

Middle James Roundtable Steering Committee Meeting

MINUTES

SEPTEMBER 17, 2015 10:00 AM – 2:00 PM

THOMAS JEFFERSON PDC

MEETING CALLED BY	Anna Mathis, Chair
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Olivia Hall, Secretary
ATTENDEES	Olivia Hall, Anna Mathis, Wood Hudson, Kip Mumaw, Betty McCracken, Nancy Drumheller and Amber Ellis

Agenda topics

WEBSITE

KIP MUMAW

DISCUSSION	The contest has ended. Should the pledge form remain on the website?	
	Should we add a synopsis on the contest ? Yes.	
	Profile picture on facebook page should be changed to winner's photo.	
	Can stats on the contest be pulled from facebook? Yes, this can be done.	
CONCLUSIONS	Anna and Olivia said "yes", keep the pledge form on the website.	
	Kip says "yes" we should add synopsis of contest to website page.	
	Group agrees that stats should be collected if possible from facebook regarding the contest.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post Minutes to website.	Kip	--
Pull stats from facebook and send info to group. Write brief synopsis of contest and add to website in place on contest info.	Kip	--
Change profile picture on facebook page.	Kip or Anna	--

PET WASTE

AMBER ELLIS

DISCUSSION	The postcard is almost complete and will likely go out before October. The postcard was shown to the group and approved. UPS Every Door Direct will be utilized for mailing.	
	Update on pet waste station installation: 8 pet waste stations installed in the City of Richmond and 7 in the James River Park system. Chesterfield would like to use remaining money to install additional stations. Lorne is counting pet waste in parks to determine changes in behavior.	
CONCLUSIONS	Many thanks to JRA for working on the postcard!	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finish mailing utilizing UPS Every Door Direct.	Amber Ellis/JRA	Anticipated mail date prior to Oct.

RAIN GARDENS 2015 GRANT

KIP MUMAW

DISCUSSION	Rain gardens for Chesterfield, Charlottesville and Lynchburg are all designed. Chesterfield is working with elementary school in October to pick plants. Charlottesville has been constructed but not planted yet. Lynchburg will follow Chesterfield. The planting window ends around November 15 th .
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CONCLUSIONS	Let the group know if volunteers are needed for these installations and we can help!		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Rain garden installation in Chesterfield, Charlottesville and Lynchburg.	Everyone	Nov 15th	

GRANT EXPENDITURES TO ANNA MATHIS
DATE

DISCUSSION	Need to determine why there is surplus money. Have all invoices been paid?		
If there is a surplus of money through cost savings, what does the group want to do with this money?			
We need to capture Lindy's time for the grant.			
CONCLUSIONS	There is \$200 of "supply" money that needs to be assigned. Was this for printed agendas and nametags? There also seems to be extra in construction budget. We may be able to use this to buy more plants.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Budget update is needed. Have all invoices been paid?	Lindy Durham	--	
Anna will speak to Lindy about capturing time.	Anna Mathis	--	

INVENTORY ANNA MATHIS

DISCUSSION	We need a count on what items have been used and what people still have at their offices.		
How many pet waste bags from the grant were distributed?			
CONCLUSIONS	Send inventory sheet to group. Betty has some pet waste bags left over and others may also have items in their offices. Extra bags can be given to students that volunteer for rain garden plantings.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send inventory sheet to the group.	Anna	--	
Fill out inventory sheet. How many pet waste bags were given out?	Everyone	ASAP	

2016 GRANT BRAINSTORMING GROUP

DISCUSSION	Grant cap is \$10,000. Likely a November timeframe for RFP. Minimum of 30% of request to nonpoint source pollution prevention or stream restoration. Must be able to quantify pollution reductions.		
Kits for outreach to homeowners containing: soil tests, car washing info, native plants...How will we follow up with this? Kits tie into MS4 permit requirements. Possibly partner with local carwashes for coupon. Videos could be created to go compliment kits with different educational modules on our website. After completing watching the videos, a quiz could be provided with a certificate at the end. We may also be able to tie this into a merit badge for Scouts, the FFA, 4H and master naturalists.			
Plantings may be a good use of funding. Possibly partner with Walkable watersheds in Charlottesville and Lynchburg.			
Septic pumpout voucher program. Group was very interested in this. This could possibly be a 2017 project. Would need to get information on bacterial TMDLs listing human waste as a source in Middle James. DEQ can provide this.			
CONCLUSIONS	Pursue kits and educational videos for next grant. These ideas need to be fleshed out. Septic voucher program could be pursued in 2017.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Cost to make previous videos?	Amber Ellis	--	
Determine needs for rest of grant application and ask group for help.	Anna Mathis	--	

FUTURE SC MEETINGS

ANNA MATHIS

DISCUSSION	Need to schedule next steering committee meeting.	
CONCLUSIONS	Look into having meeting in Lynchburg or possibly at Luck Stone.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out doodle poll.	Anna Mathis	--
Select location.	Group	--

ROUND ROBIN

GROUP

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

FEATURED SPEAKER/TOUR

STAVROS CALOS

DISCUSSION	Constructed wetland and stream restoration in Albemarle County
CONCLUSIONS	Stavros explained their designs and installations. Group looked at project in the field and on the plans. Thanks to Albemarle County!

Meeting Adjourned!