

# Public Involvement & Participation

Appendix

**City of Poquoson Annual Report**

VAR# 040024

**Fiscal Year 2019**

Submitted to DEQ September 30, 2019

## Poquoson MS4 STATUS OF COMPLIANCE

2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.1	Public Involvement					PY 1 Status
2.1a	Develop and implement procedures for public to report illicit discharges, spills, and other environmental concerns	Implement procedures	Procedures	SW Program Administrator & IT Department	PY1	Annual report
2.1b	Establish methods to receive, respond to, and document public input on the MS4 program	Establish methods	Methods and documentation	SW Program Administrator & IT Department	PY1	Annual report
2.1c	Establish a dedicated webpage for the MS4 program that includes: 1) the MS4 permit and coverage letter, 2) Program Plan, 3) annual reports, 4) a way to report illicit discharges, and 5) methods for how the public can provide input on the Program Plan	Establish a dedicated MS4 webpage	Presence of materials on dedicated MS4 webpage	SW Program Administrator & IT Department	Before 2/1/19	Annual report
2.2	Public Participation					
2.2a	Offer a minimum of four local activities per year from two or more categories in Table 2	Local Activities are shown on attached Public Involvement Spreadsheets	Activities offered	SW Program Administrator	Annually	Participation Categorization Summary Spreadsheet

## Poquoson MS4

2. Public Involvement/Participation							STATUS OF COMPLIANCE	
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 1 Status	
2.2b	Identify a metric for each public participation activity	Identify metrics	Examples include the weight of debris collected or number of participants	SW Program Administrator	Annually	Participation Categorization Summary Spreadsheet	Metrics shown in Appendix. These include attendance for educational events; amount of waste collected for restoration events, number of collection events held.	
2.2c	Schedule of public participation activities	Document the anticipated time periods the activities will occur	Time periods documented	SW Program Administrator	Annually	Annual report	Compliant. Schedule found in Appendix.	
2.3	Evaluation and Assessment	Evaluate and assess whether the activities are beneficial to improving water quality.		SW Program Administrator	Annually	Annual report	Compliant. City typically provides significantly more than required number of activities. WQ information is available on website. Work with other departments providing public participation opportunities to ensure monitoring of metrics.	

## **Standard Operating Procedures for Responding to Spill Reports and Environmental Concerns**

<b><u>Standard Operating Procedure</u></b>	
<b><u>Purpose</u></b>	In accordance with its MS4 permit, Poquoson must develop a standard operating procedure to react to reports of and mitigate to the maximum extent practicable illicit discharges into its stormwater system. These SOP's are intended to accomplish this goal.
<b><u>Scope</u></b>	Reacting to reports of and eliminating illicit discharges is the joint responsibility of all employees. All City departments will respond to reports of illicit discharges by notifying the proper authority in a timely manner.
<b><u>Notification</u></b>	While several departments (listed below) are equipped to and routinely respond to reports of illicit discharges, City employees receiving reports of illicit discharges are to report all potential spills to the Environmental Compliance Officer (ECO) at 868-3040. Spills occurring within the City's drainage system can also be reported to the Public Works Department. The Environmental Compliance Officer will coordinate the response, first contacting the Public Works and Engineering Departments. In the event the Environmental Compliance Officer is not available, the Engineering Department will take the lead on coordinating the response.
<b><u>Investigation</u></b>	Upon receiving a report of a spill, the ECO will coordinate the City response, ensure the issue is addressed and arrange for a staff member to investigate the site within a business day. The Fire Department will be notified and take the lead on all spills 5 gallons or larger in size. The ECO will take the lead on E&SC, stormwater and CBPA violations. Public Works will take the lead on other issues impacting the flow, maintenance or condition of the City's drainage system. As spills often involve more than one department's area, Public Works, the ECO and Engineering will be copied on correspondence for all reports.
<b><u>Fire Department</u></b>	Will respond to hazardous waste spills and spills of 5 gallons and larger. The FD will notify and file reports with the state EOC, which in turn will notify DEQ if warranted. The FD will follow its SOPs to place booms or other absorbent devices about the spill and to dispose of clean up materials properly. The status of clean up will be communicated to the ECO and the Engineering Department.
<b><u>Public Works Employees</u></b>	Will respond to reports of spills, obstructions, and other discharges impacting the City's streets or drainage system. In the event the spill is potentially hazardous or is more than 5 gallons, PW will notify and coordinate with the FD. Public works employees will deploy their spill kit materials as needed to ensure the spill is contained and will dispose of all materials used in the appropriate container at the Public Works yard so that the items are properly disposed of. Public works will restore or will coordinate the repair and restoration of all damaged City infrastructure if work is performed by the party responsible for the spill. Public Works will track all expenses related to spill response. Public Works will communicate with and provide updates to the ECO and the Engineering Department.
<b><u>City Inspector</u></b>	The City Inspector or the designee of the City Inspector is a Public Works Employee and will take the lead in coordinating the Public Works response.
<b><u>Engineering Department</u></b>	The Engineering Department will assist by inspecting, notifying property owners or coordinating the response in the event the ECO is not available. The Department will consolidate spill information for inclusion in the annual MS4 permit report.

**City of Poquoson**  
**Public Involvement Opportunities Characterization**

EVENT	DATE	ATTENDEES	DESCRIPTION	TYPE OF EVENT (Permit Table 2)	Means of Advertisement	METRIC
Poquoson Seafood Festival	October 19-21, 2018	Attendance was estimated to be <b>35,000</b> over the three day event. Attendance was lower than the typical 45,000-50,000 due to inclement weather.	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. VIMS presented 2 full days of educational materials and exhibits about life in the Chesapeake Bay and unique organisms and life in the sea. The Virginia Museum of Natural History was on site for 3 days and presented touch tanks, oyster aquariaums illustrating cleaning power of the oyster and lots of information about bay health and the estuaries of the Chesapeake Bay. The Festival 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.	Educational Event	It is advertised on the City's website; in social media; via a website; and is featured by state tourism groups and media. The Festival also has its own website. See <a href="https://www.poquosonseafoodfestival.com/">https://www.poquosonseafoodfestival.com/</a> for information on the upcoming 2019 event.	ATTENDANCE
Pet Waste Station	ONGOING	A total of <b>5</b> Pet Waste stations are currently being managed by citizens and civic organizations. Two of the 5 were adopted this permit year.	Through HRPDC, the City offers free pet waste stations to organizations and individuals who commit to maintaining them.	Pollution Prevention	These stations are advertised via the AskHHRgreen website ( <a href="https://askhhrgreen.org/grants/pet-waste-station/">https://askhhrgreen.org/grants/pet-waste-station/</a> ); word of mouth; and staff member talks to civic organizations. They are also highlighted in newsletter articles on reducing bacterial discharges (clean up after your pets),	# PET STATIONS
Save the Bay Cleanup	15-Jun-19	more than <b>20</b> volunteers	Community Recreation Department coordinated a volunteer clean-up effort at Messick Point on Saturday, June 15 at Messick Point. The event had to be rescheduled because of inclement weather. A significant pile of debris was removed (photos in the appendix). Items removed included a wishing well.	Restoration	This event was advertised via the City website; posters; social media; and communications to civic organizations that had participated in the past. It was also advertised on the CBF website: <a href="https://www.cbf.org/events/clean-the-bay-day/city-of-poquoson.html">https://www.cbf.org/events/clean-the-bay-day/city-of-poquoson.html</a>	# VOLUNTEERS

**City of Poquoson**  
**Public Involvement Opportunities Characterization**

Bay Star Homes	Year Round	There are 15 Bay Star Homes in Poquoson. This is an increase from last year's 8 homes.	Ongoing opportunity for citizens to pledge to take actions in their daily lives that will support water quality for the Chesapeake Bay.	Educational; Pollution Prevention	This program is advertised via the AskHRgreen website; word of mouth; and staff member talks to civic organizations. <a href="http://askhrgreen.org/programs/by-homes/?utm_source=wkr&amp;utm-medium=PPC">http://askhrgreen.org/programs/by-homes/?utm_source=wkr&amp;utm-medium=PPC</a>	# PARTICIPANTS
Local Wildlife programs	7/18/18; 7/25/18; 6/28/19	100, 93, and 80, respectively	Wild about Wildlife, Turtle Tales and Fantastic Animals and Where to Find Them focused on local animals, where they live, and Virginia wildlife rehabilitation	Educational, aimed at school children	Events are advertised via the library newsletter. <a href="https://ppil.ent.sirs.net/client/en-US/default/">https://ppil.ent.sirs.net/client/en-US/default/</a>	ATTENDANCE
Virginia Engineer's Council Conference Resiliency Panel	5-Mar-19	The City Engineer represented local governments as part of a panel on resiliency at this statewide conference	Approximately 50 people attended the panel discussion. Most of these professional engineers were consultant engineers. The City Engineer discussed resiliency efforts in low lying coastal communities and also highlighted water quality concerns that should be considered as communities develop resiliency projects. For example, living shorelines were discussed as a more environmentally friendly alternative to shoreline hardening	Education	The VEC advertised via a website: <a href="https://virginiengineersconference.org/">https://virginiengineersconference.org/</a> . The panel discussion was featured in their program.	ATTENDANCE
Let's Take a Story Walk	Library Week	Not tracked	The Storywalk was put up along the Oxford Run walking trail (located in a natural area) to encourage families to hike the Oxford Run Canal Trail. The Canal is full on pickerel weed and other wetlands species.	Educational	Events are advertised via the library newsletter. <a href="https://ppil.ent.sirs.net/client/en-US/default/">https://ppil.ent.sirs.net/client/en-US/default/</a>	NOT POSSIBLE TO TRACK; FEEDBACK COULD BE USED IN FUTURE
Fairies and Friends Program in the Library Learning Garden	18-May-19	175 attendees	This popular annual program includes garden games and learning activities for preschoolers and young grade schoolers. It is intended to encourage outdoor activities and fun for our youngest citizens.	Educational	Events are advertised via the library newsletter. <a href="https://ppil.ent.sirs.net/client/en-US/default/">https://ppil.ent.sirs.net/client/en-US/default/</a>	ATTENDANCE
Library Soil Testing Kits	Year Round	not tracked	The library provides soil testing kits to encourage nutrient management instead of over use of fertilizer.	Pollution Prevention	Display in the library	# DISTRIBUTED

**City of Poquoson**  
**Public Involvement Opportunities Characterization**

<p><b>Library Gardening Programs</b></p> <p>5/17/19; 4/16/19; 5/13/19</p>	<p>11, 12 and 11 attendees, respectively.</p> <p>Beat the Backyard Buzz program (5/17) provided info on created all natural fruit and herb votives to use in lieu of chemicals; the Kitchen Herb Gardens (4/16) program provided the benefits of using herbs and information on creating mini herb gardens; and the Planting for Pollinators (5/13) detailed how small changes can transform private property landscapes to encourage butterflies, bees and other pollinators. In addition, the library partnered with the local Master Gardeners and the Virginia Cooperative Extension to provide a series of 4 courses on gardening.</p>	<p>Educational</p> <p>Events are advertised via the library newsletter.  <a href="https://pppl.ent.sirs.net/client/en-US/default/">https://pppl.ent.sirs.net/client/en-US/default/</a></p> <p>ATTENDANCE</p>
<p><b>Library Reading Garden Spruce up</b></p> <p>5/13/19</p>	<p>About 10; also, 2 eagle Scout candidates are working to do a big weed and cleanup of the garden and to build a new footbridge</p> <p>The Reading Garden is a certified wildlife habitat filled with native plants. The garden is thriving and periodically needs thinning/weeding.</p>	<p>Restoration</p> <p>Events are advertised via the library newsletter.  <a href="https://pppl.ent.sirs.net/client/en-US/default/">https://pppl.ent.sirs.net/client/en-US/default/</a></p> <p>Public participation</p>
<p><b>Poquoson Library Seed Library</b></p> <p>Year Round</p>	<p>About 800 seed packets were distributed in permit year 1.</p> <p>The City Library hosts a "seed library" where citizens can pick up seeds for gardens or drop off seeds that they are not using. This promotes planting in the City.</p>	<p>Restoration, Educational</p> <p>Display in the library</p> <p>Public participation</p>
<p><b>Household Chemical Collections/Computer Recycling Event</b></p> <p>July 21, 2018; September 15, 2018; November 17, 2018; March 16, 2019; and May 18, 2019</p>	<p>Public Works Employees</p> <p>Five household chemical collections and computer parts recycling events were held at the Poquoson swimming pool parking lot in conjunction with other VPPSA communities.</p>	<p>Disposal/Collection Event</p> <p>Advertised via the VPPSA and City websites; social media and VPPSA flyers</p> <p># EVENTS: 4 HELD.</p>

**City of Poquoson**  
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Drug Take Back Events 27/2018 and 4/27	Poquoson Police Department	<p>Over <b>145 pounds</b> of old prescriptions were collected and properly disposed of in October and over <b>125</b> pounds were disposed of in April.</p>	<p>Disposal/collection event</p> <p><a href="https://wtkr.com/2019/04/23/drop-off-sites-across-hampton-roads-released-for-saturday-drug-takeback-day/">https://wtkr.com/2019/04/23/drop-off-sites-across-hampton-roads-released-for-saturday-drug-takeback-day/</a></p> <p><a href="https://www.coloniallhb.org/about-us/news-and-events/national-prescription-drug-take-back-day-2019.aspx">https://www.coloniallhb.org/about-us/news-and-events/national-prescription-drug-take-back-day-2019.aspx</a></p> <p><a href="https://www.coloniallhb.org/about-us/news-and-events/national-prescription-drug-take-back-day-2019.aspx">https://www.coloniallhb.org/about-us/news-and-events/national-prescription-drug-take-back-day-2019.aspx</a></p>	<p>AMOUNT DISPOSED</p>
Keep Poquoson Beautiful Year Round	Year Round	<p>Kits provided in May 2019. Two check outs occurred between May and June 30, 2019</p>	<p>The library provides two Keep Poquoson Beautiful kits for checkout by civic groups or individuals. Kits come in a blue mesh bag that contains 5 grabbers, 5 vests, bags, and gloves. They're available for a one week checkout with a library card, with the option to renew. Public Works will provide resources for replenishment as needed</p>	<p>Restoration</p> <p># CHECK OUTS</p>
Adopt a Spot	Year Round	<p>17 spots have been adopted by civic groups or individuals.</p>	<p>Participants remove and properly dispose of litter on public sites throughout the City.</p>	<p>Restoration</p> <p># spots adopted</p>
Fire Department Drone and Air Boat Spill Response Demonstrations	Fiscal Year 2019	<p>Number of attendees not tracked.</p>	<p>The departments UAS has been displayed at 5 different events to include National Night Out, Virginia State Firefighters Convention, and the VAZO regional meeting. After the Regional VAZO meeting, we were asked if we could present at the state VAZO meeting. During all of our public displays we talk about the usefulness of the aircraft for spill detection and monitoring both day and night.</p>	<p>Education</p> <p>ATTENDANCE</p>

**City of Poquoson**  
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VADERM, Virginia Hazardous Materials Conference			
Date	Participants	Activities	Communication
Sep-18	25 local government and state staff members	Staff assisted VDEM with last years Haz-Mat conference in September with regards to spill control and booming operations in waterways. The Air Boat was used as part of a booming demonstration and drill.	Education and participation  Emails and organizational communications. Vadem website is <a href="https://www.vaemergency.gov/training/courses-catalog/hazardous-materials/">https://www.vaemergency.gov/training/courses-catalog/hazardous-materials/</a>

## **MISCELLANEOUS INFORMATION RELATED TO**

## **PUBLIC PARTICIPATION EVENTS**

**Provided as examples of the activities listed in the spreadsheet. See referenced websites for more information on specific events.**

<u>Name</u>	<u>Location</u>	<u>Application Date</u>	<u>New App Date</u>	<u>2017 pickups</u>	<u>2018 pickups</u>	<u>2019 Pickups</u>
Builders Club	Location: Middle School		8/1/2017			
Bentel #39 Job's Daughters	Location: Poquoson Ave (Rens Rd to Champs)					2
Don & Barbara Tempas	Location: Pasture Rd/ Cove Farm House		8/24/2017	picks up weekly	picks up weekly	
Friends of W.M. Jordan	Location: 1033 Elementary School Grounds	12/17/2014	8/19/2017	letter		
Girl Scout Troop 1281	Location: Oxford Run WCR entrance to 90	3/21/2019				1
Holloway-Moore Post 273	Location: 49 Odd Rd - Community Center, Municipal Park, War Memorial, City Marque (Victory)	3/8/2012	10/30/2017		1	1
Key Club - Poquoson High School	Location: Amory's Wharf		10/5/2017	2		1
Kiwanis of Poquoson	Location: Wythe Creek Rd ( Victory Blvd To Poquoson Ave)		8/8/2017	2	1	2
Lions Club of Poquoson	Location: South Lawson Park	2/22/2012	8/18/2017			
Masonic Lodge #49	Location: Hunts Neck Rd (6 Hunts Neck Rd to Valmoore Rd) & Poq Ave to Rens Rd		8/12/2017	5	2	2
Poquoson Citizens for the Environment	Location: 127 Ridge Rd	Mar-13	Aug-17	1		
Poquoson Elementary School SCA	Location: Elementary School, Fire Station 1 and Little League Field	12/14/2016	10/23/2017			
Poquoson Exchange Club	Location: Wythe Creek Rd (Bridge to Stop Light)		8/1/2017	3	3	4
Poquoson Woman's Club	Location: Cedar Rd (Poquoson Ave to Lt Florida)	2/15/2018		1	1	2
Poquoson Yatch Club	Location: Messick Rd (Bill's Forrest Seafood to End)		8/9/2017	2		1
St Timothy's Anglican Church	Location: Yorktown Rd	8/27/2012	7/28/2017	2		
USCoast Guard Aux Poquoson Flotilla 63	Location: Odd Rd	7/20/2017	2	2		3
Mr. Ned's Walkers	Location: Ridge, Messick, & Bay	2/8/2019				

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<input type="button" value="Reply All"/> <input type="button" value="Reply &amp; Delete All"/> <input type="button" value="Quick Steps"/> <input type="button" value="Tags"/> <input type="button" value="Move"/> <input type="button" value="More"/>									
<p>If there are problems with how this message is displayed, click here to view it in a web browser.          Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</p> <p>From: Bay Star Homes Application Submission &lt;<a href="mailto:cs-reply@nafos.com">cs-reply@nafos.com</a>&gt;          To: Kate Culipher; Rebekah Eastep; <a href="mailto:km@redchakstudios.com">km@redchakstudios.com</a>; <a href="mailto:cynthia.malley@redchakstudios.com">cynthia.malley@redchakstudios.com</a>; Cynthia Malley          Cc:          Subject: askHRgreen: Bay Star Homes Program Pledge Form [#2463]</p>									
<p><b>Name *</b></p> <p>Brandy Blase</p> <p>Tuesday, April 23, 2019</p> <p><b>Date of Entry</b></p> <p>78</p> <p><b>House Number *</b></p> <p>Church Road</p> <p><b>Street Name (include apartment numbers here) *</b></p> <p>Poquoson</p> <p><b>City/County *</b></p> <p>23662</p> <p><b>Email *</b></p> <p><a href="mailto:brandyblase@icloud.com">brandyblase@icloud.com</a></p> <p><b>Phone Number</b></p> <p>(757) 332-3473</p> <p><b>Grow Green *</b></p> <p>Reduce my lawn area and convert to planted beds          Buy local produce or grow my own          Keep kitchen fats, oils and grease out of my drain          Dispose of household hazardous waste and electronic waste properly          Reduce, Reuse and Recycle          Use reusable shopping bags          Scoop the poop</p> <p><b>Water Connections *</b></p> <p>Attend an environmental workshop/seminar at least once a year</p> <p><b>Conserve Resources *</b></p> <p>Installing and maintaining a pet waste station in my neighborhood/community          A lawn care nutrient management plan</p> <p><b>Get Involved *</b></p> <p>Sign me up to receive the askHRgreen.org e-newsletter</p> <p><b>I am also interested in</b></p> <p><b>Stay Connected</b></p>									

TYPICAL BAY STAR HOME APPLICATION

In anticipation of a busy opening on Memorial Day the Community Recreation Pool Staff is very busy preparing the facility for a summer of fun for the Poquoson Community. The pool will open Memorial Day 12noon - 6pm.

**Economic Development:**

On May 15<sup>th</sup> a group which included several Poquoson business representatives, Bob McKenna, Virginia Peninsula Chamber of Commerce (VPCC) President, and City Economic Development Coordinator Charity Gavaza met to discuss assistance that might be provided by VPCC in organizing a new Poquoson Merchant/Business association. The group as a whole has a high regard for the reputation of the Chamber of Commerce and are very interested in joining forces. In fact two of the Poquoson businesses represented at the meeting are already members of the Chamber. Bob McKenna said his organization does not have a precedent for working with a small, independent group like Poquoson's, but VPCC has been very interested in finding ways to work with Poquoson, as well as York County and James City County. The group of Poquoson businesses appears inclined to pursue this potential, so VPCC will be sending an email next week offering a fee structure and benefits and will negotiate with the group toward an opportunity that works for all. One possible scenario discussed would be for the Poquoson Business Group to become a "Chapter" of VPCC, and each member of the Poquoson Chapter would receive a pre-determined list of VPCC member benefits. The meeting was very productive and encouraging for the attendees. Additional discussions between the Poquoson businesses and VPCC are expected to be scheduled soon.

**Library:**

Thanks to Bodina in the Public Works Department for her initiative and partnership, the library now has two Keep Poquoson Beautiful litter clean up kits available for checkout! Kits come in a blue mesh bag that contains 5 grabbers, 5 vests, bags, and gloves. They're available for a one week checkout with a library card, with the option to renew. Public Works will provide resources for replenishment as needed and we look forward to the kits getting lots of use and the community having ready access to these tools to help keep Poquoson Beautiful. Photo attached.



**Public Works:**

The next convenience site drop-off at City Hall will be Saturday, May 18<sup>th</sup>.

On September 4<sup>th</sup> Sheila Traficante, Vice-President of BB&T's Commercial Real Estate Group will visit Poquoson and meet with the City's Economic Development Director and the Community Development Director. Staff will provide Ms. Traficante with an overview of business activities and of Commercial Property opportunities in the City. Following that meeting, the Economic Development Director will take Ms. Traficante for a tour of the City and its service commercial areas. Staff continues to work closely with BB&T as they evaluate future branch location options in Poquoson.

### Community Recreation:

Congratulations to Kathy Feigh and the Poquoson Lion's Club for their recognition in the Lions Club International July/August issue of their "Lion" magazine for its *Bags to Benches* project. Please see the excellent article below.

USA

## Bags to Benches

When Poquoson Lion Kathy Feigh finds she can barely get her car in the garage, she knows it's time to take out the recycling.

Many of us do that for ourselves. But what Feigh does, she does for her Virginia community.

"We need more people like her," says Stephanie Hicks, materials resource coordinator for the Trex Company's Community Challenge recycling program. "People like her keep the ball rolling."

Although Feigh speaks lightly of the plastic bags that sons, friends, and friends of friends leave on her porch and by her garage door to recycle, she is seriously committed to her job as chairman of her club's recycling program.

Poquoson has 10 recycled plastic benches throughout town that were earned by the Lions through the Trex project. They are scattered wherever people might want to sit—near the soccer fields, along the walking trails, and by the park playground.

Through the program, community organizations that collect 40,000 to 50,000 plastic bags over six months earn a free 48-inch Trex bench, says Hicks. And in Poquoson, the Lions have done that every six months for five years, earning them 10 benches.

Lions bring their empty plastic grocery bags, bread bags, dry cleaning bags, clear wrappers off paper towels and packs of water bottles, newspaper sleeves and more to club meetings. They and other community members also leave them in bags by the Feighs' home. Kathy Feigh



collects them in larger bags, and then her husband, Keith Feigh, also a Lion, is good at smashing bags of bags into one very large bag, she says. Then she weighs the collection, calls Hicks about how many pounds of plastic she is sending their way, and takes the plastic to the local grocery store where she leaves it to be delivered to Trex.

The Trex website ([trex.com/recycling/recycling-programs/](http://trex.com/recycling/recycling-programs/)) offers details including what plastics are accepted and a list of retailers who will take it off your hands.

If the thought of counting out 40,000 plastic bags is frightening, Feigh assures others that you don't have to count. Roughly 1,000 grocery bags weigh 13 pounds. Hicks also suggests clubs not wait until 40,000 bags have been collected before taking them to the nearest collection spot. You might not get a warm reception.

Although it may sound like a lot of work, "It really doesn't take a lot of time. Maybe an hour a week," says Feigh. "They're real nice benches and they are delivered free."

"It sure beats seeing the plastic go to landfills. All it takes is for somebody to take the time to do it."



## CITY OF POQUOSON

City Manager's Office

500 City Hall Avenue, Poquoson, Virginia 23662-1996

(757)868-3000 Fax (757)868-3101

## MEMORANDUM

**TO:** Mayor and Council Members  
**FROM:** City Manager  
**SUBJECT:** Weekly Report

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### Highlights from October 5, 2018 through October 11, 2018:

#### Thank you

Former Councilmember, Henry Ayer, sends his thanks to everyone for the well wishes and the fruit he received during his recent hospitalization. He states he is now doing much better.

#### Community Recreation:

A presentation was provided by City Engineer Ellen Roberts who briefed the Parks and Recreation Advisory Board on the potential for additional walking trails at South Lawson and a sidewalk extension that would connect the PMS/PES campuses and Municipal Park. Her comments were informative and well-received and the Board expressed their appreciation for her attendance at the meeting.



Interest was expressed by the Board in requesting a work session with City Council in the spring of 2019 to discuss possible recreation facility enhancements such as permanent restrooms at South Lawson and a possible dog park in the City. The Board pointed out that a dog park was listed as a desired amenity frequently from the last comprehensive plan update data.

The Poquoson Seafood Festival Workboat Races presented by Pomoco Nissan will be conducted on Sunday, October 14, 2018 at Messick Point. The event schedule is as follows: Captain's Meeting at 11:30am; Parade of Sail at 12:00noon; Races Begin at 12:30pm.

Come early for the music and fun. Stay after the awards to congratulate the captains. Food vendors will include Captain Harrell and Son's Seafood Kitchen and We R Nutz. Additionally, children's activities will feature a Bounce House for the kids.



*Sunsets from Owens Marina*

(Photograph by Jessica Hartley)

**TO:** Mayor and Council Members  
**FROM:** Assistant City Manager  
**SUBJECT:** Weekly Report

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**Highlights from May 24, 2019 through May 30, 2019:**

**Public Works:**

The next convenience site drop-off at City Hall will be Saturday, June 1<sup>st</sup>.

**Fire Department Report:**

The Fire Department's Weekly Call Report is attached.

**Economic Development:**

Community Recreation Assistant Director Gretchen Gochenour recently updated the *City of Poquoson Blueways Map and Water Trail Guide*. The Guide incorporates marina information, public water access locations, and water routes in and around the City. The Blue Way Guide is a key marketing element utilized to promote eco-tourism in the City. The Economic Development Office is sending copies of the guide to Visitor's Centers of all regional communities to promote Poquoson.

**Community Recreation:**

Community Recreation will be participating with a table display at the Annual Tabernacle Block Party on Saturday, June 1<sup>st</sup> to promote summer programs, camps and sailing camps. The block party will be held from 10:30am-2:30pm at Tabernacle Methodist Church.

Community Recreation Department staff will coordinate a volunteer clean-up effort at Messick Point as part of the statewide Clean the Bay Day effort on Saturday, June 1<sup>st</sup> at Messick Point at

# POQUOSON BLUEWAY MAP CANOE & KAYAK TRAILS

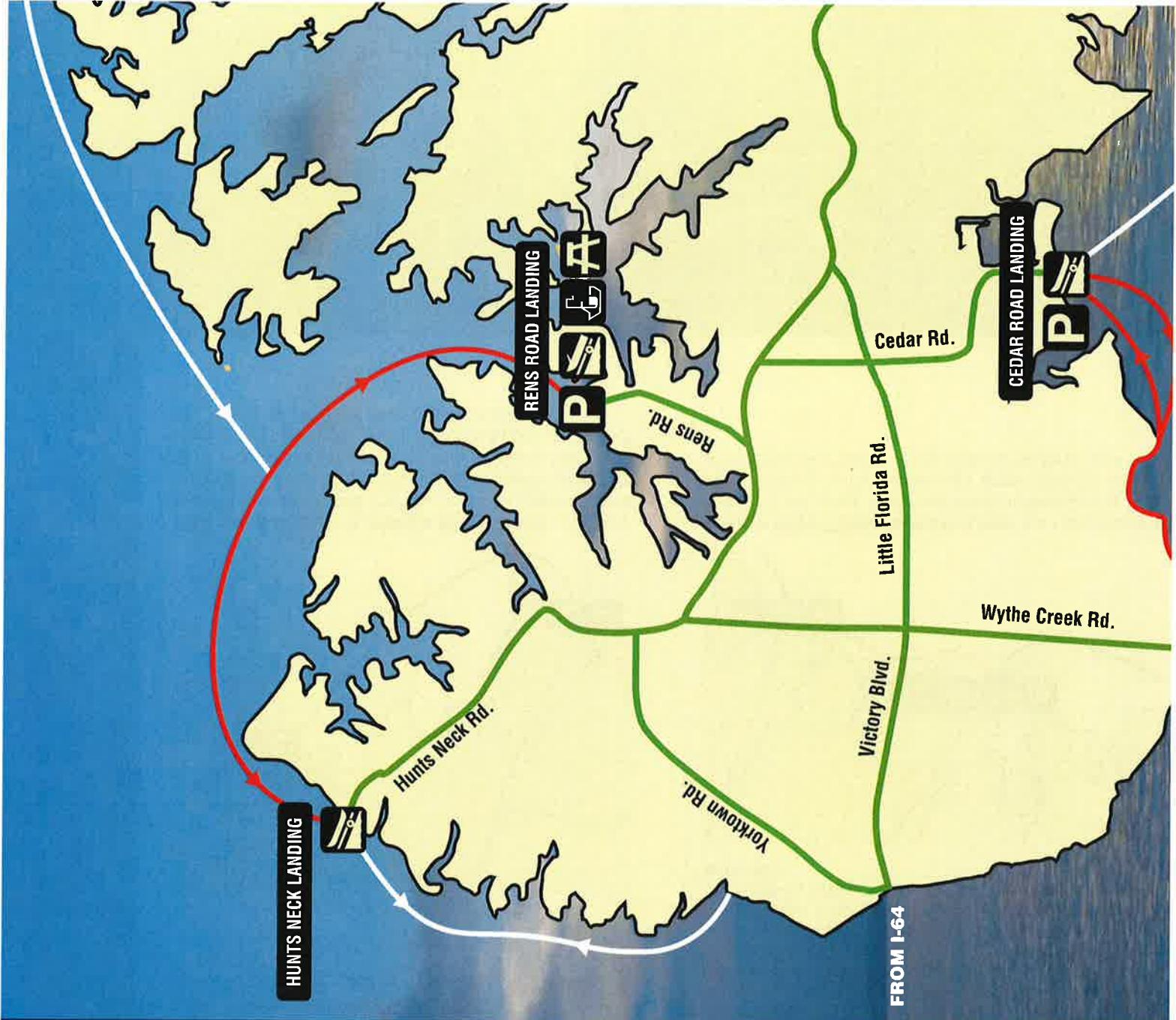
Poquoson, an ancient term for "great marsh" is a paddler's paradise. Its 87 miles of beautiful shoreline beckon you for a "day at play on the bay", silently encouraging you to explore numerous inlets and coves.

The City's water trails meander through a great variety of flora and fauna, taking you within a stone's throw of bald eagles, heron, deer, marsh grasses, and wild flowers.

Other points of interest are easily visible during your aquatic excursion including views of Factory Point, NASA/ Langley Research Center, and Langley Air Force Base. Your waterway travel is a seamless journey around the City connected by the Poquoson River and Back River. Tidal waters host an ever-changing environment.

## SMALL CRAFT SAFETY TIPS

1. Always wear a life jacket.
2. Know your ability and the demands of the waterways.
3. Stay hydrated and bring plenty of



## Household Chemical Collection

### **What is VPPSA?**

- When possible, keep products in original container with labels intact.
- Wrap leaking containers in newspaper and place in a plastic bag. Ensure all lids and caps are tight.
- Place items securely in boxes for transport. Use newspaper or cardboard as fillers.
- Do not leave material in hot unventilated area for long periods. Do not smoke near chemicals.
- Clean Harbors, the largest hazardous waste disposal company in North America, has been providing disposal services at VPPSA events since they began in 1997. Clean Harbors provides a broad range of hazardous and non-hazardous waste recycling, treatment and disposal, laboratory chemical packing and household hazardous waste management services.

### Computer Recycling

- Our contractor, Computer Recycling of Virginia, understands and accepts the responsibility of protecting its client's data. Since 2001, every hard drive has been erased using software that meets or exceeds all industry standards, including the NIST 800-88. Once the wipe process is complete, any hard drive that fails the wipe process is physically destroyed.

- The mission of Computer Recycling of Virginia, Inc. (CRVA), which was founded in February 2001, is to place educationally-useful equipment into Virginia's schools and non-profit organizations free of charge, while promoting electronics recycling throughout the Commonwealth of Virginia.

### At the collection:

- A VPPSA employee will ask you which city or county you live in, and what materials you've brought. Proof of residency may be required.
- You will be directed to a work area where VPPSA employees will unload your vehicle. Please stay in your vehicle unless requested to do otherwise.
- There are separate drop off points for household chemicals and computers.
- Be prepared to identify your materials. If you are unsure of any material, please notify a VPPSA employee before they begin unloading.

The Virginia Peninsulas Public Service Authority (VPPSA) is a regional governmental agency providing solid waste management services to ten cities and counties in southeast Virginia. The member communities are Hampton, James City County, Poquoson, Williamsburg and York County on the Peninsula, and the counties of Essex, King William, King and Queen, Mathews and Middlesex on the Middle Peninsula.

VPPSA provides scheduled Household Chemical Collection events and Computer/Electronics Recycling events for residents of its member communities on the Peninsula. In addition to these events, VPPSA also provides the following services on the Peninsula:

[Curbside Recycling](#) in James City, Poquoson, Williamsburg and York.

[Yard Waste Composting](#) at the VPPSA facility at 145 Goodwin Neck Road, Yorktown. Quality mulch and compost products are available for purchase. The Compost Facility is open Monday—Saturday from 8am until 4pm. For more information call 757-898-5012.

For more information go to our website at [www.vppsa.org](http://www.vppsa.org) or call us at 757-259-9850.

**To stay informed on all VPPSA programs—**  
Send your email address to us at [curbsiderecycling@vppsa.org](mailto:curbssiderecycling@vppsa.org) and we'll add you to our e-notification list.



## **Schedule & Procedures**

# **2018**



**VIRGINIA PENINSULAS  
PUBLIC SERVICE AUTHORITY**  
475 McLaws Circle, Ste 3B  
Williamsburg, VA 23185  
Phone: 757-259-9850  
Fax: 757-259-9855  
[www.vppsa.org](http://www.vppsa.org)

Printed on Recycled Paper

**Virginia Peninsulas  
Public Service Authority**  
**757-259-9850**

# Household Chemical Collections and Computer Recycling

## 2018 Schedule of Events

*Providing environmentally safe disposal to the residents of Williamsburg, James City County, York County, Hampton and Poquoson since 1997.*

**Events are only for residents of the above listed communities; proof of residency may be required.**

*To stay informed on all VPPSA programs send your email address to us at [curbsideresycling@vppsa.org](mailto:curbsideresycling@vppsa.org) and we'll add you to our e-notification list.*



	Williamsburg/ James City County	York County	Hampton	Poquoson
Location:	Warhill High School 4615 Opportunity Way Williamsburg	County Drive, Yorktown (off Goodwin Neck Rd)	Hampton Coliseum Parking Lot Coliseum Drive Hampton	Poquoson Swimming Pool Parking Lot Municipal Drive Poquoson
Time:	8:00AM—12:00 Noon	8:00AM—12:00 Noon	8:00AM—12:00 Noon	8:00AM—12:00 Noon
Dates:	February 10, 2018 April 14, 2018 June 9, 2018 August 11, 2018 October 13, 2018	March 10, 2018 May 12, 2018 July 14, 2018 September 8, 2018 November 10, 2018	March 17, 2018 May 19, 2018 July 21, 2018 September 15, 2018 November 17, 2018	October 6, 2018

**ALL EVENTS END PROMPTLY AT NOON!**

### WE WILL ACCEPT THE FOLLOWING:

\*\*\*Computers: Desktop and laptop computers, servers, computer monitors, cell phones, computer wiring, desktop printers including multifunction printers or "All in Ones", fax machines, and desktop photocopiers and scanners.

\*\*\*Please note that we can only accept the computer items listed above.

► **Household Maintenance**: latex paint, oil based paint, stains, solvents, glue, varnishes, adhesives

► **Automotives- limited to**: gasoline and other fuels (less than 50 gallons), waxes, gas/oil mixtures, brake fluid, engine cleaner, tar remover.

**NOTE**: Motor oil and antifreeze are not accepted at most events since many communities already accept them at no charge. Call or check our website at [www.vppsa.org](http://www.vppsa.org) for more information.

► **Lawn & Garden**: insecticides, weed killers, pesticides, fertilizers, pest strips

► **Household Cleaning**: cleaners for oven, drain, toilet, septic tank etc., floor waxes, metal polishes, bleach, degreasers, kerosene, dyes, pool chemicals, fluorescent lights up to 8 ft, all compact fluorescents (CFLs), and rechargeable batteries (alkaline batteries are NO LONGER ACCEPTED; please put in your regular trash).

If you have any questions, please call us at 757-259-9850 or go to our website at [www.vppsa.org](http://www.vppsa.org)

### WE WILL NOT ACCEPT:

X Televisions

X ALKALINE Batteries

X Explosives

X Compressed Gas Cylinders

X Ammunition or Gun Powder

X Household Trash

X Business or Medical Waste

X Radioactive Products

X Large quantities of

unknown materials

## Household Chemical Collection

### **What is VPPSA?**

- Do not smoke.
- Do not leave material in hot unventilated areas for long periods.
- When possible, keep products in original container and ensure lids or caps are tight.
- Place items securely in boxes for transport.
- To prevent unfavorable chemical reactions, do not put multiple containers in bags or soft containers where they may spill or break.

If you have a leaking container, place this item separately in a clear plastic bag, with newspaper or paper towels on the bottom. Secure in an upright position so it doesn't spill in your vehicle. Please notify staff that the item is leaking.

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- VPPSA staff will unload your vehicle. Please stay in your vehicle unless requested to do otherwise.
- There are separate drop off points for household chemicals and computers.
- Be prepared to identify your materials. If unsure, tell VPPSA staff before they begin unloading.



# **Household Chemicals**

**and**

# **Computer Recycling Collections**

**2019**

## **Schedule & Procedures**



**VIRGINIA PENINSULAS  
PUBLIC SERVICE AUTHORITY**  
475 McLaws Circle, Ste 3B  
Williamsburg, VA 23185  
Phone: 757-259-9850  
Fax: 757-259-9855  
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# Household Chemical Collections and Computer Recycling 2019 Schedule of Events

*Providing environmentally safe disposal to the residents of Williamsburg, James City County, York County, Hampton and Poquoson since 1997.*

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	Williamsburg/ James City County	York County	Hampton	Poquoson
Location:	Warhill High School 4615 Opportunity Way Williamsburg	County Drive, Yorktown (off Goodwin Neck Rd)	Hampton Coliseum Parking Lot Coliseum Drive Hampton	Poquoson Swimming Pool Parking Lot Municipal Drive Poquoson
Time:	8:00AM—12:00 Noon	8:00AM—12:00 Noon	8:00AM—12:00 Noon	8:00AM—12:00 Noon
Dates:	February 9, 2019 April 13, 2019 June 8, 2019 August 10, 2019 October 12, 2019	March 9, 2019 May 11, 2019 July 13, 2019 September 14, 2019 November 9, 2019	March 16, 2019 May 18, 2019 July 20, 2019 September 21, 2019 November 16, 2019	October 5, 2019

**ALL EVENTS END PROMPTLY AT NOON!**

## WE WILL ACCEPT THE FOLLOWING:

- **\*\*Computers:** Desktop and laptop computers, servers, computer monitors, cell phones, computer wiring, desktop printers including multifunction printers or "All in Ones", fax machines, and desktop photocopiers and scanners.
- **\*\*\*Please note that we can only accept the computer items listed above.**
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- **NOTE:** Motor oil and antifreeze are not accepted at most events since many communities already accept them at no charge. Call or check our website at [www.vppsa.org](http://www.vppsa.org) for more information.
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- **Household Cleaning:** cleaners for oven, drain, toilet, septic tank etc., floor waxes, metal polishes, bleach, degreasers,
- **Miscellaneous:** charcoal fluids, dyes, kerosene, pool chemicals, fluorescent lights up to 8 ft, all compact fluorescents (CFLs), and rechargeable batteries (alkaline batteries are NO LONGER ACCEPTED; please put in your regular trash).
- **If you have any questions, please call us at 757-259-9850 or go to our website at [www.vppsa.org](http://www.vppsa.org)**

## WE WILL NOT ACCEPT:

- **X Televisions**
- **X ALKALINE Batteries**
- **X Explosives**
- **X Ammunition or Gun Powder**
- **X Household Trash**
- **X Business or Medical Waste**
- **X Radioactive Products**
- **X Large quantities of unknown materials**
- **X Large drums of material**



## 2.2 Permit Year 2 Public Involvement Opportunities

<u>EVENT</u>	<u>SCHEDULE</u>	<u>METRIC</u>	<u>TABLE 2 CATEGORY</u>
Poquoson Seafood Festival	Fall 2019; 3RD FULL WEEKEND IN OCTOBER	Attendance; number of giveaways	Educational
Clean the Bay or Keep Poquoson Beautiful Volunteer Clean Up	Spring to early summer, near Earth Day	# Volunteers; amount of waste collected	Restoration
Household Hazardous Waste Collection Events	Quarterly	# Events	Collection/Disposal
Bay Star Homes and Pet Waste Stations Programs	throughout the year	# new homes and pet waste stations	Pollution Prevention
Library Education Programs	Throughout the year; primarily in the summer	Attendance	Educational

Developed in Permit Year 1. Activities are subject to change depending on inclement weather, changes to regional program, etc.

## **FIRE DEPARTMENT LEAK DETECTION & RESPONSE**

**PUBLIC DEMONSTRATIONS AND PARTICIPATION IN THE VIRGINIA  
DEPARTMENT OF EMERGENCY MANAGEMENT HAZARDOUS  
MATERIALS TRAINING EXERCISE FOR THE REGION**

Unmanned aerial support (UAS) display used in public demonstrations.





Unmanned aerial support drone set up for an outside demonstration.

**VADEM Hazardous Materials Regional Training.**

Regional Marine Spill Drill. Poquoson owns the only air boat in the region. This capability is available region wide for spill and emergency response in low draft marine environments that are not accessible to a regular boat.











# **POQUOSON CLEAN THE BAY EVENT**

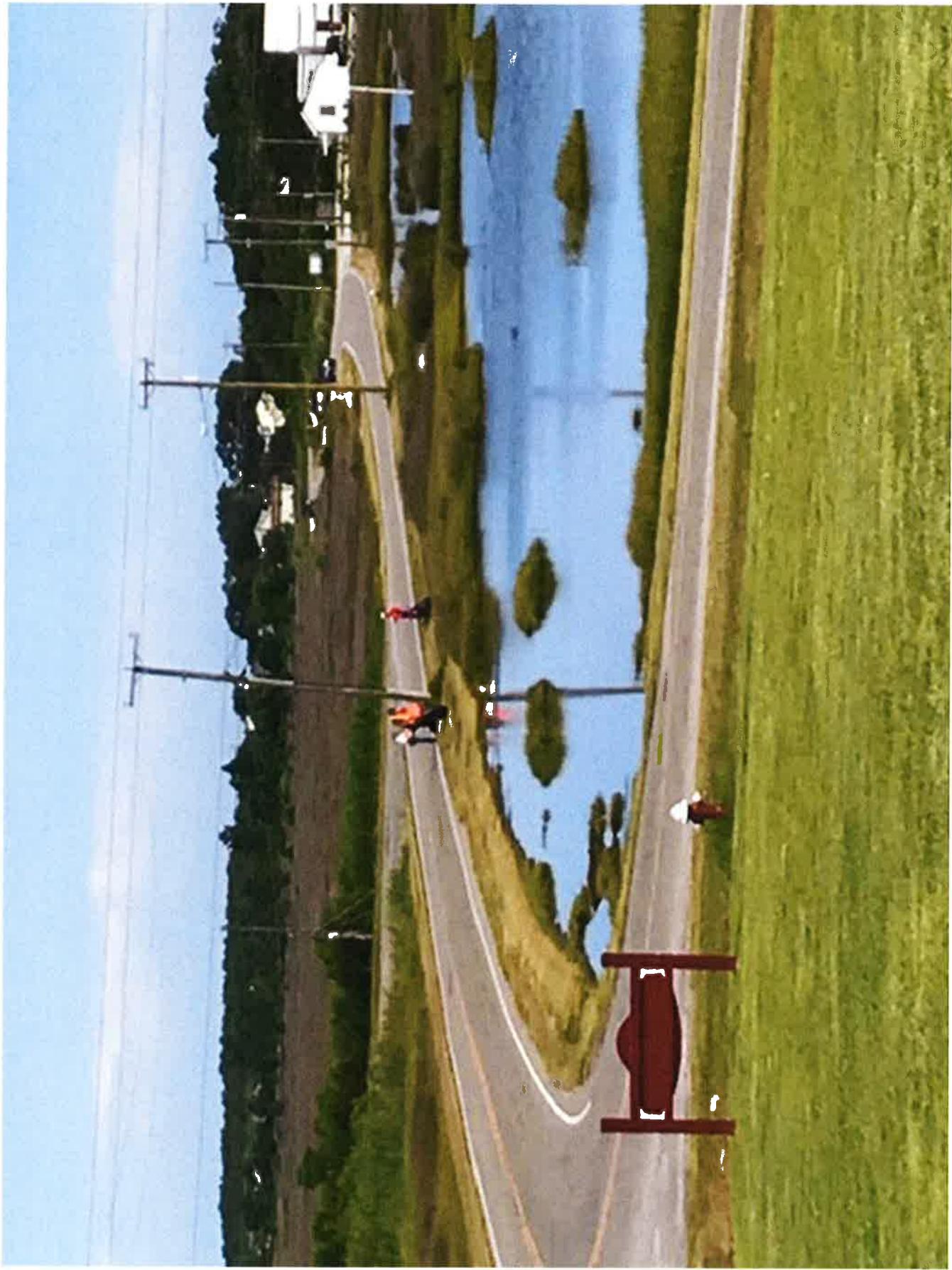
**2019**

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day, August 06, 2019 4:31 PM  
oberits  
lean The Bay Day Info

## RESCHEDULED CLEAN THE BAY DAY DRAWS ENTHUSIASTIC VOLUNTEERS

The rescheduled Clean the Bay Day enjoyed great weather at Messick Point on Saturday, June 15, 2019. 20+ volunteers including Boy Scout, Girl Scouts and a number of Poquoson residents including City Manager Randy Wheeler picked up trash along the shoreline, Messick Road curb areas and the Back River side of the jetty. Numerous trash bags were filled and the clean-up also yielded a large pile of debris which Public Works scheduled for early week pick-up. Among the more unusual items recovered were wooden wishing well (in very good condition). As in year's past, the event was well-organized and coordinated by Community Recreation Staff Member Mel Insley. Nice job, Mel! *Please see attached pictures of the event.*









**End of Appendix Section**

# Illicit Discharge Detection and Elimination

Appendix

## City of Poquoson Annual Report

VAR# 040024

Fiscal Year 2019

Submitted to DEQ September 30, 2019

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination						
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	Service area map
3.1a	MS4 service area map using the 2010 CUA					Compliant. Map provided to DEQ ON 6/25/19. It is found online at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
3.1b	MS4 outfall or point of discharge information table	Maintain and update table	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 1 Status
3.1c	Provide to DEQ a GIS-compatible shapefile of the MS4 map	Provide file	Provide to DEQ	SW Program Administrator/IT Dept. (GIS)	No later than 7/1/19	Shapefile or PDF	Compliant. In accordance with permit requirement, a PDF was provided.
3.1d	New outfalls or recently approved TMDLs	Update map and table	Updated map and table	SW Program Administrator/IT Dept. (GIS)	No later than October 1 each year, incorporate updates through June 30	Map and information table	Compliant. No new outfalls added since map and table submittals in summer 2019.
3.1e	Provide written notification to downstream MS4s	Identify and notify, in writing, any downstream adjacent MS4 of any known physical interconnection established or discovered after permit effective date.	Develop map, Regional Stormwater Workgroup Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance	Compliant. No notifications required because Poquoson is downstream of all other MS4s.

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1f	Prohibit illicit discharges through ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance Compliant. See <a href="https://library.municode.com/va/poquoson/codes/codes_of_ordinances?nodeID=PTIICOR_CH34EN_ARTVSTM">https://library.municode.com/va/poquoson/codes/codes_of_ordinances?nodeID=PTIICOR_CH34EN_ARTVSTM</a>
3.2	Dry Weather Screening (DWS)	Implement written dry weather field screening methodologies for IDDE. Track the outfall unique identifier, time since last precipitation event, estimated quantity of the last precipitation event, site description, whether a discharge was observed and if so, rate of discharge, and visual characteristics	Protocol	SW Program Administrator/ SW Inspector	Continuously	DWS Protocol Compliant. See Appendix.

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.2b	Develop a prioritized schedule for field screening and the rationale for the prioritization	Implement the schedule and document the rationale	Schedule	SW Program Administrator/ SW Inspector	Annually	DWS Protocol Compliant. See attached. 77
3.2c	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	ORI Field sheets; summary table ORI in previous years, a sample screening sheet is provided (rather than all the sheets) in order to reduce paperwork. Other screening sheets are available upon request

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination							PY 1 Status
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.3	IDDE program implementation	Implement written IDDE procedures	Procedures	SW Program Administrator	Continuously	Procedures	Compliant. Procedures are in the Appendix.
3.3a	Maintain and implement written procedures for IDDE	Promote & publicize IDDE reporting	Presence of contact information on website	SW Program Administrator	Continuously	Locality website	Compliant. Found online at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
3.3b	Public IDDE Reporting	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	Inspection forms	Compliant. Fire Department reporting forms in Appendix.
3.3c	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities	Compliant. See Spreadsheet in Appendix.
3.3d	IDDE activity tracking						

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.3e	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	Compliant. Improvements Summary Spreadsheet and typical monthly work log in Appendix. City also replaced a boat pump out at a City pier.
3.4	Spill reporting					
3.4a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP), if applicable	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dept	Continuously	Fire Department reports spills. None this year. See VDEM reports and summary discharge sheet for details.
3.4b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	Compliant. No SSO's this year. This is likely due to lack of major storms and City's generator work.
				List from SSORS		

## City of Poquoson MS4 STATUS OF COMPLIANCE

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	SW Program Administrator/ Fire Dept	Annually	Annual report	Compliant. City continues to exceed screening requirements. Since some staff members have recently assumed new responsibilities and are now more involved in inspecting (e.g., promoted to crew chief), need to stress importance of documenting discharges found and cleaned, rather than just cleaning them, during next year's training.

## **Outfall Map and Table Submittals**

DEQ acknowledgement of receipt. No new outfalls have been added since this submittal.

**RE: Phase II MS4 GIS Data Submittal Due July 1, 2019**

Matthew Fanghella <matthew.fanghella@deq.virginia.gov>

Sent: Wed 6/26/2019 9:31 AM

To: Ellen Roberts

Good morning Ellen,

I have received the City of Poquoson's mapping submittal. I have forwarded on to Jeff Selengut in DEQ Central Office (Richmond) as well. I will let you know if there are any more questions from DEQ.

Thanks and have a great rest of the week!

Matt

Matt Fanghella  
Regional MS4 Coordinator  
Regional Safety Officer  
Virginia Department of Environmental Quality  
Tidewater Regional Office  
757-518-2013  
[matthew.fanghella@deq.virginia.gov](mailto:matthew.fanghella@deq.virginia.gov)

**From:** Ellen Roberts <ellen.roberts@poquoson-va.gov>  
**Sent:** Tuesday, June 25, 2019 2:33 PM  
**To:** Matthew Fanghella <matthew.fanghella@deq.virginia.gov>  
**Subject:** RE: Phase II MS4 GIS Data Submittal Due July 1, 2019

Matt: Attached please find my submittal that is due later this week. It includes:

- An outfall data table with required info. The three City-owned BMPs have been added to the table. These BMPs have already been submitted to the DEQ database, but this info has been added to the spreadsheet because the ponds' locations are shown on the outfall maps.
- The three outfall maps with associated service areas and other required info. You've seen these before, but they have been updated to add the BMPs.

Please let me know if you require any additional info.

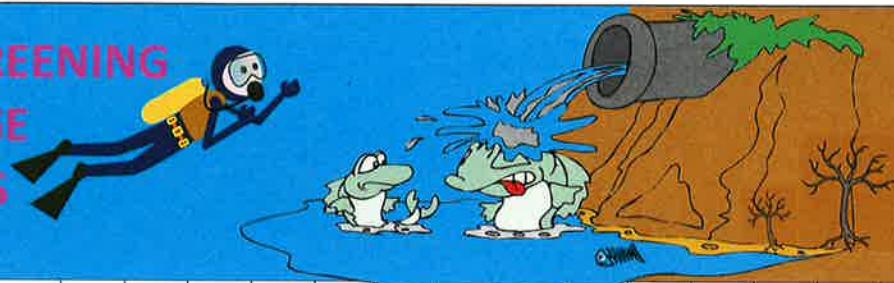
## **Dry Weather Screening and Illicit Discharge Information**

## **DRY WEATHER SCREENING & ILLICIT DISCHARGE RESPONSE STANDARD**

### **OPERATING PROCEDURES (SOP'S)**

<b><u>Purpose</u></b>	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.
<b><u>Scope</u></b>	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.
<b><u>Training</u></b>	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.
<b><u>Fire Department</u></b>	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.
<b><u>Public Works Employees</u></b>	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.
<b><u>City Inspector</u></b>	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.

# DRY WEATHER SCREENING ILICIT DISCHARGE DETECTION FORMS



Year	2018																			
Month	August																			
Date	20	1,2	10,13,14	15,16,17, 21	16,23	23,24	27	27	28											
Time	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	7am-3pm	
Illicit Discharge	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	C	D	F	F	E	D	E	B												
DITCH	8	7	6a	6	2c	3e	2f	4												
WEATHER :																				
Rain- Hot & Humid Snow	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H	W-R-D-C-H&H											
Dry - Wind- Calm- Cold																				
NOTE REGARDING WEATHER, FIELD CONDITIONS																				
TYPE OF DRAINAGE STRUCTURE																				
PIPE :																				
DIAMETER :																				
APPROXIMATE LENGTH																				
TOTAL																				
DITCH :																				
PAVED																				
1215	1215																			
NON-PAVED																				
6245	325	450	250	1500	850	490	750	680	950											
TOTAL FEET																				
7460	150																			
CONDITION IS IT FILLED IN?	N	N	N	N	N	N	N	N	N											
IS THE PIPE CRACKED?																				
ILICIT DISCHARGE	N	N	N	N	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	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 OILY SHEEN? IF SO, DESCRIBE:																				
WAS ANYTHING UNUSUAL FLOATING IN WATER/TOILET PAPER, SUDS ETC.																				
WAS ANYTHING UNUSUAL ABOUT THE VEGETATION?																				
WAS THERE ANYTHING ELSE UNUSUAL IN THE AREA?																				

Summary of Illicit Discharge and Dry Weather Screening Fiscal Year 2019

<u>Month</u>	<u>outfalls</u>	<u>length ditches, l.f.</u>	<u># outfalls</u>
Jul-18	C:7a,C:6,C:2c,C:2a,C:2b,B:12,F:4d,C:8,C:15	11,995	9
Aug-18	C:8,D:7,F:6a,F:6,E:2c,D:3e,E:2f,B:4	7,460	8
Sep-18	C:2a,E:2g,C:15	8,200	3
Oct-18	C:15,E:7,C:1a,C:1b,C:1d,C:1e,F:2b,F:2a	8,775	8
Nov-18	B:5,E:4,E:5f	1,835	3
Dec-18	B:8c,B:13,C:9c,D:8	11,870	4
Jan-19	B:8b,D:3,D:3d,E:5,E:5d	9,825	5
Feb-19	C:4,C:5,C:7a,F:5c,F:5d	5,450	5
Mar-19	C:6,C:6a,F:5a,G:5g	6,080	4
Apr-19	A:1,A:1c,A:1d,A:2,A:4,A:5b,E:2d,F:4a,F:4b,F:4c	5,115	10
May-19	A:5,A:5a,A:6a,A:6b,A:6d,A:7,A:9,A:11,A:11a,A:12,E:5e	7,035	11
Jun-19	B:2,B:2d,B:14,B:15,B:16,B:17,F:7	2,140	7
<b><u>total</u></b>		<b><u>85,780</u></b>	<b><u>77</u></b>

## Planned FY 2020 Inspections and Rationale

	<b>Priorities and Rationale</b>
<b>General: Configuration of the City</b>	Poquoson's predominant land use is single family home residential. There is a very limited amount of commercial land uses supporting suburban living (restaurants, a grocery store). Commercial land uses are predominantly centered on Wythe Creek Road. There are a few marinas located outside the City's MS4 service area. There are no industrial land uses in the City. Over 99% of all homes are connected to sewer. The City itself is configured into one concentrated, developed area surrounded on three sides by water and tidal wetlands.
<b>History of Detecting Discharges</b>	Adequate drainage and water flow is a key concern because of the low lying nature of this coastal community. There is also a strong environmental friendly ethos. These factors, combined with highly visible ditches and drainage systems, often result in illicit discharges being reported to the City as they are occurring. Historically that is how most large debris piles, unpermitted construction discharges and hazardous/chemical discharges come to the City's attention. Discharges most often discovered during inspections tend to be typical discharges created by residential land uses: yard waste, pet waste and very rarely used motor oil or cooking waste.
<b>Areas of the City Where Illicit Discharges are most often found</b>	Yard wastes, pool filter discharge lines, used motor oil and refuse are typically found in the City's residential areas. Discharges tend to occur in open ditches (vs. closed pipe systems). Commercial dumpsters must be monitored for leachate discharges. Prioritized areas are those portions of the system located downstream of dense residential development and the outfalls of commercial dumpster areas. Outfalls located at the downstream edge of the system, outside of the area easily accessed by residents, is a lower priority. In addition to the MS4, City staff should continue to monitor the Messick Point area, as this area is isolated and experiences frequent refuse and chemical drop offs. The downstream end of Poquoson Avenue should also be monitored for illegal dumping of waste.
<b>Fiscal Year 2020 Priorities</b>	Public Works to continue to inspect outfalls in sub areas C, D and F. F001 is located downstream of an upcoming Middle School renovation project and should be inspected this year. C010 is downstream of proposed construction and should be inspected. While not as dense in population, new home construction in the vicinity of G001-G007 warrants inspection. E005 has also been inspected. Inspections will continue in the most populated areas of the City, with isolated and smaller outfall inspections occurring after the ones listed herein.
<b>Additional priorities</b>	The Poquoson Seafood festival takes place every October in the City and attracts a large amount of people from outside the City. After each festival is completed, the site will be inspected to make sure proper cleanup has taken place. Please note that this list of planned inspections is subject to change based on new construction projects, staffing, citizen input, and drainage/flooding concerns. If enough warning is given, be aware that staff members walk the entire drainage system prior to a hurricane.

Source of Illicit Discharge	Date observed, reported, or both	Was Discharge Discovered by Staff through Dry Weather Screening (DWS), Reported by the Public (RP), or by Other Means (OM)?	Investigation Resolution	Follow Up Activities	Date Investigation Was Closed	Did Spill Occur Within or Outfall into MS4?
Hydraulic fluid leak from a truck took place on a City street. A private company's garbage truck suffered a broken line.	3/22/2019	This leak was reported to Public Works by the truck operator.	Public Works responded to the incident. The owner of the vehicle contained the leak and cleaned up the spill area. Public Works staff remained on site to observe containment and cleanup. No fluid was released into the City drainage system or downstream waters.	City staff remained on site to ensure clean up was complete.	3/22/2019	Spill did not enter MS4 system. Spill occurred in MS4 service area.
Motor oil. Source was a leaking garbage truck; less than 10 gallons spilled	8/9/2018	RP	The driver smelled the oil, stopped the vehicle and immediately deployed absorbent materials. The fire department was called and stayed on scene until cleanup.	The private company that owned the truck sent maintenance personnel to the site to repair a leaking hose. The driver and FD personnel stayed on site until the leak stopped, clean up had occurred and the truck was repaired. The FD personnel notified the City Engineering department and the Virginia EOC.	8/9/2018	Spill was confined to the roadway. Rapid deployment of absorbent materials prevented leak from reaching MS4. Spill was located within the service area but NOT in the MS4.
Vehicle fluid	11/6/2018	OM: Fire Department staff noticed fluids while responding to a car accident.	Fluids spilled during a car accident; FD noticed spill and deployed absorbent materials.	City Engineering department and Virginia EOC notified.	11/6/2018	Spill was confined to the roadway. Absorbent materials prevented leak from reaching MS4. Spill was located within the service area but NOT in the MS4.
Container with unknown liquid	6/7/2019	RP	Container did not leak. Police Department was flagged down by a citizen who was concerned about a container with liquid left on the road.	Police and Fire Departments cleared the area; determined the container did not contain an explosive device; determined it did contain a chemical compound; and disposed of it properly.	6/7/2019	no spill occurred.
Motor oil leak from car accident	1/24/2019	OM: Fire Department staff noticed fluids while responding to a car accident.	Oil and saturated soil removed from ditch; materials disposed of properly	A car accident resulted in approximately 1 quart of oil being discharged into an earthen ditch. Fire Department used absorbent materials to soak up spill. The lead responder ensured absorbent materials were bagged and taken to fire station, but was unsure of where they should be disposed. This information was provided by Engineering and Public Works. As a follow up, Engineering worked with the Fire Department to ensure FD personnel had proper disposal info/knew the SOP for disposal of absorbent materials.	1/24/2019	Within. Approximately 1 quart of oil was discharged into the ditch and was removed.
Minor fluid leak from car accident	5/20/2019	OM: Fire Department staff noticed fluids while responding to a car accident.	Fluids cleaned; no leak into drainage system	none.	5/20/2019	In MS4 service area, but outside MS4.

## Standard Operating Procedures for Responding to Spill Reports and Environmental Concerns

<u>Standard Operating Procedure</u>	
<u>Purpose</u>	In accordance with its MS4 permit, Poquoson must develop a standard operating procedure to react to reports of and mitigate to the maximum extent practicable illicit discharges into its stormwater system. These SOP's are intended to accomplish this goal.
<u>Scope</u>	Reacting to reports of and eliminating illicit discharges is the joint responsibility of all employees. All City departments will respond to reports of illicit discharges by notifying the proper authority in a timely manner.
<u>Notification</u>	While several departments (listed below) are equipped to and routinely respond to reports of illicit discharges, City employees receiving reports of illicit discharges are to report all potential spills to the Environmental Compliance Officer (ECO) at 868-3040. Spills occurring within the City's drainage system can also be reported to the Public Works Department. The Environmental Compliance Officer will coordinate the response, first contacting the Public Works and Engineering Departments. In the event the Environmental Compliance Officer is not available, the Engineering Department will take the lead on coordinating the response.
<u>Investigation</u>	Upon receiving a report of a spill, the ECO will coordinate the City response, ensure the issue is addressed and arrange for a staff member to investigate the site within a business day. The Fire Department will be notified and take the lead on all spills 5 gallons or larger in size. The ECO will take the lead on E&SC, stormwater and CBPA violations. Public Works will take the lead on other issues impacting the flow, maintenance or condition of the City's drainage system. As spills often involve more than one department's area, Public Works, the ECO and Engineering will be copied on correspondence for all reports.
<u>Fire Department</u>	Will respond to hazardous waste spills and spills of 5 gallons and larger. The FD will notify and file reports with the state EOC, which in turn will notify DEQ if warranted. The FD will follow its SOPs to place booms or other absorbent devices about the spill and to dispose of clean up materials properly. The status of clean up will be communicated to the ECO and the Engineering Department.
<u>Public Works Employees</u>	Will respond to reports of spills, obstructions, and other discharges impacting the City's streets or drainage system. In the event the spill is potentially hazardous or is more than 5 gallons, PW will notify and coordinate with the FD. Public works employees will deploy their spill kit materials as needed to ensure the spill is contained and will dispose of all materials used in the appropriate container at the Public Works yard so that the items are properly disposed of. Public works will restore or will coordinate the repair and restoration of all damaged City infrastructure if work is performed by the party responsible for the spill. Public Works will track all expenses related to spill response. Public Works will communicate with and provide updates to the ECO and the Engineering Department.
<u>City Inspector</u>	The City Inspector or the designee of the City Inspector is a Public Works Employee and will take the lead in coordinating the Public Works response.
<u>Engineering Department</u>	The Engineering Department will assist by inspecting, notifying property owners or coordinating the response in the event the ECO is not available. The Department will consolidate spill information for inclusion in the annual MS4 permit report.

# 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

Douglas J. Bellamy  
Fire Chief's Signature

James P. Wheal  
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.

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

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

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

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

### **Hazardous Materials Team**

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

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

### **Emergency Decontamination**

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

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

The steps to be followed are:

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

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

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

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

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



**CITY OF POQUOSON**  
**Department of Public Works**

**STORMWATER POLLUTION PREVENTION  
SPILL / LEAK CLEAN-UP REPORT**

**NOTE: If significant spills or leaks (>5 gallons) have occurred. Call 911 to notify Fire Dept.**

<b>DATE:</b> March 22, 2019	<b>TIME REPORTED:</b> 10:15 <u>X</u> AM <u>  </u> PM		
<b>TYPE OF CLEAN-UP:</b> (Check one) <u>SPILL X</u> <u>LEAK </u>			
<b>LOCATION:</b> (If possible, provide map) Located in the parking lot area of the Messick Point Boat Ramp off of Messick Road. Long: 76° 19' 10.46" W – Lat: 37° 06' 38.75" N			
<b>DESCRIPTION:</b> An oil spill from an unknown origin.			
<b>TYPE OF MATERIAL</b>	<b>QUANTITY</b>	<b>SOURCE</b>	<b>REASON</b>
Motor Oil	Less than 5 gals.	Unknown	Unknown
<b>RESPONSE PROCEDURES:</b> The Public Works Dept. dispatched a work crew to contain and clean-up the spill.			
<b>CORRECTIVE MEASURES TAKEN:</b> The Public Works Dept. contained the spill and applied Oil-Dri material to the spill area and cleaned up, as required. No oil entered and/or infiltrated into any nearby waterway. All oil was contained on pavement surface within the parking lot area. Photos attached.			

**The above was responded, inspected & verified by:**

**NAME:** Mark G. Boesen  
(Print Name)

**SIGN:** Mark G. Boesen  
(Signature)

**DATE:** March 22, 2019









**CITY OF POQUOSON**  
**Department of Public Works**

**STORMWATER POLLUTION PREVENTION  
SPILL / LEAK CLEAN-UP REPORT**

**NOTE: If significant spills or leaks (>5 gallons) have occurred. Call 911 to notify Fire Dept.**

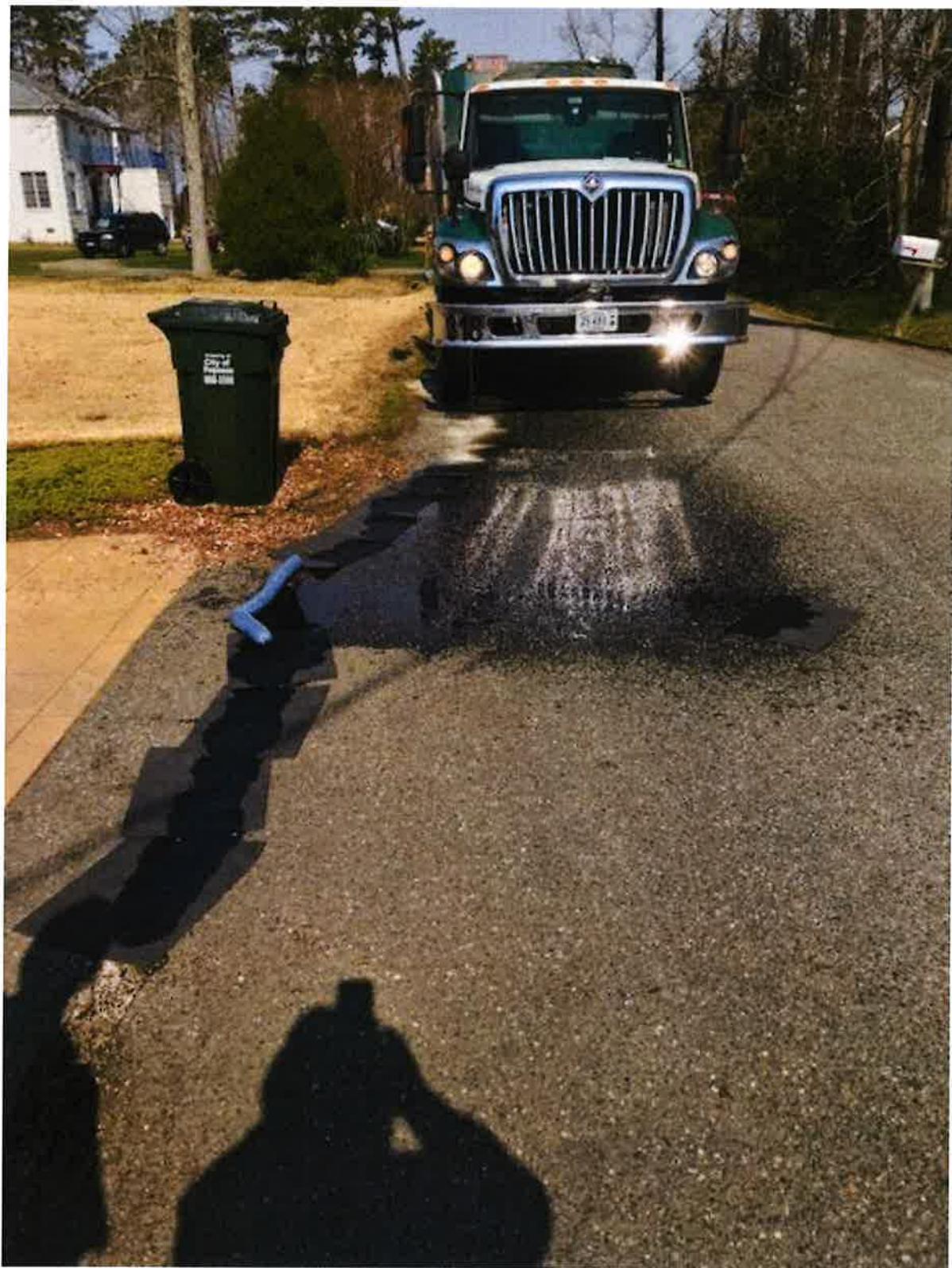
<b>DATE:</b> March 25, 2019	<b>TIME REPORTED:</b> 10:30 <u>X</u> AM <u>  </u> PM		
<b>TYPE OF CLEAN-UP:</b> (Check one) <u>SPILL</u> <u>  </u> <u>LEAK</u> <u>X</u>			
<b>LOCATION:</b> (If possible, provide map) Located on the roadway area in-between 191 and 193 Beach Road. Deg. Min. Sec. Long. (X) 76° 23' 07.72" W - Lat. (Y) 37° 09' 18.16" N			
<b>DESCRIPTION:</b> A Bay Disposal trash truck was completing their regular trash pick-up when a main hydraulic line on the middle of the truck ruptured and began leaking hydraulic fluid onto the roadway area. Approx. 10+- gals. of hydraulic fluid leaked onto the roadway area. Truck ID# 318 License: VA 25-481 TB			
<b>TYPE OF MATERIAL</b>	<b>QUANTITY</b>	<b>SOURCE</b>	<b>REASON</b>
Hydraulic Fluid	Approx. 10+- gals.	Bay Disposal Trash Truck ID#318	Hydraulic Line on Middle of Truck Ruptured and Leaked
<b>RESPONSE PROCEDURES:</b> Bay Disposal sent out clean-up crew to secure the truck and clean-up spill area.			
<b>CORRECTIVE MEASURES TAKEN:</b> Truck was secured, placed out of service and removed from the site. Oil-Dri material was applied to the spill area and cleaned up, as required. No fluid entered and/or infiltrated into any nearby drainage system and/or waterway. All fluid was contained on pavement surface. Photos attached.			

**The above was responded, inspected & verified by:**

**NAME:** Mark G. Boesen  
(Print Name)

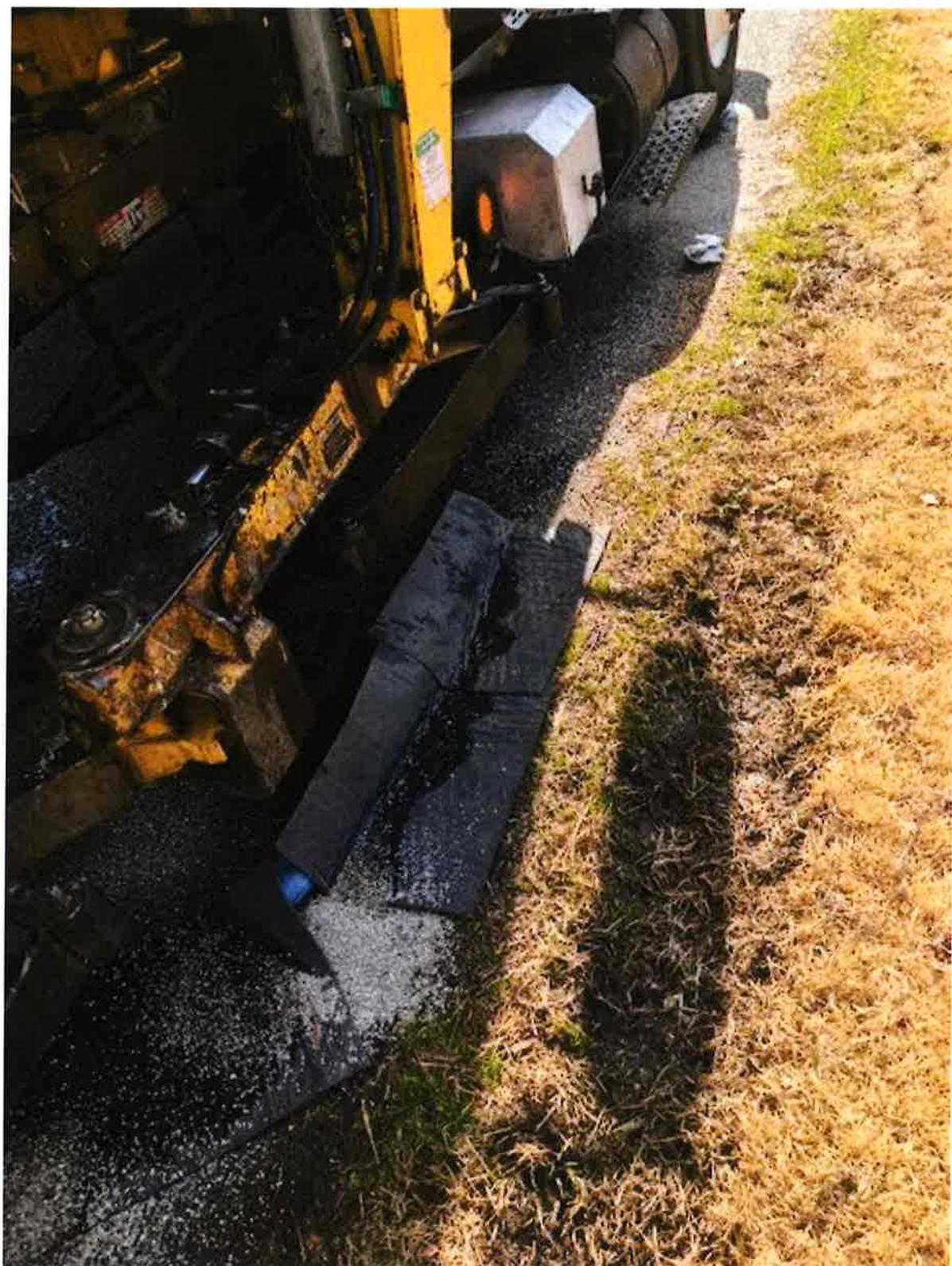
**SIGN:** Mark G. Boesen  
(Signature)

**DATE:** March 25, 2019













## **Ellen Roberts**

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**From:** John Young  
**Sent:** Friday, January 25, 2019 8:07 AM  
**To:** Ellen Roberts  
**Subject:** Auto Accident at Little Florida and Key Oak

Ellen, last night we had an auto accident at Little Florida and Key Oak. Approximately 1 quart (or less) of motor oil leaked into the ditch at that location. We were able to use absorbent booms to contain and clean up the oil, it looked like no oil ever made it into any drains. The booms were picked up and bagged and are currently at Station 1. Lieutenant Cannella is supposed to be working today on finding who we can contact to properly dispose of it. Just wanted to make sure you were aware in case anything needed to be reported.

John Young, BS, NRP  
Battalion Chief, B Shift  
EMS Officer  
Deputy Emergency Coordinator/Planner  
City of Poquoson Fire/Rescue  
757.868.8264

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## NFIRS-1 Basic

**A**

73500	VA	08	09	2018	Station 2 (PFDSta2)	PF-2018-0001195	0
FDID	State	Month	Day	Year	Station	Number	Exposure

**B Location Type**

Census tract:

Street Address  
 Intersection  
 In Front Of  
 Rear Of  
 Adjacent To  
 Directions  
 US National Grid

105	RENS	RD-Road		
Number	Prefix	Street or Highway	Street Type	Surface

lot 5	POQUOSON	VA	23662
Apt./Suite/Room	City	State	Zip Code

Cross Street:

**C****Incident Type**

413-Oil or other combustible liquid spill

**D****Aid Given Or Received**

1 Mutual Aid Received  
 2 Auto. Aid Received  
 3 Mutual Aid Given  
 4 Auto. Aid Given  
 5 Other Aid Given  
 6 None

Their FDID	Their State
User Incident Number	

**E1 Dates and Times**

Alarm 08 09 2018 15:14

Arrival 08 09 2018 15:14

Controlled

Last Unit 08 09 2018 15:43

Cleared

**E2 Shifts and Alarms**

C 2

Shifts Alarms Distinct  
Platoon**E3 Special Studies**

ID# Value



## NFIRS-1 Basic

**A**

73500	VA	11	06	2018	Station 2 (PFDSta2)	PF-2018-0001734	0
FDID	State	Month	Day	Year	Station	Number	Exposure

**B Location Type**

Census tract:  
3402.00

- Street Address
- Intersection
- In Front Of
- Rear Of
- Adjacent To
- Directions
- US National Grid

234		WYTHE CREEK	RD-Road	
Number	Prefix	Street or Highway	Street Type	Suffix
		POQUOSON	VA	23662
Alt Route/Room	City		State	Zip Code

Cross Street

**C****Incident Type**

463-Vehicle accident, general cleanup

**D****Aid Given Or Received**

- 1 Mutual Aid Received
- 2 Auto. Aid Received
- 3 Mutual Aid Given
- 4 Auto. Aid Given
- 5 Other Aid Given
- None

Their FDID	Their State
Their Incident Number	

**E1 Dates and Times**

Alarm	11	06	2018	12:29
Arrival	11	06	2018	12:32
Controlled				
Last Unit Cleared	11	06	2018	12:51

**E2 Shifts and Alarms**

A	2	
Shift or Platoon	Alarms	District

**E3 Special Studies**

ID#	Value
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## NFIRS-10 Personnel

A	73500	VA	11	06	2018	Station 2 (PFDsta2)	PF-2018-0001734	0
PIID	State	Month	Day	Year	Station	Number	Exposure	

B Apparatus/Resource	Date/Time in	Start	Number of People	Apparatus Use	Actions Taken
ID: <input type="text" value="PBAT1"/>	Dispatch: <input type="text" value="11/06/2018"/>	12:29 <input checked="" type="checkbox"/> Sent	<input type="text" value="1"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="text" value="93-Cancelled en route"/>
Type: <input type="text" value="92-Chief officer car"/>	Arrival: <input type="text"/> <input type="text"/>				
	Clear: <input type="text" value="11/06/2018"/>	12:34			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
95	Smith, Owen	Battalion Chief/Paramedic		✓	□

ID:	PE2	Dispatch	11/06/2018	12:29	<input checked="" type="checkbox"/> Sent	2	<input checked="" type="checkbox"/> Suppression	86-Investigate
Type:	11-Engine	Arrival	11/06/2018	12:32			<input checked="" type="checkbox"/> EMS	
		Clear	11/06/2018	12:51			<input checked="" type="checkbox"/> Other	30-Emergency medical services, other

Personnel ID	Name	Rank	Role	Attend	Actions Taken
617	Cooper, Clay	Lieutenant/Inter mediate	5588002-Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
622	Peterson, Eric	Firefighter/Inter mediate	5588001-Driver	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ID:	PM2	Dispatcher:	11/06/2018	12:29	<input checked="" type="checkbox"/> Sent	2	<input type="checkbox"/> Suppression	32-Provide basic life support (BLS)
Type:	76-ALS unit	Arrival:			<input checked="" type="checkbox"/> EMS	<input type="checkbox"/> Other		
		Clear:	11/06/2018	12:49				

Personnel ID	Name	Role	Role	Action	Action Taken
632	Dixon, David	Firefighter/Inter mediate	5588002-Officer	✓	
1103	Deel, Jonathon	Firefighter/Para medic	5588001-Driver	✓	



## NFIRS-1 Basic

**A**

73500	VA	05	20	2019	Station 1 (PFDStat1)	PF-2019-0000674	0
FDID	State	Month	Day	Year	Station	Number	Exposure

**B Location Type**

Census tract:  
3402.00

- Street Address
- Intersection
- In Front Of
- Rear Of
- Adjacent To
- Directions
- US National Grid

421		WYTHE CREEK RD	RD-Road	
Number	Prefix	Street or Highway	Street Type	Suffix

	City of Poquoson	VA	23662
Apt/Suite/Room	City	State	Zip Code

CROSS STREET

**C****Incident Type**

463-Vehicle accident, general cleanup

**D****Aid Given Or Received**

- 1 Mutual Aid Received
- 2 Auto. Aid Received
- 3 Mutual Aid Given
- 4 Auto. Aid Given
- 5 Other Aid Given
- None

Their FDID	Their State
Their Incident Number	

**E1 Dates and Times**

Alarm	05	20	2019	19:23
Arrival	05	20	2019	19:25
Controlled				
Last Unit Cleared	05	20	2019	19:41

**E2 Shifts and Alarms**

A	1	2
Shift or Platoon	Alarms	Distinct

**E3 Special Studies**

ID#	Value
-----	-------



## NFIRS-1 Basic

**A**

73500	VA	06	07	2019	Station 2 (PFDSta2)	PF-2019-0000762	0
FDID	State	Month	Day	Year	Station	Number	Exposure

**B Location Type**

Census tract:  
3401.00

- Street Address
- Intersection
- In Front Of
- Rear Of
- Adjacent To
- Directions
- US National Grid

30	DRYDEN	DR-Drive	
Number	Prefix	Street Type	Suffix
POQUOSON	VA	23662	
Apt./Suite/Room	City	State	Zip Code

Cross Street

**C****Incident Type**

471-Explosive, bomb removal (for bomb scare, use 721)

**D****Aid Given Or Received**

- 1 Mutual Aid Received
- 2 Auto. Aid Received
- 3 Mutual Aid Given
- 4 Auto. Aid Given
- 5 Other Aid Given
- None

Newport News Fire Department (70001)	
Their FDID	Their State
Their Incident Number	

**E1 Dates and Times**

Alarm	06	07	2019	08:12
Arrival	06	07	2019	08:18
Controlled				
Last Unit Cleared	06	07	2019	10:00

**E2 Shifts and Alarms**

C	2	
Shift or Platform	Alarms	District

**E3 Special Studies**

ID#	Value
-----	-------

**L Remarks:**

Battalion 1 and E-2 dispatched to 30 Dryden Drive for a container with liquid inside. Law Enforcement was flagged down by a citizen (Mr. Ship) that was concern with a container he found with an unknown substance that has not been there before. Fire Department assisted Law Enforcement with establishing a safe area with blocking the roadway and that residents could shelter in place. With the container having a an unknown substance Newport News Bomb Squad was contacted and they arrived along with Todd Cannon from VDIM and deemed container was an non-explosive device with a chemical compound rendered safe by the Bomb Squad. Container taken from the area and disposed of and all units ended call and cleared scene without incident.

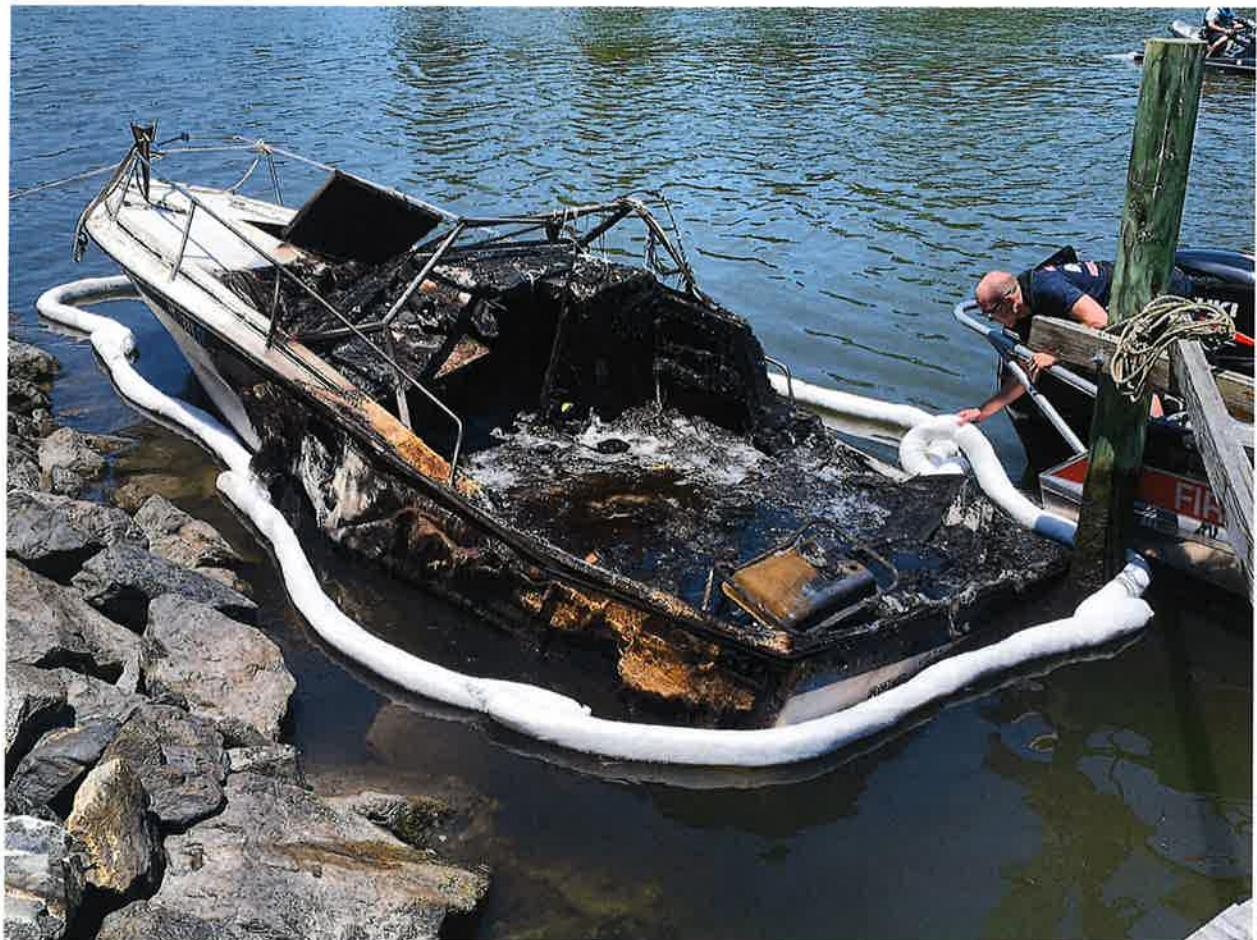
**M Authorization**

486	Breeden, Joseph	Battalion Chief/Intermediate		06/07/2019
Officer In Charge ID	Signature	Position or Rank	Assignment	Date
539	Linton, John Paul	Lieutenant/Intermediate		06/07/2019

Member Making Report  
ID

Signature Position or Rank Assignment

Date



## **Sanitary Sewer System Work**

Sewer System Maintenance and Upgrade Work  
**Note: There were no sanitary sewer overflows in JY 19**

<u>MONTH</u>	<u>PUMP STATIONS UNDERGOING REPAIRS/MAINTENANCE</u>	<u>SEWER AND LATERAL REPAIR, CLEAN OUT CAP REPLACEMENT AND LINE MAINTENANCE</u>	<u>SYSTEM UPGRADES OR MAJOR MAINTENANCE/REPAIR WORK</u>
Jul-18	26	3 clean outs repaired, elevated or replaced	
Aug-18	25	4	Rens Road Pier Boat Pump Out was replaced.
Sep-18	17	5	
Oct-18	20	14	
Nov-18			Smoke testing in one segment.
Dec-18	29. Work included checking all emergency generators.	10	
Jan-19	20	7	TV'ed one portion of line
Feb-19	15	6	TV'ed 2 laterals
Mar-19	16	10	
Apr-19	9	21	
May-19	11	18	TV'ed one lateral
Jun-19	14	9	TV'ed two laterals; performed smoke testing on a line.

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

*TYPICAL*

**Station #1:**

- 1) Installed new sign with address on building. (10 Oct)
- 2) Filled SCADA battery banks with distilled water. (24 Oct)

**Station #1A:**

- 1) Wet well alarm, #2 air pump is bad. (15 Oct)
- 2) Installed new sign with address on building. (15 Oct)
- 3) Greased Air Release Valve. (22 Oct)
- 4) Approaching low oil pressure alarm on Generator. Added half a quart. (25 Oct)

**Station #2:**

- 1) Installed new sign with address on building. (10 Oct)

**Station #2A:**

- 1) Installed new sign with address on building. (11 Oct)
- 2) Power outage from storm did not start generator. After starting generator manually the pumps tripped several times. Reset pumps and placed back in auto. (12 Oct)
- 3) Replace exercise clock battery. Set to run on Tuesday at 8:10am. (16 Oct)

**Station #2C:**

- 1) Installed new sign with address on building. (11 Oct)

**Station #2C2:**

- 1) Installed new sign with address on building. (11 Oct)

**Station #2D:**

- 1) Installed new sign with address on building. (11 Oct)
- 2) Greased air release valves. (15 Oct)

**Station #2E:**

- 1) Pump #2 fail alarm, pulled wear plate and replaced, de-ragged impeller, checked flapper. Re-primed and placed back in auto. (10 Oct)
- 2) Installed new sign with address on building. (10 Oct)
- 3) Greased Air Release Valve. (22 Oct)

**Station #2F:**

- 1) Installed new sign with address on building. (11 Oct)

**Station #2G:**

- 1) Labeled bad relay inside of control panel. Labeled controller on outside of control panel stating that the controller operates the cycling of the pumps. (4 Oct)
- 2) Installed new sign with address on building. (11 Oct)
- 3) Greased air release valves. (15 Oct)
- 4) Pump #1 Fail. Re-primed pump #1. Cleaned air gauge line on pump #1. (29 Oct)
- 5) Fixed rattling belt cover on Pump #2. (30 Oct)

**Station #2H:**

- 1) Installed new sign with address on building. (11 Oct)
- 2) Met with Jamie Price to get a quote on removing tree and brush. (18 Oct)

**Station #3:**

- 1) Installed new sign with address on building. (11 Oct)
- 2) Greased air release valves. (15 Oct)

**Station #4:**

- 1) Jimi Brown looked at station to diagnose cycling issues, possible bad PLC. (1 Oct)
- 2) Steve w/ SEI, cycling issue, Bad PLC. Checking on price for new PLC. (3 Oct)
- 3) Filled SCADA battery banks with distilled water. (23 Oct)

**Station #5:**

- 1) Greased air release valves. (15 Oct)

**Station #6:**

- 1) Installed new sign with address on building. (10 Oct)
- 2) Filled SCADA battery banks with distilled water. (23 Oct)
- 3) Greased line shafts. (23 Oct)
- 4) Added packing to both pumps and replaced grease fittings on both pumps. (24 Oct)

**Station #7:**

- 1) Greased Air Release Valve. (22 Oct)

**Station #8:**

- 1) Greased Air Release Valve. (22 Oct)

**Station #9:**

- 1) Installed new sign with address on building. (11 Oct)

**Station #10:**

- 1) Replaced bad circuit breaker in control panel. (16 Oct)
- 2) Belts squealing on pump #2. Tightened belts on Pump #2 (16 Oct)
- 3) Greased Air Release Valve. (22 Oct)

**Station #10A:**

- 1) Will from Carter Cat reset exerciser on the generator. (4 Oct)
- 2) Installed new sign with address on building. (15 Oct)
- 3) Greased Air Release Valve. (22 Oct)

**Station #10B:**

- 1) Installed new sign with address on building. (15 Oct)
- 2) Greased Air Release Valve. (22 Oct)
- 3) Replaced 9V battery on Gen panel. Set to exercise on Tuesday morning at 7:40 (23 Oct)
- 4) Generator did exercise on Tuesday morning. (30 Oct)

**Station #11:**

- 1) Price electric installed portable generator to run station while power was out. (12 Oct)
- 2) Replaced bad circuit breaker in control panel. (16 Oct)
- 3) Replaced exhaust fan motor. (17 Oct)
- 4) Greased Air Release Valve. (22 Oct)

**Station #12:**

- 1) Installed new sign with address on building. (10 Oct)
- 2) Pump and Hauled 5 loads from STA 12 and brought to STA 3. (12 Oct)
- 3) Greased Air Release Valve. (22 Oct)

**Station #13:**

- 1) Installed new sign with address on building. (15 Oct)
- 2) Greased Air Release Valve. (22 Oct)

**Station #14:**

**Station #15:**

- 1) Installed new sign with address on building. (15 Oct)

- 2) Fixed latch on the gate around the building. (16 Oct)
- 3) PRISM flushed and cleaned main line in the area of Messick and Ridge rd. (19 Oct)
- 4) Greased Air Release Valve. (22 Oct)

**Station #15A:**

- 1) Installed new sign with address on building. (11 Oct)

**Station #16:**

- 1) Jimi Brown, installed new controller and transducer. (1 Oct)
- 2) Wet well flood alarm, pumped down and reset level limits. Need Jimi Brown to come out and program in correct levels in controller. (1 Oct)
- 3) Labeled controller to say that the controller operates the cycling of the pumps. (4 Oct)
- 4) Jimi Brown programed levels in controller. (9 Oct)
- 5) Installed new sign with address on building. (11 Oct)

**Station #17:**

- 1) Replaced pump #2. Placed back in auto. (1 Oct)
- 2) Pump #2 overload fail alarm, replaced both relays and capacitors. Loose diode on one of the capacitors. (10 Oct)
- 3) Installed new sign with address on building. (11 Oct)
- 4) Only pump #2 runs in auto. Need to investigate issue. (15 Oct)
- 1) Troubleshoot pumps not rotating correctly, replaced capacitors on pump #1 and reset controller. Seems to rotate fine now. (16 Oct)

**Miscellaneous Jobs:**

- 1) Flushed pipes for PW, Alphus and Smith St. (2 Oct)
- 2) Back-up call: 126 Ridge. Main line clogged at 212 Ridge. Mud in manhole. (2 Oct)
- 3) Cut grass: 15A, 15, 10A, 10B (2 Oct)
- 4) Flushed and TV'd 212 Ridge Rd. Loose fitting in yard and Mud in manhole. (3 Oct)
- 5) Installed PVC pipe in ramp at Municipal building. (3 Oct)
- 6) Marked 280 Wythe Creek Rd. (3 Oct)
- 7) Marked 29, 30, 33 & 40 Church St. (3 Oct)
- 8) Cleanout repair @ 105 Rowe. Added Brass cap. (4 Oct)
- 9) Met Will from Carter Cat at Elementary School. (4 Oct)
- 10) Marked 40 Cedar. (5 Oct)
- 11) Located and marked 2 G. Maria. (5 Oct)
- 12) Logging in a phone call from Jamie Price about the driveway next to Station 11. Before entering driveway with his equipment they noticed a crack in the driveway. Just wanted

to let everyone know that they did not crack it while they were trimming limbs off the trees. (5 Oct)

- 13) Marked Main line from Station #3 to Alphus. (5 Oct)
- 14) E-mark: 42 Brickhouse (7 Oct)
- 15) E-mark: 3 Basil Ct. (8 Oct)
- 16) Hydro tap at 902 Yorktown rd with PRISM. (9 Oct)
- 17) **Backup Call: 8 Lodge, city issue. Broken Cap. Replace with a brass cap. (9 Oct)**
- 18) 902 Yorktown rd. PRISM drilled the core open of the vertical tap. (10 Oct)
- 19) **Marked and raised cleanout at 1034 Poq ave. added cleanout box. (10 Oct)**
- 20) Added coal mix to 902 Yorktown rd. (11 Oct)
- 21) Power outage around the city from storm. (11 & 12 Oct)
- 22) E-mark: 193 Darden Dr. (13 Oct)
- 23) Generator runs times from Storm: 2D-10hrs, 2H-10hrs, 2-10hrs, 2G-10hrs, 14-11hrs, 2A-8hrs, 2C2-9.5hrs, 2C—11hrs, 3-1.5hrs, 6-15hrs. (15 Oct)
- 24) **222 Browns Neck, repaired broken Cap. (16 Oct)**
- 25) **224 Browns Neck, repaired broken cap. (16 Oct)**
- 26) **109 Browns Neck, repaired broken cap. Raised cleanout box. (16 Oct)**
- 27) **109A Browns Neck, repaired broken cap. Raised cleanout box. (16 Oct)**
- 28) **962 Poq Ave, Located cleanout and installed brass cap. (16 Oct)**
- 29) Attended meeting at HRSD North Shore. (17 Oct)
- 30) 8 Poq. River rd. Locate and mark. (18 Oct)
- 31) Located and marked W. Laydon Way area. (18 Oct)
- 32) Picked up Smoke machine from PRISM. (18 Oct)
- 33) Moved Jet Truck to Fire Station #2 during Festival. (18 Oct)
- 34) Hooked up Water Tap for Festival food vendors. (18 Oct)
- 35) Tested Smoke machine behind Utilities shop. (19 Oct)
- 36) E-mark, 10 Rosewood. (19 Oct)
- 37) Responded to damaged car on Victory Blvd. Water Works man hole came loose and a car hit the man hole resulting in damage to car. Called Water Works to have a supervisor come out and deal with the police and auto owner. (19 Oct)
- 38) E-Mark, 20 Locust Run (20 Oct)
- 39) **Back-up Call: 1 Vantage Dr. Private property. Helped them find their clean out. (22 Oct)**
- 40) Moved the Rens Rd Pier pump out to Rens Rd. and mounted but did not connect wiring and plumbing yet. (22 Oct)
- 41) **5 Barrol Factory Ct, Located and installed a brass cap. (22 Oct)**
- 42) City Hall Upstairs AV/server room AC issue. Reset AC unit. (22 Oct)
- 43) Repaired water leak at Messick Rd pier. (23 Oct)
- 44) Met with Mike from Drain Wizard to get a quote on the 902 Yorktown rd job. (24 Oct)
- 45) Dropped generator power cord off at Price electric. (24 Oct)
- 46) **216 Minge Ct. Fixed clean out box. (25 Oct)**

- 47) 8 Ridge rd. Located and installed clean out box. (25 Oct)
- 48) 111 North Lawson, Installed new circuit board. Both pumps now run. (25 Oct)
- 49) 52 North Lawson, repaired vent tube on grinder pump. (25 Oct)
- 50) Back-up Call: 24 Terrace. Homeowner issue. (25 Oct)
- 51) Installed a manhole at Firth Field to help with future pump out of holding tank. (26 Oct)
- 52) Located 6 Sir Ralph. (26 Oct)
- 53) 121 Messick rd. Located and marked clean out. (30 Oct)
- 54) Started Plumbing of the Rens rd pier pump out station. (30 Oct)
- 55) SCADA meeting in Richmond. (31 Oct)
- 56) Hand out flyers for smoke testing on Browns Neck Rd. (31 Oct)

Hampton. Poquoson is sponsoring at the \$500 level to support the event and the Economic Development Office will underwrite the cost of conference registration for the first ten (10) Poquoson Home-Based Businesses who register for the conference. Please pass the word along to any HBB people you may know in the City and encourage them to contact the Economic Development Office at 868-5314 or [charity.gavaza@poquoson-va.gov](mailto:charity.gavaza@poquoson-va.gov). An flyer for this event is attached.

A Ribbon Cutting was held at TJs II Sports Tavern (previously George's) on January 28<sup>th</sup> at 5:30 pm. New owner, Tony Hilario, has completely renovated the site and the building, installing 15 televisions, pool tables, community tables and offering excellent food, as tasted by City Council & staff in attendance. Turnout for the ribbon-cutting was excellent with members of City Council in attendance along with the City Manager, Assistant City Manager, and Economic Development & Community Recreation Staff. Please see photos of the ribbon cutting below.



Please join us on Monday, February 4<sup>th</sup> at 12:15 pm at Taylor Dental Care as we welcome them to Poquoson with their Official Ribbon Cutting.

A Taste of Poquoson Restaurant Week is scheduled for March 3<sup>rd</sup> – 10<sup>th</sup>. In preparation for the event, Economic Development and Community Recreation Staff held a planning meeting for restaurant owners on Wednesday afternoon to encourage them to participate in the event and to provide them with ideas and resources to assist in marketing their restaurants. Additionally, a representative from the Virginia Oyster Trail was on hand to present information on joining the Trail, the City of Poquoson is a member, and ways to promote oyster events at their restaurants.

#### **Public Works:**

The next scheduled Convenience Drop Off at City Hall will occur on Saturday, February 2<sup>nd</sup>. Scheduled leaf pick up date is Monday, February 11<sup>th</sup>.

#### **Utilities Department:**

The upgrade to Pump Station #6, 151-A Little Florida Road, has been completed and the pumps are running well.

obtained quotes for the work and has been unsuccessful in reaching a Wells Fargo representative to discuss the repair and the associated costs. Economic Development Staff has reached out to the local Wells Fargo branch in an effort to help Cooper Realty locate the appropriate contact to discuss the repair cost and timeline for it. Staff will provide an update as progress is made on this repair project.

**Public Works:**

The next scheduled Convenience Drop Off at City Hall will occur on Saturday, December 15<sup>th</sup>.

Next scheduled leaf pick up date is Monday, December 17<sup>th</sup>. The total number of bagged leaves collected to date is 4,670.

**Utilities Department:**

The Utilities Department recently facilitated the Health Department's inspection of the recently installed Rens Road Pier pump-out station. The Health Department approved us for operation which means we can now submit to be reimbursed for the cost of installation. (Finance is working on this.) We have also learned from the inspector that any future repairs with this pump station and the Messick Pier pump station the Department of Health will cover 75%.

**Community Development:**

On November 29<sup>th</sup> Wally Horton, Ellen Roberts, Karen Holloway, Danna O'Connell, Garrett Feagans and the Assistant City Manager met with Ryan Stephenson, Adam Reimert and Arch Marson from AES Consulting Engineers, as well as Buddy Spencer and Lamont Myers, to discuss the Legacy of Poquoson development.

At the close of the meeting, the Legacy developers indicated that they would be preparing a complete development plan for Phase I of the project by the end of the 1<sup>st</sup> quarter of 2019, including drainage plans. Stormwater and E&S plans will need to be approved by the City in order for a land disturbance permit to be granted.

Sherry Coffey reports issuing 25 farm animal permit renewals this week.

During the month of November, the building department issued a total of 67 permits for jobs valued at \$2,540,104.00. This permit total includes two single family homes valued at \$1,027,740.00, four townhomes valued at \$750,000.00, and one mobile home valued at \$95,000.00. The fees collected on these permits totaled \$8,821.34. In addition, 112 inspections were scheduled during November. In total, 44 erosion & sediment control/stormwater inspections were performed during the month of November.

**Engineering:**

South Lawson Park Bike Path project: Parks and Recreation Board members are providing Dave Callis with their recommendations for a location for the bike path, with the caveat that the final location will depend on budget and VDOT/FHWA requirements. Another factor that they are aware of is the stormwater pond at South Lawson. A project might include elevating/replacing the walkway near the pond if warranted by stormwater storage requirements and ongoing flooding concerns. This project will begin in October of 2019 and will be paid for by an existing VDOT allocation for the project.

### **Poquoson Middle School (PMS) Project:**

The School Division will hold a Public Input Meeting for the PMS Project on June 12<sup>th</sup> from 5:30-7:30 p.m. at PES. We will have PMS open if community members want to see the school before they go to Poquoson Elementary School (PES). We needed to use PES because it has a better space for the flow we need for the event. The architects will facilitate it.

Poquoson City Public Schools made the decision as to where PMS students will be located while the building undergoes renovation and construction work. Renovation and construction work is projected to begin in summer of 2020 so students who will attend PMS during the 2020-2021 school year and possibly the 2021-2022 school year will be impacted by the decision. Below is a link to a presentation that provides specifics about the plan. There is more planning work to be done but included in the presentation is a thorough outline of the steps that will be taken to ensure the students are safe and receive the instruction they will need during that time period.

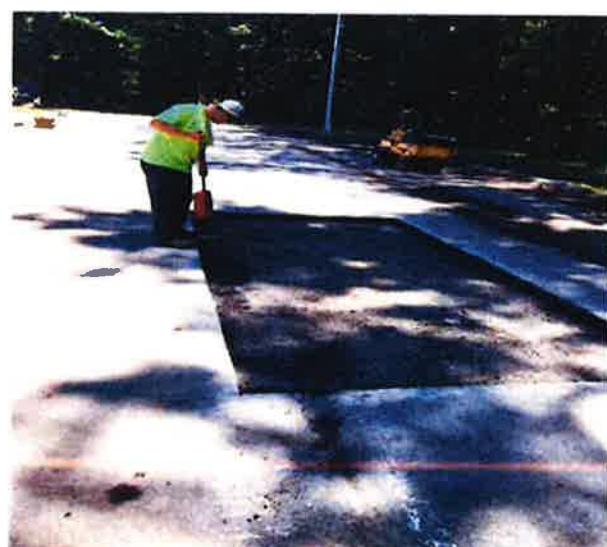
**Link to the Presentation:** <https://www.youtube.com/watch?v=NzTE24r9m04&feature=youtu.be>

### **Public Works:**

Recently the City Manager's office received three e-mails from citizens expressing their appreciation for the recent work performed by Public Works & Utilities to clean out the underground stormwater pipe between Oxford Mews and Gay Lynn and associated additional work in the open drainage channel preceding the extensive underground section. I would like to express my appreciation for the efforts of the two departments and share with you one of the e-mails.

*"I, also, would like to add my deep thanks to you and your employees for the fine job done cleaning out the underground drainage pipe that runs the length of my property at 37 Little Florida Road. I had the opportunity to talk to several of your employees and was very impressed with their courtesy, knowledge, and concern and understanding of our problem. Such a great reaction to my neighborhood's drainage problem by the City makes me proud to be a citizen of Poquoson, and eases my mind as the 2019 hurricane season approaches."*

Also kudos to the Public Works Department who completed repair work to areas that were in a state of disrepair in the rear parking lot behind City Hall. Great job, guys!



**End of Appendix Section**

**End of Appendix Section**

# Construction Site Storm Water Runoff Control

Appendix

**City of Poquoson Annual Report**

**VAR# 040024**

**Fiscal Year 2019**

Submitted to DEQ September 30, 2019

## Status of Compliance

4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.1	Legal Authorities					<p><b>Ordinances. E&amp;SC ordinance link:</b>  <a href="https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTIIERSECO">https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTIIERSECO</a></p> <p><b>Stormwater link is</b>  <a href="https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTVSTM1_CBPA_ordinance_link">https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTVSTM1_CBPA_ordinance_link</a></p> <p><b>Ordinances link:</b>  <a href="https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_APXAZO_ARTX1IVENMAAREMOVDI">https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_APXAZO_ARTX1IVENMAAREMOVDI</a></p>
4.1a	Construction projects	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinance citations.	SW, E&SC, & CBPA Program Administrators	Continuously	<p>Compliant. The City's Stormwater Ordinance is found in City Code Chapter 34. Environment, Article V . The Erosion and Sediment Control Ordinance is found in City Code Chapter 34, Article III. The City's CBPA ordinance is titled Article XI.IV Environmental Overlay Area (EMA) District. The stormwater code prohibit non stormwater discharges other than those identified in 9VAC25-890-20D</p>

## Status of Compliance

4. Construction Site Storm Water Runoff Control						Status of Compliance	
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 1 Status
4.1b	Confirmation statement on land disturbing activities	Statement: Land Disturbance Projects that occurred during the reporting period have been conducted in accordance with the current department approved standards and specifications for erosion and sediment control.	Statement	Environmental Compliance Officer	Annually	Land Disturbance Projects that occurred during the reporting period have been conducted in accordance with the current department approved standards and specifications for erosion and sediment control.	Compliant. In addition to statement, the most recent correspondence from state agencies on these programs is attached.
4.2	Compliance and Enforcement						
4.2a	Written E&SC inspection procedures	Implement inspection procedures	Procedures	Environmental Compliance Officer	Continuously	Procedures	Compliant. SOPs are in Appendix.
4.2b	Written E&SC procedures for requiring compliance through corrective action or enforcement action	Implement corrective or enforcement action procedures	Procedures	Environmental Compliance Officer	Continuously	Procedures	Compliant. Inspection and Enforcement SOPs are in Appendix. These also require controls to prohibit non stormwater discharges.

## Status of Compliance

4. Construction Site Storm Water Runoff Control							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 1 Status
4.2d	E&SC and VSMP combined inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	Environmental Compliance Officer	Annually	Summary from Locality tracking system	588 inspections were conducted. These were almost all on single family home or townhouse construction. No commercial or new subdivision site development occurred this year.
4.2e	Enforcement	Continue to implement provisions of the local Erosion and Sediment Control Ordinance.	# Enforcement Actions	Environmental Compliance Officer	Annually	Summary from City records	Compliant. 163 corrective actions resulting from inspections were required and made. 2 Notices to Comply were issued. In both instances, the issues were addressed by the developer and no further action was warranted.

## Status of Compliance

4. Construction Site Storm Water Runoff Control							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 1 Status
4.3	Evaluation and Assessment		SW Program/E&SC Program Administrators	Annually	Annual Report		Compliant. The City is still experiencing limited development. Staff should continue to monitor development/construction inquiries and other signs that rate of land disturbance activities might increase quickly. A rapid increase in this work may require additional staffing not warranted at this time.

## **Most Recent State Agency Letters of Program Compliance**



RECEIVED  
JUN 16 2014

*COMMONWEALTH of VIRGINIA*

Malv Joseph Ward  
Secretary of Natural Resources

DEPARTMENT OF ENVIRONMENTAL QUALITY  
Street address: 629 East Main Street, Richmond, Virginia 23219  
Mailing address: P.O. Box 1105, Richmond, Virginia 23218  
Fax: 804-698-4019 - TDD (804) 698-4021  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

David K. Paylor  
Director  
(804) 698-4020  
1-800-592-5482

June 13, 2014

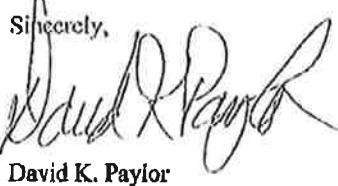
J. Randall Wheeler, City Manager  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662

Dear Mr. Wheeler:

In accordance with §62.1-44.15:27 G of the Virginia Stormwater Management Act (Act), Department of Environmental Quality (DEQ) has completed the review of the City of Poquoson's final Virginia Stormwater Management Program (VSMP) application package submitted on June 02, 2014. Based on this review, DEQ has determined that the City of Poquoson VSMP is consistent with the Act, the VSMP regulation and the General VPDES Permit for Discharges of Stormwater from Construction Activities.

In light of this determination, DEQ approves the City of Poquoson's VSMP; and the City is authorized to operate a VSMP beginning on July 1, 2014. Please note that this approval is based on the content of the application package. Any changes made to the documents in the package after the approval date, including changes to the adopted ordinance, may necessitate DEQ evaluation as part of its compliance review of your approved VSMP.

Thank you for your cooperation in developing a VSMP. We look forward to continuing to assist the City with the implementation of its VSMP.

Sincerely,  
  
David K. Paylor

cc: Melanie Davenport, Director, DEQ Water Division  
Frederick Cunningham, Director, DEQ Office of Water Permits  
Joan Salvati, Manager, DEQ Local Government Stormwater Programs

1514 ATTENDS 7-14

BMP 4.2.b



L. Preston Bryant, Jr.  
Secretary of Natural  
Resources

Joseph H. Muroff  
Director

COMMONWEALTH of VIRGINIA  
DEPARTMENT OF CONSERVATION AND RECREATION

203 Governor Street, Suite 206  
Richmond, Virginia 23219  
Phone: (804) 786-2061 Fax: (804) 786-1298

July 24, 2008

Mr. Charles W. Burgess, Jr.  
City Manager  
City of Poquoson  
500 City Hall Ave.  
Poquoson, Virginia 23662

Re: City of Poquoson's Erosion and Sediment Control Program

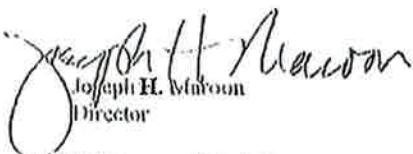
Dear Mr. Burgess:

In response to information presented to the Virginia Soil and Water Conservation Board by the Department of Conservation and Recreation Staff, the Board approved the following motion:

"The Virginia Soil and Water Conservation Board commends the City of Poquoson County for successfully improving the City's Erosion and Sediment Control Program to become fully consistent with the requirements of the Virginia Erosion and Sediment Control Law and Regulations, thereby providing better protection for Virginia's soil and water resources."

We congratulate the City of Poquoson on this substantial accomplishment and recognize the City's efforts to proactively protect Virginia's soil and water resources through implementation of effective erosion and sediment control.

Sincerely,

  
Joseph H. Muroff  
Director

cc: Karen Holloway, City of Poquoson NSC Program Administrator  
Robert Bennett, DCR Tappahannock Regional Manager  
Eric R. Capps, DCR Erosion and Sediment Control Program Manager

State Parks • Soil and Water Conservation • Natural Heritage • Outdoor Recreation Planning  
Chesapeake Bay Area Restoration • River Banks and Wetlands • Natural Areas and Forest Conservation

BMP 4.2

**BMP 4.2c: CBPA Program finding of Fully Compliant:**

BMP 4.2c

**VIA E-MAIL**

From: Nancy L. Miller, Principal Environmental Planner, DEQ

To: Karen Holloway, Environmental Compliance Officer, City of Poquoson

Date: January 14, 2014

Subject: City of Poquoson, May 9, 2013 Compliance Evaluation Condition Review

On May 9, 2013 the Virginia Department of Conservation and Recreation Virginia Soil and Water Conservation Board conducted a compliance evaluation condition review of the City of Poquoson's Chesapeake Bay Preservation Act program for consistency with the Chesapeake Bay Preservation Act and Regulations, and the Board found the City's Chesapeake Bay Preservation Act program to be fully compliant.

Attached to this e-mail is an excerpt from the Board minutes, as posted at the Virginia Town Hall website. A full copy of the minutes can be accessed via the link below. As always, if you have any questions or need further assistance, please contact me at 804-385-4435 (cell) or via return e-mail at [Nancy.Miller@deq.virginia.gov](mailto:Nancy.Miller@deq.virginia.gov).

[http://townhall.virginia.gov/LG/Files.cfm?File=C:\TownHall\docroot\Meeting\011619508\Minutes\\_OCR\\_19508.v1.pdf](http://townhall.virginia.gov/LG/Files.cfm?File=C:\TownHall\docroot\Meeting\011619508\Minutes_OCR_19508.v1.pdf)

4.2

## **Inspection SOP's and Forms**

## **EROSION AND SEDIMENT CONTROL/STORMWATER INSPECTIONS AND ENFORCEMENT SOPs**

FISCAL YEAR 2019

**PURPOSE:** Projects within the City of Poquoson that disturb 2500 square feet or more are required to have an approved E&SC plan and regular inspections to ensure compliance with the Virginia Erosion and Sediment Control, Chesapeake Bay Preservation, and Stormwater Laws.

**City Code Sections and Policies:** Inspections will be conducted to ensure compliance with the project SWPPP, the approved E&SC plan, the approved stormwater management plan, and City Code Chapter 34 and Appendix A, Article XI.IV.

**Inspection Procedures:** See attached for Standard Operating Procedures.

A pre-construction meeting will be held for all commercial and subdivision projects. Single family home projects are not required to have a pre-construction meeting. However, contractors are encouraged to meet with the Environmental Compliance Officer to review site requirements.

All projects, including single family home construction projects, are required to maintain a Stormwater Pollution Prevention Plan (SWPPP) at all times on site. The SWPPP must be available for public viewing, and must be kept up-to-date.

A project folder should be created prior to initiation of construction. Construction and development review information may be stored in the same folder.

Land disturbance sites exceeding 2500 square feet must have an approved E&SC plan or an agreement in lieu of plan, as required by state law. Inspections will be conducted to ensure:

- Compliance with approved plans;
- Efficacy of approved E&SC measures. In the event the measures are not performing adequately, the inspector will require their replacement and/or additional or alternate measures.
- Inspections will be conducted in accordance with and on a schedule set forth in the Virginia Erosion and Sediment Control Handbook. Controls preventing non stormwater discharges, such as wastewater, concrete washout, fuels and oils and other illicit discharges shall also be required, in accordance with the state construction permit.
- Inspections will continue until the release of the project E&SC surety.

All site visits will be documented by inspection forms and or entries in the inspector's daily log book. The inspector will retain all inspection records. Photographs of site conditions are encouraged.

# Environmental Compliance Inspection Checklist

**Project Name and Address:**

**Date:** **Inspection Time:** **Weather:**

### Project Stage:

**Reason for Inspection:**  **Regular Inspection**  **Re-Inspection**  **Complaint**

Is the SWPPP on site and posted near the construction entrance?  Yes  No

Are the self-inspections up to date in the SWPPP?  Yes  No Date of Last Inspection: / /

<u>Item Description</u>	<u>In Compliance at Time of inspection</u>		
Construction Entrance(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Tracking Off-Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Silt Fence	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Inlet Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Tree Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Site Free of Trash/Litter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Solid Waste Disposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Concrete Washout	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Sanitary Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Stockpile Areas:</b>			
Stabilized	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Protected with Sediment Trapping Measures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Soil Stabilization	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Dewatering Devices	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Sediment Traps/Basins	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

The inspection reveals that deficiencies are present as indicated in the above categories. The following actions are required to correct the deficiencies: \_\_\_\_\_

**Inspection Performed By:**

## Single Family Inspection Report

**Project Address:****Date:****Inspection Time:****Weather:****Project Stage:**

<i>Item Description</i>	<i>In Compliance at Time of Inspection</i>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Construction Entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracking Off-Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Free of Trash/Litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Washout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stockpile Areas:			
Stabilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protected with Sediment Trapping Measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Seeding (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Seeding (1 year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Note locations of any control measures that require maintenance:**

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**Note location of any prohibited discharges:**

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**Summarize findings, note any corrective actions that are required based on this inspection, and note and corrective actions from previous inspections that have not been implemented:**

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**Inspection Performed By:**

## **Enforcement Action Back Up Information**

## **EROSION AND SEDIMENT CONTROL/STORMWATER INSPECTIONS AND ENFORCEMENT SOPs**

FISCAL YEAR 2019

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- Inspections will continue until the release of the project E&SC surety.

All site visits will be documented by inspection forms and or entries in the inspector's daily log book. The inspector will retain all inspection records. Photographs of site conditions are encouraged.

Enforcement:

If a land disturbance project is found to be in good order and is acceptable: Document inspection. No further action.

If a project has installed and is maintaining all of its E&SC controls but they do not appear adequate, inspector shall require additional measures.

It is the intent of the City of Poquoson to assist site contractors and their personnel by providing information that will help them better understand the nature of the noncompliance or that will help them expedite the correction of any issue. However, it is ultimately the responsibility of the Responsible Land Disturber and the site owner to ensure that all applicable requirements are met.

If a project is in noncompliance, the issue will be documented using inspection forms. A copy will be sent to the Responsible Land Disturber via fax, email, USPS or hand delivery. The inspection form will identify items that must be addressed. It will give a specific date as to when the site will be re-inspected. The maximum amount of time given on the form should be seven days. Questions on the severability of the deficiencies should be discussed with the City Engineer or the Environmental Compliance Officer.

If deficiencies require immediate attention or the Responsible Land Disturber has failed to comply with a site inspection form, the City inspector may or may not issue a warning. This "second notice" will be provided to the RLD with an updated inspection form. The warning may be omitted and the City may proceed to more aggressive enforcement for multiple deficiencies or if the deficiencies are severe. Severe deficiencies may include but are not limited to significant quantities of sediment leaving the site or sediment running off into a nearby receiving water.

If the warning does not correct the situation or the deficiency is severe enough to warrant more aggressive enforcement, the City will issue a Notice to Comply/Notice of Violation form. The NTC/NOV form should be faxed or emailed to the RLD, with a signed copy of the original form sent via USPS registered mail or hand delivered. Consultation with the City Attorney, the City Engineer and/or the Environmental Compliance Officer on an appropriate time frame for correction may be warranted.

If the deficiencies in the NTC/NOV form have not been corrected within the specified time frame, a STOP WORK order will be issued for all land disturbing activities on the site. If the deficiencies are judged to be severe enough, the inspector may, in consultation with the City Engineer or the Environmental Compliance Officer, issue a STOP WORK order immediately.

If a land disturbance has commenced without the owner obtaining necessary permits, a STOP WORK order will be issued. The STOP WORK order shall remain in effect until all permits have been obtained and any deficient site conditions have been corrected.

The STOP WORK order shall be placed at the entrance to the site and sent via registered USPS mail to the RLD or owner of the property. The order shall remain in effect until the site deficiencies have been

corrected. No other land disturbance activities may be conducted while the deficiencies are being corrected.

If the noncompliance issue(s) indicated on the STOP WORK order are not remedied, or if the RLD or property owner fail to contact the City, the project inspector should contact the Environmental Compliance Officer, who will in turn contact the City Attorney. The City will begin the process of revoking the site permit, calling the bond, and/or initiating the civil penalty process.

The City may hire a third party contractor or take whatever actions are necessary to control site runoff and erosion from impacting downstream properties, ditches, wetland areas, or receiving waters.



**CITY OF POQUOSON**  
**Department of Community Development**

**NOTICE TO COMPLY**

Date: February 12, 2019

To: Craig R. McLellan  
538 Wythe Creek Road, Suite G  
Poquoson, VA 23662

Re: 140, 142, 144 and 146 Pasture Road, Poquoson, Virginia 23662 (Tax Map Parcel Nos. 12(34)1, 12(34)2, 12(34)3 and 12(34)4)

During an inspection of the sites referenced above on Tuesday, February 12, 2019, the following violations were noted:

1. Land disturbance/filling has exceeded the permitted boundaries of the permit that was issued for 144 Pasture Road (copy of permit enclosed).
2. Unauthorized filling has occurred in the Resource Protection Area (RPA).
3. Silt Fence is down in several locations.
4. Filtrexx is improperly installed/not effective in keeping silt onsite.
5. Perimeter erosion protection has not been installed in several areas.
6. Construction entrance is inadequate for eliminating road tracking.
7. Roadside ditch is not protected.
8. Drainage features and roadside ditch regrading have not occurred.

Pictures depicting these violations are attached. Be advised that the items listed above must be satisfactorily corrected within seven (7) days of the date of this notice (no later than February 22, 2019) at which time a re-inspection will be performed to verify the following compliance:

1. Satisfy drainage comments and obtain permits for 140, 142 and 146 Pasture Road.
2. Provide a plan for removal of unauthorized fill in the RPA and restoration of the buffer.
3. Repair silt fence.
4. Replace Filtrexx with silt fence or install in a pyramid fashion as shown in the attached specifications to contain the volume of fill being deposited on the site.
5. Install silt fence or Filtrexx (as specified) in all perimeter locations not currently protected.
6. Continue to add stone to the construction entrance and keep a sweeper onsite for the duration of the filling.
7. Remove silt from roadside ditch and install inlet protection at culvert pipe.
8. Regrade ditch as proposed and install onsite drainage features before bringing more fill to the site.

Failure to comply with this notice will result in necessary legal enforcement action (Stop Work) by the locality.



**CITY OF POQUOSON**  
**Department of Community Development**

If you wish to participate in the re-inspection on February 22<sup>nd</sup> please contact this department to schedule a time and as always, do not hesitate to contact us if there are any questions.

Program Administrator:

Karen W. Holloway

(Signature)

Enclosures

Copies to:      City Manager  
                    City Attorney  
                    Community Development Director  
                    City Engineer  
                    Engineer  
                    Building Department  
                    File



**CITY OF POQUOSON**  
**Department of Community Development**

**NOTICE TO COMPLY**

Date: October 12, 2018

To: Total Home Improvements  
Attn: Gene Firth  
4033 George Washington Memorial Highway  
Yorktown, VA 23692

Re: 15 Goodson Way, Poquoson, Virginia 23662

During an inspection of the development site referenced above on Friday, October 12, 2018, the following violations were noted:

1. Filtrexx – Damaged and/or not staked per specifications/not effective in keeping silt out of street.
2. Construction Entrance – Not effective in keeping silt out of street.
3. Tracking – Silt tracked on Goodson Way from improper construction entrance.
4. Sedimentation – Sediment on Goodson Way from unprotected sand pile.
5. SWPPP Inspections – Not up to date.

Pictures depicting these violations are attached. These are not new comments, as this is the third notification regarding these items. Therefore, be advised that the items listed above must be satisfactorily corrected within five (5) days of the date of this notice (no later than October 19, 2018) at which time a re-inspection will be performed to verify the following compliance:

1. Replace damaged Filtrexx and stake per enclosed specifications. An alternative is to remove Filtrexx and install properly trenched silt fence.
2. Add stone to construction entrance.
3. Clean all sediment out of the street.
4. Move sand stockpile to the construction area protected by Filtrexx or silt fence.
5. Update SWPPP inspections, noting deficiencies and remedies for correcting them.

Please note that the purpose of the construction activity operator inspections that must be conducted and documented in an inspection report every four (4) business days per the terms of the Stormwater Pollution Prevention Plan (SWPPP) is to self-regulate the condition of the site by noting and correcting deficiencies without being reminded by City and/or State inspectors.



**CITY OF POQUOSON**  
**Department of Community Development**

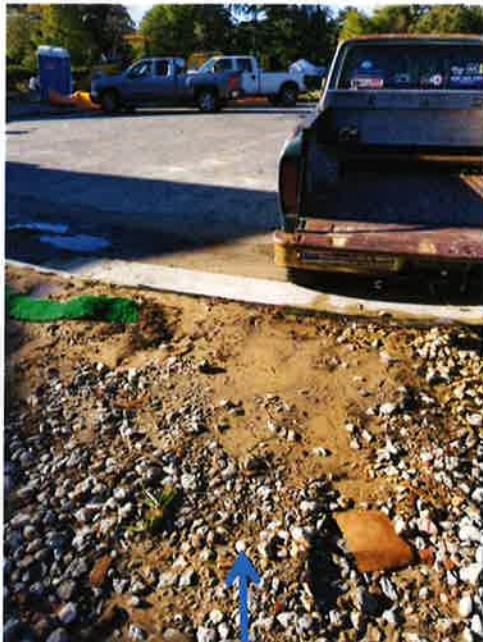
Failure to comply with this notice will result in necessary legal enforcement action (stop work notice) by the locality. If you wish to participate in the re-inspection please contact this department to schedule a time and as always, do not hesitate to contact us if there are any questions.

Program Administrator:

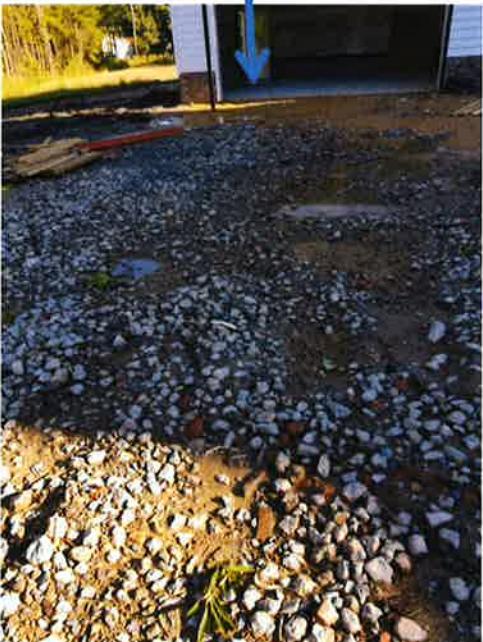
Karen W. Holloway  
(Signature)

Attachments

Copies to:      City Manager  
                    City Attorney  
                    Community Development Director  
                    City Engineer  
                    Engineer  
                    Building Department  
                    File



Add stone to construction entrance

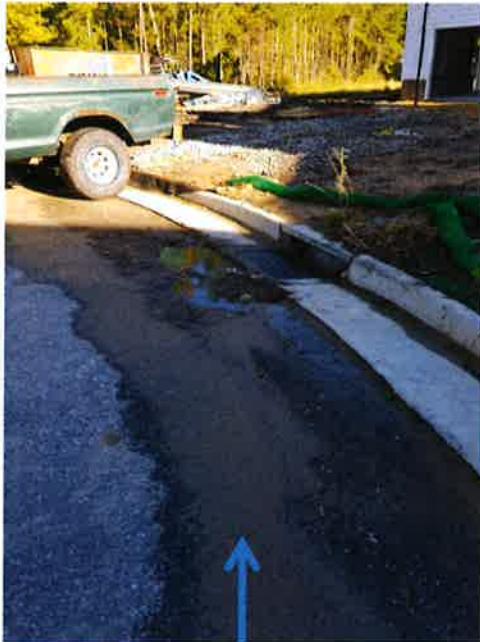


Secure sanitary facilities to the ground to keep the wind from tipping them over

Replace damaged Filtrexx and stake per specifications



Move sand to construction site within the erosion protection



Remove ALL sediment  
from street

**NOTICE TO COMPLY**

15 Goodson Way

October 12, 2018, 9:18 a.m.,

61°, sunny/breezy

## Ellen Roberts

---

**From:** Karen Holloway  
**Sent:** Thursday, January 24, 2019 3:04 PM  
**To:** Garrett Feagans; Ellen Roberts  
**Subject:** FW: 42 Pasture Rd.

FYI, I am preparing for tonight's Planning Commission meeting and will not be able to respond until tomorrow. Do you want to go out with me tomorrow and take a look Garrett?

In the meantime, is there anything we have the power to do about the street flooding? Mark said before that the crushed concrete area is not in the ROW and does not concern Public Works. Thoughts?

---

**From:** Williams, Kimberley P [<mailto:KimberleyP.Williams@McKesson.com>]  
**Sent:** Thursday, January 24, 2019 12:04 PM  
**To:** Karen Holloway  
**Subject:** 42 Pasture Rd.

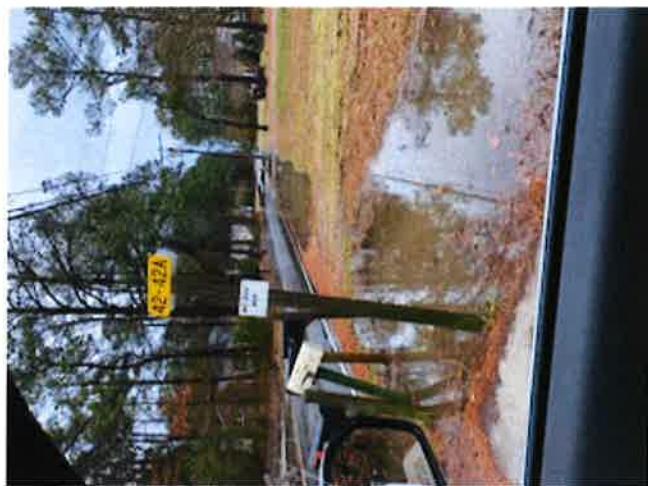
Hey Karen! I appreciate that you asked the Price's to fix the silt fence. Jamie Price was outside last night working on it. However, this morning, there are already open sections and the dirt is flowing into the creek again. Either they're doing it incorrectly, or there is too much dirt for that type of fence. What can be done about all of this and the large amount of dirt that has washed into the creek?

Also, 2 pics below are of the drainage issues at the street. I know it has rained a lot, however, other ditches are clear and draining just fine. But the area on each side of our lane, the area that the Price's have worked on, are not draining at all.

Sorry to bother you again so soon...

Kim





Sent from my iPhone

**Ellen Roberts**

---

**From:** Mark Boesen  
**Sent:** Friday, March 29, 2019 9:47 AM  
**To:** Karen Holloway  
**Cc:** Thomas Jones; Bodina Wright; Bradley Wilkins; Ellen Roberts; Sherry Coffey; Garrett Feagans  
**Subject:** Possible Unpermitted Work Being Completed In RPA

Karen,

Public Works received a report of possible unpermitted work being completed in the RPA that is located behind 39 & 43 River Road...The report indicated there was broken concrete being dumped on the properties and it appears they plan to install the broken concrete along the large outfall drainage ditch that is at the rear of the properties. Attached are pictures of the broken concrete, it has debris on it, as well reinforcement wire and rebar...It would probably be a good idea to go out there and look for yourself and possibly post a STOP WORK, since there was no one on-site or at the residence to make contact with. If you should have any questions or concerns, please feel free to contact me...Thanks!



**Mark G. Boesen, CCI, CSI, CEI, CTC**  
**Public Works Manager/Construction Supervisor**  
**City of Poquoson**  
**500 City Hall Avenue**

**End of Appendix Section**