 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 | 2.83% | \$1.41 | 12.40% |
| Ask HRGreen - Paid Search | Bay Star Horner | 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% | \$1.66 | 17.98% |
| | | 157214 | 6025 | 3.83% | \$1.38 | |

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.

2017-2018 askHRgreen.org Campaign
 Poquoson City Impression Analysis
 August 31, 2018

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

Enter Population Percentage Here: 0.71%

| Stormwater Media Campaigns | | | | | | |
|----------------------------|----------------------------|-------------------------|-----------------|-----------------------------|-----------------------|---------------------------|
| Campaign Name | Total Campaign Impressions | Locality Campaign Share | Target Audience | Target Audience Impressions | Target Audience Reach | Target Audience Frequency |
| Fall Leaves & Pet Waste | 1,480,506 | 10.512 | Adults 25-54 | 719,800 | 27.5% | 4 |
| Lawn care | 1,066,913 | 7,575 | Men 35+ | 302,300 | 27.4% | 2.8 |
| Search Engine Marketing | 169,140 | 1,201 | - | - | - | - |
| | 2,716,559 | 19,288 | | 1,022,100 | | 7,257 |

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

*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 |
| Total FY18 askHRgreen Impressions | 13,362,380 | 94,873 |

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) |

askHRgreen Stormwater Education Committee
Promotional Item Distribution - FISCAL YEAR 21

| Black-Eyed Susan Seed Packets | | | | | | | | | | BSH Note Pads* | | | | | | | | | | BSH Rack Cards | | | | | | | | | |
|-------------------------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----|--|--|--|
| Total Cost | \$ 826.40 | Storm Cost | \$ 0.21 | Total Cost | \$ 1,500 | Storm Cost | \$ 0 | Total Cost | \$ 2,000 | Storm Cost | \$ 0 | Total Cost | \$ 1,000 | Storm Cost | \$ 0 | Total Cost | \$ 100 | Storm Cost | \$ 0 | Total Order | 1,000 | Price | Shipping | Locality | Storm Order | | | | |
| Storm Cost | \$ 826.40 | Price | \$ 0.21 | Total Order | \$ 1,500 | Shipping | \$ 0 | Total Order | \$ 2,000 | Shipping | \$ 0 | Total Order | \$ 1,000 | Shipping | \$ 0 | Total Order | \$ 100 | Shipping | \$ 0 | Total Order | 1,000 | Price | Shipping | Locality | Storm Order | | | | |
| Total Order | 4,000 | Locality | Storm Order | 4,000 | Total Items | 1,500 | Storm Order | 2,000 | Total Items | 1,500 | Storm Order | 1,000 | Total Items | 2,000 | Storm Order | 1,000 | Total Items | 2,000 | Storm Order | 1,000 | Total Items | 2,000 | Storm Order | 1,000 | | | | | |
| Locality | Storm Order | Base Allocation | Pop. Based | | | | |
| Chesapeake | 240,445 | Population | 14% | 25 | 447 | 472 | 472 | 0 | 9 | 189 | 198 | 198 | 136 | 198 | 208 | 100 | 108 | 13 | 19 | 19 | 98 | 104 | 100 | 104 | 4 | | | | |
| Franklin | 8,557 | Percent | 0% | 25 | 16 | 41 | 41 | 0 | 9 | 7 | 16 | 16 | 13 | 7 | 13 | 19 | 6 | 3 | 10 | 3 | 10 | 10 | 10 | 10 | | | | | |
| Gloucester | 36,983 | Population | 2% | 25 | 69 | 94 | 94 | 0 | 9 | 29 | 38 | 38 | 30 | 38 | 43 | 13 | 43 | 13 | 30 | 13 | 43 | 15 | 21 | 21 | 21 | | | | |
| Hampton | 137,492 | Percent | 8% | 25 | 256 | 281 | 281 | 0 | 9 | 108 | 117 | 117 | 112 | 117 | 124 | 13 | 112 | 13 | 112 | 13 | 56 | 62 | 62 | 62 | | | | | |
| Isle of Wight | 28,639 | Population | 2% | 25 | 53 | 78 | 78 | 0 | 9 | 22 | 32 | 32 | 23 | 22 | 36 | 13 | 23 | 13 | 23 | 13 | 36 | 12 | 18 | 18 | | | | | |
| James City | 73,615 | Percent | 4% | 25 | 137 | 162 | 162 | 0 | 9 | 58 | 67 | 67 | 60 | 67 | 72 | 13 | 60 | 13 | 72 | 13 | 30 | 36 | 36 | 36 | | | | | |
| Newport News | 183,218 | Population | 11% | 25 | 341 | 365 | 365 | 0 | 9 | 144 | 153 | 153 | 0 | 13 | 149 | 162 | 162 | 0 | 13 | 149 | 162 | 162 | 75 | 81 | 81 | | | | |
| Norfolk | 247,087 | Percent | 14% | 25 | 459 | 484 | 484 | 0 | 9 | 194 | 203 | 203 | 0 | 13 | 201 | 213 | 213 | 0 | 13 | 201 | 213 | 213 | 6 | 100 | 107 | 107 | | | |
| Poquoson | 12,287 | Population | 1% | 25 | 23 | 48 | 48 | 0 | 9 | 10 | 19 | 19 | 10 | 19 | 13 | 10 | 19 | 13 | 10 | 19 | 13 | 22 | 22 | 22 | 22 | | | | |
| Portsmouth | 96,179 | Percent | 6% | 25 | 179 | 204 | 204 | 0 | 9 | 75 | 85 | 85 | 85 | 85 | 91 | 13 | 78 | 13 | 78 | 13 | 91 | 91 | 39 | 45 | 45 | | | | |
| Southampton | 8,435 | Population | 0% | 25 | 16 | 41 | 41 | 0 | 9 | 7 | 16 | 16 | 13 | 7 | 16 | 19 | 13 | 7 | 16 | 19 | 13 | 10 | 10 | 10 | | | | | |
| Suffolk | 18,242 | Percent | 1% | 25 | 34 | 59 | 59 | 0 | 9 | 14 | 24 | 24 | 24 | 24 | 24 | 27 | 13 | 15 | 13 | 24 | 15 | 27 | 27 | 27 | | | | | |
| Williamsburg | 91,722 | Population | 5% | 25 | 170 | 195 | 195 | 0 | 9 | 72 | 81 | 81 | 81 | 81 | 75 | 13 | 87 | 13 | 87 | 13 | 87 | 87 | 44 | 44 | 44 | | | | |
| Virginia Beach | 453,628 | Percent | 16% | 25 | 843 | 868 | 868 | 0 | 9 | 355 | 365 | 365 | 365 | 365 | 381 | 13 | 369 | 13 | 369 | 13 | 369 | 13 | 184 | 191 | 191 | | | | |
| York | 15,429 | Population | 1% | 25 | 29 | 54 | 54 | 0 | 9 | 12 | 21 | 21 | 21 | 21 | 21 | 25 | 13 | 13 | 13 | 25 | 6 | 6 | 6 | 6 | | | | | |
| | 69,466 | Percent | 4% | 25 | 129 | 154 | 154 | 0 | 9 | 54 | 64 | 64 | 64 | 64 | 64 | 13 | 56 | 13 | 56 | 13 | 56 | 13 | 13 | 13 | 13 | | | | |

* BSB Note pads will be distributed by PDC with welcome kit

- BSB hole pads will be distributed by PDC with the SGC unit.

| Scoop the Poop Rack Cards | | | | | | | | | | Swedish Fish Snacks | | | | | | | | | |
|---------------------------|--------|--------------------------|--|--|--|--|------------|------------------------|--|---------------------|--|--|------------|------------------------------|--|--|--|--|--|
| Total Cost | \$ | Price Shipping | | | | | \$ | Price Shipping | | | | | \$ | Price Shipping | | | | | |
| Storm Cost | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | |
| Total Orders | 10,000 | Total Order | | | | | 2,500 | Total Order | | | | | 5,400 | Total Order | | | | | |
| Locality | | Locality | | | | | | Locality | | | | | 1,400 | Locality | | | | | |
| Storm Order | 10,000 | \$1,000 for regional use | | | | | 2,500 | \$250 for regional use | | | | | 4,000 | *Additional for regional use | | | | | |
| | | Additional Total Items | | | | | Items | Additional Total Items | | | | | Items | Additional Total Items | | | | | |
| | | Purchased | | | | | Locality | Purchased | | | | | Locality | Purchased | | | | | |
| | | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | |
| | | 63 | | | | | 1,118 | 63 | | | | | 1,180 | 279 | | | | | |
| | | Chesapeake | | | | | 240,485 | 14% | | | | | 102 | 295 | | | | | |
| | | Population | | | | | Population | Locality | | | | | 16 | 295 | | | | | |
| | | Franklin | | | | | 8,597 | 0% | | | | | 40 | 279 | | | | | |
| | | Gloucester | | | | | 36,983 | 2% | | | | | 63 | 102 | | | | | |
| | | Hampton | | | | | 137,492 | 8% | | | | | 63 | 234 | | | | | |
| | | Isle of Wight | | | | | 28,639 | 2% | | | | | 701 | 10 | | | | | |
| | | James City | | | | | 73,615 | 4% | | | | | 133 | 160 | | | | | |
| | | Newport News | | | | | 183,218 | 11% | | | | | 63 | 196 | | | | | |
| | | Norfolk | | | | | 247,087 | 14% | | | | | 63 | 405 | | | | | |
| | | Portsmouth | | | | | 12,387 | 1% | | | | | 63 | 914 | | | | | |
| | | Smithfield | | | | | 96,179 | 6% | | | | | 63 | 1,148 | | | | | |
| | | Southampton | | | | | 8,435 | 0% | | | | | 63 | 1,211 | | | | | |
| | | Suffolk | | | | | 18,242 | 1% | | | | | 63 | 1,211 | | | | | |
| | | Virginia Beach | | | | | 453,628 | 26% | | | | | 63 | 2,108 | | | | | |
| | | Williamsburg | | | | | 15,429 | 1% | | | | | 63 | 134 | | | | | |
| | | York | | | | | 69,666 | 4% | | | | | 63 | 323 | | | | | |
| Region | | 1,000 | | | | | 8,000 | 9,000 | | | | | 8649 | 250 | | | | | |
| Total Cost | \$ | Total Cost | | | | | \$ | Total Cost | | | | | \$ | Total Cost | | | | | |
| Storm Cost | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | |
| Total Orders | 10,000 | Total Order | | | | | 2,500 | Total Order | | | | | 2,500 | Total Order | | | | | |
| Locality | | Locality | | | | | | Locality | | | | | | Locality | | | | | |
| Storm Order | 10,000 | \$1,000 for regional use | | | | | 2,500 | \$250 for regional use | | | | | 4,000 | *Additional for regional use | | | | | |
| | | \$1,000 for regional use | | | | | | \$250 for regional use | | | | | | *Additional for regional use | | | | | |
| | | Additional Total Items | | | | | Items | Additional Total Items | | | | | Items | Additional Total Items | | | | | |
| | | Purchased | | | | | Locality | Purchased | | | | | Locality | Purchased | | | | | |
| | | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | |
| | | 63 | | | | | 1,118 | 63 | | | | | 1,180 | 279 | | | | | |
| | | Chesapeake | | | | | 240,485 | 14% | | | | | 102 | 295 | | | | | |
| | | Population | | | | | Population | Locality | | | | | 16 | 295 | | | | | |
| | | Franklin | | | | | 8,597 | 0% | | | | | 40 | 279 | | | | | |
| | | Gloucester | | | | | 36,983 | 2% | | | | | 63 | 102 | | | | | |
| | | Hampton | | | | | 137,492 | 8% | | | | | 63 | 234 | | | | | |
| | | Isle of Wight | | | | | 28,639 | 2% | | | | | 701 | 10 | | | | | |
| | | James City | | | | | 73,615 | 4% | | | | | 133 | 160 | | | | | |
| | | Newport News | | | | | 183,218 | 11% | | | | | 63 | 196 | | | | | |
| | | Norfolk | | | | | 247,087 | 14% | | | | | 63 | 405 | | | | | |
| | | Portsmouth | | | | | 12,387 | 1% | | | | | 63 | 914 | | | | | |
| | | Smithfield | | | | | 96,179 | 6% | | | | | 63 | 1,148 | | | | | |
| | | Southampton | | | | | 8,435 | 0% | | | | | 63 | 1,211 | | | | | |
| | | Suffolk | | | | | 18,242 | 1% | | | | | 63 | 1,211 | | | | | |
| | | Virginia Beach | | | | | 453,628 | 26% | | | | | 63 | 2,108 | | | | | |
| | | Williamsburg | | | | | 15,429 | 1% | | | | | 63 | 134 | | | | | |
| | | York | | | | | 69,666 | 4% | | | | | 63 | 323 | | | | | |
| Region | | 1,721,504 | | | | | 1,000 | 8,000 | | | | | 9,000 | 8649 | | | | | |
| Total Cost | \$ | Total Cost | | | | | \$ | Total Cost | | | | | \$ | Total Cost | | | | | |
| Storm Cost | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | \$ | Storm Cost | | | | | |
| Total Orders | 10,000 | Total Order | | | | | 2,500 | Total Order | | | | | 2,500 | Total Order | | | | | |
| Locality | | Locality | | | | | | Locality | | | | | | Locality | | | | | |
| Storm Order | 10,000 | \$1,000 for regional use | | | | | 2,500 | \$250 for regional use | | | | | 4,000 | *Additional for regional use | | | | | |
| | | \$1,000 for regional use | | | | | | \$250 for regional use | | | | | | *Additional for regional use | | | | | |
| | | Additional Total Items | | | | | Items | Additional Total Items | | | | | Items | Additional Total Items | | | | | |
| | | Purchased | | | | | Locality | Purchased | | | | | Locality | Purchased | | | | | |
| | | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | Pop. Based | Base Allocation | | | | | |
| | | 63 | | | | | 1,118 | 63 | | | | | 1,180 | 279 | | | | | |
| | | Chesapeake | | | | | 240,485 | 14% | | | | | 102 | 295 | | | | | |
| | | Population | | | | | Population | Locality | | | | | 16 | 295 | | | | | |
| | | Franklin | | | | | 8,597 | 0% | | | | | 40 | 279 | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| Pet Waste Stations | | | | | | | | | | Mod Pencils | | | | | | | | | | Floatable Key Chains | | | | | | | | | |
|--------------------|------------|------------------|-------------|-------------|-------------|-----------|-----------|-------------|----------|-------------------------|------------------|-------------|------------------|-----------|-------------|-----------|------------------|-----------|-------------|----------------------|------------------|-------------|-------------|------|------------------|-----|-------------|--|--|
| Total Cost | | | | | \$ 3,999.75 | | | | | Total Cost | | | | | \$ 2,240.25 | | | | | Total Cost | | | | | \$ 3,629.60 | | | | |
| Grant | | \$ 2,079.87 | | | Price | | \$ 159.99 | | | Storm Cost | | \$ 2,175.00 | | | Price | | \$ 0.22 | | | Storm Cost | | \$ 3,559.80 | | | Price | | \$ 0.70 | | |
| Total Order | 25 | Shipping | \$ - | Total Order | 10,300 | Locality | 300 | Storm Order | 19,000 | *1,000 for regional use | Additional Items | Base | Additional Items | Per | Total Items | Base | Additional Items | Per | Total Items | Base | Additional Items | Per | Total Items | Base | Additional Items | Per | Total Items | | |
| Locality | 12 | Additional Items | Total Items | Purchased | Locality | Picked up | Balance | Purchased | Locality | Picked up | Balance | Purchased | Locality | Picked up | Balance | Purchased | Locality | Picked up | Balance | Purchased | Locality | Picked up | Balance | | | | | | |
| Grant | 13 | Base | Allocation | Pop. Based | Locality | 1 | 1 | - | 63 | - | 1,118 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | | |
| Jurisdiction | FY17-18 | Population | Percent | Allocation | Locality | 1 | 1 | - | 63 | - | 1,118 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | | |
| Jurisdiction | Population | Percent | Allocation | Locality | 1 | 1 | - | - | 63 | - | 1,118 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | - | 63 | - | 1,180 | | |
| Chesterfield | 240,485 | 14% | 1 | 1 | 1 | 1 | 1 | - | 63 | 40 | 102 | 102 | 63 | 40 | 102 | 102 | 63 | 32 | 570 | 570 | 63 | 602 | 602 | 0 | 0 | 0 | 0 | | |
| Franklin | 8,597 | 0% | 1 | 1 | 1 | 1 | 1 | - | 63 | 172 | 234 | 234 | 63 | 172 | 234 | 234 | 63 | 32 | 88 | 88 | 63 | 120 | 120 | 52 | 52 | 52 | 52 | | |
| Gloucester | 36,983 | 2% | 1 | 1 | 1 | 1 | 1 | - | 63 | 639 | 701 | 701 | 63 | 639 | 701 | 701 | 63 | 32 | 326 | 326 | 63 | 358 | 358 | 10 | 10 | 10 | 10 | | |
| Hampton | 137,492 | 8% | 1 | 1 | 1 | 1 | 1 | - | 63 | 133 | 196 | 196 | 63 | 133 | 196 | 196 | 63 | 32 | 68 | 68 | 63 | 100 | 100 | 0 | 0 | 0 | 0 | | |
| Isle of Wight | 28,639 | 2% | 1 | 1 | 1 | 1 | 1 | - | 63 | 342 | 405 | 405 | 63 | 342 | 405 | 405 | 63 | 32 | 174 | 174 | 63 | 206 | 206 | 0 | 0 | 0 | 0 | | |
| James City | 73,615 | 4% | 1 | 1 | 1 | 1 | 1 | - | 63 | 851 | 914 | 914 | 63 | 851 | 914 | 914 | 63 | 32 | 434 | 434 | 63 | 456 | 456 | 0 | 0 | 0 | 0 | | |
| Newport News | 183,218 | 11% | 1 | 1 | 1 | 4 | 5 | 5 | 63 | 1,148 | 1,211 | 1,211 | 63 | 1,148 | 1,211 | 1,211 | 63 | 32 | 586 | 586 | 63 | 617 | 617 | 0 | 0 | 0 | 0 | | |
| Norfolk | 247,087 | 14% | 1 | 1 | 1 | 1 | 1 | - | 63 | 57 | 120 | 120 | 63 | 57 | 120 | 120 | 63 | 32 | 29 | 29 | 63 | 61 | 61 | 0 | 0 | 0 | 0 | | |
| Poquoson | 12,287 | 1% | 1 | 1 | 1 | 1 | 1 | - | 63 | 447 | 509 | 509 | 63 | 447 | 509 | 509 | 63 | 32 | 228 | 228 | 63 | 260 | 260 | 0 | 0 | 0 | 0 | | |
| Portsmouth | 96,119 | 6% | 1 | 1 | 1 | 1 | 1 | - | 63 | 39 | 102 | 102 | 63 | 39 | 102 | 102 | 63 | 32 | 52 | 52 | 63 | 52 | 52 | 0 | 0 | 0 | 0 | | |
| Smithfield | 8,335 | 0% | 1 | 1 | 1 | 1 | 1 | - | 63 | 85 | 147 | 147 | 63 | 85 | 147 | 147 | 63 | 32 | 43 | 43 | 63 | 75 | 75 | 0 | 0 | 0 | 0 | | |
| Southampton | 18,242 | 1% | 1 | 1 | 1 | 5 | 6 | 6 | 63 | 426 | 489 | 489 | 63 | 426 | 489 | 489 | 63 | 32 | 217 | 217 | 63 | 249 | 249 | 0 | 0 | 0 | 0 | | |
| Suffolk | 91,722 | 5% | 1 | 1 | 1 | 3 | 4 | 4 | 63 | 2,108 | 2,171 | 2,171 | 63 | 2,108 | 2,171 | 2,171 | 63 | 32 | 1,075 | 1,075 | 63 | 1,107 | 1,107 | 0 | 0 | 0 | 0 | | |
| Virginia Beach | 453,628 | 26% | 1 | 1 | 1 | 1 | 1 | - | 63 | 72 | 134 | 134 | 63 | 72 | 134 | 134 | 63 | 32 | 37 | 37 | 63 | 68 | 68 | 0 | 0 | 0 | 0 | | |
| Williamsburg | 15,429 | 1% | 1 | 1 | 1 | 1 | 1 | - | 63 | 385 | 385 | 385 | 63 | 385 | 385 | 385 | 63 | 32 | 165 | 165 | 63 | 197 | 197 | 0 | 0 | 0 | 0 | | |
| York | 59,466 | 4% | 1 | 1 | 1 | 1 | 1 | - | 63 | 323 | 385 | 385 | 63 | 323 | 385 | 385 | 63 | 32 | 165 | 165 | 63 | 197 | 197 | 0 | 0 | 0 | 0 | | |
| Region | 1,721,504 | 13 | 12 | 25 | 22 | 1,000 | 8,000 | - | 9,000 | 8,649 | 510 | 4,080 | - | 9,000 | 8,649 | - | 9,000 | 8,649 | 510 | 4,080 | - | 4,590 | 4,053 | 537 | - | - | - | | |

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Dove Watch Dog Holders

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| Scoop the Poop Stickers | | | | | | | | | | Dog Waste Bag Holders | | | | | | | | | | Storm Drain Medallions | | | |
|-------------------------|-------------|-------------|---------|-------------|-------------|-------------|---------|-------------|-------------|-----------------------|----------|-------|--|------------------|--|-------------|--|------------------|--|------------------------|--|--|--|
| Total Cost | \$ 1,100.00 | Price | \$ 0.22 | Total Cost | \$ 140.00 | Price | \$ 0.76 | Total Cost | \$ 1,063.05 | Price | \$ 4.05 | | | | | | | | | | | | |
| Storm Cost | \$ 1,100.00 | Shipping | \$ - | Storm Cost | \$ 3,800.00 | Shipping | \$ - | Storm Cost | \$ 254 | Shipping | \$ 40.35 | | | | | | | | | | | | |
| Total Order | 5,000 | Locality | - | Total Order | 5,800 | Locality | - | Total Order | 1,240 | Locality | - | | | | | | | | | | | | |
| Storm Order | 5,000 | Storm Order | - | Storm Order | 800 | Storm Order | - | Storm Order | 14 | Storm Order | - | | | | | | | | | | | | |
| Jurisdiction | | FY17-18 | | Population | | Percent | | Items | | Total Items | | Items | | Additional Items | | Total Items | | Additional Items | | Total Items | | | |
| Chesapeake | | 240,185 | | 14% | | 8,597 | | 0% | | 559 | | 621 | | 603 | | 18 | | 31 | | 559 | | | |
| Franklin | | 8,597 | | 14% | | 63 | | 20 | | 82 | | 82 | | 31 | | 20 | | 51 | | 590 | | | |
| Gloucester | | 36,983 | | 2% | | 63 | | 86 | | 148 | | 148 | | 31 | | 86 | | 51 | | 0 | | | |
| Hampton | | 137,492 | | 8% | | 63 | | 319 | | 382 | | 391 | | (9) | | 31 | | 319 | | 351 | | | |
| Isle of Wight | | 28,639 | | 2% | | 63 | | 67 | | 129 | | 129 | | 31 | | 67 | | 98 | | (0) | | | |
| James City | | 73,615 | | 4% | | 63 | | 171 | | 234 | | 234 | | 31 | | 171 | | 202 | | 0 | | | |
| Newport News | | 183,218 | | 11% | | 63 | | 426 | | 488 | | 488 | | 0 | | 31 | | 426 | | 457 | | | |
| Norfolk | | 241,987 | | 14% | | 63 | | 574 | | 637 | | 646 | | (9) | | 31 | | 574 | | 100 | | | |
| Occoneechee | | 12,287 | | 1% | | 63 | | 29 | | 91 | | 91 | | (7) | | 31 | | 29 | | 60 | | | |
| Portsmouth | | 96,179 | | 6% | | 63 | | 23 | | 286 | | 293 | | 82 | | 31 | | 223 | | 255 | | | |
| Smithfield | | 8,435 | | 0% | | 63 | | 20 | | 82 | | 82 | | 31 | | 20 | | 51 | | 51 | | | |
| Southampton | | 18,242 | | 1% | | 63 | | 42 | | 105 | | 105 | | 31 | | 42 | | 74 | | 74 | | | |
| Urbanna | | 91,722 | | 5% | | 63 | | 213 | | 276 | | 267 | | 9 | | 31 | | 213 | | 500 | | | |
| Virginia Beach | | 453,628 | | 26% | | 63 | | 1,054 | | 1,117 | | 1,117 | | (0) | | 31 | | 1,054 | | 1,085 | | | |
| Williamsburg | | 15,429 | | 1% | | 63 | | 36 | | 98 | | 98 | | 31 | | 36 | | 200 | | 267 | | | |
| York | | 69,466 | | 4% | | 63 | | 161 | | 224 | | 220 | | 4 | | 31 | | 161 | | 193 | | | |

| Region | 1,721,504 | 1,000 | 4,000 | 5,000 | 4025 | 500 | 4,000 | 800 | 5,300 | 8 | 14 | 40 | 200 | 200 |
|--------|-----------|-------|-------|-------|------|-----|-------|-----|-------|---|----|----|-----|-----|
| Region | 1,721,504 | 1,000 | 4,000 | 5,000 | 4025 | 500 | 4,000 | 800 | 5,300 | 8 | 14 | 40 | 200 | 200 |

Missouri Stormwater Education Committee
Promotional Item Distribution - FSSCA YEAR 2018

2018 FSSCA Yearbook
Promotional Item Distribution - H2H Green Stormwater Education Committee

**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?bId=>

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 page 24 of the Fall 2017 Island Tide

<http://www.ci.poquoson.va.us/DocumentCenter/View/1228/2017-Fall-Island-Tide?bId=>

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, 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!

Phase II Meeting Attendance FY17-18

| Phase II Meeting Attendance FY17-18 | | | | | | | | | |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Regional SW Workgroup |
| Meeting Dates | 7/19/2017 | 8/16/2017 | 9/20/2017 | 10/18/2017 | 11/15/2017 | 12/13/2017 | 1/17/2018 | 2/21/2018 | 3/21/2018 |
| Phase II Localities: | | | | | | | | | |
| James City County | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Poquoson | 1 |
| Suffolk | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Williamsburg | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| York Co. | 1 | 1 | | 1 | 1 | | 1 | 1 | 1 |

H3 Storm Meeting Attendance FY18

| HR Storm Meeting Attendance FY18 | | | | | | | | | | Percentage of Meetings Attended | | | | |
|----------------------------------|------------------------------|--------------|--------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|-------------------|------|
| | July | August | September | October | November | December | January | February | March | April | May | June | Meetings Attended | |
| Isle of Wight | Kim Hummel | Kim Hummel | Kim Hummel | Kim Hummel, David Kuzma | Kim Hummel, David Kuzma | Kim Hummel, David Kuzma | 10 | 82% |
| James City County | David Kuzma | Suzanne Doba | Suzanne Doba | Suzanne Doba | Suzanne Doba | Suzanne Doba | Suzanne Doba | Suzanne Doba | Suzanne Doba | Trevor Long | Trevor Long | Trevor Long | 7 | 58% |
| Poquoson | | | | | | | | | | Garrett Feagans | Garrett Feagans | Garrett Feagans | 6 | 50% |
| Suffolk | Jamie Durden, Erin Rountree | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden | Jamie Durden, Jamie Durden, Heather Bassett | Jamie Durden, Jamie Durden, Heather Bassett | Jamie Durden, Jamie Durden, Heather Bassett | 12 | 100% |
| Williamsburg | Jamie Durden | | | | | | | | | Tammy Rojek | Tammy Rojek | Tammy Rojek | 5 | 42% |
| York | Ivan Shelton, Tristan Barnes | Ivan Shelton | Ivan Shelton | Ivan Shelton | Ivan Shelton | Ivan Shelton | Ivan Shelton | Ivan Shelton | Ivan Shelton | Samantha McNeil | Samantha McNeil | Ivan Shelton | 12 | 100% |

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 | REPORT DATE September 2018 |
| | GRANT/SPONSORING AGENCY LOCAL FUNDS |
| AUTHORS: Katherine C. Filippino Whitney S. Katchmark Jillian C. Sunderland | ORGANIZATION NAME, ADDRESS AND TELEPHONE Hampton Roads Planning District Commission 723 Woodlake Drive Chesapeake, Virginia 23320 (757) 420-8300 http://www.hrpdcva.gov |

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.

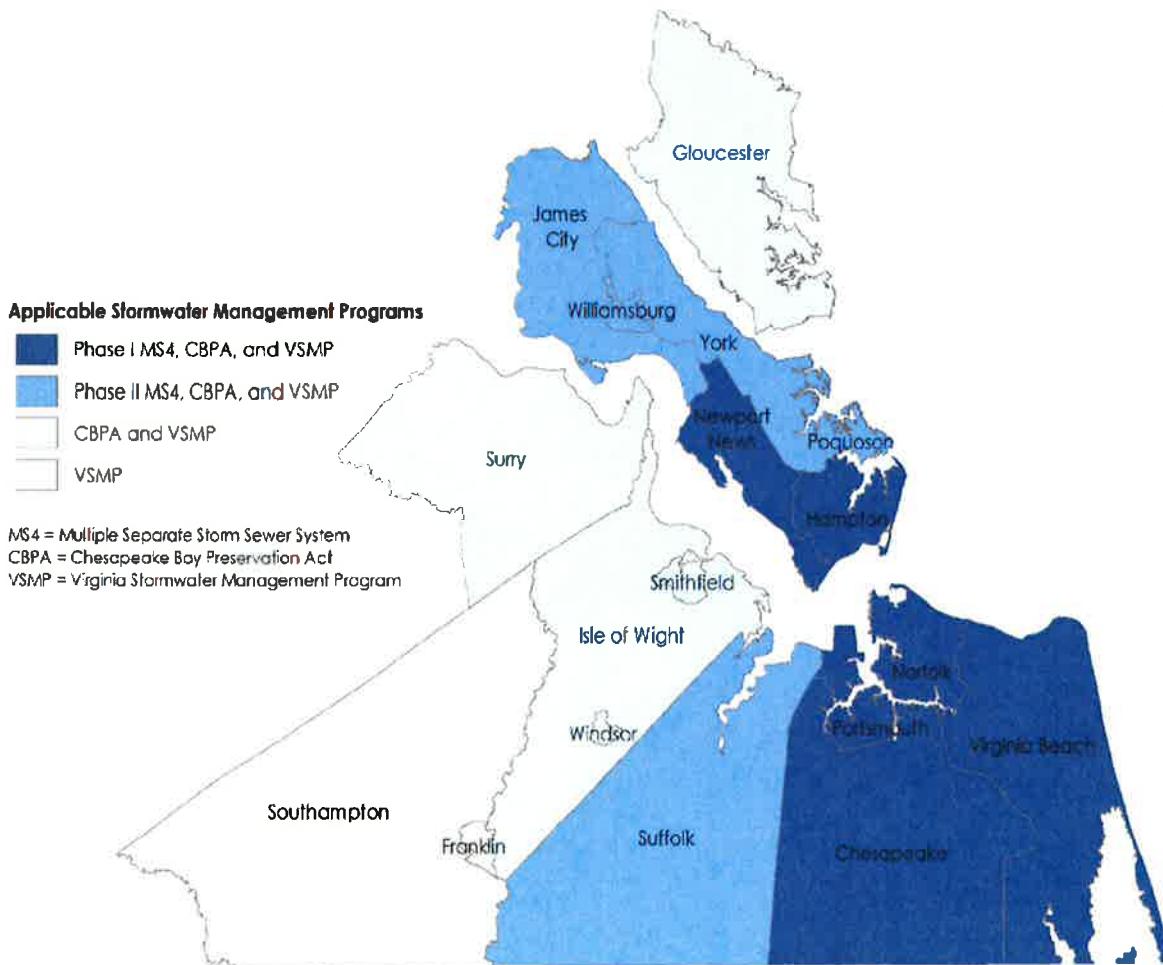
Preparation of this report was included in the HRPDC Unified Planning Work Program for FY 2017-2018, approved by the Commission at its Executive Committee Meeting of May 18, 2017.

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 accept 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 | askHRgreen.org Representative & IT Department | Annually |
| 2.1b | Annual Report | Post copies of annual report to City website within 30 days of submittal to DEQ. | Presence of materials on website | askHRgreen.org Representative & IT Department | Annually |
| 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 | askHRgreen.org Representative & IT Department | 6 mo. prior to end of permit cycle |
| 2.2 | Public Participation | | | | |

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

| 2. Public Involvement/Participation | | | | | | PY 5 STATUS |
|-------------------------------------|---|--|---|---|----------|--|
| 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, askHRgreen.org Representative | Annually | PY5 Public Education and Participation Events summary spreadsheet in appendix . Detailed information on some events also provided 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 | Compliant. Volunteer/staff efforts were well attended. Annual report |

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. | 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 news paper, 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. | 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. This 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

From Page 21 of the Island Tide, published fall 2017

**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 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 |
| CHUCK KURAWSKI | CPKSK1C@cox.net | 867-7399 |
| Robert Hyer | rhyer@yahoo.com | 702-300-9868 |
| TED PASSEY | hardprint@yahoo.com | 4025414500 |
| STEVE TACKETT | satacke@gmail.com | 757.814.6480 |
| Lankford | | |
| Sister Missionaries | | 757-450-8951 |
| SCOTT GILLESPIE | scott.gillespie@hotmail.com | 757-223-4191 |
| BAILEY GILLESPIE | " " | 757-223-4191 |
| Camarena, Julie | camjul@juno.com | 757- 9865 -4077 |
| Tyler Camarena | " | " + |
| Kelli Camarena | " | " |
| Tracy Skinner | tracy.skinner@yahoo.com | 757-969-9804 |
| Bailey Skinner | " | " |
| Rachel Olson | rachelrcopiano@gmail.com | (717) 639-7337 |
| | | |
| | | |
| | | |
| | | |
| | | |

BMP 2.2



① www.ci.poquoson.va.us [Incidents 250/241 ID = 198
://gis.larc.nasa

City of Poquoson New Tab Poquoson, VA | Off June Weather for Le T6 Automatic Active

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

Keep Poquoson Beautiful

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

The past year's 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 "Malarky"
- 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?

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 RUNGFTS

All categories  Categories All Categories Home Tools RSS

Next => www.ci.poquoson.va.us/News/Information/32018

BMP 2.2



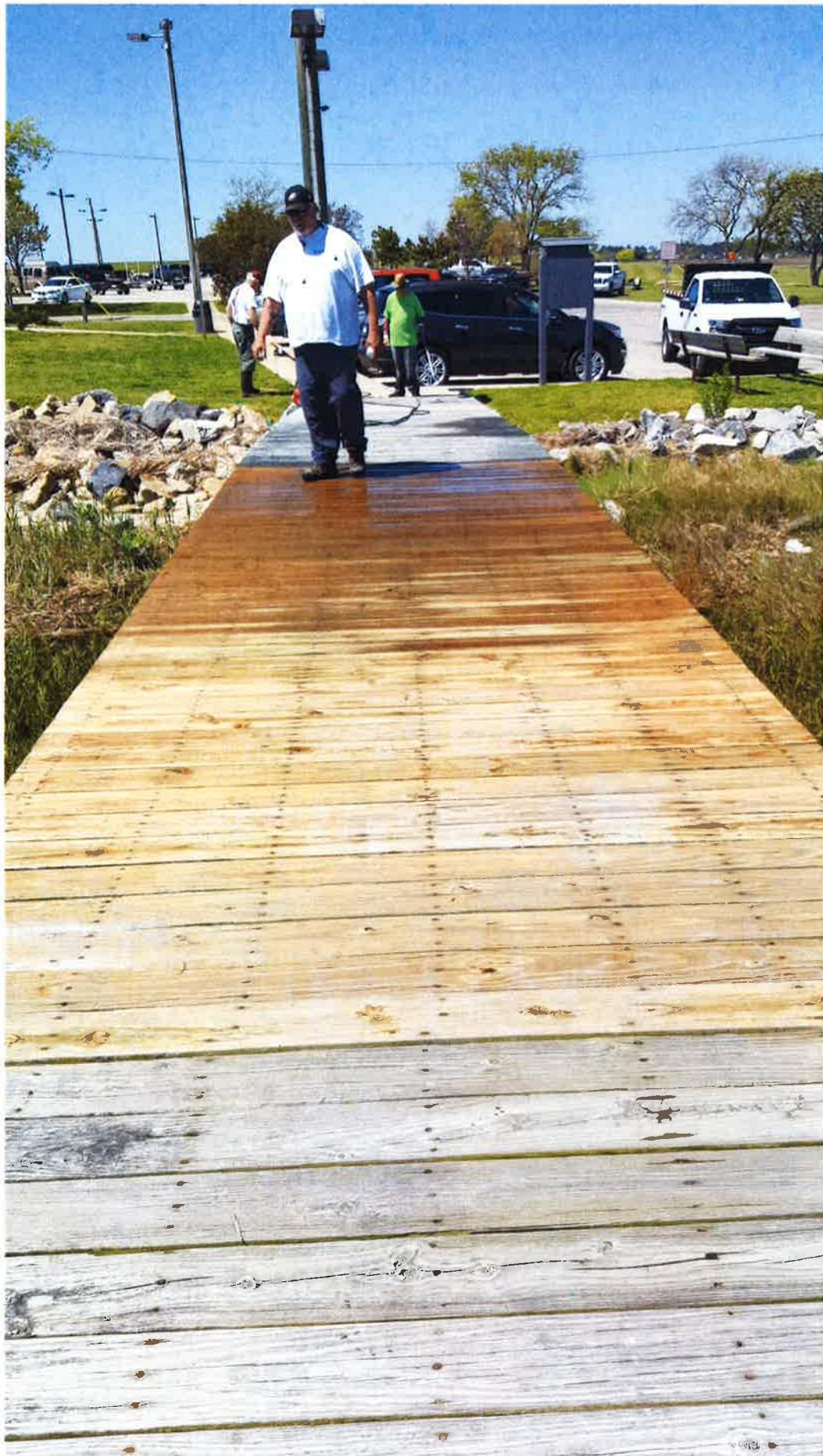
BNP 2.2



BMP 2.2



BMP 2.2



BMP 2.2



BMP 2.2

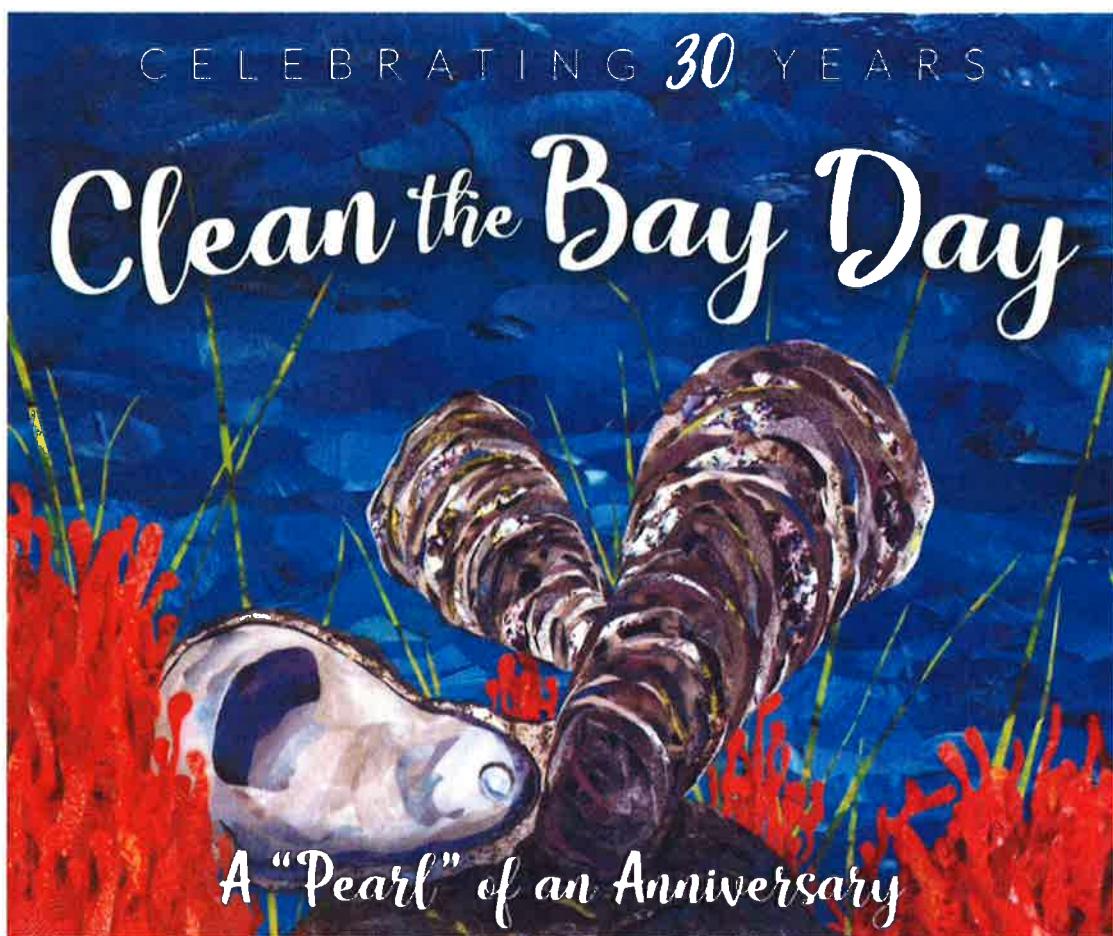


Gretchen Gochenour ➤ Poquoson 411

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...



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

← X ⌂ ⓘ askHRgreen.org ⓘ [DC-2018-05-23-17-52-25] ⓘ

Apps ⓘ <https://grid.purchase> ⓘ New Tab ⓘ Pequoson, VA | OFS ⓘ June Weather for L: ⓘ T6: Automatic Actions ⓘ

askHRgreen.org FOR A CLEANER, GREENER HAMPTON ROADS ⓘ KNOWLEDGE CENTER ⓘ COMMUNITY CENTER ⓘ RESOURCE CENTER ⓘ

PROGRAMS & ORGANIZATIONS

Bay Star Homes

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

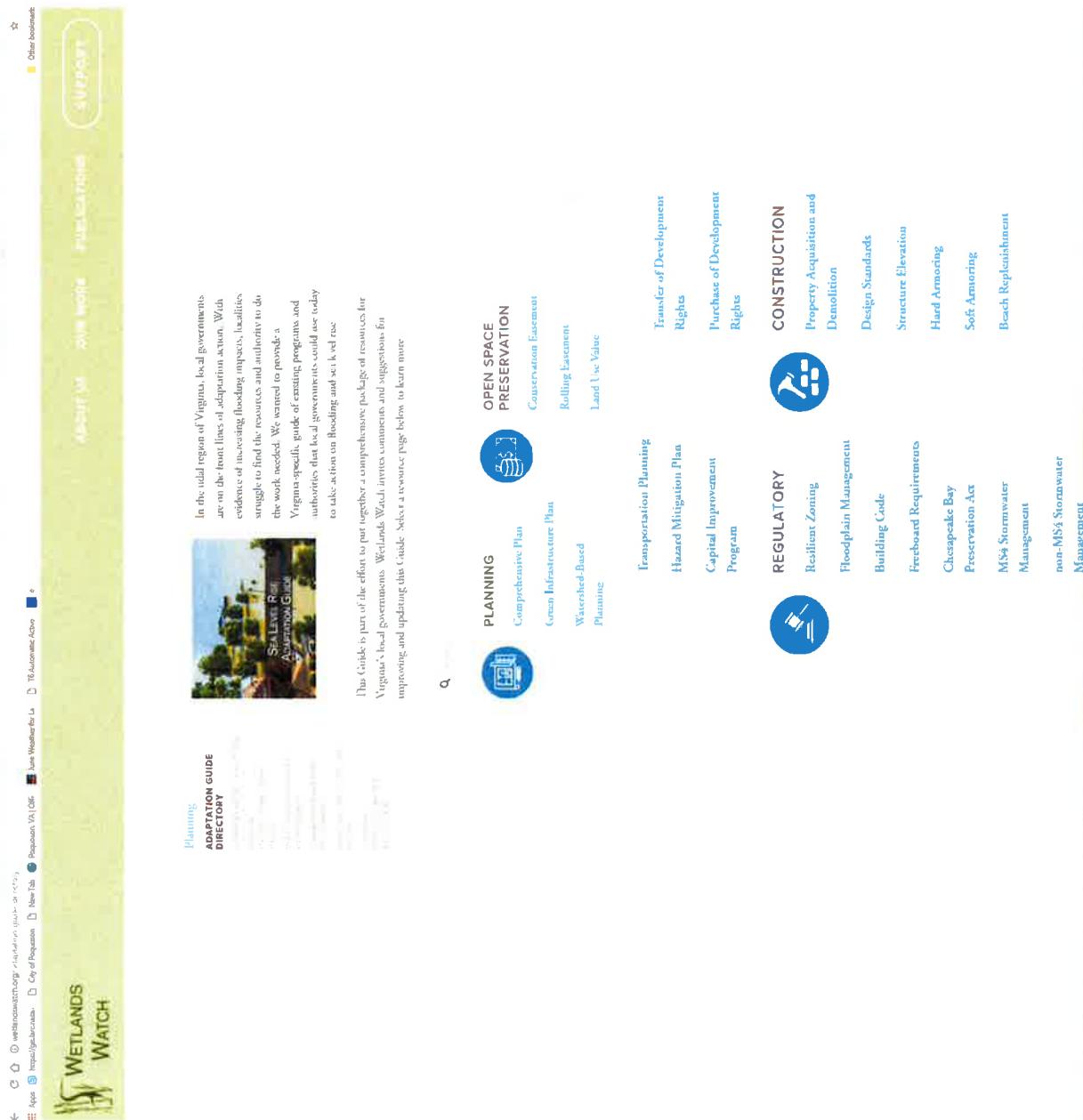
beautiful Bay Star Homes flag so you can proudly display your commitment to clean waterways to the whole neighborhood. *Program offerings and incentives differ by locality.*

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

BNP 2.2



BMP 2.2



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 better prevent and detect criminal activity at a location. For more information regarding Crime Prevention [Contact the Sergeant](#).

BMP 2.2

Community Relations



Environmental Tips are placed online:

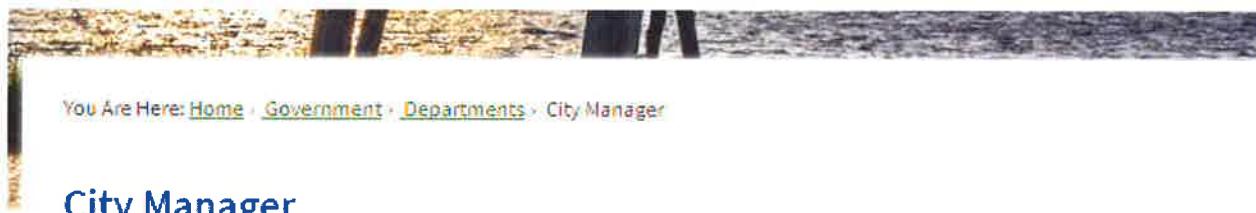
<http://www.ci.poquoson.va.us/DocumentCenter/View/705/Summer-Environmental-Tips?bidId=>

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



You Are Here: [Home](#) > [Government](#) > [Departments](#) > [City Manager](#)

City Manager

Manager Roles

The City Manager, J. Randall Wheeler, was appointed by City Council on June 1, 2009. The City Manager serves as the Chief Administrative Officer of the City government and is responsible for the execution of all City ordinances and policies enacted by the City Council, oversight of all City Departments and operations, and the preparation of the Recommended Annual Budget and Capital Improvements Plan. In addition, the City Manager serves as the Director of Emergency Services, the Zoning Administrator, the Chief Contracting Officer and the hiring authority for the City.

Office Responsibilities

The City Manager's Office serves as primary point of contact for citizen questions and requests for service, as well as serves as the public information office for media requests for non-public safety related information. In addition, the City Manager's Office partners with our Superintendent of Schools, our Constitutional Officers, the York-Poquoson Department of Social Services and other state, federal and regional partners on a variety of issues and programs that serve the City's residents, businesses and greater Hampton Roads. Lastly, the City Manager's Office serves as the point of contact for the Adopt-A-Spot program, and serves as the collection point for employment applications for all City government positions.

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?bId=>

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

12/1/17

Dear Ms. Roberts:

I thank you on behalf of the World Geography teacher 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 your own students' proposals.

Sincerely, Kim White

BMP 2.2

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

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

| 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 | 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.a | MS4 outfall map | 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.b | MS4 outfall 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 http://www.ci.poquoson.va.us/DocumentCenter/Home/View/865 . 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. |
| 3.1.c | MS4 boundaries map and information table | | | | | | |

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 http://www.ci.poquoson.va.us/278/Environmental-information . |
| 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: http://poquoson.mapsdirect.net/Account/Logout . Outfall map available in annual report on http://www.ci.poquoson.va.us/278/Environmental-information 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 | PY 5 Status Appendix p. 101 - 147 |
|-------|--|--|--|--|--------------|--|---|
| 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 34, Article V, Sections 34-205 through 208; website link: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTICOOR_CH3&nodeId=PTICOOR_CH34EN_ARTVSTMA | Ordinance : Poquoson City Code, Chapter 34, Article V, Sections 34-205 through 208; website link: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTICOOR_CH3&nodeId=PTICOOR_CH34EN_ARTVSTMA |
| 3.2 | Dry Weather Screening | Develop written dry weather field screening methodologies for IDDE. | Protocol | End of PY1 | End of PY1 | DWS Protocol. See Appendix | Compliant. DWS Protocol continues to be followed. See Appendix |
| 3.2.a | DWS Protocol | 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. | 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. |
| 3.2.b | Field testing & outfall reconnaissance inventory (ORI) | Field testing & outfall reconnaissance inventory (ORI) | - | - | - | End of PY1 | IDDE Protocol |
| 3.3 | IDDE program implementation | - | - | - | - | Compliant. Finished in PY1. | Compliant. Finished in PY1. |

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 | |
| 3.3.a | Public IDDE Reporting | Promote & Publicize IDDE reporting | Presence of phone number & information on website | SW Program Administrator | Continuously | Locality website & 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 http://www.ci.poquoson.va.us/278/Environmental-Information A copy of the info directing citizens where to report suspected discharges is in 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 | 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. |
| 3.3.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 | 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. |
| 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. 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. |

| 3. Illicit Discharge Detection and Elimination | | | | | | |
|--|---|---|--|-------------------------------------|--|---|
| BMP | BMP Description | Measurable Goals | Metric | Responsible Party | Timeline | Associated Documents |
| 3.4 | Spill reporting | 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 |
| 3.4.a | Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ. | | | | | |
| 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. |
| 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. |

| 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 | <p><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> <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

New Outfall

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



| Outfall Type | VAHU6 | Receiving Water | Impaired | Zone | Outfall ID | Impaired | Estimated Service Area (Ac) | Latitude | Longitude | Bay TNIDL | | | | | | | | | |
|--------------|-------|-------------------------------------|----------|------|------------|----------|-----------------------------|-----------------|------------------|-----------|---------------------|------------------|-----|------------------|------------------|-----|------------------|------------------|-----|
| | | | | | | | | | | 7.60 | 37° 9' 33.54" N | 76° 24' 31.24" W | Yes | 76° 23' 51.34" N | 76° 23' 49.99" W | Yes | 76° 23' 25.54" N | 76° 23' 20.07" W | Yes |
| Ditch | CB21 | Poujouson River - Mouth | Yes | A | A001 | Yes | 1.64 | 37° 9' 28.86" N | 76° 24' 31.34" W | Yes | 76° 23' 51.34" N | 76° 23' 49.99" W | Yes | 76° 23' 25.54" N | 76° 23' 20.07" W | Yes | 76° 23' 17.68" N | 76° 23' 15.67" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A002 | Yes | 3.53 | 37° 9' 29.53" N | 76° 24' 31.34" W | Yes | 76° 23' 51.92" N | 76° 23' 49.99" W | Yes | 76° 23' 25.54" N | 76° 23' 20.07" W | Yes | 76° 23' 17.68" N | 76° 23' 15.67" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A004 | Yes | 3.64 | 37° 9' 26.05" N | 76° 24' 31.34" W | Yes | 76° 23' 51.92" N | 76° 23' 49.99" W | Yes | 76° 23' 25.54" N | 76° 23' 20.07" W | Yes | 76° 23' 17.68" N | 76° 23' 15.67" W | Yes |
| Pipe | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A005 | Yes | 5.64 | 37° 9' 24.58" N | 76° 24' 31.34" W | Yes | 76° 24' 5.32" N | 76° 24' 7.02" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Pipe | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A006 | Yes | 8.12 | 37° 9' 23.03" N | 76° 24' 31.34" W | Yes | 76° 23' 1.32" N | 76° 23' 2.07" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Ditch | CB21 | Roberts Creek - Lower | Yes | A | A007 | Yes | 2.43 | 37° 9' 21.20" N | 76° 24' 31.34" W | Yes | 76° 23' 1.32" N | 76° 23' 2.07" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A008 | Yes | 4.59 | 37° 9' 20.28" N | 76° 24' 31.34" W | Yes | 76° 23' 8.32" N | 76° 23' 11.89" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Ditch | CB21 | Poujouson River - Mouth | Yes | A | A009 | Yes | 2.78 | 37° 9' 20.28" N | 76° 24' 31.34" W | Yes | 76° 23' 8.32" N | 76° 23' 11.89" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A010 | Yes | 2.07 | 37° 9' 20.29" N | 76° 24' 31.34" W | Yes | 76° 23' 8.32" N | 76° 23' 11.89" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 23.76" W | Yes |
| Pipe | CB21 | Unsegmented Estuaries in Back River | Yes | A | A011 | Yes | 6.97 | 37° 9' 18.99" N | 76° 24' 31.34" W | Yes | 76° 23' 17.68" N | 76° 23' 17.68" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 23' 17.68" W | Yes |
| Pipe | CB21 | Unsegmented Estuaries in Back River | Yes | A | A012 | Yes | 2.78 | 37° 9' 18.00" N | 76° 24' 31.34" W | Yes | 76° 23' 17.68" N | 76° 24' 20.59" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 17.68" N | 76° 24' 20.59" W | Yes |
| Pipe | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A013 | Yes | 2.45 | 37° 9' 16.87" N | 76° 24' 31.34" W | Yes | 76° 23' 16.87" N | 76° 24' 21.42" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 16.87" N | 76° 24' 21.42" W | Yes |
| Ditch | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A014 | Yes | 8.00 | 37° 9' 16.87" N | 76° 24' 31.34" W | Yes | 76° 23' 16.87" N | 76° 24' 21.42" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 16.87" N | 76° 24' 21.42" W | Yes |
| Ditch | CB21 | Poujouson River - Mouth | Yes | A | A015 | Yes | 3.50 | 37° 9' 16.07" N | 76° 24' 31.34" W | Yes | 76° 23' 16.07" N | 76° 24' 21.42" W | Yes | 76° 23' 25.54" N | 76° 23' 27.07" W | Yes | 76° 23' 16.07" N | 76° 24' 21.42" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A016 | Yes | 5.67 | 37° 9' 15.93" N | 76° 24' 31.34" W | Yes | 76° 23' 15.93" N | 76° 23' 30.66" W | Yes | 76° 23' 25.54" N | 76° 23' 30.66" W | Yes | 76° 23' 15.93" N | 76° 23' 30.66" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A017 | Yes | 0.96 | 37° 9' 15.84" N | 76° 24' 31.34" W | Yes | 76° 23' 15.84" N | 76° 23' 22.45" W | Yes | 76° 23' 25.54" N | 76° 23' 22.45" W | Yes | 76° 23' 15.84" N | 76° 23' 22.45" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A018 | Yes | 2.58 | 37° 9' 15.85" N | 76° 24' 31.34" W | Yes | 76° 23' 15.85" N | 76° 23' 22.82" W | Yes | 76° 23' 25.54" N | 76° 23' 22.82" W | Yes | 76° 23' 15.85" N | 76° 23' 22.82" W | Yes |
| Ditch | CB21 | Unsegmented Estuaries in Back River | Yes | A | A019 | Yes | 0.78 | 37° 9' 15.78" N | 76° 24' 31.34" W | Yes | 76° 23' 15.78" N | 76° 23' 0.33" W | Yes | 76° 23' 25.54" N | 76° 23' 0.33" W | Yes | 76° 23' 15.78" N | 76° 23' 0.33" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A020 | Yes | 1.58 | 37° 9' 15.21" N | 76° 24' 31.34" W | Yes | 76° 23' 15.21" N | 76° 23' 17.61" W | Yes | 76° 23' 25.54" N | 76° 23' 17.61" W | Yes | 76° 23' 15.21" N | 76° 23' 17.61" W | Yes |
| Pipe | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A021 | Yes | 3.15 | 37° 9' 10.37" N | 76° 24' 31.34" W | Yes | 76° 24' 19.15" N | 76° 24' 15.02" W | Yes | 76° 23' 25.54" N | 76° 24' 15.02" W | Yes | 76° 23' 10.37" N | 76° 24' 15.02" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A022 | Yes | 1.45 | 37° 9' 10.37" N | 76° 24' 31.34" W | Yes | 76° 24' 19.15" N | 76° 24' 15.02" W | Yes | 76° 23' 25.54" N | 76° 24' 15.02" W | Yes | 76° 23' 10.37" N | 76° 24' 15.02" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A023 | Yes | 4.43 | 37° 9' 9.85" N | 76° 24' 31.34" W | Yes | 76° 24' 19.59" N | 76° 24' 15.54" W | Yes | 76° 23' 25.54" N | 76° 24' 15.54" W | Yes | 76° 23' 9.85" N | 76° 24' 15.54" W | Yes |
| Pipe | CB21 | Poujouson River - Lower [DSS-OPEN] | Yes | A | A024 | Yes | 1.21 | 37° 9' 9.95" N | 76° 24' 31.34" W | Yes | 76° 24' 14.32" N | 76° 24' 13.27" W | Yes | 76° 23' 25.54" N | 76° 24' 13.27" W | Yes | 76° 23' 9.95" N | 76° 24' 13.27" W | Yes |
| Ditch | CB21 | Lyons Creek - Upper Middle | Yes | A | A025 | Yes | 16.33 | 37° 9' 9.53" N | 76° 24' 31.34" W | Yes | 76° 23' 23' 7.31" N | 76° 23' 24.44" W | Yes | 76° 23' 25.54" N | 76° 23' 24.44" W | Yes | 76° 23' 9.53" N | 76° 23' 24.44" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A026 | Yes | 5.94 | 37° 9' 9.72" N | 76° 24' 31.34" W | Yes | 76° 23' 24' 3.19" N | 76° 23' 34.88" W | Yes | 76° 23' 25.54" N | 76° 23' 34.88" W | Yes | 76° 23' 9.72" N | 76° 23' 34.88" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A027 | Yes | 2.35 | 37° 9' 9.45" N | 76° 24' 31.34" W | Yes | 76° 23' 24' 1.38" N | 76° 23' 36.38" W | Yes | 76° 23' 25.54" N | 76° 23' 36.38" W | Yes | 76° 23' 9.45" N | 76° 23' 36.38" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A028 | Yes | 11.22 | 37° 9' 9.30" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 30.95" W | Yes | 76° 23' 25.54" N | 76° 23' 30.95" W | Yes | 76° 23' 9.30" N | 76° 23' 30.95" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A029 | Yes | 1.90 | 37° 9' 9.30" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 24' 25.46" W | Yes | 76° 23' 25.54" N | 76° 24' 25.46" W | Yes | 76° 23' 9.30" N | 76° 24' 25.46" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | A | A030 | Yes | 7.05 | 37° 9' 58.12" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 22.24" W | Yes | 76° 23' 25.54" N | 76° 23' 22.24" W | Yes | 76° 23' 9.12" N | 76° 23' 22.24" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper Middle | Yes | A | A031 | Yes | 7.96 | 37° 9' 58.23" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 23.56" W | Yes | 76° 23' 25.54" N | 76° 23' 23.56" W | Yes | 76° 23' 9.23" N | 76° 23' 23.56" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | A | A032 | Yes | 5.95 | 37° 9' 57.33" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 30.69" W | Yes | 76° 23' 25.54" N | 76° 23' 30.69" W | Yes | 76° 23' 9.33" N | 76° 23' 30.69" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A033 | Yes | 4.97 | 37° 9' 57.15" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 47.97" W | Yes | 76° 23' 25.54" N | 76° 23' 47.97" W | Yes | 76° 23' 9.15" N | 76° 23' 47.97" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A034 | Yes | 35.25 | 37° 9' 54.05" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 52.38" W | Yes | 76° 23' 25.54" N | 76° 23' 52.38" W | Yes | 76° 23' 9.05" N | 76° 23' 52.38" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A035 | Yes | 1.80 | 37° 9' 54.04" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 52.19" W | Yes | 76° 23' 25.54" N | 76° 23' 52.19" W | Yes | 76° 23' 9.04" N | 76° 23' 52.19" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A036 | Yes | 6.47 | 37° 9' 51.39" N | 76° 24' 31.34" W | Yes | 76° 23' 25.54" N | 76° 23' 35.76" W | Yes | 76° 23' 25.54" N | 76° 23' 35.76" W | Yes | 76° 23' 9.09" N | 76° 23' 35.76" W | Yes |
| Ditch | CB21 | Lyons Creek - Upper Middle | Yes | A | A037 | Yes | 5.26 | 37° 9' 47.85" N | 76° 24' 31.34" W | Yes | 76° 23' 27.03" N | 76° 23' 44.88" W | Yes | 76° 23' 27.03" N | 76° 23' 44.88" W | Yes | 76° 23' 9.09" N | 76° 23' 44.88" W | Yes |
| Ditch | CB21 | Roberts Creek - Upper | Yes | A | A038 | Yes | 2.97 | 37° 9' 47.83" N | 76° 24' 31.34" W | Yes | 76° 23' 27.03" N | 76° 23' 32.14" W | Yes | 76° 23' 27.03" N | 76° 23' 32.14" W | Yes | 76° 23' 9.09" N | 76° 23' 32.14" W | Yes |
| Pipe | CB21 | Roberts Creek - Upper | Yes | A | A039 | Yes | 5.57 | 37° 9' 46.42" N | 76° 24' 31.34" W | Yes | 76° 23' 27.03" N | 76° 23' 32.41" W | Yes | 76° 23' 27.03" N | 76° 23' 32.41" W | Yes | 76° 23' 9.09" N | 76° 23' 32.41" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | B | B001 | Yes | 1.84 | 37° 8' 59.02" N | 76° 24' 31.34" W | Yes | 76° 22' 33.41" W | 76° 22' 31.67" W | Yes | 76° 22' 33.41" W | 76° 22' 31.67" W | Yes | 76° 22' 33.41" W | 76° 22' 31.67" W | Yes |
| Pipe | CB21 | Bennett Creek - Lower Middle | Yes | B | B002 | Yes | 16.51 | 37° 8' 51.75" N | 76° 24' 31.34" W | Yes | 76° 22' 31.67" W | 76° 22' 31.67" W | Yes | 76° 22' 31.67" W | 76° 22' 31.67" W | Yes | 76° 22' 31.67" W | 76° 22' 31.67" W | Yes |
| Pipe | CB21 | Roberts Creek - Poujouson River | Yes | B | B003 | Yes | 2.16 | 37° 8' 56.20" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 46.87" W | Yes | 76° 22' 46.87" N | 76° 22' 46.87" W | Yes | 76° 22' 46.87" N | 76° 22' 46.87" W | Yes |
| Pipe | CB21 | Roberts Creek - Poujouson River | Yes | B | B004 | Yes | 4.31 | 37° 8' 54.90" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 30.56" W | Yes | 76° 22' 46.87" N | 76° 22' 30.56" W | Yes | 76° 22' 46.87" N | 76° 22' 30.56" W | Yes |
| Pipe | CB21 | Roberts Creek - Poujouson River | Yes | B | B010 | Yes | 1.74 | 37° 8' 46.82" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 25.89" W | Yes | 76° 22' 46.87" N | 76° 22' 25.89" W | Yes | 76° 22' 46.87" N | 76° 22' 25.89" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | B | B011 | Yes | 7.31 | 37° 8' 45.59" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 33.08" W | Yes | 76° 22' 46.87" N | 76° 22' 33.08" W | Yes | 76° 22' 46.87" N | 76° 22' 33.08" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | B | B012 | Yes | 1.20 | 37° 8' 44.16" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 30.98" W | Yes | 76° 22' 46.87" N | 76° 22' 30.98" W | Yes | 76° 22' 46.87" N | 76° 22' 30.98" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | Yes | B | B013 | Yes | 1.74 | 37° 8' 45.14" N | 76° 24' 31.34" W | Yes | 76° 22' 46.87" N | 76° 22' 32.29" W | Yes | 76° 22' 46.87" N | 76° 22' 32.29" W | Yes | 76° 22' 46.87" N | 76° 22' 32.29" W | Yes |
| Pipe | CB21 | Lyons Creek - Upper Middle | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | |
|-------------------------|------|-------------------------------------|-----|---|------|-----|-------------------|---------------------|-------------------|-----|---|
| Pipe | CB21 | Lambs Creek - Pocuqson 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' 33.845" 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' 6.689" 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' 11.73" 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 outfall in P15: BMP | | Lambs Creek - Pocuqson River | Yes | B | B035 | Yes | 15-7262366-20.826 | 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' 22.177" N | 76° 22' 57.982" 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' 23.030" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB21 | Lambs Creek - Pocuqson 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' 19.755" 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' 28.895" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB21 | Lambs Creek - Pocuqson River | Yes | B | B042 | Yes | 3.89 | 37° 8' 16.955" N | 76° 24' 43.886" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Pipe | CB21 | Lambs Creek - Pocuqson River | Yes | B | B043 | Yes | 56.66 | 37° 8' 12.895" N | 76° 24' 20.057" 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 - Pocuqson 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 - Pocuqson 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 - Pocuqson River | Yes | B | B048 | Yes | 2.19 | 37° 8' 11.804" N | 76° 24' 35.283" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Pipe | CB21 | White House Cove - Bennett Cr. Area | Yes | B | B049 | Yes | 4.54 | 37° 8' 2.997" N | 76° 23' 33.298" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Pipe | CB21 | White House Cove - Bennett Cr. Area | Yes | B | B050 | Yes | 50.91 | 37° 8' 2.965" N | 76° 24' 32.829" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Pipe | CB21 | Lambs Creek - Pocuqson 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 - Pocuqson River | Yes | B | B052 | Yes | 3.32 | 37° 7' 55.041" N | 76° 24' 38.653" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB21 | Lambs Creek - Pocuqson 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 P15: BMP | | Lambs Creek - Pocuqson River | Yes | B | B054 | Yes | 5.90 | | | | 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' 14.478" 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 | 111.21 | 37° 8' 10.506" 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' 9.585" 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' 7.758" 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 & Toppling 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 & Toppling 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 & Toppling Creeks | Yes | C | C010 | Yes | 360.46 | 37° 7' 8.452" N | 76° 23' 31.534" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB22 | Cedar & Toppling Creeks | Yes | C | C011 | Yes | 24.58 | 37° 7' 6.227" N | 76° 23' 31.909" 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° 7' 6.473" N | 76° 23' 23.946" 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° 7' 6.465" N | 76° 23' 20.498" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB22 | Brick Kiln Creek | Yes | C | C014 | Yes | 70.96 | 37° 7' 6.433" N | 76° 23' 23.495" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB22 | Brick Kiln Creek | Yes | C | C015 | Yes | 2.23 | 37° 7' 6.357" N | 76° 23' 40.598" 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° 7' 6.352.389" N | 76° 23' 41.034" W | Yes | Fecal Coliform; approved by the SWCB Dec. 2017; by EPA FEB 2018 |
| Ditch | CB22 | Brick Kiln Creek | Yes | C | C017 | Yes | 15.85 | 37° 7' 6.352.303" N | 76° 23' 41.794" 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' 3.347" N | 76° 22' 33.952" 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 |
| Ditch | CB21 | White House Cove - Bennett Cr. Area | Yes | D | D003 | Yes | 3.30 | 37° 8' 30.793" N | 76° 22' 29.527" 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' 28.709" 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' 23.760" 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' 18.961" N | 76° 22' 29.988" 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' 27.718" 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' 23.632" 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' 15.256" N | 76° 22' 23.152" 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>

Send: Mon 9/25/2017 9:57 AM

To: Ellen Roberts

CC: 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

(757)868-3025

(757)868-3105 fax

BMP 3.2 DRY WEATHER/ILLCIT 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.

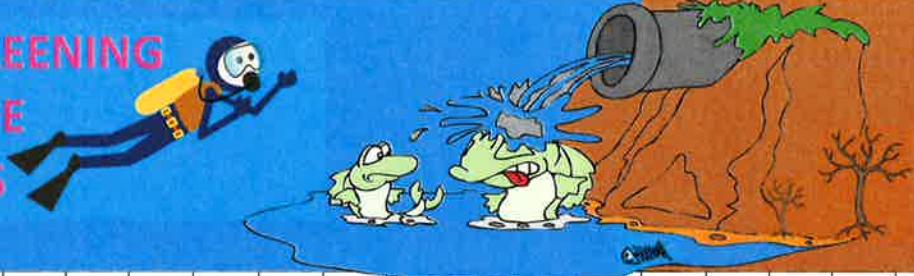
City Inspector The City Inspector will respond to all complaints of illicit discharges and follow up on any discharges identified by fellow employees. The City Inspector will initiate enforcement actions as needed; take samples of suspected discharges; and consult with the City Engineer and Environmental 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. NO SPILL OCCURRED 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. |
| total | 151,925 | 68 | SEC |

BMP 3.2 TYPICAL FIELD SHEET

DRY WEATHER SCREENING ILICIT 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 | |
| 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 Dry - Wind - Calm- Cold | 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 | | | | | | | | | | | | |
| 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 (ROTEN EGGS) | | | | | | | | | | | | | | | | | |
| DID THE WATER HAVE UNUSUAL COLOR OR OIL SHEEN/IF SO, DESCRIBE | | | | | | | | | | | | | | | | | |
| WAS ANYTHING UNUSUAL FLOATING IN WATER/IF TOGETHER 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.poquoson.va.us/278/Environmental-Information>

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 757-866-3590 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.



W.M.BMP

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) | 1 | 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 |
| 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 |
| 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

Donald J. Shalloway Jr.
Fire Chief's Signature

James P. Welsh
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.

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.

Look for leaks or spills.

- Amount of product that has spilled or leaked.
- Potential danger of entering waterways, storm sewers, or domestic systems

Determine the type and location of damage to vehicle.

Observe vapor production and direction of the vapor plume.

Attempt to obtain the Bill of Lading if it can be done SAFELY.

- Normally located in the pouch on the driver's door or on the driver's seat when the driver is away from the vehicle.
- If two trailers are being drawn in tandem (PIGGY-BACK) the Bill of Lading of the rear trailer may be locked in that trailer and unavailable.
- Intermodal tanks will have a tube secured to the tank with papers inside.

If the vehicle is involved in fire and has liquid or vapor products burning;

- DO NOT EXTINGUISH VALVE FIRES IF CONTAINER IS PRESSURIZED UNLESS THE LEAK CAN BE STOPPED IMMEDIATELY AFTER EXTINGUISHMENT. (Consider tank cooling to prevent B.L.E.V.E.)
- DO NOT ATTEMPT TO EXTINGUISH FIRES USING FOAM UNLESS ENOUGH FOAM IS AT THE INCIDENT TO SUCCESSFULLY EXTINGUISH THE FIRE.

Roadway Spills

For a small quantity fuel spill on the highways (defined as fuels in storage tanks designed for vehicle operation), spread control should be initiated as necessary to prevent contamination of surrounding waterways. City agencies may be requested as needed for

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 excercises 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,

A handwritten signature in black ink that reads "Karen W. Holloway".

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

BMP

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 Lateral 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 Tarpred 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)