

# Construction Site Storm Water Runoff Control

Appendix

**City of Poquoson Annual Report**

**VAR# 040024**

**Fiscal Year 2020**

Submitted to DEQ September 30, 2020

<b>BMP 4</b>	<b><u>CONSTRUCTION SITE STORM WATER RUNOFF CONTROL</u></b>
	<b>Status of Compliance Spreadsheets</b>
<b>4.2</b>	<b>Site Inspection SOP's and E&amp;SC /Stormwater Inspections and enforcement SOPs</b>
<b>4.2</b>	<b>List of FY 2020 Land Disturbance Projects</b>
<b>4.2</b>	<b>Summary of construction site issues found during inspections</b>
<b>4.2</b>	<b>Enforcement communications Note: No notices of violation were sent this year. Almost all disturbance this year was for single family home construction</b>
<b>4.2</b>	<b>Typical inspection forms</b>

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

4. Construction Site Storm Water Runoff Control							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
4.1a	Construction projects	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA CBPA Ordinance citations	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances	COMPLIANT. SW ordinance: <a href="https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTVSTMVA_ESC_ord:CBPA_Ord">https://library.municode.com/va/poquoson/codes/code_of_ordinances?nodeId=PT1ICOOR_CH34EN_ARTVSTMVA_ESC_ord:CBPA_Ord</a> EMOVIDI Development continued to be minimal this year, primarily limited to single family home construction. Staff reviewed 45 erosion and sediment control plans. VPDES stormwater permits for new construction were limited to 2 single family homes within a common plan of development and 2 stormwater permit renewals
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 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 standards and specifications for erosion and sediment control.	COMPLIANT. Land Disturbance Projects that occurred during the reporting period have been conducted in accordance with the current department standards and specifications for erosion and sediment control. City staff conducted 45 erosion and sediment control reviews this year, primarily on single family homes projects. 2 new stormwater permits for single family homes within a common plan of development were obtained; 2 VPDES permits were renewed by ongoing developments. PY 2 projects encompassed 17.10 acres of land disturbance.
4.2	Compliance and Enforcement						
4.2a	Written E&SC and stormwater inspection procedures	Implement inspection procedures	Procedures	E&SC Program Administrator	Continuously	Inspection Standard Operating Procedures (E&SC; stormwater)	COMPLIANT. See Appendix for SOP's.

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

4. Construction Site Storm Water Runoff Control							PY 2 Status
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
4.2b	Written E&SC/stormwater procedures for requiring compliance through corrective action or enforcement action	Implement corrective or enforcement action procedures	Procedures	E&SC Program Administrator	Continuously	Compliance/enforcement SOPs	COMPLIANT. See Appendix for SOP's.
4.2c	Roles and responsibilities of each department, division, or subdivision in implementing the construction site SW runoff control program	Documentation	Presence of documentation	E&SC Program Administrator	Continuously	Annual Report and standard operating procedures	COMPLIANT. See Appendix for SOP's.
4.2d	V SMP and E&SC inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	E&SC Program Administrator	Annually	Summary from Environmental Compliance Officer Records	COMPLIANT. 562 inspections were conducted. Total permitted disturbed area in the City = 17.10 acres. Most development this year involved single family home construction.
4.2e	V SMP and E&SC enforcement actions	Continue to implement enforcement provisions per local Erosion and Sediment Control Ordinance	# enforcement actions	E&SC Program Administrator	Annually	Summary from Environmental Compliance Officer Records	COMPLIANT. No Notice of Violations or Notice to Comply orders were required this year. This is due to the predominance of single family home construction and lack of other large developments/land disturbance areas. City staff worked with contractors to correct 13 minor issues (silt fence repair; tracking soil onto road) at 7 sites. Contractors responded in a timely manner. A summary sheet of these instances with samples of correspondence are found in Appendix.
4.3	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.		SW Program/E&SC Program Administrators	Annually	Annual Report	COMPLIANT. Inspections continued uninterrupted during Covid closures. Development continued to be extremely low this year. We expect to see an increase in larger development projects in PY3. This may increase the number of inspections and the possibility of noncompliance.

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

FISCAL YEAR 2020

**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.

**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 fails 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.

<u>Standard Operating Procedure</u>	
<u>Sites to be inspected</u>	All projects disturbing an area of 2500 square feet or greater. This includes both projects that are issued a land disturbance permit and those subject to an in lieu of agreement.
<u>Responsible Inspectors</u>	<p>Single Family homes and smaller projects shall fall under the purview of the Environmental Compliance Officer. The Engineer will inspect all multi-family and commercial projects. In the event of an absence, the responsible party shall arrange for the other to perform inspections.</p> <p>As a backup in emergency situations, the City construction Inspector can be tasked with performing inspections.</p>
<u>First inspection</u>	Shall occur during or immediately following initial installation of erosion and sediment controls
<u>Inspection Frequency</u>	At least once per every two-week period. The current schedule calls for inspections to occur every other Friday morning. However, this can be modified by the inspectors as necessary.
<u>At minimum inspection items.</u>	Inspection checklist attached. At minimum, the City inspector shall verify that the project's SWPPP is current, and that the site operator is performing inspections every two weeks and within 48 hours following any runoff producing storm event. In addition, erosion and sediment controls will be inspected for condition and overall adequacy. Following a finding of inadequacy, City staff will perform spot checks to ensure that site issues are corrected in a timely manner. See enforcement SOPs.
<u>Final Inspection(s)</u>	Shall occur when the operator notifies the City that the site is stabilized. If City inspectors find inadequacies, they will notify the operator of inadequacies and continue to inspect until site stabilization is achieved.

LAND DISTURBANCE PROJECTS AND RENEWED VPDES PROJECTS

Permit #	Facility Type	Date	Project Address	Lat/Long Decimal Degrees	BMP Type	RPA or RMA	HUC	Disturbed Area
19-0419	Filling & Grading	7/10/2019	36 N. Lawson Road	Lon (X): -76.35304 Lat (Y): 37.13095	N/A	RPA	CB21	0.2
19-0426	Single Family	7/12/2019	41 Holloway Road	Lon (X): -76.37319 Lat (Y): 37.13651	N/A	RMA	CB21	0.13
19-0491	Mixed Use	8/21/2019	200 Fountains Lane	Lon (X): -76.39352 Lat (Y): 37.12160	Regional Pond	RMA	CB22	1.41
19-0496	Subdivision	8/22/2019	0 Wythe Creek Road	Lon (X): -76.3870 Lat (Y): 37.1140	Stormwater Pond	RMA	CB22	8.21
19-0502	Clearing & Grading	8/27/2019	82 Forrest Road	Lon (X): -76.37042 Lat (Y): 37.13545	N/A	RMA	CB21	0.46
19-0526	Single Family	9/13/2019	42E Pasture Road	Lon (X): -76.38871 Lat (Y): 37.14619	N/A	RMA	CB21	0.17
19-0565	Filling & Grading	10/2/2019	0 Browns Neck Road	Lon (X): -76.38657 Lat (Y): 37.14347	N/A	RMA/RPA	CB21	0.08
19-0571	Clearing & Mulching	10/3/2019	413 Wythe Creek Road	Lon (X): -76.39257 Lat (Y): 37.12121	N/A	RMA	CB22	0.23
19-0563	Single Family	10/2/2019	205 Messick Road	Lon (X): -76.32991 Lat (Y): 37.11970	N/A	RMA	CB24	0.5
19-0601	Single Family	10/17/2019	842 Poquoson Avenue	Lon (X): -76.37390 Lat (Y): 37.13394	N/A	RMA	CB21	0.33
19-0637	Single Family	11/4/2019	664 Poquoson Avenue	Lon (X): -76.38815 Lat (Y): 37.13494	N/A	RMA	CB21	0.34
19-0679	Single Family	11/25/2019	7 Goodson Way	Lon (X): -76.39939 Lat (Y): 37.15094	N/A	RMA	CB21	0.19
19-0681	Single Family	11/25/2019	8 Goodson Way	Lon (X): -76.39874 Lat (Y): 37.15070	N/A	RMA	CB21	0.24
19-0683	Single Family	11/26/2019	33A Moore Road	Lon (X): -76.38889 Lat (Y): 37.15359	N/A	RMA/RPA	CB21	0.36
20-0035	Single Family	1/28/2020	13 Henleys Way	Lon (X): -76.38395 Lat (Y): 37.15005	N/A	RMA	CB21	0.33
20-0035	Single Family	1/28/2020	13 Henleys Way	Lon (X): -76.38395 Lat (Y): 37.15005	N/A	RMA	CB21	0.33
20-0133	Single Family	3/27/2020	3 Bennett Road	Lon (X): -76.36998 Lat (Y): 37.13618	N/A	RMA	CB21	0.36
20-0140	Single Family	3/31/2020	210 Beach Road	Lon (X): -76.38671 Lat (Y): 37.15556	N/A	RMA/RPA	CB21	0.2
20-0216	Single Family	4/29/2020	12 Goodson Way	Lon (X): -76.39821 Lat (Y): 37.15086	N/A	RMA	CB21	0.24
20-0304	Single Family	6/9/2020	4 Forrest Road	Lon (X): -76.37083 Lat (Y): 37.13118	N/A	RMA	CB21	0.32
20-0308	Single Family	6/10/2020	137 Church Street	Lon (X): -76.35793 Lat (Y): 37.12085	N/A	RMA/RPA	CB22	0.45
20-0323	Single Family	6/15/2020	97 Emmaus Road	Lon (X): -76.40592 Lat (Y): 37.14239	N/A	RMA	CB21	0.35
20-0326	Single Family	6/16/2020	791 Poquoson Avenue	Lon (X): -76.37881 Lat (Y): 37.13283	N/A	RMA	CB21	0.03
20-0358	Multi Family	6/26/2020	0 Fountains Way	Lon (X): -76.39114 Lat (Y): 37.12060	EDA pond	RMA	CB22	1.97

## CONSTRUCTION INSPECTION ISSUES AND RESOLUTION

<u>DATE</u>	<u>ADDRESS</u>	<u>TYPE OF DEVELOPMENT/PERMIT</u>	<u>ISSUE</u>	<u>SUMMARY</u>	<u>RESOLUTION</u>
5-Jun-20	42E Pasture Road	Single Family Home construction	Silt fence needed to be replaced/repaired in several places along the perimeter of the site	The Environmental Compliance Officer emailed the site contractor immediately after the inspection.	Silt fence was repaired in a timely manner and the follow up inspection found the site in good condition.
10-Apr-20	842 Poquoson Avenue	Single Family Home construction	Concrete waste (cured; not washout) had been left in the front yard following construction. The remainder of the site was stabilized	The contractor was notified by email and told that a Certificate of Occupancy would not be issued until the concrete debris had been removed.	Concrete debris removed immediately
April -June construction	3 Bennett Road	Single Family Home construction	On separate occasions, silt fence was removed on one side of the site perimeter. Concrete waste was left near a footer and soil had been tracked on the road	During the course of home construction, inspectors noted minor issues that were immediately communicated to the contractor via email.	Contractor corrected issues after being contacted.
April 24, 2020 and June 5, 2020	8 Poquoson River Dr	Single Family Home construction	Silt fencing was down in spots and needed to be replaced on two separate occasions	Contractor notified by email	Silt fence replaced
5-Jun-20	210 Beach Road	Single Family Home construction	Contractor did not have a dumpster on site for construction debris	Contractor notified by email. He replied that the site was very tight and that he'd delayed having dumpster delivered until after a crane had delivered supplies and left the site.	Dumpster in place by next inspection
25-Jun-20	12 Goodson Way	Single Family Home construction	Soil tracked onto road; construction entrance needed additional stone	Contractor emailed.	CE upgraded and street cleaned.
25-Jun-20	13 Henley Way	Single Family Home construction	Soil tracked on road; construction debris on site instead of in dumpster; silt fence needed repair; street needed cleaning to remove tracked soil	Contractor emailed.	Street cleaned; CE upgraded; silt fence repaired; site picked up and debris disposed of in dumpster

## FY 2020 E&SC/STORMWATER INSPECTIONS CORRESPONDENCE

**From:** Karen Holloway  
**Sent:** Friday, April 10, 2020 11:24 AM  
**To:** signaturehomesllc@aol.com  
**Subject:** 42E Pasture Road

Good morning,

I noted during inspections this morning that the silt fence still hasn't been replaced on the right side of the above-referenced property. There is a stockpile of dirt in very close vicinity to the opening and therefore, it is essential that the silt fence be replaced immediately. I will check the site next week to ensure compliance. Please let me know if you have any questions.

Karen Holloway  
Environmental Compliance Officer  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662  
(757) 868-3040

Karen Holloway

**Reply all**  
Today, 1:44 PM  
Ellen Roberts  
[Sherry Coffey](#)  
[Community Development City of Poquoson](#)  
[500 City Hall Avenue](#)  
[Poquoson, VA 23662](#)  
[\(757\) 868-3040](#)  
[FAX \(757\) 868-3105](#)

---

**From:** Karen Holloway  
**Sent:** Friday, April 24, 2020 12:08 PM  
**To:** Signature Homes LLC  
**Subject:** RE: 42E Pasture Road

Hi Jenna,

I noted this morning that the silt fence has still not been replaced. I understand what you are saying about the pool company and it may be something you can take up with them but please note that this must be taken care of by the time I re-inspect.

Thanks,

Karen

---

**From:** Signature Homes LLC [mailto:[signaturehomesllc@aol.com](mailto:signaturehomesllc@aol.com)]  
**Sent:** Friday, April 10, 2020 11:37 AM  
**To:** Karen Holloway  
**Subject:** Re: 42E Pasture Road

**CAUTION:** This email is from a sender outside of City of Poquoson. Use discretion when opening attachments, selecting links, and responding to information requests..

Hi Karen that is why I alerted you that the pool company was using that entrance. We did not take the silt fence down and it is not our dirt. I guess I will need to take this up with them but since it's our building permit we ultimately get punished, just getting old is all

Jenna Jowers

Signature Modular & Manufactured Homes LLC.

---

On Apr 10, 2020, at 11:23 AM, Karen Holloway <[Karen.Holloway@poquoson-va.gov](mailto:Karen.Holloway@poquoson-va.gov)> wrote:

<image001.gif>

Good morning,

I noted during inspections this morning that the silt fence still hasn't been replaced on the right side of the above-referenced property. There is a stockpile of dirt in very close vicinity to the opening and therefore, it is essential that the silt fence be replaced immediately. I will check the site next week to ensure compliance. Please let me know if you have any questions.

Karen Holloway

Environmental Compliance Officer

City of Poquoson

500 City Hall Avenue

Poquoson, VA 23662

(757) 868-3040

Karen Holloway

Today, 1:41 PM

Sherry Coffey  
Community Development City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662  
(757) 868-3040  
FAX (757) 868-3105

---

---

**From:** Karen Holloway  
**Sent:** Friday, June 5, 2020 1:30 PM  
**To:** signaturehomesllc@aol.com  
**Subject:** 42E Pasture Road

Good afternoon,

I just wanted to let you know that the silt fence needs to be repaired in several areas of the site referenced above.

Thanks!

Karen Holloway

Environmental Compliance Officer

City of Poquoson

500 City Hall Avenue

Poquoson, VA 23662

(757) 868-3040

**From:** Karen Holloway  
**Sent:** Friday, April 10, 2020 11:28 AM  
**To:** Jennifer Barnes (JBarnes@MarqueeHomesVA.com)  
**Subject:** 842 Poquoson Avenue

Good morning Jennifer,

I rode by 842 Poquoson Avenue this morning and although it is largely stabilized, the concrete waste has still not been removed from the front yard. If you would please notify me when that has been taken care of I can do an inspection to confirm and then sign off on the CO.

Thanks!

Karen Holloway  
Environmental Compliance Officer  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662  
(757) 868-3040

**From:** Karen Holloway  
**Sent:** Friday, April 10, 2020 11:31 AM  
**To:** robertenglehomes@cox.net  
**Subject:** 3 Bennett Road

Hi Rob,

I'm just checking in to make sure you keep a concrete waste area available on the site, as I noted some concrete waste around the footer area. I also noted that the silt fence is down on one side. If you would fix that once all this windy weather has passed I would appreciate it.

Thanks!

Karen Holloway  
Environmental Compliance Officer  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662  
(757) 868-3040

**From:** Karen Holloway  
**Sent:** Friday, April 24, 2020 12:09 PM  
**To:** wayne@harbinbuilder.com  
**Cc:** Amy Cohen (amy@harbinbuilder.com); Bonnie Harbin (bonnie@harbinbuilder.com)  
**Subject:** 8 Poquoson River Drive

Hi Wayne,

I noted during my morning inspections that the silt fence at 8 Poquoson River Drive needs to be reattached in numerous places.

Thanks and have a good weekend!

Karen Holloway  
Environmental Compliance Officer  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662  
(757) 868-3040

---

---

**From:** Karen Holloway  
**Sent:** Monday, June 8, 2020 8:54 AM  
**To:** Ricky Edgerton  
**Subject:** Re: 210 Beach Road

Great, thanks!

Karen Holloway  
Environmental Compliance Officer  
Phone 868-3040  
Fax 868-3105

---

**From:** Ricky Edgerton <edge15@aol.com>  
**Sent:** Friday, June 5, 2020 5:30 PM  
**To:** Karen Holloway  
**Subject:** Re: 210 Beach Road

CAUTION: This email is from a sender outside of City of Poquoson. Use discretion when opening attachments, selecting links, and responding to information requests..

Thanks I have been meaning to place one out there, the lot is just so tight with all the framing materials and the crane and I am past that stage so will have on the first of the week.

Ricky

Sent from AOL Mobile Mail  
Get the new AOL app: [mail.mobile.aol.com](http://mail.mobile.aol.com)

[AOL -&nbsp;login](http://AOL -&nbsp;login)  
mail.mobile.aol.com

---

Get a free email address from AOL now! You no longer need to be an AOL member to take advantage of great AOL Mail features such as industry-leading spam and virus protection, anytime-access on your mobile device, flexibility to work with other email clients using IMAP and more.

---

On Friday, June 5, 2020, Karen Holloway <Karen.Holloway@poquoson-va.gov> wrote:

Good afternoon,

This is to advise you that a dumpster is required on the site referenced above and all litter should be disposed of securely into the dumpster.

Thanks!

Karen Holloway

Environmental Compliance Officer

City of Poquoson

500 City Hall Avenue

Poquoson, VA 23662

(757) 868-3040

**From:** Karen Holloway

**Sent:** Thursday, June 25, 2020 11:45 AM

**To:** Jennifer Barnes

**Subject:** 12 Goodson Way

Hey Jennifer,

Would you please let Craig know that the road is getting tracked up on Goodson Way? He may need to put more stone in the construction entrance and the road needs to be cleaned up.

Thanks!

Karen Holloway  
Environmental Compliance Officer  
Phone 868-3040  
Fax 868-3105

**From:** Karen Holloway  
**Sent:** Thursday, June 25, 2020 11:47 AM  
**To:** Sally Hunter (sallyhunter@cox.net)  
**Subject:** 13 Henley Way

Good morning,

Would you please let Darrell know that the Henley Way site needs some attention? The silt fence and construction entrance need repair and the litter on the site needs to go into a dumpster. Also, the road needs to be cleaned up.

Thanks so much!

Karen Holloway  
Environmental Compliance Officer  
Phone 868-3040  
Fax 868-3105

# TYPICAL INSPECTION FORM

## Environmental Compliance Inspection Checklist

Project Name and Address: Rubus Run

Date: 1/10/2020

Inspection Time: 8:43 Weather: 46°

Project Stage: *Holloway*

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: 12/17/19

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

*Re-establish SF & C.E.*

*Make sure stockpile is protected*

*by perimeter and controls*

Inspection Performed By: Garrett Feagans/Karen Holloway

# TYPICAL INSPECTION FORM

## Single Family Inspection Report

Project Address: 12 Goodson Way

Date: May 8, 2020

Inspection Time: 9:13

Weather: 61°

Project Stage:

Sunny

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

Note locations of any control measures that require maintenance:

Road

Note location of any prohibited discharges:

Silt

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:

Clean road

SUPPP 5/7/20

Inspection Performed By: Karen Holloway

# Post Construction Storm Water Management

Appendix

**City of Poquoson Annual Report**

**VAR# 040024**

**Fiscal Year 2020**

Submitted to DEQ September 30, 2020

<u>BMP 5</u>	<u>POST CONSTRUCTION STORM WATER MANAGEMENT</u>
	<b>Status of Compliance Spreadsheets</b>
5.1	<b>VSMP Program Approval Letter</b>
5.2	<b>Written inspection and maintenance procedures for managing locally owned BMPs</b>
5.2	<b>Privately owned BMP tracking spreadsheet</b>

5. Post Construction Storm Water Management in New Development and Redevelopment						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
5.1	Post Construction SW Management Program	Implement the approved VSMP	Approved VSMP	VSMP Authority Administrator	Ongoing	Approval letter issued by DEQ. Compliant. See Appendix.
5.1a	Local VSMP	Implement the approved VSMP	Approved VSMP	VSMP Authority Administrator	Ongoing	Compliant. See <a href="https://library.municode.com/ya/pocouson/codes/ordinances?nodeid=PT1ICOORC34EN_ARTVSTMIA">https://library.municode.com/ya/pocouson/codes/ordinances?nodeid=PT1ICOORC34EN_ARTVSTMIA</a>
5.1b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment	Stormwater Management Ordinance	SW Program Administrator	Ongoing	SWM Ordinance
5.2	Inspection & Maintenance Schedules for BMPs					
5.2a	Written inspection and maintenance procedures for managing locally owned BMPs	Implement procedures, inspect locally owned BMPs at least annually (or have an approved alternative schedule)	# of inspections; description of significant maintenance activities	SW Program Administrator	Ongoing	Procedures and BMP Spreadsheets /Database
5.2b	Inspection and enforcement program for privately-owned BMPs	Implementation program, inspect privately owned BMPs at least once every 5 years	# of inspections; # of enforcement activities	SW Program Administrator	Ongoing	BMP Spreadsheets /Database

CITY OF POQUOSON      PROGRAM PLAN

5.2.c BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator	Ongoing	List of Maintenance Agreements	COMPLIANT. 29 privately owned BMP agreements. See Appendix for tracking spreadsheet. Maintenance Agreements are designated with an M in Notes column.
5.2d <b>Optional</b> - Develop and implement a progressive compliance and enforcement strategy	Develop and implement strategy	Strategy	SW Program Administrator	Ongoing	Written Strategy	The current program appears to be working well. The program will be evaluated in PV3.
5.3 Tracking and Reporting						
5.3a BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information listed in permit	Data as required by Permit (print & spreadsheet/ database)	SW Program Administrator	Annually	BMP Spreadsheet /Database	COMPLIANT. No new BMPs added this year.
5.3b Update database or spreadsheet with new BMPs	Track new permanent stormwater management facilities	Database or spreadsheet with new BMP information	SW Program Administrator	Within 30 days of date brought online	BMP Spreadsheet /Database	COMPLIANT. No new BMPs added this year.
5.3c Report Construction BMPs	Report BMPs installed to control post-construction runoff through the DEQ Construction SW database	Confirmation statement	SW Program Administrator	Ongoing	Confirmation statement	COMPLIANT. No new BMPs added this year.
5.3d Report other BMPs	Report any BMPs not included in the Construction SW database implemented between July 1 - June 30 in the DEQ BMP Warehouse	Confirmation statement	SW Program Administrator	No later than Oct. 1 each year	Confirmation statement and date information was submitted	COMPLIANT. No new BMPs added this year.

CITY OF POQUOSON PROGRAM PLAN

5.4	<p>Evaluation and Assessment</p> <p>Evaluate and assess progress towards meeting measurable goals.</p>	<p>SW Program/E&amp;SC Program Administrators</p> <p>Annually</p>	<p>Annual Report</p>	<p>COMPLIANT. We experienced some delay in a few private BMP inspections, possibly related to Covid closures. The City is currently working with the owners to have these inspections performed and as a backup has a plan to inspect them using staff members prior to the end of the permit year (October 31, 2020). We anticipate new BMPs being added next year based on current development plan reviews.</p>
-----	--	---	----------------------	--



RECEIVED  
JUN 16 2014

*COMMONWEALTH of VIRGINIA*

Molly 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

15047 111-14  
BMP 4.2.b



L. Preston Bryant, Jr.  
Secretary of Natural  
Resources

Joseph H. Mergin  
Director

COMMONWEALTH of VIRGINIA  
DEPARTMENT OF CONSERVATION AND RECREATION

100 Governor Street, Suite 206  
Richmond, Virginia 23219  
Phone: (804) 786-2061 Fax: (804) 786-1198

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 resolution:

"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. Mergin  
Director

cc: ✓Karon Holloway, City of Poquoson ESC 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  
Conservation Law Enforcement • Water Quality and Management • Natural Areas and Land 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 Office, 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 804-365-4435 (cell) or via return e-mail at [Nancy.Miller@deq.virginia.gov](mailto:Nancy.Miller@deq.virginia.gov)

[http://townhall.virginia.gov/GetFile.cfm?FileID=2110&CategoryID=100&MeetingID=101&FileID=19508/Minutes\\_DCR\\_19508.xls](http://townhall.virginia.gov/GetFile.cfm?FileID=2110&CategoryID=100&MeetingID=101&FileID=19508/Minutes_DCR_19508.xls)

*4.2*

## Wet Pond Operations and Maintenance Plan

**Plan applies to City-owned Wet Ponds located on the City Hall property and at South Lawson Park.**

**Vegetation Establishment:** Vegetation is currently established in pond. The following is provided if additional vegetation is warranted:

During this establishment period, wetlands bench plantings will be monitored and replaced as needed by the Contractor. City staff duties:

**Monitor the Contractor's activities** to ensure that the warranty is being honored.

- Time period: 12 months after substantial completion
- Frequency: Monthly visual inspection during growing season; bimonthly during winter
- Staff members: Engineering
- Follow up: provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

**Evaluate the effectiveness of the types of wetlands plants used.**

- Time Period: In spring, after the start of growing season (end of March/April)
- Frequency: Annually
- Staff members: Public Works, Engineering
- Follow up: Create projects for fall planting of new varieties of plants, thinning of existing vegetation if needed
- Evaluation topics:
  - Do plants in general appear healthy?
  - During the growing season, do they appear to be growing and spreading?
  - Are they blooming at the appropriate time?
  - If not, are there better plant choices? Refer to Virginia BMP Clearinghouse Specification for Constructed Wetlands, Table 13.4.
- City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

**Surrounding Site Activities:**

Other site features will be maintained per the permanent O&M plan (attached).

### Inspections and Ongoing Maintenance

**Routine Visual Inspections:** City Public Work and Engineering staff members will visually inspect the facility during routine (monthly or more frequent) maintenance of the adjacent park area; as they drive by the site to go to work, and every time they enter the site:

- Visually monitor sediment accumulation levels in sediment forebay. Sediment levels to be measured during 5-year inspection.
- Following recent rain events, visually inspect turbidity levels in forebay and downstream pool to ascertain if sediment forebay is functional (no seeps; sufficiently low sediment accumulation level to allow for continued settlement in the forebay).
- Monitor plant growth on the BMP aquatic bench. Note the presence of any invasive species/woody growth on steep side slopes.
- Inspect inflow and outfall pipes to ensure adequate flow of water and to ensure there is no erosion around or under the piping.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion.

**Ongoing Maintenance:** Public Works staff tasks:

- Perform work annually to trim grass/weeds.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in the aquatic bench, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

**Volunteer Projects:** The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure that volunteers do not venture near the permanent wet pool.

**Non-Routine Maintenance**

Sediment Removal from the Sediment Forebay shall be provided as needed.

- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

## **Constructed Wetlands Operations and Maintenance Plan**

### **Vegetation Establishment Period:** Provided if new vegetation is installed.

During this establishment period, wetlands plantings shall be procured so that there is a warranty period. Plants that are under warranty and will be monitored and replaced as needed by the Contractor. City staff duties:

**Monitor the Contractor's activities** to ensure that the warranty is being honored.

- Time period: 12 months after substantial completion
- Frequency: Monthly visual inspection during growing season; bimonthly during winter
- Staff members: Engineering
- Follow up: provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

**Evaluate the effectiveness of the types of wetlands plants used.**

- Time Period: In spring, after the start of growing season (end of March/April)
- Frequency: Annually
- Staff members: Public Works, Engineering
- Follow up: Create projects for fall planting of new varieties of plants
- Evaluation topics:
  - Do plants in general appear healthy?
  - During the growing season, do they appear to be growing and spreading?
  - Are they blooming at the appropriate time?
  - If not, are there better plant choices? Refer to the latest edition of the Virginia BMP Clearinghouse Specification for Constructed Wetlands.

**Monitor the perimeter landscaping:** Contractor is also responsible for maintaining the bushes located about the perimeter. Staff's role is to monitor these perimeter plantings to ensure the warranty is being honored.

- Time period: 12 months after construction completion.
- Frequency: Bimonthly
- Staff members: Public works or Engineering staff
- Follow up: Notify contractor regarding distressed/dead vegetation.

City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

Other site features will be maintained per the permanent O&M plan (attached).

### Inspections and Ongoing Maintenance

**Annual Inspections:** City Inspection or Engineering Staff member will inspect the facility at least once a year. Inspection items include:

- Monitor sediment accumulation levels in sediment forebay. Visually monitor every year.
- Monitor plant growth within the BMP. Note the presence of any invasive species/woody growth on steep side slopes. Annually.
- Inspect articulated concrete block overflow to ensure that voids in concrete block are filled with soil and plants are establishing. Annually.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion. Annually.

**Ongoing Maintenance:** Public Works staff tasks:

- Perform work annually to trim grass/weeds so that flow in channel is not inhibited.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in created wetland area, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

**Volunteer Projects:** The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure the locations of micropools and other safety hazards are clearly delineated.

**Non-Routine Maintenance**

Sediment Removal from the Sediment Forebay shall be provided as needed.

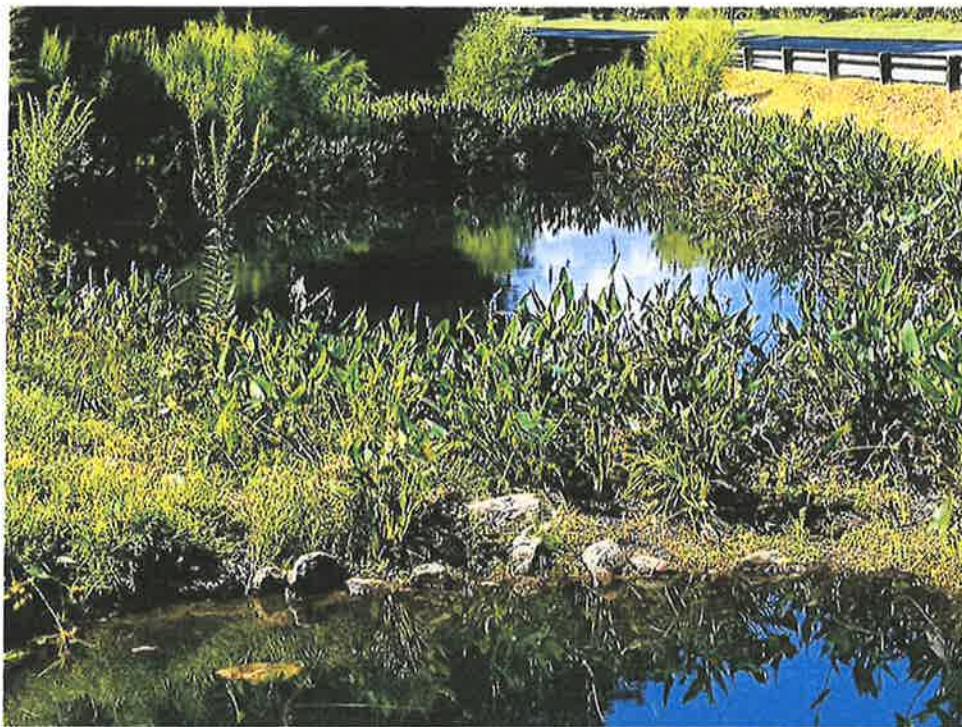
- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. The site is highly visible from Victory Boulevard. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

Constructed Wetland Inspection Findings

<u>Inspection Item</u>	<u>Findings</u>	<u>Notes</u>
<u>Monitor sediment accumulation levels in sediment forebay</u>	Low.	One piece of trash needs to be removed. The sediment forebay and BMP design are proving effective at keeping litter from flowing downstream.
<u>Monitor plant growth within the BMP.</u>	plants are well established on side slopes and in shallow areas of wetland. Pickerel weed in particular is thriving.	No immediate action. Continue to promote plant growth in wetlands areas.
<u>Invasive Species?</u>	No issues. Public work staffed has delineated native plants establishment areas and trims remainder of site. Native plants appear to be well established with no signs of invasive plants/woody growth.	Monitor "no mow" areas closely to ensure no woody growth occurs. This area has dense vegetation.
<u>Inspect articulated concrete block spillway: are voids filled in with soil/plants?</u>	Plants established. No voids observed.	Re-check in winter months.
<u>Inspect side slopes for erosion, animal burrows, and woody growth</u>	No burrows or woody growth.	Re-check in winter months.
<u>Aerators and solar panels</u>	Aerators operational. No issues	Clean solar panels in winter months.

**Constructed Wetland Inspection Photos**



**Wet Pond Annual Inspection Findings**

<b>Inspection Item</b>	<b>Findings</b>	<b>Notes</b>
<u>Monitor sediment accumulation levels in sediment forebay</u>	Acceptable. Sediment level appears low.	Inspect again during a dry winter period when plant growth is dormant.
<u>Monitor plant growth on the BMP aquatic bench</u>	Plants are flourishing.	Public participation project suggested: thin out pickerel weed under supervision of City landscaping staff member.
<u>Invasive Species?</u>	None, but native species planted on side slopes should be monitored closely for overgrowth/crowding	Inspect again during winter when plant growth is dormant.
<u>Inspect inflow and outfall pipes to ensure adequate flow and that there is no erosion around or under the piping</u>	Piping and surrounding embankments appear to be in good condition	n/a
<u>Inspect side slopes for erosion, animal burrows, and woody growth</u>	none found.	n/a
<u>Following recent rain events, visually inspect turbidity levels in forebay and downstream pool to ensure forebay is functioning</u>	No signs of forebay failure	n/a

*LIBRARY POND*



Library Pond Inspection Photos



Wet Pond Annual Inspection Findings

<u>Inspection Item</u>	<u>Findings</u>	<u>Notes</u>
<u>Monitor sediment accumulation levels in sediment forebay</u>	Unable to inspect, as the forebay was completely covered in vegetation	Will reinspect during dry season
<u>Monitor plant growth on the BMP aquatic bench</u>	Large amounts of plant growth on aquatic bench	
<u>Invasive Species?</u>	Pond has a small amount geese. Geese have been an issue in the past.	Continue working with USDA/FWS to reduce goose population
<u>Inspect inflow and outfall pipes to ensure adequate flow and that there is no erosion around or under the piping</u>	Moderate Erosion and sedimentation around one of the inflow pipes. Outfall does not appear to have adequate capacity as it is already using all capacity with no rain in the past week.	Monitor outfall at low tide. This outfall is tidally connected.
<u>Inspect side slopes for erosion, animal burrows, and woody growth</u>	No issues	
<u>Following recent rain events, visually inspect turbidity levels in forebay and downstream pool to ensure forebay is functioning</u>	Algae sheen was present on the top of the water	

*South Lawson Park*

### South Lawson Park Inspection Photos



*Location	*Name	Last Inspect.	Next Insp.	NOTES	Maint 1	Maint 2
Wythe Creek Rd	EXPRESS LUBE/ADVANCE AUTO	1/17/2019	Due 1/17/24	M (maintenance agreement)	Spillway was repaired and debris removed from pond 7/1/12 (prior to December 2012 inspection).	Weeds removed; pond vegetation planted in accordance with design requirements
Victory Blvd	KFC/TACO BELL/PIZZA HUT	1/4/2019	Due 1/4/24	M	April 1, 2012 pond restoration to design plans: Pond was cleaned out with excess soil and debris removed; new vegetation planted.	
416 Wythe Creek Rd.	LANGLEY FCU	7/16/2015	Due 7/16/20	No maintenance agreement requiring inspections; owner responsible for self inspections & maintenance.		
S. Lawson Rd	LAWSON PARK	9/23/2020	Due 9/23/2021	City inspects.	Pond expanded and sediment forebay added 7/1/09.	June 13, 2011: fountain installed to aerate pond;
Wythe Creek Rd	McDONALDS	7/16/2015	Due 6/16/20 The City is working with owner to ensure inspection prior to end of permit year (October 31, 2020)	Privately owned, flood control only pond. Constructed prior to CBPA.	October 1995 through April 1996: Pond redesigned and converted from an infiltration basin to a wet pond following infiltration pond failure.	July 1, 2014: debris removed; algae issue resolved
Wythe Creek Rd	POQUOSON COMMONS #1	7/16/2015	Due 7/16/20	Privately owned, flood control only pond. Constructed prior to CBPA. No maintenance agreement requiring inspections; owner responsible for self inspections & maintenance.		
Wythe Creek Rd	POQUOSON COMMONS #2	7/16/2015	Due 7/16/20	Privately owned, flood control only pond. Constructed prior to CBPA. No maintenance agreement requiring inspections; owner responsible for self inspections & maintenance.		
Wythe Creek Rd	RITE AID	7/16/2015	Due 7/16/20	Privately owned, flood control only pond. Constructed prior to CBPA. No maintenance agreement requiring inspections; owner responsible for self inspections & maintenance.		
583 Wythe Creek Rd	POQUOSON FIRE STATION 2	9/23/2020	9/23/2025	Dry detention pond used for flood control only. Fire Department owned.		
563 Wythe Creek Rd	POQUOSON FIRE STATION 2 (2)	9/23/2020	9/23/2025	Dry detention pond used for flood control only. Fire Department owned.		
Wythe Creek Rd/Poquoson Avenue intersection	VDOT pond	9/23/2020	9/23/2025	flood control only. Constructed by VDOT in the 1970's, prior to CBPA. City inspects every 5 years. Shallow depression pond.		
105 Rens Rd	WHITE HOUSE COVE RESORT HOMES FILTERRA #1	11/12/2014	Due 11/12/19 The City is working with owner to ensure inspection prior to end of permit year (October 31, 2020)	M	Unknown maintenance 7/1/14, 7/1/15	
105 Rens Rd	WHITE HOUSE COVE RESORT HOMES FILTERRA #2	11/12/2014	Due 11/12/19 The City is working with owner to ensure inspection prior to end of permit year (October 31, 2020)	M	Unknown maintenance 7/1/14, 7/1/15	
Wythe Creek Rd	WYTHE CREEK MINI STORAGE	7/16/2015	Due 7/16/20	M	Pond was cleaned out, expanded and graded to design plans in August-September 2006.	

Weston Dr.	BENNETT CREEK POINT	7/20/2019	Due 7/20/24	M	Pond was surveyed & inspected in August 2007. Pond was re-graded to achieve design conditions and re-inspected in March 2008.	
Darden Dr.	BULL RUN	Completed 11/20/18	Due 11/20/23	M	Pond re-graded, outfall modified in 2007 to achieve design conditions.	
Channelwalk Dr	CHANNELWALK	2/27/2019	Due 2/27/24	M		
Firth Lane	RUBUS RUN	under development	Due at completion of work	Pond inspection by developer's staff due at completion of work. Pond was constructed several years before project construction in anticipation of development.		
Yorktown Rd	GARDEN ATRIUMS	5/16/2018	Due 5/16/23	M	Spillway was modified to perform as designed following the April 2005 inspection. July 2005 inspection confirmed pond was operating correctly.	
Dryden Dr.	HERITAGE COVE POND 1	6/29/2018	Due 7/1/2023	M	Routine maintenance by HOA has been ongoing (7/1/11, 7/1/12, 7/1/13, 7/1/14, 7/1/15). Pond repair work has been scheduled for near future (fall 2015) to repair an eroded outfall and embankment. As part of effort, pond will be re-excavated to perform at design conditions.	
Callis Ln	HERITAGE COVE POND 2	6/29/2018	Due 7/1/2023	M		
Dryden Dr	HERITAGE COVE SHALLOW MARSH	6/29/2018	DUE 7/1/2023	M		
Black Oak Ct.	HOLLYS			M		
Pheasant Dr.	HUNTS COVE	2/19/2019	Due 12/19/24	M	Repairs to downstream dam, outfall and tidal check valve completed in December 2012 to restore design performance.	
Pickins Drive	VICTORY COVE	under development		M		
Hunts Neck Rd	HUNTS NECK ESTATES	4/24/2018	Due 4/24/23	M		
Elm St.	ISLAND COVE	8/15/2018	Due 8/15/23	M		
Wormon Farm Dr.	LAKES AT POQUOSON	3/27/2019	Due 3/27/24	M		
W. Laydon Way	LAWSON FARMS	9/23/2019	9/23/2021	City inspects this pond as part of agreement with HOA.	Pond deepened and re-graded 7/1/05.	
Healey Way	LYONS LANDING	11/30/2018	Due 11/30/23	M	Routine maintenance by HOA is ongoing (7/1/11, 7/1/12, 7/1/13, 7/1/14, 7/1/15).	
Crescent Pt.	PHILLIPS POINT COVE	7/30/2018	Due 7/30/23	M	Outfall upgraded October 2001	
Hollingsworth	RIVER'S EDGE	5/10/2019	Due 5/10/24	M		

Villa Dr.	VILLAS PHASE 1	4/16/2018	Due 4/16/23	M		
Villa Dr.	VILLAS PHASE 1(2)	4/16/2018	Due 4/16/23	M		
Huntlandia Way	VILLAS PHASE 2	4/16/2018	Due 4/16/23	M		
City Hall Ave.	CREATED WETLAND	9/23/2019	9/23/2021	M		
City Hall Ave.	WET POND	9/23/2019	9/23/2021	M		
Wythe Creek Rd	POQUOSON BAPTIST CHURCH	5/17/2019	Due 5/17/2024	M		
Hunt's Neck Rd	MASONIC LODGE	7/3/2019	Due 7/3/24	M		

# Good Housekeeping

Appendix

## City of Poquoson Annual Report

VAR# 040024

Fiscal Year 2020

Submitted to DEQ September 30, 2020

<u>BMP 6</u>	<u>Good Housekeeping</u>
	<b>Status of Compliance Spreadsheets</b>
6.2b	<b>Typical Monthly SWPPP Inspection Form for High Priority Facility: May 2020. Inspection forms are retained by Public Works per SWPPP.</b>
6.3	<b>List of NMP Covered Sites</b>
6.5	<b>Written Training Plan</b>
6.5	<b>Covid impacts on training; Summary of Training Objectives; Agenda for upcoming October training</b>
6.5	<b>Pesticides &amp; herbicide certifications</b>
6.5	<b>E&amp;SC and Stormwater Program Certifications</b>
6.5	<b>Emergency Responder Haz Mat training attendance</b>

## STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1	Operations and Maintenance Activities	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan
6.1a	Pollution prevention procedures at permittee-owned facilities	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan
6.1b	Waste Disposal	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Operations Personnel and Department of Utilities	Continuously	SOPs/ O&M Plan	COMPLIANT. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
6.1c	Manage Municipal Vehicle Wash Water and Wastewater					COMPLIANT. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a> . In accordance with requirements, the wash rack grit tank was pumped this year.

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
6.1e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	COMPLIANT. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
6.1f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	COMPLIANT. Materials are stored under roof. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
6.1g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	COMPLIANT. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
6.1h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	COMPLIANT. Personnel applying these are trained and certified. SOP's and O&M plan are found in the City's SWPPP for municipal facilities at <a href="https://www.ci.poquoson.va.us/278/Stormwater-Quality">https://www.ci.poquoson.va.us/278/Stormwater-Quality</a>
6.2	Storm Water Pollution Prevention Plans (SWPPP)						

## STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.2a	High-priority facilities	Identify municipal high-priority facilities that have a high potential to discharge stormwater pollutants	# & type of high-priority facilities	SW Program Administrator	Within 12 months	List of high-priority facilities This is the only site identified.
6.2b	SWPPP Implementation	Maintain and implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	Continuously	SWPPP See SWPPP (website reference in 6.1). Typical SWPPP inspection form is found in Appendix. Public Works Office retains monthly forms.
6.3	Nutrient Management Plans (NMPs)			SW Program Administrator & Landscape Division	Continuously	List of NMP Covered Sites See appendix for sites identified.
6.3a	NMP Implementation	Maintain and implement NMPs on permittee-owned lands where nutrients are applied to a contiguous area greater than one acre	NMP	SW Program Administrator & Landscape Division	Continuously	List of NMP Covered Sites See appendix for sites identified.
6.3b	Avoid deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	Public Works Director	Annually	Statement See appendix for sites identified.

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.4	Contractors	Provide contract language, training, SOPs, etc. to contractors to use appropriate control measures to minimize the discharge of pollutants to the MS4	Contract language, SOPs, etc.	SW Program Administrator	Continuously	Contract language, SOPs, etc.
	Contractors minimize the discharge of pollutants	Provide contract language, training, SOPs, etc. to contractors to use appropriate control measures to minimize the discharge of pollutants to the MS4	Contract language, SOPs, etc.	SW Program Administrator	Continuously	Contract language, SOPs, etc.
6.5	Employee Education & Training	Maintain and implement a training plan for applicable staff	Training Plan	SW Program Administrator	PY1	Training Plan
6.5a	Written training plan	Maintain and implement a training plan for applicable staff	Training Plan	SW Program Administrator	PY1	Training Plan
6.5b	IDDE Training for field personnel	Provide training to field personnel in the recognition and reporting of illicit discharges	# of training Sessions / # employees trained	SW Program Administrator	No less than once every 24 months	Date, Attendance list, Summary of training objectives

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.5c	Streets & parking lot maintenance staff training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training Sessions / # employees trained	SW Program Administrator	No less than once every 24 months	Date, Attendance list, Summary of training objectives
6.5d	Good housekeeping at municipal yards	Provide training on good housekeeping and pollution prevention practices to employees working in and around maintenance, public works, or rec facilities	# of training Sessions / # employees trained	SW Program Administrator	No less than once every 24 months	Date, Attendance list, Summary of training objectives
6.5e	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act and verify contractors have obtained	Certifications obtained	SW Program Administrator	Continuously	Certifications COMPLIANT. See appendix.

STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

6. Pollution Prevention/Good Housekeeping for Facilities Owned or Operated by the Permittee						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.5f	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law and the Stormwater Management Act and verify that contractors have obtained	Certifications obtained	E&SC Program and SW Program Administrators	Continuously	Certifications
6.5g	Emergency Response employee training	Document spill management training for emergency responders	Certifications obtained	Haz-Mat officer	Annually	Certifications
6.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	SW Program Administrator	Annually	Annual report	COMPLIANT. Two training activities were impacted by Covid: the public works spill prevention/good housekeeping training was delayed but is still scheduled within Permit Year 2; and Public Works' OSHA hazardous waste training was cancelled. 3-4 staff members are sent to this training every year. Almost every staff member has had this training in the last 5 years, and training will be resumed when it is available.

**CITY OF POQUOSON - Department of Public Works**  
**STORMWATER POLLUTION PREVENTION PLAN**  
**MONTHLY INSPECTION REPORT**  
**May 2020**

**FACILITY NAME:** City of Poquoson, Public Works/Utilities/Fleet Maintenance Facility

**FACILITY ADDRESS:** 12 Municipal Drive, Poquoson, VA 23662

**NOTE:** The facility is located on approx. 4.52 acre portion of a 15.25 acre parcel. The facility contains an equipment storage building, utilities building, fleet maintenance garages, wash bay, salt/sand storage shed, fuel/oil storage tanks and storage for construction related materials. **(SEE ATTACHED MAP)**

**CONTACTS:**

NAME:	TITLE:	TELEPHONE:
Tom Jones	Director of Public Works	(757) 868-3592
Chad Krejcarek	Utilities Superintendent	(757) 868-3594
Jon Ellis	Fleet Maintenance Supervisor	(757) 868-3595
Mark Boesen	PW Manager/Const. Supervisor	(757) 868-5312

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED		SPILLS / LEAKS	
				YES	NO	YES	NO
Gasoline	Dual Walled Storage Tank (Outside)	Above Ground	4000 gals	X			X
Diesel Fuel	Dual Walled Storage Tank (Outside)	Above Ground	6000 gals	X			X
Heating Oil	Storage Tanks (Outside)	Above Ground	275 gals ea.	X			X
Other Waste Fluids	Used Motor Oil Storage Tank (Inside)	Above Ground	385 gals		X		X
Used Batteries	Various Types	Covered Outside Container	Approx. 0		X		X
Used Tires	Various Types	Covered Outside Container	Approx. 0		X		X
Metal	Various Types	Yes – Covered Outside on pallet	Various Amounts		X		X

**Were Leak Detection Device(s) on Storage Tank(s) Visually Inspected?  Yes  No**

**Were Exterior Seam(s) on Storage Tank(s) Visually Inspected?  Yes  No**

**NOTE:** If any of the above was exposed to storm water please describe below:

**MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS?  Yes  No Please describe below:**

- Used motor oil storage tank (inside) is pumped 1-2 times a month with additional service when needed by Heritage-Crystal Clean, LLC. Cleaned weekly & checked daily or as needed. Remove all containers, oil tank etc. from building and clean ALL. This is done yearly with regular maintenance & cleaning performed twice a week. *Oil storage tank pumped out by Heritage-Crystal Clean, LLC on 5/18/20.*
- All tanks with exception of used motor oil are located outside. Used batteries and tires are stored in separate containers and covered to limit exposure to elements.
- Concrete blocks are needed to continue replacement of existing walls for storage of sand, cold patch however current holding system is adequate at this time.

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED		SPILLS / LEAKS	
				YES	NO	YES	NO
Asphalt	Cold Patch Mix	Covered / Under Shelter	Approx. 1/2 tons		X		X
Salt / Sand Material Storage	Salt / Sand Mix For Use on Roadway	Covered / Under Shelter	Approx. 300 tons		X		X
Stone Material Storage	Processed Stone	Outside Stockpiles	Approx. 475 tons	X			X

**NOTE:** If any of the above was exposed to storm water please describe below:

**MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS?  Yes  No Please describe below:**

- Processed stone – Outside stockpiles
- Inspect rock check dam in Public Works Compound (Southern End)

**Description of Equipment & Vehicles “FOUND” with Problems**

EQUIPMENT STORAGE AREA	DESCRIPTION & NUMBER OF EQUIPMENT	Description of spill / leak	EXPOSED		SPILLS / LEAKS	
			YES	NO	YES	NO
PUBLIC WORKS YARD	N/A	N/A				
PARKS MAINT. YARD	N/A	N/A				

**NOTE:** If any of the above was exposed to storm water please describe below:

**EQUIPMENT EXPOSED TO STORMWATER, LEAKS/SPILLS?  Yes  No Please describe below:**

- 80% of equipment is stored outside due to limited amount of covered space, monitored for leaks/spills daily and cleaned and repaired as needed.

<b>WASH RACK AREA:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>CLEAN:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>SPILLS / STAINS:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>CHECK VALVE:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>GRATE / WASH RACK:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**OIL /WATER SEDIMENT SEPERATOR 1:**  Yes  No (Inspect on a monthly basis - Located on East side of Public Works Yard at wash rack. Installed July 2014.) Information updated 3-31-20. Pumped out by Clean Harbors as part of ongoing inspection. On 3-20-20 Clean Harbors – Cleaned oil & water separator.

**OIL /WATER SEDIMENT SEPERATOR 2:**  Yes  No (Inspect on a monthly basis) (Located in-between City Garage & Storage Building. Installed November 2013.) Information updated 3-31-20. Grates in building not in service as no washing & no water is released at this time.

**COMMENTS:** (If spills or strains are present, please describe & attach Spill / Leak Clean-up Report)

- Cleaned up dirt, grass & litter.
- Stains are old and pose no threat.
- Maintain & clean after each use.

**NOTE:** Wash Rack Area is uncovered. When in operation, staff members open a valve which allows the rack to drain through an oil/sediment separator and enter the municipal sewer system. Following wash operations, the wash rack pad is rinsed off and the valve is closed. When the wash rack is not in operation, storm water runoff from the concrete pad drains through grass in to a sediment trap. The sediment trap and oil/sediment separator is inspected monthly for accumulated sediment, trash and debris and cleaned when needed.

<b>DUMPSTERS:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>CLOSED:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRAIN PLUGS:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	--	---

**COMMENTS:** (If spills or leaks are present, please describe)

- Clean sediment, dirt and debris from interiors of drainage inlets associated with the wash rack area.

**NOTE:** Dumpsters are stored on hard surface, are contained and dumped by provider on a weekly basis.

<b>FUELING AREA:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>CLEAN:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>SPILLS / STAINS:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---

**COMMENTS:** (If spills or strains are present, please describe & attach Spill / Leak Clean-up Report)

- Stains are old and pose no threat.

**NOTE:** Fueling Area is uncovered and exposed. All spills/leaks must be properly cleaned up and reported.

<b>GENERAL FACILITY SITE AREA:</b>
<ul style="list-style-type: none"> <li>• Pick up litter around wash-oil/water separator area and Parks Maintenance Compound.</li> <li>• All non-hazardous absorbents and used oil filters are placed in separate containers, stored inside city garage and serviced when needed by Heritage-Crystal Clean, LLC.</li> </ul>

**Description of Equipment & Vehicles “Repaired” with Problems**

<b>EQUIPMENT STORAGE AREA</b>	<b>DESCRIPTION &amp; NUMBER OF EQUIPMENT</b>	<b>* METHOD OF REPAIR</b>	<b>Work order # for repair</b>	<b>Repaired</b>
				<b>Yes      No</b>
<b>PUBLIC WORKS YARD</b>	2007 Ray-Tech - #PW0028	Fuel System	#0000061335	X

<b>VEHICLE STORAGE AREA</b>	<b>DESCRIPTION &amp; NUMBER OF VEHICLE</b>	<b>* METHOD OF REPAIR</b>	<b>Work order # for repair</b>	<b>Repaired</b>
				<b>Yes      No</b>
<b>PUBLIC WORKS YARD</b>	2016 Freightliner M2106 - #PW0009	Fuel System	#0000061364	X
<b>PUBLIC WORKS YARD</b>	2017 John Deere 6110M – #MD0022	Fuel System	#0000061365	X
<b>PUBLIC WORKS YARD</b>	2018 John Deere 6110M – #MD0023	Fuel System	#0000061366	X
<b>PUBLIC WORKS YARD</b>	2008 Yanmar - #PM0013	Fuel System	#0000061352	X
<b>PUBLIC WORKS YARD</b>	2002 GMC C7500 - #PW0003	Coolant System	#0000061337	X
<b>PUBLIC WORKS YARD</b>	2005 Freightliner M2106 - #PW0005	PM Service	#0000061359	X
<b>PUBLIC WORKS YARD</b>	2004 Ford F250 - #MD0032	PM Service	#0000061363	X
<b>PUBLIC WORKS YARD</b>	2001 Ford F350 - #PW0034	PM Service	#0000061378	X
<b>PUBLIC WORKS YARD</b>	2002 Yanmar Excavator - #MD0011	PM Service	#0000061384	X
<b>PUBLIC WORKS YARD</b>	2020 Freightliner M2106 - #SW0002	Hydraulic System	#0000061389	X
<b>PUBLIC WORKS YARD</b>	2001 IHC 4700 - #SW0007	Hydraulic System	#0000061393	X
<b>PUBLIC WORKS YARD</b>	1998 John Deere – #PW0026	Hydraulic System	#0000061412	X
<b>PUBLIC WORKS YARD</b>	2020 Freightliner M2106 - #SW0003	Fuel System	#0000061421	X
<b>PUBLIC WORKS YARD</b>	2001 Navistar 4700 - #Util52	Hydraulic System	#0000061414	X
<b>PUBLIC WORKS YARD</b>	2018 Ford F250 - #PW0001	PM Service	#0000061406	X
<b>PUBLIC WORKS YARD</b>	2016 Ford F150 - #MD0033	PM Service	#0000061401	X

**NOTE:** If any of the above was exposed to storm water please describe below:

**VEHICLE EXPOSED TO STORMWATER, LEAKS/SPILLS? X Yes    No Please describe below:**

- 80% of vehicles are stored outside due to limited amount of covered space, monitored for leaks/spills daily and cleaned and repaired as needed.
- Vehicles are visually checked daily & weekly as part of preventative maintenance training check list by Public Work employees and prior to use, any leaks are contained, or repaired on site by operator if possible, if not they are turned in to City Garage for repairs.
- Scheduled 4000 - 5000 mile inspections along with Bi-Monthly and Yearly for vehicles. With repairs completed on and off site.

Completed By: NAME: Mark G. Boesen SIGNED: Mark G. Boesen DATE: May 29, 2020  
(Print Name) (Signature)



## **City Properties Required to Use Nutrient Management Plans:**

The City of Poquoson does not fertilize its school sites.

Only two other City properties have contiguous managed turf areas of one acre or more:

### **South Lawson Park**

- Tax Map # 27-10-00-0006; 21-01-00-0141; 21-01-00-0136
- Lat: 37° 07' 23.79"N; Long: 76° 20' 44.60"W
- HUC CB21
- 1.42 contiguous acres turf
- 16.21 acres total acreage

### **Baseball complex at 17 Park Street**

- Tax Map # 210-01-00-0025
- Lat: 37° 07' 48.08" N; Long: 76° 21' 35.95"W
- HUC CB22
- 5.05 acres turf
- 9.60 acres total site acreage

## GOOD HOUSEKEEPING EMPLOYEE TRAINING PLAN

<u>Staff Roles</u>	<u>Training Priority</u>	<u>Training Frequency</u>	<u>Schedule</u>	<u>Certification Required</u>
Field Personnel	Receive training in the recognition and reporting of illicit discharges	No less than once per 24 months	First training this permit cycle to be held in October 2020. Training last occurred in PY5 of previous permit cycle.	Not Required.
Employees Performing Road, Street and Parking Lot Maintenance	Receive training in pollution prevention and good housekeeping measures	No less than once per 24 months	First training this permit cycle to be held in October 2020. Training last occurred in PY5 of previous permit cycle.	Not Required.
Pesticide and Herbicide Applicators	Become certified by the Virginia Department of Agriculture and Consumer Services Pesticide and Herbicide program	In accordance with the Virginia Pesticide Control Act	In accordance with the Virginia Pesticide Control Act; certifications must be kept current	Virginia Department of Agriculture and Consumer Services Pesticide and Herbicide Applicator's Certification
Virginia Erosion and Sediment Control Program inspectors, plan reviewers, program administrators and site operators	Staff in these roles shall maintain certifications; site operators shall demonstrate they hold a Responsible Land Disturber certification.	Certifications shall be continuously held in accordance with Virginia Erosion and Sediment Control Law and attendant regulations.	Certifications shall be continuously held in accordance with Virginia Erosion and Sediment Control Law and attendant regulations.	Certifications in accordance with Virginia Erosion and Sediment Control Law and attendant regulations.
Virginia Erosion and Sediment Control Program inspectors, plan reviewers, and program administrators and contractors acting in those capacities	Staff and contractors in these roles shall maintain certifications	Certifications shall be continuously held in accordance with Virginia Stormwater Management Act and attendant regulations.	Certifications shall be continuously held in accordance with Virginia Stormwater Management Act and attendant regulations.	Certifications in accordance with Virginia Stormwater Management Act and attendant regulations.
Emergency Response Employees	The Fire Department takes the lead in this area and conducts annual training. The Police Department also is trained in Hazardous Waste Response.	Annually for the Fire Department.	Annually	Certification is not required. However, staff members must pass a test at the end of training or re take the training.

FY 2020  
Note: Due to Covid group meeting restrictions, 2020 training postponed from Spring 2020 to October 2020. Training is occurring every 2 permit years this time, not every 24 months.

## Staff Training on Good Housekeeping Practices: Covid Impacts

The City of Poquoson has a combined Public Works, Vehicle Maintenance and Utilities staff of approximately 20-25 people, depending on whether job openings have been filled. The staff, equipment and buildings are housed at one facility: The Poquoson Public Works Yard. Training is typically conducted in the Public Works break room at 7:15, the beginning of the work day. Everyone attends the training events.

Covid restrictions created several challenges to field staff. Work tasks were restricted to individual tasks or very small groups. Larger group gatherings were not allowed. This was especially important for this particular group of workers, as about 10-15% of the work force is considered high risk. As a result, Good Housekeeping training was postponed until the fall of 2020 at the earliest.

Attached please find the training outline with goals. In the interim, the Rain Check video on Good Housekeeping practices was provided to Public Works. It should also be noted that the senior staff, crew chiefs and leadership of the field personnel have been with the City for a number of years and are well versed in good housekeeping practices. These leaders routinely communicate good housekeeping requirements and supervise activities to ensure compliance. The advantage of having a small organization is that staff members communicate well. The City also cross trains its field staff. This is necessary because of the size of the organization. It is not unusual, for example, for roads and landscaping personnel to be diverted to ditch maintenance before major storms. As a result of good communication, cross training and staff members being housed at the same location, there is a great deal of knowledge on good housekeeping requirements.

Training is tentatively scheduled for October 28, 2020, in PY2.

**What:** **Training – Good Housekeeping and Illicit Discharge**



**When:** **October 28, 2020**

**Time:** **7:30 a.m.**

**Where:** **City Council Chambers**

# 2020 Good Housekeeping Training

For: All Public Works, Utilities Department and Vehicle Maintenance Personnel. This includes staff members involved in street operations, drainage system maintenance, sewer repair and maintenance, vehicle repair, and landscaping work.

Goals:

- Refresh/provide knowledge of required and recommended Good Housekeeping Practices specific to Poquoson Public Works Yard and City operations.
- Refresh/provide knowledge of illicit discharge SOP's.
- Discuss specific examples of "what not to do"

Time and Place: City Council Chambers, October 28, 2020, 7:30 a.m.

Resources: Rain Check Video; Public Works SWPPP, Illicit discharge SOP's

Agenda:

Video followed by questions and comments

Discussion: what practices are most challenging for employees? Thoughts on improving these practices?

Distribute Illicit Discharge SOP's. Review. Questions and Comments.

Discussion: What are common illicit discharges encountered? What do we need to tell citizens to reduce these? Common dumping areas? Thoughts on improving detection/remediation work.

What Not to Do: Common issues (e.g., open dumpsters, batteries dropped off after hours by citizens). What does staff need to make good housekeeping easy?

Materials Needed:

Video

Sign-up sheet

Illicit Discharge SOPs & Additional Copies of SWPPP for easy reference by group

Slides/photos of "what not to do"

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
P O BOX 1163, RICHMOND VA 23218-1163

**PESTICIDE APPLICATOR CERTIFICATE**

**Issued**

06/12/2019

**Expires**

06/30/2021

**REGISTERED TECH**

FOR BL# 12950

**Certificate**

Fee Paid

EXEMPT

124744-T



Issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

DANIEL J REEDER  
CITY OF POQUOSON  
500 CITY HALL AVE  
POQUOSON, VA 23662-1996



Jewel H. Bronaugh, Ph.D.  
Commissioner

Liza Fleeson Trossbach  
Authorized Representative

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
P O BOX 1163, RICHMOND VA 23218-1163

**PESTICIDE APPLICATOR CERTIFICATE**

**Issued**

06 / 12 / 2019

**Expires**

06 / 30 / 2021

REGISTERED TECH

FOR BL# 6745

**Certificate**

Fee Paid

EXEMPT

930001-T



Issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

AARON M MC DANIEL  
CITY OF POQUOSON PUBLIC WORKS  
500 CITY HALL AVE  
POQUOSON, VA 23662



Jewell H. Bronaugh, Ph.D.  
Commissioner

Liza Fleeson Trossbach  
Authorized Representative

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
P O BOX 1163, RICHMOND VA 23218-1163

**PESTICIDE APPLICATOR CERTIFICATE**

**Issued**

06/12/2019

**Expires**

06/30/2021

REGISTERED TECH

FOR BL# 6745

EXEMPT

Certificate

91937-T



Issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

NOEL HERNANDEZ  
CITY OF POQUOSON PUBLIC WORKS  
500 CITY HALL AVE  
POQUOSON, VA 23662



Jewell H. Brionaugh, Ph.D.

Commissioner

Liza Fleeson Trossbach

Authorized Representative

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	
PESTICIDE APPLICATOR	
CERTIFICATE	
Expires	Certificate Number
06/30/2022	78557-T
REGISTERED TECH FOR BL# 12950	
 CURTIS L. ROWE CITY OF POQUOSON 500 CITY HALL AVE POQUOSON, VA 23662	
 Liza Fleeson Trossbach Authorized Representative	
 VALID ONLY FOR CATEGORIES LISTED 60 REGISTERED TECHNICIAN 06/30/2024	
Sign Here	Pesticide Applicator

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**P O BOX 1163, RICHMOND VA 23218-1163**

**PESTICIDE APPLICATOR CERTIFICATE**

Issued	REGISTERED TECH	Fee Paid	Certificate
06/08/2020	FOR BL# 12950	EXEMPT	78557-T
Expires			
06/30/2022			

Issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

CURTIS L. ROWE  
CITY OF POQUOSON  
500 CITY HALL AVE  
POQUOSON, VA 23662



Jewel M. Bronaugh, Ph.D.  
Commissioner

Liza Fleeson Trossbach  
Authorized Representative

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	
PESTICIDE APPLICATOR CERTIFICATE	
Expires	Certificate Number
05/30/2022	GOVT EMPLOYEE FOR BL# 6745
61021-G	
MARK S LACKS	
CITY OF POQUOSON PUBLIC WORKS	
500 CITY HALL AVE	
POQUOSON, VA 23662	
Liza Flesson Trossbach	
Authorized Representative	
For Questions /Concerns call:	
Office of Pesticide Services	
(804)786-3798	

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: 

Print Name: <img alt="Signature of Liza Flesson Trossbach" data-bbox="815 3115 845

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
P O BOX 1163, RICHMOND VA 23218-1163

**PESTICIDE APPLICATOR CERTIFICATE**

Issued	REGISTERED TECH	Certificate
05/08/2020	FOR BL# 12950	Fee Paid
Expires	EXEMPT	130503-T
05/30/2022		



Issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

JERRY R. BEAN  
CITY OF RICHMOND  
45 BLAZE LOOP  
APT E



Jewell H. Bronaugh, Ph.D.  
Commissioner

Lizta Fleeson Trossbach  
Authorized Representative



# COMMONWEALTH OF VIRGINIA

## State Water Control Board

629 East Main Street, Richmond, Virginia 23219

### DUAL

#### Combined Administrator

**Karen White Holloway**



CERTIFICATE NUMBER

DCA0198

EXPIRATION DATE

11/23/2021



This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

### DUAL

Combined Administrator  
Karen White Holloway

Certificate Number  
DCA0198



Expiration Date  
11/23/2021

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

DUAL  
Combined Administrator  
Karen White Holloway

Certificate Number  
DCA0198



Expiration Date  
11/23/2021

# COMMONWEALTH OF VIRGINIA

## State Water Control Board

629 East Main Street, Richmond, Virginia 23219

### STORMWATER MANAGEMENT

#### Plan Reviewer

**Garrett Jeffrey Feagans**



CERTIFICATE NUMBER

SWPR0367

EXPIRATION DATE

12/3/2021



VIRGINIA DEPARTMENT OF  
ENVIRONMENTAL QUALITY

This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

### STORMWATER MANAGEMENT

#### Plan Reviewer

Garrett Jeffrey Feagans



Certificate Number  
SWPR0367

Expiration Date  
12/3/2021

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

### STORMWATER MANAGEMENT

#### Plan Reviewer

Garrett Jeffrey Feagans



Certificate Number  
SWPR0367

Expiration Date  
12/3/2021

# COMMONWEALTH OF VIRGINIA

## State Water Control Board

629 East Main Street, Richmond, Virginia 23219

### STORMWATER MANAGEMENT Inspector

**Garrett Jeffrey Feagans**



CERTIFICATE NUMBER

SWIN1250

EXPIRATION DATE

3/1/2021



VIRGINIA DEPARTMENT OF  
ENVIRONMENTAL QUALITY

This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT  
Inspector  
Garrett Jeffrey Feagans

Certificate Number  
SWIN1250



Expiration Date  
3/1/2021

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT  
Inspector  
Garrett Jeffrey Feagans

Certificate Number  
SWIN1250



Expiration Date  
3/1/2021

# COMMONWEALTH OF VIRGINIA

## State Water Control Board

629 East Main Street, Richmond, Virginia 23219

### EROSION AND SEDIMENT CONTROL Inspector

**Garrett Jeffrey Feagans**



CERTIFICATE NUMBER

ESIN0846

EXPIRATION DATE

2/22/2021



This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL  
Inspector  
Garrett Jeffrey Feagans

Certificate Number  
ESIN0846



Expiration Date  
2/22/2021

COMMONWEALTH OF VIRGINIA  
State Water Control Board  
629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL  
Inspector  
Garrett Jeffrey Feagans

Certificate Number  
ESIN0846



Expiration Date  
2/22/2021

# COMMONWEALTH OF VIRGINIA

State Water Control Board

1111 East Main Street, Richmond, Virginia 23219

## EROSION AND SEDIMENT CONTROL

Inspector

Mark Boesen

CERTIFICATE NUMBER

2242

EXPIRATION DATE

5/31/2023



COMMONWEALTH OF VIRGINIA  
State Water Control Board  
1111 East Main Street, Richmond, Virginia 23219

## EROSION AND SEDIMENT CONTROL

Inspector

Mark Boesen



Certificate Number

2242

Expiration Date

5/31/2023



# Completions

Type: Completions

Run Date: Aug 12, 2020 10:36 AM

Shared with: Not Shared

Filters: Number of Activities: 0

User Status: Active, Offline

Number of Courses: 2

Completion Date Range: From 07/01/2019 To 06/30/2020

Type: All Assignments

Show 100 ▾ entries

Search:

First Name	Last Name	Employee ID	Assignment Name	Assignment Type	Assignment Method	Completion Date
Allen	Torrence	22	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/05/2020
Charles	Downey	313	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/29/2020
Christopher	Tantillo	427	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/24/2020
Christopher	Wolkowich	10101	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/29/2020
Clay	Cooper	40	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/03/2020
Corey	Archer	43	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/21/2020
Darryl	Griffiths	392	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/08/2020
David	Dixon	999	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/12/2020
Duane	McFarland	18	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/13/2020
Elijah	Rossi	10009	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/17/2020
Jessica	Firth	3000	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/16/2020
John	Ferrara	0439	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/26/2020
John	Young	7	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/18/2020
John Paul	Linton	454	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/23/2020
Jonathon	Deel	2000	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/21/2020
Joseph	Breeden	421	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Self Assign	08/15/2019
Joseph	Insley	451	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/28/2020
Joshua	Blanton	3000	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/21/2020
Nicholas	Allen	44	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/20/2020
Owen	Smith	14	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/08/2020
Randy	Cooke	1131	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/24/2020
Steven	Katona	0499	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/13/2020
Stuart	Fisher	17	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/15/2020
Tavish	O'Connor	13	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/15/2020
Thomas	Cannella	950	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/08/2020
Thomas	Diggs	10000	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/27/2020
William	Willis	10002	NFPA 1500 Advanced HAZWOPER Awareness (MOD #1)	TS Course	Create New Assignment	02/07/2020

Showing 1 to 27 of 27 entries

Prev

Help

# **BMP SC: TMDL Special Conditions**

Appendix

**City of Poquoson Annual Report**

**VAR# 040024**

**Fiscal Year 2020**

Submitted to DEQ September 30, 2020

<u>BMP SC</u>	<u>Special Conditions: TMDLs</u>
	<b>Status of Compliance Spreadsheets</b>
<b>SC-1</b>	<b>TMDL Status Report for FY 2020</b>
<b>SC-1c</b>	<b>HRSD Nutrient Credit Agreement: Found in Appendix under BMP 1.4</b>
<b>SC-2</b>	<b>Goose Control program information</b>
<b>SC-2</b>	<b>Blueway Map with Boat Privy Pump Out locations</b>

## STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

TMDL Special Conditions		BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
SC-1	Chesapeake Bay TMDL		Update the Chesapeake Bay TMDL Action Plan to meet 40% reduction of pollutants of concern (POC)	Updated Bay TMDL Action Plan	SW Program Administrator	12 months after permit effective date	Updated Bay TMDL Action Plan	COMPLIANT. Submitted to DEQ as required in PY1. No comments received.	
SC-1a	Update the Chesapeake Bay TMDL Action Plan		Provide opportunity for public comment on the updated Bay TMDL Action Plan	Opportunity provided for public comment	Public comment period for no less than 15 days	SW Program Administrator	Prior to submittal of updated Bay TMDL Action Plan	Record of Comments	Compliant. No public comments were received. The plan remains on the City website and the public are continuously invited to provide comments or questions.
SC-1b									Ongoing. HRSD credit trading agreement found in Appendix section 1. This agreement satisfies the Bay TMDL second period requirements. In addition, one septic tank was disconnected/residence connected to sewer this year. The City has a 99% connection rate with only 38 septic tanks remaining in use.
SC-1c	Implement Bay TMDL Action Plan		Implement the Bay TMDL Action Plan to meet 40% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle	BMPs implemented	SW Program Administrator	End of PY5	Bay TMDL Action Plan		
SC-2	Local TMDL								
SC-2a	Local TMDL Action Plan for TMDLs approved by EPA prior to July 1, 2013		Develop a local TMDL Action Plan	Local TMDL Action Plan	SW Program Administrator	No later than 18 months after permit effective date	Local TMDL Action Plan	n/a. Poquoson only has bacterial TMDLs approved after July 1, 2013.	

## STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

<p>SC-2b</p> <p>Local TMDL Action Plan for TMDLs approved by EPA on or after July 1, 2013 and prior to June 30, 2018</p>	<p>Develop a local TMDL Action Plan</p>	<p>Local TMDL Action Plan</p>	<p>SW Program Administrator</p>	<p>No later than 30 months after the permit effective date</p>	<p>Local TMDL Action Plan</p> <p>Back and Poquoson River Bacterial TMDL Action Plan due in PY 3. City is already implementing actions to reduce bacterial contamination</p>
<p>SC-2c</p> <p>Identify the significant sources of the POC</p>	<p>Identify the significant sources</p>	<p>Sources identified</p>	<p>SW Program Administrator</p>	<p>No later than 18 or 30 months after permit effective date, as applicable</p>	<p>Local TMDL Action Plan</p> <p>Due in PY3. Work is ongoing. The most significant source of bacteria is the Wildlife refuge located adjacent to City of Poquoson. The City has an ongoing partnership with federal partners to reduce goose population that have relocated from the refuge to City ponds and parks. This appears to be very effective.</p>
<p>SC-2d</p> <p>Outreach strategy to enhance public (including staff) education on reducing bacteria discharges</p>	<p>Develop and implement an outreach strategy</p>	<p>Outreach Strategy</p>	<p>askHrgreen and SW Program Administrator</p>	<p>No later than 18 or 30 months after permit effective date, as applicable</p>	<p>Local TMDL Action Plan</p> <p>Due in PY3. However, this effort is underway. Public Education is provided via the City cable TV station and website and through the AskHrgreen program. See annual AskHrgreen report for media campaign information.</p>
<p>SC-2e</p> <p>Schedule of anticipated actions for this permit term</p>	<p>Schedule of anticipated actions provided</p>	<p>Schedule of actions</p>	<p>SW Program Administrator</p>	<p>No later than 18 or 30 months after permit effective date, as applicable</p>	<p>Local TMDL Action Plan</p> <p>Due in PY3 as part of the action plan. However, Poquoson is taking steps to reduce bacteria, including pet waste stations; itinerant goose control; and boat privy pump outs.</p>

## STATUS OF COMPLIANCE July 1, 2019 - June 30, 2020

SC-2f	Public comment period for the updated Local TMDL Action Plan	Opportunity provided for public comment	Public comment period for no less than 15 days	SW Program Administrator	Prior to submittal of updated Local TMDL Action Plan	Record of Comments	The Action plan will be developed and provided for public comment in PY3.
SC-3	Bacteria TMDL						
SC-3a	Implement at least 3 strategies from Table 5	Identify strategies	At least 3 strategies implemented	SW Program Administrator	As listed in schedule of anticipated actions	Bacteria TMDL Action Plan	Due in PY3. See SC-2 for actions proactively being taken.
SC-4	Sediment, Phosphorous, and Nitrogen TMDLs						
SC-4a	Implement BMPs to reduce pollutant loads	BMPs listed in the VA BMP Clearinghouse, BMPs approved by the CBP, or using land disturbance thresholds lower than required	BMPs installed	SW Program Administrator	As listed in schedule of anticipated actions	Sediment, P, or N TMDL Action Plan	n/a. Poquoson only has bacterial TMDLs approved after July 1, 2013.
SC-4b	Submit anticipated end date by which the WLA will be met	Identify anticipated end date	Submit anticipated end date	SW Program Administrator	36 months after effective date of permit	Annual report	n/a. Poquoson only has bacterial TMDLs approved after July 1, 2013.
SC-5	PCB TMDLs						
	Develop an inventory of potentially significant sources of PCBs owned or operated by the permittee	Develop potentially significant sources inventory	Potentially significant sources identified	SW Program Administrator	As scheduled in permit	PCB TMDL Action Plan	n/a. Poquoson only has bacterial TMDLs approved after July 1, 2013.

## **TMDL Status Reports**

**Chesapeake Bay TMDL Implementation:** As reported in its 2018 annual report, the City of Poquoson met and exceeded the 2018 implementation goal for the Bay TMDL. Information on this is provided in the draft Chesapeake Bay TMDL Action Plan that was provided to DEQ in Permit Year one, in accordance with permit requirements. Poquoson also provided a copy of the attached draft to DEQ in 2018. No comments on this draft have been provided to date. The City is therefore using this draft action plan.

While the City plans to continue implementing water quality measures, the draft plan calls for the use of credits obtained via the HRSD trading agreement. This document is provided in the annual report. In addition, additional properties are converting from septic tank to sewer connections. Poquoson has over a 99% connection rate to its sewer system. One home was connected this year after their septic tanks were pumped, filled in and their tops crushed. This leaves only 38 residences in the City being served by a septic tank.

In addition to the City's water quality BMPs, staff members participated in the regional effort to assist in the state's latest Watershed Implementation Plan. Poquoson is a member of the Hampton Roads Planning District Commission. This group led the WIP work.

**Bacterial TMDL Implementation:** The City's bacterial TMDLs were approved by the EPA in 2017. The action plan for these TMDLs is due 30 months after the permit issuance. However, the City has been implementing steps to reduce bacteria in its waters and from its MS4 for several years now. This work includes providing free boat pump outs on City docks in both the Back and Poquoson River watersheds. Our education program emphasizes picking up after pets. Pet waste stations are provided at City parks and are available to civic groups interested in adopting and maintaining a station. Finally, Poquoson is working with the Fish and Wildlife Service and USDA to reduce itinerant wildlife bacterial loads. Poquoson is located adjacent to a federal wildlife refuge. City ponds and parks draw waterfowl, primarily geese, that make the waters permanent homes instead of migrating. This program is reducing the goose population and associated waste.

## Special Condition: Local TMDLs

Source: Virginia DEQ website

<https://www.deq.virginia.gov/Programs/Water/WaterQualityInformation/TMDLs/TMDLDevelopment/ApprovedTMDLReports.aspx>

Poquoson is subject to two local TMDLs. Both are for Fecal Coliform and both were approved by the State Water Control Board after July 1, 2013. In accordance with its MS4 permit, Poquoson is required to develop and begin implementing an action plan no later than 30 months after the permit effective date.

Showing 2 results of 2

Project	Basin	City/Country	EPA Approved	SWCCE Approved	Documents
Project: Back River	Basin: Chesapeake Bay Basin	Project: Back River	02/05/2013	12/07/2017	Final Comment Final Report EPA Rationale Comment Document
Project: Poquoson River and Back Creek	Basin: Chesapeake Bay Basin	Project: Poquoson River and Back Creek	02/01/2013	12/07/2017	Final Comment Final Report EPA Rationale Comment Document



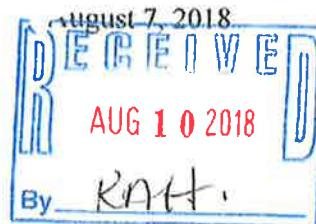
United States  
Department of  
Agriculture

Animal and  
Plant Health  
Inspection  
Service

Wildlife Services

P.O. Box 130  
21321 Hull Street Rd  
Moseley, VA 23120  
304-739-7739 main  
304-739-7738 fax

City of Poquoson  
Attn: James R. Wheeler  
500 City Hall Avenue  
Poquoson, VA 23662



Thank you for contacting Wildlife Services (WS) for assistance in reducing damage from Canada geese. We recently removed resident Canada geese from your property by conducting a roundup of the birds during the summer molt. We hope that reducing the number of birds has been beneficial and we encourage you to continue your efforts to prevent further conflicts with Canada geese.

Although reducing the local population of geese can result in immediate relief or reduction of damage, it is important that you continue to implement a variety of non-lethal control methods to prevent large numbers of geese from becoming established again. If the habitat features that attracted geese to the property remain, it is reasonable to expect that more geese may move into the area over time in the absence of management. We therefore recommend that the following methods are continued or implemented at your location:

- Any feeding of geese or other waterfowl by residents, customers, or the public should be discontinued immediately. Signs stating that feeding of waterfowl is prohibited should be posted in public or common areas. Homeowner associations and civic leagues are encouraged to adopt covenants, by-laws, or regulations that prohibit the feeding of wildlife. If individuals in the area are feeding geese and those activities contribute to damage on neighboring properties, the feeding may be in violation of state wildlife regulations and should be reported to a Conservation Police Officer (1-800-237-5712).
- Harassment activities should continue and must be implemented immediately when geese are present for maximum effectiveness. Harassment may include the use of loud noises, chasing on foot or with vehicles, pyrotechnics, dogs, paintballs, etc. It is important to be persistent and proactive with harassment efforts to ensure that geese do not become established in large numbers. Please remember to check with your local authorities to ensure that these tools are legal to use in your area.
- To reduce population growth, eggs in Canada goose nests should be treated in the spring to prevent hatching. In Virginia, geese begin to nest as early as late February in some areas, so property owners should be vigilant. Online registration with the U.S. Fish and Wildlife Service is necessary prior to treating eggs in nests (<https://epermits.fws.gov/ERCGR/geSI.aspx>).

Additional information for managing waterfowl damage may be found on our web page at [https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/operational-activities/sa\\_waterfowl/ct\\_waterfowl](https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/operational-activities/sa_waterfowl/ct_waterfowl). If you have any questions or need additional assistance, please contact our state office at the above number.

Sincerely,

Jeffrey A. Rumbaugh  
Staff Wildlife Biologist

**APHIS** Safeguarding American Agriculture



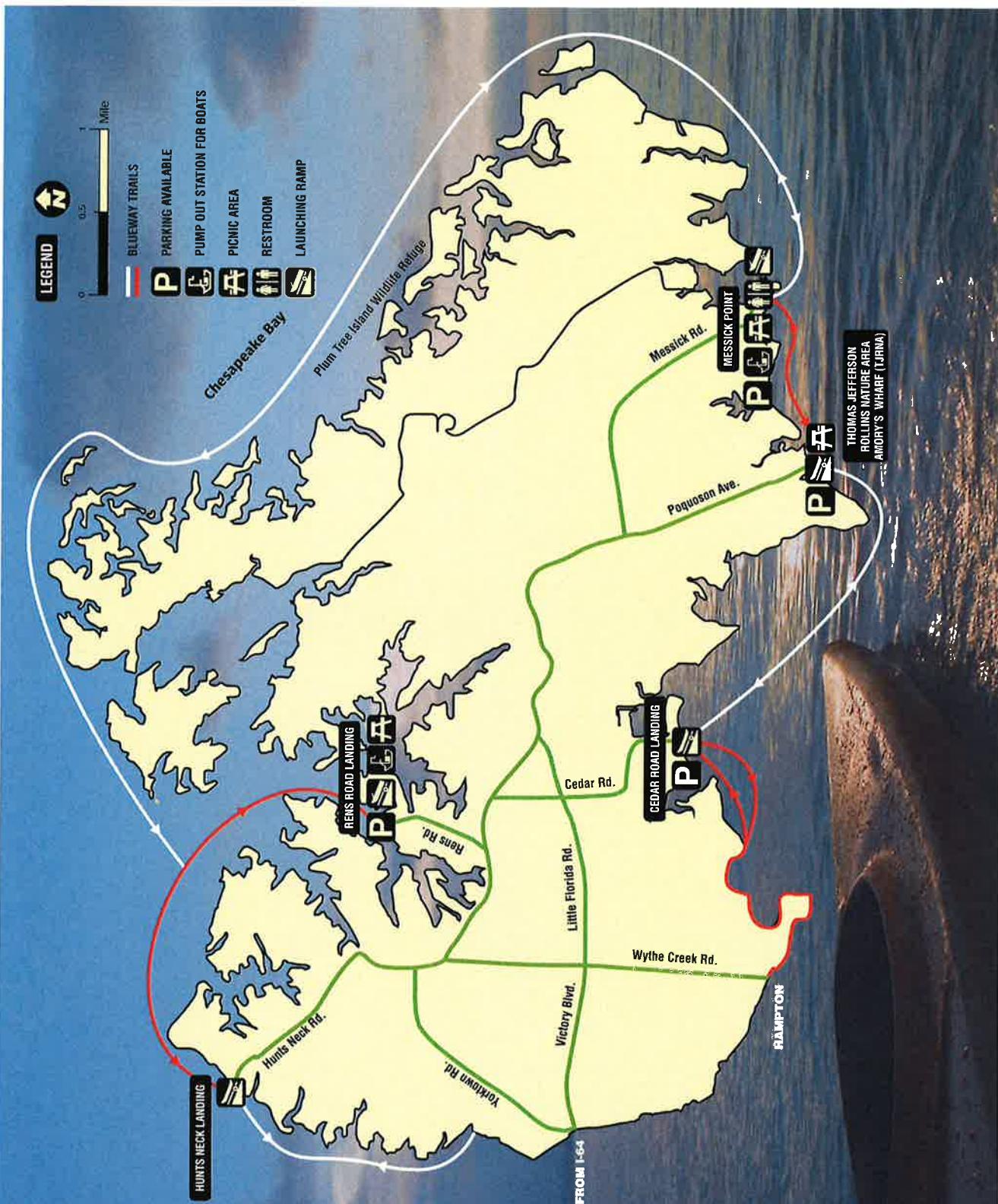
APHIS is an agency of USDA's Marketing and Regulatory Programs  
An Equal Opportunity Provider and Employer

# 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 drinking water.
4. Avoid paddling at night and during unstable weather conditions.
5. Use sunscreen and wear a hat to protect yourself from sunburn.
6. Please help in keeping our waterways clean by properly disposing of trash.
7. Check weather and wind conditions prior to your trip.

**Whitehouse Cove Marina**

757-508-2602  
Lat 37° 0.30N Lon 76° 22.38 W  
105-B Rens Road, Poquoson, VA  
whitehousecovemarina.com

165 boat slips, deep water access to the Chesapeake Bay; floating docks with full length finger piers. Transient dockage for boats up to 110 feet. On-site facilities include swimming pool, free Wi-Fi, picnic area, pet friendly, laundry, shower & restroom facilities, 50 amp power service, free public boat ramp (Rens Road) nearby. Enjoy the Surf Rider Restaurant and the coastal sunsets as you dine on the outdoor deck also located at Whitehouse Cove Marina.

**Messick Point**

757-868-3580  
Lat 37° 06.5N Lon 76° 19.1W  
380 Messick Road, Poquoson, VA

Boat slips for rent. Convenient and easily accessible free public boat ramps on-site. Slips accommodate boats up to 40 feet long. Water and electrical service available at the pier. Easy and convenient, free daytime trailer parking. Small craft launch on-site. Public restroom facilities and picnic area.

**York Haven Marina**

757-868-4532  
100 Mingee Street, Poquoson, VA  
yorkhavenmarina.com

79 boat slips; MLW of 6'; services include haul-outs up to 65'; 50 ton travel-lift, 10 ton forklift, contracted or do-it-yourself repair yard.

**Islander Marina**

757-592-8098  
127 E. River Rd, Poquoson, VA  
Slips available for rent; 30 amp service; accommodating boats up to 44'.



Poquoson is located within minutes of 4 man-made fishing reefs. All are a short trip by boat from most launching points in the City.\*

**York Spit Reef "YS"** by buoy; located east of the entrance to the York River, 1/2 nautical mile south of New Point Comfort Shoal.

**Poquoson Reef "PD"** by buoy; approx. 2 1/2 nautical miles east of the Goodwin Islands and northwest of Poquoson River channel buoy "4". The reef runs parallel to the Poquoson River channel.

**Back River Reef "BR"** by buoy; circular reef located 3 nautical miles east of Plum Tree Point between Back River and Poquoson River.

**Bluefish Rock "BF"** by buoy; approx. 4 1/2 nautical miles east of Buckroe Beach and the entrance to Salt Ponds.

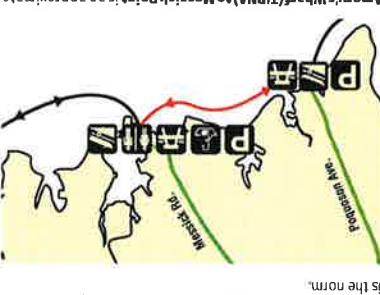
\*For more detailed reef information visit:  
[https://www.vasaltwaterjournal.com/maps/reef\\_map.php](https://www.vasaltwaterjournal.com/maps/reef_map.php)

**POQUOSON IS THE PLACE****TO EXPLORE****City of Poquoson Blueway**

Water Trails in The City of Poquoson

[visitpoquoson.com](http://visitpoquoson.com)  
Poquoson, Virginia

**Amory's Wharf (TJNA) to Messick Point** is an approximate trip of 1.5 to 2 miles. Recommended course is to stay near the shoreline in the more calm water. Explore unique marsh flora and fauna. Enjoy views of Factory Point.



**Messick Point to Rens Road Landing** is approximately 8 miles. Be sure to follow the course as it is shallow and best for small craft in these areas. As you approach more open water, conditions are very tidal, and current can be very strong. Note that the turn right before the Rens Road Landing is only public access to the public due to the fragile habitats and safety concerns associated with this former use as a boating refuge. The public access is prohibited. Off-site wastewater is only permitted from established marinas. When the wastewater easel, nonresidential, or noncommercial, is the norm.

**From Cedar Landing to Amory's Wharf (TJNA)** there are many small coves and marshy inlets to explore along the coastal edges of the City in the northeast branch of Muscovey's Marsh Walk. It will lead you to the grounds of the Poquoson Museum from Toppings Creek.

**From Amory's Wharf (TJNA) to Cedar Landing** is an approximate 3.22 miles. The trail is a paved path that follows the creek bed to the marina area.

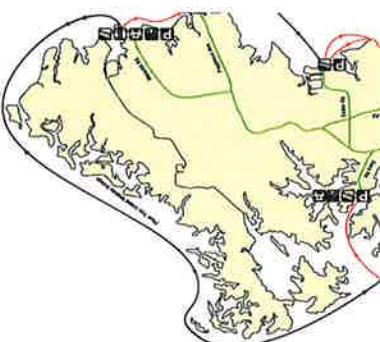
**Cedar Landing to Amory's Wharf (TJNA)** is an approximate 3.22 miles. The trail is a paved path that follows the creek bed to the marina area.

**Hunts Neck Landing to Rens Road Landing** (Whitethouse Cove) is approximately 2 miles (red line). The trail is paved and continues straight through the marina area.

**Rens Road Landing** is at the intersection of Victory Blvd and White Creek Road. The trail is paved and continues straight through the marina area.

**Cedar Road Landing** is at the intersection of Victory Blvd and Cedar Road. The trail is paved and continues straight through the marina area.

**Hunts Neck Landing** is at the intersection of Victory Blvd and Cedar Road. The trail is paved and continues straight through the marina area.



**From Rens Road Landing to Amory's Wharf (TJNA)** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Amory's Wharf (TJNA) to Cedar Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Cedar Road Landing to Rens Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Rens Road Landing to Cedar Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Cedar Road Landing to Amory's Wharf (TJNA)** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Amory's Wharf (TJNA) to Cedar Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Cedar Road Landing to Rens Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Rens Road Landing to Cedar Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Cedar Road Landing to Amory's Wharf (TJNA)** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Amory's Wharf (TJNA) to Cedar Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

**From Cedar Road Landing to Rens Road Landing** is an approximate 1.8 miles. The trail is paved and continues straight through the marina area.

# **FINAL PAGE of Appendix & Report**

**VAR# 040024**