



# WILLIAM & MARY

CHARTERED 1693

Facilities Management  
P.O. Box 8795  
Williamsburg, VA 23187-8795  
(757) 221-2275

September 28, 2018

Matt Fanghella  
Commonwealth of Virginia  
Department of Environmental Quality  
5636 Southern Blvd.  
Virginia Beach, VA 23462

RE: MS4 Annual Report for the College of William and Mary Permit #VAR040039

Dear Mr. Fanghella:

Enclosed is the referenced annual report for your review. Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Van Dobson', with a long horizontal flourish extending to the right.

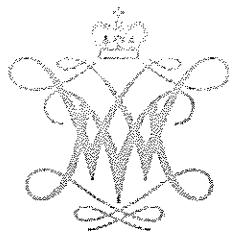
Van Dobson, P.E.  
Associate Vice President for Facilities Management / Chief Facilities Officer

Copy to:  
File  
Glenn Telfer, P.E., Draper Aden  
Jeff Brancheau, P.E.  
Gregg Shipp, P.E.

**VPDES MUNICIPAL SEPARATE STORM SEWER  
SYSTEM (MS4) PERMIT  
VAR040039**

**ANNUAL REPORT  
PERIOD JULY 1, 2017 TO JUNE 30, 2018**

**THE COLLEGE OF WILLIAM & MARY**



**WILLIAM & MARY**

CHARTERED 1693

*September 28, 2018*

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## APPENDICES

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### CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 Sep 28, 18

Responsible Official Signature

Date

Van Dobson, Associate Vice President for Facilities Management/Chief Facilities Officer

VAR040039  
Permit Number

College of William and Mary  
MS4 Name

## I. INTRODUCTION

The College of William and Mary (university) was originally issued an MS4 permit in 2003 by the Commonwealth of Virginia. This permit sets forth minimum requirements for the operation of the university's storm sewer system, including storm water treatment systems or best management practices (BMPs), and is reissued every five years. Oversight of the permit has changed from DCR to DEQ. The permit requires an annual report to be submitted to Virginia DEQ by October 1, 2018 describing progress on meeting permit requirements during the period July 1, 2017 to June 30, 2018. The university has met all permit requirements during the reporting period.

On September 18, 2017, DEQ conducted an audit of the university's MS4 Permit. The DEQ audit report contained four recommendations and no required corrective actions.

## II. COMPLIANCE SUMMARY

In multiple sections of the MS4 permit, the permit lists specific items to be addressed in the Annual Report. The following are the items listed in the permit in italic typeface followed by responses in bold typeface:

### Section I, Part B5

*a. The operator shall submit the required TMDL Action Plans with the appropriate annual report and in accordance with the associated schedule identified in this state permit.*

**Response: There are no TMDL Action Plans required to be submitted in the reporting cycle as specified in Table 1 of the permit. The Powhatan/Mill Creek Action Plan and the Chesapeake Bay TMDL Action Plan were included in previous Annual reports and have been approved by DEQ. The university has raised questions concerning the approval letter that have not been addressed by DEQ, see letter attached as Appendix A.**

*b. On an annual basis, the operator shall report on the implementation of the TMDL Action Plans and associated evaluation including the results of any monitoring conducted as part of the evaluation.*

**Response: The implementation of the two TMDL Action Plans are summarized below:**

### Chesapeake Bay TMDL

**The university has achieved compliance with the current permit term of the Chesapeake Bay TMDL through existing non-regulatory BMPs, therefore no action is required this permit term (2013 – 2018). During the current reporting period (July 1, 2017 to June 30, 2018) the university completed modifications to the Health Center BMP, the Wildflower BMP, and Crim Dell in accordance with the approved Chesapeake Bay TMDL Action Plan. The nutrient removals from these modifications will be**

credited toward compliance with the next permit cycle (2018-2023) under the upcoming MS4 General Permit, anticipated to be issued November 1, 2018.

Monitoring is not required and no monitoring is currently being conducted as part of TMDL compliance.

Powhatan/Mill Creek TMDL

In compliance with the Powhatan/Mill Creek TMDL, the university is continuing existing efforts documented in the TMDL Action Plan. Ongoing observations of the Dillard Complex indicate that measures have been successful in preventing the deposition of pet waste.

Monitoring is not required and no monitoring is currently being conducted as part of TMDL compliance.

Section I, Part C (Special Condition for the Chesapeake Bay TMDL)

*4. Annual reporting requirements.*

*a. In accordance with Table 1, the operator shall submit the Chesapeake Bay Action Plan with the appropriate annual report.*

**Response:** The Chesapeake Bay TMDL Action Plan was submitted to DEQ in the 2015 Annual Report and was approved by DEQ (letter dated February 22, 2016).

*b. Each subsequent annual report shall include a list of control measures implemented during the reporting period and the cumulative progress toward meeting the compliance targets for nitrogen, phosphorus, and total suspended solids.*

**Response:** The compliance targets for this permit term (2013 – 2018) were met using existing non-regulatory BMPs in accordance with the approved Chesapeake Bay TMDL Action Plan.

During the current reporting period (July 1, 2017 to June 30, 2018) the university completed modifications to the Health Center BMP, the Wildflower BMP, and Crim Dell in accordance with the approved Chesapeake Bay TMDL Action Plan. The nutrient removals from these modifications will be credited toward compliance with the second permit cycle (2018-2023) under the upcoming MS4 General Permit, anticipated to be issued November 1, 2018.

*c. Each subsequent annual report shall include a list of control measures, in an electronic format provided by the department, that were implemented during the reporting cycle and the estimated reduction achieved by the control. For stormwater management controls, the report shall include the information required in Section II B 5 e and shall include whether an existing stormwater management control was retrofitted, and if so, the existing stormwater management control type retrofit used.*

**Response:** The compliance targets for this permit term (2013 – 2018) were met using existing non-regulatory BMPs in accordance with the approved Chesapeake Bay TMDL Action Plan. Once DEQ has issued the electronic format for the report, the university will submit the required information in that format.

During the current reporting period (July 1, 2017 to June 30, 2018) the university completed modifications to the Health Center BMP and the Wildflower BMP, and Crim Dell in accordance with the approved Chesapeake Bay TMDL Action Plan. The nutrient removals from these modifications will be credited toward compliance with the next permit cycle (2018-2023) under the upcoming MS4 General Permit, anticipated to be issued November 1, 2018. The BMP retrofits are detailed in the approved Chesapeake Bay TMDL Action Plan.

*d. Each annual report shall include a list of control measures that are expected to be implemented during the next reporting period and the expected progress toward meeting the compliance targets for nitrogen, phosphorus, and total suspended solids.*

**Response:** The next reporting period (July 1, 2018 to June 30, 2019) will be the first reporting period under the upcoming MS4 General Permit, anticipated to be issued November 1, 2018.

During the current reporting period (July 1, 2017 to June 30, 2018) the university completed modifications to the Health Center BMP, the Wildflower BMP in accordance with the approved Chesapeake Bay TMDL Action Plan. The nutrient removals from these modifications will be credited toward compliance with the second permit cycle (2018-2023).

Based on the draft permit made available by DEQ, the projects in the approved Action Plan will achieve full compliance with the Chesapeake Bay TMDL, although this is dependent upon any changes in WLA requirements in the second and third permit cycles.

Section II, Part B, MCM #1

*g. The operator shall include the following information in each annual report submitted to the department during this permit term:*

*(1) A list of the education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that will be reached:*

**Response:** The high priority water quality issues identified by the university are: Nutrient Management, Erosion Control, and Plastics Diversion. Total target population is approximately 8,500 students, 850 faculty, and 1700 staff. Below is a summary of activities with required information:

| High-Priority Water Quality Issue               | Education and Outreach Activities  | Target Audience  | Percentage of Target Audience Reached   | Documentation   |
|---|--|--|---|---|
| Nutrients Management (includes water chemistry) | Staff Training   | Grounds supervisors and Turf Mgmt. Staff - 15 personnel  | 100% of staff trained   | Training records available upon request   |
| Erosion Control                                 | ESC Briefings prior to start and during construction   | Contractor staff – GC superintendent and sitework subcontractor (Registered Land Disturber) – approximately 30 personnel | 100% of Contractor representatives for construction projects over 2,500 sf disturbance  | Approved Erosion & Sediment Control Plans available upon request. ESC inspection reports available upon request.  |
| Plastics Diversion                              | W&M EH&S Newsletter<br>Monthly New Employee Orientation<br>Office of Sustainability “Take Back the Tap” Bottle Filling Station Program | Students – 8,500<br>Faculty & staff – 2550   | 100% of students, faculty and staff receive via email<br><br>100% of new employees<br><br>Currently 52 filling stations on campus and four more scheduled for this year – serves an estimated 80-90% of the campus population plus visitors | EH&S Newsletter Summer 2018 – email distribution<br><br>Campus-wide recycling containers<br><br>Growing distribution of bottle filling stations replacing water fountains in high traffic buildings<br><br>Campus sustainability events (1) |

(1) <https://www.wm.edu/sites/sustainability/initiatives/recycling/index.php>

*(2) A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.*

**Response:** The university plans to continue the same education and outreach activities during the next reporting period and expects that approximately the same number of people and percentage of the target audience will be reached.

Section II, Part B, MCM #2

*d. Each annual report shall include:*

*(1) A web link to the MS4 Program Plan and annual report; and*

**Response:** This Annual Report, including the current MS4 Program Plan will be posted to the following link within 30 days of submittal of this Annual Report to DEQ:

<http://www.wm.edu/offices/facilities/services/stormwater/folder-with-content-page/index.php>

*(2) Documentation of compliance with the public participation requirements of this section.*

**Response:** The university participated in the following local activities:

Earth Week, April 15-21, 2018 - <http://www.wm.edu/sites/sustainability/initiatives/earth-week/index.php>

Meet the Greens Event, Hosted by W&M Sustainability, August 2017, Sunken Gardens

Recycle Mania's Annual Tournament, March 16 – March 20, 2018

Link: [http://www.wm.edu/sites/sustainability/initiatives/recycling/recycle\\_mania/index.php](http://www.wm.edu/sites/sustainability/initiatives/recycling/recycle_mania/index.php)

Vineyards Lake Management Committee—community talk about stormwater protection, Nov 2017

Ongoing research with VIMS personnel on erosion control and water quality improvements in campus streams using a proprietary blend of biopolymers

Discussion of stormwater and wetlands lectures in BIOL427 Wetland Ecosystems (Fall 2017) and ENSP201 Watershed Dynamics (Spring 2018)

Virginia Environmental Endowment-funded student research on greenhouse gas fluxes from stormwater ponds

Monthly student sampling of water quality in three campus stormwater retention ponds Fall 2017 and Spring 2018 (5 students total)

Student presentation of water quality results from stormwater ponds on campus at annual W&M undergrad science research symposium

Lead faculty rep for stormwater working group—part of the campus Committee on Sustainability.



Section II, Part B, MCM #3

*(3) Within 48 months of coverage under this state permit, the operator shall have a complete and updated storm sewer system map and information table that includes all MS4 outfalls located within the boundaries identified as "urbanized" areas in the 2010 Decennial Census and shall submit the updated information table as an appendix to the annual report.*

**Response:** The university's MS4 system is completely mapped and is included in both the Stormwater Management Plan and the university's GIS system. The required table was submitted with a previous Annual Report. There were no new outfalls added during the reporting period.

*f. Annual reporting requirements. Each annual report shall include:*

*(1) A list of any written notifications of physical interconnection given by the operator to other MS4s;*

**Response:** The university's MS4 system is interconnected with systems owned by the City of Williamsburg and VDOT. The university has and continues to coordinate with both of these entities to identify the location and number of interconnections. No written notice of physical interconnections was given by the university during this reporting period because no new interconnections were made.

*(2) The total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results; and*

**Response:** During the reporting period, the university screened all of its 55 outfalls. There were no signs of illicit discharges and no follow-up actions were required.

*(3) A summary of each investigation conducted by the operator of any suspected illicit discharge. The summary must include: (i) the date that the suspected discharge was observed, reported, or both; (ii) how the investigation was resolved, including any follow-up, and (iii) resolution of the investigation and the date the investigation was closed.*

**Response:** During the reporting period, there were three investigations of suspected illicit discharges. These investigations were as follows:

**Swem Library Diesel Spill:**

On September 5, 2017, approximately 150-200 gallons of diesel fuel spilled in the Swem Library parking lot during generator refueling operations. Approximately 2 gallons of diesel fuel reached a storm drain, but is believed to not have reached receiving waters. DEQ was notified and a clean up operation was conducted by university staff and outside contractors.

On February 28, 2018, an unknown quantity of sanitary sewage was discharged to the ground at Morton Hall due to a sewer backup. Approximately 200 gallons of sewage reached storm drains and reached receiving waters. DEQ was notified and a clean up operation was conducted by university staff and outside contractors.

On April 6, 2018, approximately 150-200 gallons of asphalt emulsion spilled in the parking lot on Landrum Drive across from Swem Library parking lot during paving operations. No asphalt emulsion reached storm drains, but flowed overland to the Wildflower BMP. DEQ was notified and a clean up operation was conducted by university staff and outside contractors.

Section II, Part B, MCM #4

*f. Reporting requirements. The operator shall track regulated land-disturbing activities and submit the following information in all annual reports:*

*(1) Total number of regulated land-disturbing activities;*

**Response: Of the land disturbance activities listed in the previous report, the following were on-going at the end of the current reporting period (July 1, 2017 – June 30, 2018):**

**Integrated Wellness Center (IWC) building**

**Landrum Hall renovation**

**Of the land disturbance activities listed in the previous report, the following were completed during the current reporting period (July 1, 2017 – June 30, 2018):**

**Busch Field Turf install**

**Plumeri Field drainage improvements (initiated after June 30, 2017)**

**During the current reporting period (July 1, 2017 – June 30, 2018), the following land disturbance activities were initiated:**

**Football practice field turf replacement (initiated and completed in reporting period)**

**Plumeri Field drainage improvements**

**Handicapped Accessibility Improvements**

**Stormwater infrastructure Improvements – Phase 1**

**West Utility Plant**

**The following land disturbance activities were initiated after the current reporting period and will be included in the next Annual Report:**

**None**

*(2) Total number of acres disturbed;*

**Response: The following are the disturbed areas for each of the land disturbance activities initiated during the current reporting period (July 1, 2017 – June 30, 2018):**

**Football practice field turf replacement – 3.16 acres**

**Plumeri Field Drainage Improvements – 3.54 acres**

Handicapped Accessibility Improvements – 1.09 acres

Stormwater infrastructure Improvements – Phase 1 – 2.47 acres

West Utility Plant – 0.81 acres

*(3) Total number of inspections conducted; and*

**Response:** During construction, over 50 inspections were conducted by the university’s ESC Inspector after every significant rain event and at least every two weeks.

*(4) A summary of the enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.*

**Response:** As the university is the contract holder for all of the land disturbance activities on campus and the ESC inspector represents the university, any deficiencies in ESC measures or practices are resolved immediately. There were no enforcement actions taken during the reporting period.

Section II, Part B, MCM #5

*The operator shall submit an electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year with the appropriate annual report. Upon such time as the department provides the operators access to a statewide web-based electronic database or spreadsheet, the operator shall utilize such database to complete the pertinent reporting requirements of this state permit.*

**Response:** No new stormwater management facilities were brought on-line during the reporting period.

Section II, Part B, MCM #6

*h. Annual reporting requirements.*

*(1) A summary report on the development and implementation of the daily operational procedures;*

**Response:** The MS4 permit requires the development and implementation of written procedures to minimize pollutant discharge from (i) daily operations such as road, street, and parking lot maintenance; (ii) equipment maintenance; and (iii) the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers.

All required written procedures have been developed and continue to be implemented during the reporting period.

*(2) A summary report on the development and implementation of the required SWPPPs;*

**Response:** After a complete analysis of all of the university’s maintenance and operations facilities, it was determined that none meet the criteria for a “high-priority” facility provided in the MS4 permit. Therefore, no SWPPPs for maintenance and operations facilities are required.

*(3) A summary report on the development and implementation of the turf and landscape nutrient management plans that includes:*

*(a) The total acreage of lands where turf and landscape nutrient management plans are required; and*

**Response: 54.2 acres**

*(b) The acreage of lands upon which turf and landscape nutrient management plans have been implemented; and*

**Response: Nutrient management plans have been implemented for all required areas (54.2 acres).**

*(4) A summary report on the required training, including a list of training events, the training date, the number of employees attending training and the objective of the training.*

**Response: A summary of training information is provided as Appendix B.**

**On a routine basis, good housekeeping practice and illicit discharge prevention and response and nutrient management training is conducted with all Grounds supervisors. The supervisors provide training to all workers. In addition, good housekeeping and illicit discharge prevention and response training is discussed regularly at monthly crew meetings.**

Section II, Part E3 (Conditions Common to All Permits)

*3. Annual reports. The operator must submit an annual report for the reporting period of July 1 through June 30 to the department by the following October 1 of that year. The reports shall include:*

*a. Background Information.*

*(1) The name and state permit number of the program submitting the annual report;*

**Response: The required information is on the cover sheet of this Annual Report.**

*(2) The annual report permit year;*

**Response: The required information is on the cover sheet of this Annual Report.**

*(3) Modifications to any operator's department's roles and responsibilities;*

**Response: During the reporting period there have been no modifications to roles or responsibilities.**

*(4) Number of new MS4 outfalls and associated acreage by HUC added during the permit year; and*

**Response: The following outfalls were added during the reporting period:**

**None**

*(5) Signed certification;*

**Response: See signed certification immediately after the cover page of this report.**

*b. The status of compliance with state permit conditions, an assessment of the appropriateness of the identified best management practices and progress towards achieving the identified measurable goals for each of the minimum control measures;*

**Response:** The university is in compliance with MS4 permit conditions. The university has assessed the BMPs in the Program Plan and determined that they are appropriate. Specific progress on the measurable goals within the Program Plan, required to be reported by the permit, is included in the Annual Report.

Additionally, the university reviewed all requirements of the Program Plan and determined that required goals were met for this reporting period.

There were no updates to the Program Plan made during the reporting period.

*c. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;*

**Response:** There was no reportable information collected during the reporting period.

*d. A summary of the stormwater activities the operator plans to undertake during the next reporting cycle;*

**Response:** The next reporting period (July 1, 2018 to June 30, 2019) will be under the upcoming MS4 General Permit, anticipated to be issued November 1, 2018. The university plans to continue to review and amend the MS4 Program Plan in accordance with the terms of the current permit and the draft version of the upcoming permit.

*e. A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies;*

**Response:** There were no updates to the Program Plan made during the reporting period.

*f. Notice that the operator is relying on another government entity to satisfy some of the state permit obligations (if applicable);*

**Response:** While the College of William & Mary is closely coordinating efforts with adjacent government entities, the university is not relying on another government entity to satisfy any of the state permit obligations.

*g. The approval status of any programs pursuant to Section II C (if appropriate), or the progress towards achieving full approval of these programs; and*

**Response:** The university has not sought approval for alternate programs under Section IIC.

*h. Information required for any applicable TMDL special condition contained in Section I.*

**Response:** There are no special condition applicable to the university in Section I.

### **III. PLANNED ACTIVITIES DURING NEXT REPORTING CYCLE**

The following permit tasks have been completed or are currently in progress and will be included in the annual report for the next reporting period (July 1, 2018 to June 30, 2019):

- Complete construction of projects required to address Chesapeake Bay TMDL compliance for the next permit cycle (2018 – 2023). The MS4 General Permit is scheduled to be issued November 1, 2018 and will be in effect from November 1, 2018 to October 21, 2023.
- MS4 Program Plan tasks will be completed in accordance with the current plan until the new MS4 General Permit is issued.

# APPENDIX A

Correspondence regarding Powhatan/Mill Creek TMDL Action Plan



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY  
TIDEWATER REGIONAL OFFICE

5636 Southern Boulevard, Virginia Beach, Virginia 23462  
(757) 518-2000 Fax (757) 518-2009  
www.deq.virginia.gov

Molly Joseph Word  
Secretary of Natural Resources

David K. Paylor  
Director

Maria R. Nold  
Regional Director

02/23/2016

Van Dobson  
College of William and Mary  
P.O. Box 8795  
Williamsburg, VA 23187

Transmitted electronically: [vdobson@wm.edu](mailto:vdobson@wm.edu)

RE: Virginia Pollutant Discharge Elimination System (VPDES) MS4 Permit #VAR040039,  
College of William and Mary, Local TMDL Action Plan Approval

Dear Mr. Dobson:

The Virginia Department of Environmental Quality (DEQ) has reviewed the Local TMDL Action Plan(s) received on October 1, 2015 in accordance with Section I.B of the General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4). Additional information was received November 17, 2015 and January 29, 2016.

The following Local TMDL Action Plan is approved and is an enforceable part of the MS4 Program Plan:

| TMDL Name   | Pollutant of Concern         | Individual Watershed WLAs |
|---|------------------------------|---------------------------|
| Bacteria Total Maximum Daily Load Development for Mill Creek and Powhatan Creek | E. Coli (Mill Creek)         | 0.4 x 10 <sup>12</sup>    |
|   | Enterococci (Powhatan Creek) | 0.03 x 10 <sup>12</sup>   |
|   | E. Coli (Powhatan Creek)     | 0.2 x 10 <sup>12</sup>    |

Please note any modifications to an approved Local TMDL Action Plan shall be made in accordance with the Program Plan Modification Section of the MS4 General Permit (Section II.F).

Please contact Angela McDowell at (757) 518-2136 or at [angela.mcdowell@deq.virginia.gov](mailto:angela.mcdowell@deq.virginia.gov) if you have any questions.

Sincerely,

Janet F. Weyland  
Deputy Regional Director







# WILLIAM & MARY

CHARTERED 1693

Facilities Management

P.O. Box 8795

Williamsburg, VA 23187-8795

(757) 221-2275

May 6, 2016

Ms. Janet F. Weyland  
Deputy Regional Director  
Department of Environmental Quality  
Tidewater Regional Office  
5636 Southern Boulevard  
Virginia Beach, VA 23462

RE: Virginia Pollutant Discharge Elimination System (VPDES) MS4 Permit VAR0400039,  
College of William & Mary, DEQ letter dated 02/23/2016

Dear Ms. Weyland:

The College of William and Mary is in receipt of your letter dated February 23, 2016 providing approval of the Powhatan/Mill Creek TMDL Action Plan. This letter includes a statement "The following Local TMDL Action Plan is approved and is an enforceable part of the MS4 Program Plan:" which is followed by a table assigning individual watershed Waste Load Allocations (WLAs) to the College for three pollutants of concern. The three pollutants of concern are listed as: E. Coli (Mill Creek), Enterococci (Powhatan Creek), and E. Coli (Powhatan Creek).

When we compare the WLAs listed in the approval letter to the TMDL document, we have noted the following:

- The WLA values in the approval letter seem to match the WLAs in the TMDL document (Tables ES-9, ES-10, and ES-11 on page 11), but seem to be switched between categories. For example the WLA for E. Coli (Powhatan Creek) is  $0.4 \times 10^{12}$  in the TMDL document, but  $0.2 \times 10^{12}$  in the approval letter.
- The TMDL document developed WLAs only for James City County and the City of Williamsburg. The load from the College was aggregated with the City of Williamsburg. However, the WLAs in the approval letter seems to assign the entire WLA in each category to the College.
- The TMDL Action Plan that was submitted to DEQ was clear that no portion of the College drains to Mill Creek, however the approval letter assigns a WLA for Mill Creek to the College.



The College understands that this approval letter is enforceable by DEQ and requests that DEQ provides clarifications and, if necessary, a revised approval letter.

Any correspondence should be addressed to Mr. Van Dobson, Associate VP of Facilities Management, College of William & Mary, 115 Grigsby Drive, Williamsburg, VA 23185. Please also copy the Mr. Gregg Shipp, Director of Operations and Maintenance and Mr. Glenn Telfer with Draper Aden Associates. If you have any questions, please feel free to contact Gregg Shipp at 757-221-1205 or [gshipp@wm.edu](mailto:gshipp@wm.edu).

Sincerely,



Van Dobson  
Associate VP of Facilities Management

Cc: Aaron Small – City of Williamsburg  
Glenn Telfer, Draper Aden Associates

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# APPENDIX B

## Summary Report of Training Events

| <u>Date</u> | <u>Training 2018</u>                           | <u>Attending</u>   | <u>Purpose</u>                             |
|-------------|--|--|--|
| 1/20/18     | Mid-Atlantic Horticulture Short Course (MAHSC) | Doyle, Cotman, Mattie, Harris, Owen, Davis, Chretien, Trowbridge | Pesticide Recertification                  |
| 4/1/18      | Department of Conservation and Recreation      | New Written Nutrient Management Plan 4/2018 - 4/2021             | Plan approved by DCR on 4/17/18            |
| 4/18/18     | NMP Training                                   | McFarlane, Morie, Mattie, Trowbridge, Owen, Seawell              | Fertilizer updates, usage, and calibration |
| 6/20/18     | Department of Conservation and Recreation      | Morie  | Renew Nutrient management Planners License |