Minutes by Stacey Moulds.

Steering Committee representatives attending:

Alliance for the Chesapeake Bay (ACB) – Stacey Moulds
Clean Virginia Waterways/Longwood University – Katie Register
James River Association (JRA) – Patti Jackson
United States Environmental Protection Agency (EPA) Region III – Chuck Kanetsky*
Virginia Commonwealth University (VCU) – Len Smock
Virginia Department of Environmental Quality (DEQ) – Don Smith
Virginia Department of Conservation and Recreation (DCR) – Fran Geissler
Virginia Department of Forestry (DOF) – Sam Austin
Virginia Manufacturers Association (VMA) – Steve Klevickis
Virginia Water Resources Research Center (VWRRC) – Jane Walker
* Non-voting Member

Organizations without a representative at the meeting:
American Water Works Association (Virginia Section)
Citizens for Water Quality
County of Henrico
United States Geological Society
Virginia Agribusiness Council
Virginia Association of Municipal Wastewater Agencies
Virginia Association of Soil and Water Conservation Districts
Virginia Department of Game and Inland Fisheries
Virginia Department of Health
Virginia Institute of Marine Science
Virginia Water Well Association

Committee Chairs attending:
Needs Assessment – Fran Geissler, DCR
Communications Co-chair – Nicole (Nikki) Bennett – Quantico Marine Base
The Virginia Water Monitoring Council (VWMC) Steering Committee met September 4, 2002 (11:00 AM-3:55 PM) at the USGS office in Richmond, Virginia. Katie Register, Steering Committee Chair, led the meeting. The agenda was reviewed and adopted, and the minutes from the July 10, 2002 VWMC Steering Committee meeting were reviewed and adopted after two minor corrections were made.

**Financial Report**
Jane Walker reported on the VWMC’s financial status. Jane handed out copies of the most recent financial report and reported a positive balance of $778. Jane reported that proposals were submitted on behalf of the VWMC to the USGS for $3,000 and to the DEQ Citizen Monitoring Program for $5,000. The USGS funds are to be used to ensure the continued efforts of the inventory, and the Citizen Monitoring Program funds are to be used to coordinate a workshop to assist citizen monitors. Since workshops for citizen monitors was not a high priority from the strategic planning session, Jane offered to withdraw the proposal if the Steering Committee wanted her to do so.

The Steering Committee spent the next hour discussing potential funding sources and determining the best short-term strategies for acquiring financial support. Jane estimated that the VWMC needs approximately 20 K per year for basic operational costs (15 K + 5 K from VWRRC) and estimated that with support from the VWRRC, the VWMC can remain “as-is” until approximately June of 2003 with the current known incoming funds. Katie summarized the challenges of securing funding due to the lack of paid staff time to research and prepare grant proposals and the restrictions by many grantors towards putting a portion of secured funds towards staff time or “overhead.”

**Federal Funding related to Stormwater** – Several Steering Committee members discussed obtaining funding related to the upcoming Phase II stormwater regulations required for certain municipalities. However, most of the deadlines for these grant opportunities have passed for 2002. Chuck Kanetsky explained different potential Federal EPA funding sources, including Section 106 (related to Nonpoint Discharge Elimination System, NPDES), Section 104b (research-type), and Section 604b (planning purposes such as developing training courses). Chuck explained that this federal funding is administered at the state level through the DEQ. Stacey Moulds suggested talking with specific municipalities that are required to comply with the upcoming Phase II stormwater regulations and inquiring as to how they are planning on meeting the public education/outreach and public involvement and participation component requirements. Fran Geissler suggested we contact Scott Meyer of DCR for a list of the municipalities in Virginia that will be required to comply with these new regulations (referred to as MS4s) and that Scott would know the DEQ contact that handles these funding sources. Patti stated that DEQ contact person might be Bert Tuxford. The site [http://www.pollutionengineering.com/archives/2002/0502/0502_F3.asp#1](http://www.pollutionengineering.com/archives/2002/0502/0502_F3.asp#1) explains and summarizes new federal stormwater regulations.

The only other potential federal funding sources suggested included EPA Section 319 funding and the National Oceanographic and Atmospheric Administration (NOAA) Coastal Zone funding, both of which are administered at the state level by DCR. Fran reported that the deadline for the Coastal Zone grants proposals for 2003 funding has already passed. Fran
explained that the Nonpoint Source Advisory Committee reviews the 319 grant proposals and makes their recommendations, which then go to the EPA for final review. Fran stated that if the Steering Committee decided to prepare a 319 grant, it would be advisable to talk with agency representatives that sit on the 319 Advisory Board. The 319 requests for proposals (RFP) are based on DCR’s Nonpoint Sources Management Plan.

State Funding

With the possible exception of the 5K DEQ Citizen Monitoring Program Grant, the chances of securing state-level funding in the next 6 months were determined to be low. Several Steering Committee members reported that the four state agencies that have provided basic support funding to the VWMC (DOF, DEQ, DCR, and VDH) might not be able to provide the same level of funding as they have in previous years, if at all. Sam stated that tangible products associated with the funding requests need to be presented to all funders.

Len suggested that by the next Steering Committee meeting, each of the VWMC Steering Committee members that represent a state agency should research possible funding sources within the agency and determine the contact person associated with each source. This information should be given to Jane who will then make contact with these potential funders.

DCR’s Chesapeake Bay Watersheds Grant was determined to be a possible funding source. The Steering Committee decided that the VWMC should apply for this grant if eligible. Fran agreed to spend a couple of hours looking at this grant RFP to determine VWMC’s eligibility and to determine products and services the VWMC could offer as part of this grant. Sam and Katie also agreed to help Jane with developing this grant proposal.

Other potential funding sources

Foundations funding – Stacey suggested looking again at the Virginia Environmental Endowment (VEE) for potential funding. Several Steering Committee members discussed their past or current funding through the VEE. Patti suggested it might be best to first discuss possible projects with Gerald McCarthy (VEE Executive Director) and plan to submit a proposal by the December 1 deadline. The group agreed that several Steering Committee members should work on preparing a possible grant and meeting with VEE. Len, Katie, and Patti offered their assistance.

Chesapeake Bay Restoration Fund (CBRF) – The CBRF grant proposals are due October 1, 2002. Sam pointed out that the last Steering Committee meeting minutes (within Inventory Committee report) stated that there might be possible funding from the Canaan Valley Institute. Sam suggested that if the Council combined Bay-related funding (either DCR or CBRF) with CVI or other funding from the western part of the state, this would be a comprehensive approach toward state-wide funding.

Corporate Funding – The Committee briefly discussed the possibility of obtaining support through the VMA or other corporate organization. Steve discussed that budgets are tight within the VMA and within corporations in general at the current time.
Conclusions – The Steering Committee concluded the finances discussion by agreeing that the completion of the Strategic Plan would be helpful in order to progress with securing funding for the VWMC. By completing the strategic plan, a more concrete list of tangible objectives will be produced and prioritized. The Committee agreed that obtaining the status of the website and inventory completion would be helpful prior to meeting with potential funders. Katie will contact Stacey Brown (Communications Co-chair) as to the status of the website and inventory.

Committee Reports:

Operations Committee
Katie Register (Chair, VWMC Steering Committee) reported for the Operations Committee. The Operations committee had met by conference call since the previous Steering Committee meeting. The topics discussed during this call included: the upcoming annual business meeting, upcoming elections, and future potential funding. Katie limited the summary of the results of this Operations Committee discussion due to the lengthy financial discussion (described above) and the discussion of the Annual Meeting planned for later in the meeting.

Jane reported on the progress of the liability insurance issue. Based on the research results from Steering Committee member Danny Barker, the VWMC is believed to have a low risk of a lawsuit based on the current level of activity. The risk is expected to continue to be low even after launching the new Website. Danny suggested that the Steering Committee review the liability issue, particularly one-day event liability coverage, whenever the VWMC holds workshops, meetings, and other similar events. Based on this information as well as similar information provided in the past by Steering Committee member David Frakelton, the Operations Committee decided not to pursue insurance at this time and does not recommend further discussion of this topic at this time.

Communications Committee
Nikki Bennett (Co-chair, Communications Committee) reported that there had been no Communications Committee meeting or conference call since the last Steering Committee meeting and that she was not able to report on the status of the website or inventory. Katie stated that it was her understanding that the only work remaining involved “cosmetic-type items. Jane commented that the website vendor had experienced recent problems with his computer, which had caused some delays. Several Committee members stated that having something to present at the meeting would be helpful to give the VWMC members an idea as to what the website will look like and how the inventory will work. Katie stated that from her conversation with Stacey Brown, the Communications Committee was still aiming to have something to present at the Annual Meeting. Katie and other Steering Committee members voiced concern about having enough time to review the site prior to the Annual Meeting. The Steering Committee agreed that determining this status was urgent, and Katie agreed to touch base with Stacey Brown as to the progress of the Website.

Inventory Committee
Michele Monti (Chair, Inventory Committee) was not present for the meeting. Inventory member Stacey Moulds reported that since she was not present at the most recent Inventory Committee
conference call (occurred on July 2, 2002), she also could not report on the progress of the committee.

*Needs Assessment Committee*
Fran Geissler (Chair, Needs Assessment Committee) reported for the Needs Assessment Committee. The Needs Assessment Committee has not yet met since the end of May, but Fran is working on a summary report of the needs assessment survey to be placed on the VWMC website. Fran asked if the Committee needed to review this before delivering to the Communications Committee, but the Committee did not see this as a need.

*VWMC stationary and possible T-shirts*
Katie reported that VWMC stationary had been printed and distributed a copy to each of the Committee members present. She also suggested ordering T-shirts as a possible fundraiser and to increase the VWMC publicity. The Committee’s general consensus was that although visibility would be increased through T-shirts, the Committee should focus attention towards grant proposals and other ways of securing larger funding.

*VWMC Annual Meeting/ Virginia Watershed Management Conference*

*Agenda and Conference Scholarships* – Fran updated the Steering Committee on the progress of the Conference’s agenda and distributed draft agendas. Committee members noted several edits needed on the agenda. Fran also stated that DCR was offering 2-3 compensated registrations for Steering Committee members. Jane was suggested as a recipient of one of them. Jessica Schildroth’s name was mentioned as a possible other recipient, but no one was able to comment on whether or not she would be attending. Fran and Jane reported on the lodging and registrations scholarships that the VWMC was offering to citizens. The total scholarship amount awarded was $3,000. Over 30 recipients received scholarships for registration and/or lodging. Katie has a list of people requesting roommates during the conference at The Hotel Roanoke and can distribute the list to anyone interested in sharing a room.

*VWMC sponsored session* – Katie will moderate the session and will coordinate with all 3 speakers.

*Brochures* – Fran and Katie have recently met to discuss the revisions for the VWMC brochure. Fran and Katie stated that they aimed to have the new brochure completed in time for the Annual Meeting. They will send the revised text to the Steering Committee members for review, and edits will be made based on suggested comments. Jane reminded the Committee that there are old brochures that can still be used if the new brochures are not ready.

*VWMC exhibit* – The VWMC plans on having its exhibit at the conference, hopefully including the PowerPoint display. Sam will update and check on availability of DOF’s PowerPoint projector equipment and will let Katie know as to its availability. A projector is also needed for the Annual Meeting. Sam also offered to revise the presentation by adding some missing logos as well as revising accomplishments and other items that need updating. Katie will coordinate
the exhibit. She will perform the following tasks: locate the display board, coordinate its transportation to and from the conference, coordinate the set-up of the exhibit, and will develop a schedule for manning the exhibit. The exhibit will require an electrical outlet. Jane will locate the display items that are placed on the display board.

Annual Meeting and Elections of new Steering Committee members

Annual Meeting – As Steering Committee Chair, Katie will lead the Annual Meeting. She suggested having others lead portions of the meeting to show more participation in the VWMC. The Committee agreed that this was a good idea. By September 18th, all committee chairs will need to provide a few paragraphs summarizing the committee’s accomplishments as well as a list of committee members for the past year and send to Jane for inclusion into the 2002 Annual Report. Jane will prepare the 2002 Annual Report. Jane will also update Michele, Ward, and Stacey Brown (committee chairs).

The agenda was revised as follows:

1:30 - 1:45 Welcome by Katie

1:45 - 2:10 Steering Committee Membership Elections

Ward Staubitz was nominated by the Committee to lead the election portion of the Annual Meeting.

Jane summarized the election process proposed by the Operations Committee. Four slots are open for elections, and four currently serving Steering Committee organizations are candidates for the openings: VIMS (Lyle Varnell), DGIF (John Kauffman), Virginia Agribusiness Council (David Frackelton), and Citizens for Water Quality (Jessica Schildroth). The Operations Committee recommended using a voice vote as the means by which to accept or reject the nominated slate, and the Steering Committee agreed to this process. Additionally, nominations to fill five new slots (for a new total of 25 Steering Committee members) will be accepted during the Annual Meeting. Members will able to provide their nominations in writing immediately following the meeting. It was decided by the Steering Committee that nominations would be accepted until November 1 and that final candidates would be determined by the next Steering Committee meeting scheduled for November 13, 2002.

As directed by the Operating Guidelines, the membership was notified of the slate 30 days prior to the meeting. Jane recounted that in the attachment sent to the membership, she included the current Steering Committee membership list and a year for each member to rotate off the committee. To create this list, Jane and Ward divided the appointed members to an ending term. Jane noted their selections could be changed at a later date if needed.

2:10 – 2:45 Highlights of What We've Accomplished in 2001-2002

Jane will give a financial report. Each committee, except the Communications Committee, will have approximately 5 minutes to summarize their accomplishments for the year and to list ways members can participate. The
Communications Committee will have 10-15 minutes to present the website and give their report. The order will be 1) Operations Committee – Ward; 2) Inventory Committee – Michele; 3) Communications Committee – Stacey Brown or Nikki, and 4) Needs Assessment – Fran. Jane agreed to contact the Committee Chairs to be sure they will be attending the meeting, can give the report, and determine any AV needs. For example, Fran will use a PowerPoint presentation to summarize the results of the Needs Assessment survey (using a few graphics as well).

2:45 – 3:15 Where We Are Going (Strategic Planning)
Following Fran’s committee report, she will transition into the next portion of the agenda. She will summarize the results of the June 2002 Strategic Planning session and will facilitate a smaller strategic planning session to take place during this portion of the Annual Meeting. It was decided that using flip charts and having the audience vote and prioritize items using stickers was the best way to handle this strategic planning session. Additionally, the audience will be given large index cards and can write on the cards things that they feel the VWMC should do. The Committee decided not to include Financial and Inventory items as part of the voting process, but rather to list them on the flip chart and briefly summarize. The strategic planning discussion will occur mainly over the two items: Coordination and Education and Communication Among Members. Fran pointed out that the results of this strategic planning session might be heavily weighted towards citizen monitoring needs, as the majority of the audience will be made up of citizen monitors and watershed organization representatives. Fran will also give some thought towards the best room arrangement for the Annual Meeting, based primarily on how it will best fit the Strategic Planning session portion of the meeting.

3:15 - 3:25 Opportunities for You to Participate
Stacey Moulds agreed to lead this portion of the meeting. The Steering Committee decided that opportunities to participate should be summarized, the membership encouraged to participate, and that sign-up sheets and pens/pencils should be placed in each corner of the room for people to sign-up after the meeting adjourns. Committee chairs should be present and located adjacent to the sign-up sheets for a few minutes following the meeting in order to answer any questions. Stacey will prepare the sign-up sheets.

3:25 - 3:30 Wrap-Up and Adjourn Meeting
Patti agreed to lead the conclusion of the meeting and to announce the National Water Quality Monitoring Day and the James River event.

30th Anniversary of Clean Water Act, National Water Quality Monitoring Day, and VWMC involvement

Patti reported on the progress of the October 18th Event for the 30th Anniversary of Clean Water Act. The USGS will be the main sponsor for this event, and the event will have a James River focus. Stacey Moulds described that others outside of the James watershed will also be
encouraged to participate, but that the free monitoring kits would only be offered through the USGS to be used for the James watershed. Chuck reported that the EPA Region 3 office has approximately 100 kits that could be used for Region 3, and that a portion of these could be used for Virginia. Stacey and Chuck agreed to meet with Martha Erwin of the USGS immediately following the meeting to discuss.

Fran suggested that the VWMC might want to encourage the VMA to participate in National Water Quality Monitoring Day. She explained that the kits were only for those without monitoring equipment, and since industries already have the equipment to measure water temperature, pH, dissolved oxygen, and turbidity, they could use their equipment to monitor a nearby stream or river. Steve Klevickis agreed to encourage VMA members to participate, and Stacey offered to send him an electronic version of the event flyer.

An event is planned to take place on Friday, October 18 at the Tredegar Ironworks in downtown Richmond, Virginia. It was noted that this is a change in location from the originally selected location, Cartersville, Virginia, the site of Virginia’s oldest stream gauging station. The VWMC and several VWMC member organizations including the JRA, DEQ, and ACB are sponsors of this event.

Follow-through of Strategic Planning Session

The discussion of the Strategic Planning Session Follow-through centered on the development of a timeline and commitments for General Assembly (GA) Funding and Workshops for Local Government.

**GA Funding:** Patti was asked to assist with providing strategic advice on securing GA funding. Patti stated that it was never too early to begin working on this. There was some discussion as to whether or not to work with the Education Subcommittee or the Natural Resources Subcommittee (Based on ease of money “pass through” to VA Tech); it was determined that it would be most reasonable to work with the Natural Resources Subcommittee, in which case the funds would most likely pass through the DEQ. Patti suggested two possible strategies: 1) Try to get in the Governor’s Budget (within DEQ’s budget) or 2) Pursue funding through a budget amendment. The Steering Committee discussed the pros and cons of both scenarios.

*Governor’s Budget Scenario:* Patti explained that by working with the DEQ to get this item in their budget as part of the overall Governor’s budget, there would probably be a good chance that the $75K amount would not be considered controversial and stands a fair chance of getting approved. Fran pointed out that due to the severe budget cuts occurring within the state agencies, it might not be possible to get the item in DEQ’s budget.

*Budget Amendment Scenario:* If this alternative is chosen, Patti suggested that the Committee should contact key members of the Natural Resources Subcommittee (Ingram, Bryant, Councill, Cox, Dillard, Morgan, and Stump) as well as the most senior member of the House Appropriations (Chair- Vincent Callahan, Jr.) and Senate Finance
(Chichester (Chairman), Colgan, Lambert, Marye, Wampler, Stosch, Miller, K.G., Houck, Barry, Hawkins, Howell, Saslaw, Trumbo, Stolle, Quayle, Norment).

Conclusion: It was decided that several members of the Steering Committee (Patti Jackson, Ward Staubitz, Don Smith, David Frackelton, and Jane Cain have been suggested) form a subcommittee to work on this item and look into pursuing both scenarios to see which looks to be more successful.

Workshops for Local Government: There was much discussion by the Committee over what the workshop(s) will offer and who will be the targeted audience. Suggested topics discussed included compliance with Chesapeake Bay 2000 Commitments and stormwater management regulation compliance. Fran suggested that there be some discussion with the Bay Program’s Local Government Assistance Committee (LGAC) and VWMC members who are local government representatives.

The Committee decided that the best way to proceed with developing a deliverable to help local governments would be to identify monitoring needs at the local government level through a survey that would be shared with other entities. The product could be the development of a workshop curriculum. The Committee felt that actually facilitating and coordinating a workshop could be too much work for our current staffing situation. Chuck pointed out that the workshop needs identified may be able to be met with simple, one-day, unelaborated workshops rather than a large conference-type workshop.

A possible project was defined below:

- Identify Chesapeake Bay local governments including Planning District Commissions (PDCs) and determine their monitoring training needs through a website survey
- Survey MS4 (stormwater Phase II facilities) needs as well
- Provide data results to the DEQ, DCR, LGAC, Associations of Counties, and others
- Identify the needs determined through the survey
- Provide information about available training (Tell where training is available and the details)

The Steering Committee concluded the discussion by agreeing to commit a portion of the November meeting to focus on this issue and determine what these workshops may look like and whom the Council will work with (which local governments and PDCs).

Next Steering Committee Meeting:
The next general Steering Committee meeting is set for November 13, 2002 at the DOF office in Charlottesville, Virginia.

Other VWMC-related Upcoming Events:
VWMC Annual Meeting -- September 27, 2002, Hotel Roanoke, Roanoke