

Middle James Roundtable Steering Committee Meeting

MINUTES

JANUARY 31, 2025

MEETING CALLED BY	Matt Scott Stone, Chair
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Julie Buchanan
ATTENDEES	Matt Scott Stone (JRA), Neal Friedman (Alliance for the Chesapeake Bay), Maura Christian (DEQ), Kathleen Ogilvy (VDOT), Michael Daniel (Lynchburg Water Resources), Catherine McCarthy ("Catie," Henrico County DPW), Isbella O'Brien (TJPDC), Julie Buchanan (CVWMA)

STEERING COMMITTEE MEETING

BYLAWS AND OPERATING PROCEDURES

DISCUSSION	<p>A. Matt began the meeting by introducing himself. Since it was the first meeting of the year, he asked attendees to go around and introduce themselves. Matt gave a brief overview of what MJRT is and how it operates.</p> <p>B. Matt shared with the group the MJRT bylaws and operating handbook. He explained he would like to form an ad hoc committee to review these documents more closely 1) to ensure the Roundtable is doing everything it is supposed to do and 2) to discuss any suggested changes we'd like to make, preferably within the next quarter.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Executive Committee will discuss next steps.	Matt, Julie, Catie	End of February	

FISCAL UPDATE

DISCUSSION	<p>A. Sharon was not able to attend the meeting but shared a written report, which Matt presented. DEQ has not yet approved the MJRT grant agreement for 2025. There have been no expenses so far in 2025. The group discussed the following items related to grant deliverables:</p> <ol style="list-style-type: none"> 1. Updates are needed to the Minutes and Committee pages on the website. 2. Soil test vouchers – many still unfulfilled. Matt would like to make sure these are distributed since spring planting season is coming. Some attendees said they handed them out but did not know if they were redeemed. Many in the group said they will take vouchers and try to distribute at upcoming events: Matt JRA (20), Isabella TJPDC (45), Michael Lynchburg Water (20), Neal Friedman (10), Catie Henrico DPW (45), Kathleen Ogilvy DOF (10). 3. Septic pump out vouchers – Peter Francisco has 26 vouchers that will be paid out. 4. JRA Paint Out Pollution – Matt asked if anyone had any ideas for locations. 5. CVWMA recycling bins – Julie will distribute 50 bins to schools if funds are approved – most likely to Powhatan, Goochland or Hanover classrooms. 6. Keep Henrico Beautiful stormwater textbooks – Catie said there may be a change with that request. 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Website updates	Julie	ASAP	
Soil test vouchers	Everyone	Next meeting	
Septic pump out vouchers with PFSWCD – coordinate pay out	Sharon	ASAP	

KHB stormwater textbooks – Check on status	Catie	ASAP
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ANNUAL MEETING

DISCUSSION	<p>A. Matt explained what the Annual Meeting is and that it is typically structured as an informal conference. The last few meetings have been in September. Matt would like to host the 2025 meeting at JRA's new James A. Buzzard River Education Center in Richmond. He asked if the group was open to holding the meeting in August due to school programs using the site in September. Everyone agreed to an August meeting.</p> <p>Matt asked about ideas for themes. Neal suggested water infrastructure given the recent water crisis; Isabella suggested green infrastructure. Virginia Conservation Assistance Program, Soil and Water Conservation Districts, JRA greening projects at libraries, Chesapeake Bay Landscape Professionals were mentioned as possible speakers. The group agreed speakers need to be representative of the entire watershed.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share more ideas about Annual Meeting content	Everyone	
Check on availability of Buzzard Center	Matt	Next meeting

STEERING COMMITTEE OPENINGS AND NOMINATIONS

DISCUSSION	<p>A. Matt will serve as chair for 2025 as he was vice chair in 2024. This leaves the vice chair position vacant. Matt opened the floor for meeting attendees to volunteer for the position. As no one volunteered, the Executive Committee will discuss the matter at its meeting in February. Julie will continue as secretary with Catie serving as an alternate notetaker if Julie cannot attend. Catie will also serve as treasurer.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Executive Committee to discuss vice chair vacancy	Matt, Julie, Catie	February 28

ROUND ROBIN

EVERYONE

	<p>Matt: JRA is hiring for two seasonal educator positions this spring; JRA has another position in partnership with USFWS for a full-time education intern at Presquile NWR.</p> <p>Julie: CVWMA will soon advertise openings for recycling coordinator and financial manager.</p> <p>Neal: The Alliance finished construction on Fulton Green Street and is making stormwater improvements at Blackwell Park; looking for grant opportunities for tree plantings.</p> <p>Michael: Lynchburg Water Resources hosting Chesapeake Bay Landscape Professional trainings next week for public works so they can better maintain BMPs; gearing up for JRA field trips; hiring for a civil engineer to join the team.</p> <p>Catie: A grant for septic pump out assistance program has been approved and Henrico DPW is working on getting program set up; an APWA event focused on identifying mosquito breeding areas will be held at Hardywood Park Craft Brewery next month.</p> <p>Kathleen: DOF has a new invasive species coordinator position; VSU has a grant for a new conservation certificate and may have a need for interns.</p> <p>Isabella: TJPDC is back up to full staffing level; working on two Infrastructure Investment and Jobs Act grants for homeowner septic BMPs and rain barrel workshops; upcoming regional environmental coordination meeting will feature a presentation from Wetlands Watch on the 2025 General Assembly session and Community Flood Preparedness Fund.</p>
CONCLUSIONS	

Next Meeting – Date and location in Charlottesville TBD

Meeting Adjourned!