

Middle James Roundtable Steering Committee Meeting

MINUTES

NOVEMBER 19, 2015

10:00 AM – 2:00 PM

LYNCHBURG WATER RESOURCES OFFICE

MEETING CALLED BY	Anna Mathis
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Olivia Hall
ATTENDEES	Olivia Hall, Anna Mathis, Kip Mumaw, Betty McCracken (called in), Paul Davis, Erin Hawkins, Chris Gyurisin, Sarah Stewart, Gay Stokes

Agenda topics

WEBSITE

KIP MUMAW

DISCUSSION	Pledge to remain on website. Kip changed wording now that contest is over. Profile picture on facebook page was changed to winner's photo.	
	Kip updated wording on website and added pictures. The Rain Garden Project page is up and has pictures of the Chesterfield workshop.	
	Can stats on the contest be pulled from facebook? Need to figure out who is an admin on facebook to answer this.	
	Send Kip executive committee meeting minutes to post to website.	
CONCLUSIONS	Contact Nancy or Lorne to figure out who is an admin on the facebook page.	
	Erin Hawkins asked to be removed as facebook admin.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post Minutes to website.	Kip	--
Contact Nancy and Lorne about facebook page.	Olivia	--
Send Kip executive committee meeting mins	Olivia	--

PET WASTE

ANNA MATHIS

DISCUSSION	The postcards are in print production now and will be sent soon. This was held up in print production due to election printings.	
	Need update from Lorne on monitoring information. Amber needs to get extra bag supplies out to localities for refilling and maintaining stations.	
CONCLUSIONS	Monitoring information needed for quarterly report. Bag supplies need to be sent out. Postcards will be sent out soon.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finish mailing utilizing UPS Every Door Direct.	Amber Ellis/JRA	--
Contact Lorne for monitoring information.	Anna	--
Send extra bag supplies out to localities for refilling and maintaining station extra bag supplies out to localities for refilling and maintaining stations.	Amber Ellis	--

DISCUSSION	On track for soil vouchers. Pet waste bags need to be purchased. Planting window for Lynchburg raingarden has passed. Lynchburg is committed to this project and would like to do plantings in April when weather is more favorable for plantings.	
CONCLUSIONS	Group prefers canvas pet waste bags to plastic dog bone carriers, as the carriers are brittle and not user friendly. Olivia Hall had received a quote from "A Logo For You" for 500 pet waste dispensers at a cost of \$1,234.60. Gay stokes requested that we get a mix of colors if the price is the same. There are two options for handling the plant ordering for the Lynchburg Raingarden. The plants can be paid for and ordered now and stored at the nursery where they are ordered until April. OR...Anna can ask Megan Sommers-Bascone if an extension would be possible for ordering these plants. Kip indicated that DEQ would probably need to see the plan, that the plants are ordered and a maintenance agreement. Erin stated that they do not have a maintenance agreement but that they can write a letter stating that the BMP is entered into their system for continued maintenance. Kip added that Ben Sweet is putting together the landscape plan now.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check with Megan Sommers-Bascone to determine if some of the leftover supply, refreshment and admin money can be used to purchase pet waste bag carriers.	Anna Mathis	
Oder Pet Waste Bag Dispensers once Anna determines amount available to spend on this. Order multiple colors if price is the same with just the new logo on the bag.	Lindy Durham	Waiting on info from Anna
Anna will check with Megan regarding ordering plants for Lynchburg raingarden.	Anna Mathis	

GRANT EXPENDITURES TO DATE

DISCUSSION	All invoices have been paid.	
	There was a surplus of money through cost savings. There is a \$200.00 surplus in the supply budget. This money had been earmarked for meeting supplies but was not needed due to cost savings. \$800 had been allotted to Lindy Durham's admin time. Olivia Hall spoke with Lindy and Lindy does not wish to claim this time. Therefore this is an \$800.00 surplus in budget. A cost savings of \$400.00 was realized through frugal spending on refreshments for the annual meeting. This totals	
	Kip paid for website items and needs to submit for reimbursement. Kip mentioned that we may want to consider an intern for the next grant cycle. Kip also asked if he should send blacked out invoice for his time spent on the three rain garden projects. Anna said yes, send invoice.	
CONCLUSIONS	\$500 of the budget was already allotted to ordering more pet waste bags. The surplus supply and refreshment money could potentially be used to order more pet waste bags. This would total \$1100.00 The quote to order 500 bags required \$1,234.60. Therefore \$134.60 would need to be allocated from elsewhere to complete this order. Can this be taken out of the \$800 surplus allocated for admin costs. Should part of this \$800 be used to purchase more soil test vouchers? \$2,100.00 budgeted for raingardens. \$1,400.00 left for raingardens (\$700 for Lynchburg and \$700 for Charlottesville). The Chesterfield raingarden is complete. Anna told Kip to go ahead and submit an invoice for reimbursement.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask Megan is surplus money can be used to purchase soil test vouchers and additional pet waste bags. If budget change is below a certain percentage we may not need formal DEQ approval. Anna will double check this info with Megan.	Anna Mathis	
Does Lindy want more soil test vouchers purchased?	Anna Mathis	
Purchase soil test vouchers if wanted and approval granted.	Lindy Durham	Waiting on info from Anna
Oder Pet Waste Bag Dispensers once Anna determines amount available to spend on this.	Lindy Durham	Waiting on info from Anna
Send invoice for time spent on Raingarden projects.	Kip	

INVENTORY

DISCUSSION	Members please fill out inventory sheet that Anna distributed via email.
	Betty has approximately 92 pet waste bag dispensers and she will continue to give these away.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Fill out inventory sheet. How many pet waste bags were given out?	Everyone	ASAP

PET WASTE GRANT BUSINESS

ANNA MATHIS

DISCUSSION	Erin mentioned that their PDC is looking to apply for a 319 grant to address bacterial impairment in Judith and Ivy Creeks. They will be looking to get money for pet waste education. Kip mentioned that they could use the MJRT Pet Waste Coalition Logo. The PDC is looking for partners and stakeholders. This would be a good tie in for the greater James watershed. Paul asked if this could be tied into Nelson County, specifically regarding the Rockfish. Kip stated that he believes the Rockfish has its own TMDL.	
	Paul mentioned that a pet waste station would be beneficial in this area but that he would need to speak to Nelson County regarding maintenance. Paul will also take pet waste bag dispensers for events that come up Nelson County.	
	This led to a discussion of events where bags could be distributed. Kip mentioned that it might be nice to have a map on the website showing where pet waste bags were given out. Olivia added that it might be nice to add pet related events to our calendar, which might get out website more traffic. Betty mentioned that her local breweries and wineries have pet friendly events. Gay mentioned Bark, the Richmond Animal Care League and Fetch-A-Cure as potential sources for events. Olivia mentioned that the Parade of Lights would be a great way to give the pet bag dispensers in three localities at one time. Betty said she would be available to help out with evening events. The future of the pet waste committee was brought up and it was agreed that this committee was winding down and that the work done by the committee could now be carried out at the locality level.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine if there are any pet friendly events in your area where pet waste bags could be distributed and send this info to Olivia to compile for a monthly upload to the website done by Kip.	Group	
Find out if a pet waste station should be requested for the Rockfish area for the 2016 grant cycle.	Paul	

GROUP

2016 GRANT

DISCUSSION	The grant RFP is out and percentage category spending requirement has been removed from the grant.
	Anna read the eligible and ineligible activities to the group to add in the discussion of grant deliverable ideas.
	Kip reminded the group that money would need to be allocated for Constant Contact (\$336), Google Domain (\$45), and Weebly (\$49). Extra money may be needed for things like coding and more complicated updates to the website/facebook page. The max for this extra money would be \$100 monthly.
	Betty asked about the signage for education outreach in the grant and Kip responded that he thought it applied to storm drain markers and other educational signage. Betty mentioned that she thinks educational signage for AG BMPs would be a good use of funding. Erin suggested also labeling watersheds at a more localized level. The types of signs that could be used were discussed. Olivia asked Betty if she was thinking more like a sign that was awarded to the owner for the installation of a BMP or just signs labeling BMP practices. Betty indicated that she was thinking the sign could be moveable and reusable. Kip wondered if the signs would be used by a large audience. Betty suggested that the signs would raise awareness, for instance maybe someone would see the sign and look up more information. OR, the districts contact information could be on the sign as a contact for more information. Betty used her water quality buffer signage as an example. Erin said we could use Betty's as a template and maybe make place mats as well. The signs could be made for both Ag and urban BMPs. Betty would like the signs to indicate which water district the project is located. Once the template is designed the bulk of the work would be complete. The question was asked if promotional materials are covered by the grant and Anna answered that the money could not be used for T-shirts. Betty volunteered to work on template and send it to the group. The soil voucher will continue for just Henrico. Gay wanted to expand this program into the Richmond area. Erin asked if we expand the program geographically past the Richmond area we would need to take a look at the budget and assigning a number to this idea.
	Adding an intern into the 2016 grant was discussed. Erin estimated at 15hr/week = 60 hr/mo = 710/yr = \$7200. Kip said this is too much for the grant. He mentioned that UR has unpaid interns. Sarah said that actually, the interns are paid by UR and that the employer has to qualify for the program. Kip indicated that we should explore other avenues for interns, maybe through independent study. Paul asked if the county has criteria for interns and Erin replied that they have a job description for an intern. Kip thought maybe the student could come up with a project to complete and writes a paper, etc. Anna suggested putting the intern in the 2016 grant proposal but with a question mark regarding how they are paid.
	Regarding budgeting for the 2016 grant. The 2015 grant allowed for \$1700 for the annual meeting and only \$1,088 was spent. Anna recommends budgeting for \$1200 for the annual meeting in the 2016 grant. In 2015 the venue was more expensive, so it really depends on where the event is held. The group liked the 2015 location and the money savings realized by using this location, which also happens to have ample free parking. Someone suggested giving a gift to presenters, which we did not do last year. Maybe something local like honey or va peanuts. Kip asked if we are allowed to accept donations. Since we don't have a state charter, and are not 5013c, Paul seemed to think we could. Anna asked if

FEATURED SPEAKER/TOUR

ERIN HAWKINS

DISCUSSION	Permeable Pavers: new, middle aged and an older installation.
CONCLUSIONS	The group reviewed Lynchburg's oldest permeable paver installation in pictures, which Erin presented to the group on the projector. This installation had suffered a setback after an upgradient construction site had a release of sediment which reached the pavers. Lynchburg employee, Robert Compton, invented a vacuum device to remedy the sediment issue. This invention saved the City from having to completely rip up the pavers and redo the installation. The group then looked at a middle aged paver installation which still looked great and a newer paver installation which also looked good. A permeable concrete was used for the sidewalk at the newest paver installation. The group agreed that this might be a great location for a sign. Thank you Erin for hosting and showing Lynchburg's wonderful paving projects.

Meeting Adjourned!