



PARKS AND RECREATION ADVISORY COMMISSION

Monday, May 17, 2021

Ida Lee Park Recreation Center
60 Ida Lee Drive

COMMISSION MEMBERS

Brody McCray, Chair

Rob Fulcer, Vice-Chair

Laurie Burke

Todd Cimino-Johnson

David Drupa

Rachel Hart

Kirsten Shabanowitz

Marty Martinez, Councilmanic Representative

PARKS AND RECREATION ADVISORY COMMISSION

A G E N D A

7:00 p.m. - Monday, May 17, 2021



Ida Lee Park Recreation Center – 60 Ida Lee Drive, NW, Leesburg, VA 20176

Public participation in the meeting is available through Webex at:

<https://leesburg.webex.com/leesburg/j.php?MTID=m5fa5944ec934afd8f35da0e699b41ee7>

1. Call to Order
2. Approval of Minutes: Meeting of April 19, 2021
3. Commission Member Comments
4. Loudoun County Park Board Liaison Comments
5. Chairman Comments
6. Council Member Comments
7. Citizen Comments - 7:30 p.m. – **Standing time for citizen comments.**
8. New Business:
 1. Mulch Pile Management
 2. June Meeting Format
 3. Department Information
9. Old Business:
 1. Legacy Leesburg Town Plan
 2. Joint Meeting with Loudoun County Park Board
10. Future Business:
11. Director's Report
 - a. Financial Report *
 - b. Park Projects Report
 - c. Scholarship Report *
 - d. ROCK Report *
11. Other Business
12. Information Items
13. Adjournment

Qualified individuals with a disability who require a reasonable accommodation to attend and/or participate in this meeting should contact Tabitha Eagle at teagle@leesburgva.gov or 703.777.1262 to request the accommodation. Three days advance notice is requested.

- * Material attached
-  Material will be e-mailed prior to the meeting
-  Handout at meeting

All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at www.leesburgva.gov.

Parks and Recreation Advisory Commission Meeting Minutes
April 19, 2021

The Leesburg Parks and Recreation Advisory Commission met on Monday, April 19, 2021, beginning at 7:00 p.m. at the Ida Lee Recreation Center located at 60 Ida Lee Drive, Leesburg, Virginia.

The meeting of Leesburg Parks and Recreation Advisory Commission was called to order at 7:00 p.m.

Commission Members Present:

Brody McCray, Chair
Rob Fulcer, Vice-Chair
Laurie Burke
Todd Cimino-Johnson
Rachel Hart
Kirsten Shabanowitz

Absent: David Drupa

Also present: Rich Williams, Director of Parks and Recreation

Approval of Minutes: The minutes of the meeting on March 15, 2021 were approved as presented 5-0-2.

Loudoun County Park Board Liaison

Citizen Comments: None

New Business:

- Legacy Leesburg Plan – An overview of the Legacy Leesburg Plan was presented to the Commission by a member the Town's Planning and Zoning Department. The plan was generally well received, however a list of clarification questions will be asked prior to official endorsement.
- May Meeting Format – The Commission unanimously agreed to hold their May meeting in a combined on-site and virtual format.
- Departmental Information – General Parks and Recreation information was provided.

Old Business:

- Tennis Bubble - The Commission was briefed on the approval of the construction contract for the new structure.
- Joint Meeting with Loudoun County – Loudoun County had proposed a 6/10 date for the meeting. The commission is evaluating another date.

Future Business:

Mulch Pile Management - An upcoming presentation by the Department of Public Works regarding modifications to the mulch pile storage area in Ida Lee Park needed to protect against run off into the adjacent pond.

Director's Report:

- a. Financial Report
- b. Park Projects Report
- c. Scholarship Report
- d. ROCK Report
- e. Quarterly Attendance Report

Adjournment: The meeting was adjourned at 8:28 p.m.

NEW BUSINESS



Town of Leesburg, Virginia

Ida Lee Park Mulch Storage Area Pollution Prevention Standard Operating Procedure and Action Plan

Date:	March 26, 2021
Purpose of SOP:	To minimize or prevent pollutant discharge from the outdoor storage of mulch and vegetative waste at Ida Lee Park.
Affected Agencies:	Department of Public Works and Capital Projects
Responsible Parties:	Philip Jones, PE, Stormwater and Environmental Manager Chris Kohr, PE, Operations Manager

Outdoor storage of mulch and vegetative waste can become a source of pollution when left exposed to precipitation through leaching or washing directly into local water resources. Vehicles and equipment involved in chipping, moving, and loading operations can also become a source of pollution as a result of leaks or spills. The purpose of this document is to: (1) establish standard operating procedures (SOPs) designed to minimize the potential for outdoor storage of mulch and vegetative waste at Ida Lee Park to affect water quality, (2) identify additional actions for consideration by the Town to reduce the potential for non-stormwater discharges from the site, and (3) maintain the landscape of Ida Lee Park to the maximum extent practicable.

1. Site Activities

Brush is collected year-round and leaves are collected in the fall by the Department of Public Works and Capital Projects (DPWCP), Streets Maintenance Division. The chipped brush and leaves are stockpiled at this site and ultimately hauled away for disposal. Materials may be used for landscaping purposes by the Town, but most are hauled to local farms for recycling or disposed of at the Loudoun County Landfill.

Heavy equipment, including a front end loader, is used at the site to manage the mulch and leaf piles. During active periods, the equipment may be parked at the site.

2. Responsible Parties

- a) Town Staff. DPWCP, Street Maintenance Division, engages in activities involving the handling and storage of mulch and vegetative waste at the site.
- b) Contractors. This SOP must be implemented by any contractor that engages in the handling and storage of mulch and vegetative waste at the site on behalf of the Town. It is the responsibility of DPWCP to make contractors aware of the SOP.
- c) Other SOPs and Documents. In addition to this document, the following applicable sections of the Town of Leesburg Operation and Maintenance Pollution Prevention Standard Operation Procedure will be observed:
 - i. Vehicle and Equipment Storage
 - ii. Material Stockpiles – Sand, Dirt, Gravel, and Mulch

3. Site Description and Existing Drainage Configuration

The mulch storage area is located in the northwestern portion of Ida Lee Park (60 Ida Lee Drive, NW, Leesburg, Virginia 20176). The latitude/longitude is 39.126804/-77.571303. Access to the site is from Old Waterford Road immediately south of Fairview Street.

The area of activity is approximately 0.5 acres. The area underneath the activity is a mix of gravel, mulch, and dirt. A three sided bin composed of jersey barriers is located near the entrance of the site that contains some of the mulch. However, the majority of the mulch does not have structural containment.

Stormwater from the site drains to the north/northeast into a small wetland/pond area. The pond was not designed for stormwater management purposes. The pond drains to a creek that meanders to the northwest and eventually discharges directly to the Potomac River. The site is not served by storm drainage infrastructure and does not drain to a stormwater outfall. As a result, the area of the site is not regulated under the Town's Municipal Separate Storm Sewer System (MS4) permit.

Figure 1 – Site Map and Drainage

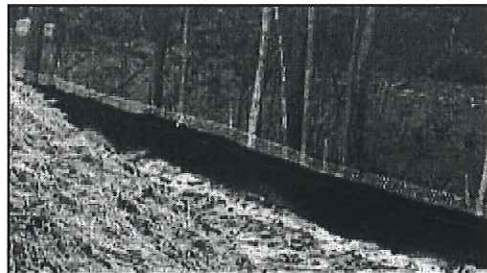


4. Vehicles and Equipment SOP

- a) On-site Storage. Vehicles and equipment will be removed from the site when they are not scheduled to be used for a prolonged period of time (14 consecutive days or more).
- b) Location. When not in use, vehicles and equipment will be parked east of the locked gate as far as practical from where stormwater drains from the site to the pond (see Figure 1).
- c) Inspections. Vehicles and equipment will be inspected frequently, and at least immediately at the start and end of each shift when the vehicle is used, to detect any spills or leaks.
- d) Leak and Spill Response.
 - i. Spill absorbent material will be available at the site when vehicles or equipment are in use. These may be on the vehicle or equipment, or in a vehicle used by an employee to travel to the site.
 - ii. If a spill or leak is discovered, it must be cleaned up immediately and disposed of properly.

5. Material Stockpiles SOP

- a) Location. During periods of lower volume, the stockpiles will be located as far as practical from where stormwater drains from the site to the pond, and preferably within the three-sided storage bin.
- b) Exposed Soil. Areas experiencing rill erosion will be stabilized. Vegetation will be used for peripheral areas. Gravel will be used for parking areas experiencing frequent rutting due to the operation of vehicles and equipment.
- c) Pile Management.
 - i. Materials will be pushed back to the stockpile as needed to prevent the materials from migrating off the site.
 - ii. If, during extended periods of inactivity, materials are observed migrating from the stockpile, additional temporary control measures will be implemented. Options may include, but are not limited to, securing the materials with a tarp and/or installing booms around the base of the materials.
 - iii. If a topsoil pile is to remain inactive for longer than 7 days the pile will be stabilized with grass seed.
- d) Run-off Control.
 - i. Reinforced silt fencing will be utilized to contain the transport of any sediment and mulch as a result of stormwater.
 - ii. Vegetated berms will be used as necessary to prevent bypass of the silt fencing.
- e) Inspection and Maintenance
 - i. Perimeter controls (run-on and run-off) will be inspected weekly and after substantial storm events for functionality and to ensure that no damage has occurred.
 - ii. Perimeter controls will be repaired or replaced as necessary.
 - iii. Sediment and mulch deposits along the silt fence will be removed when deposits reach one-third of the silt fence height.
 - iv. The security gate at the entrance of the mulch storage area will remain closed whenever Town staff is not present at the facility.



Example of reinforced silt fencing.

6. Action Plan

The Town will assess the feasibility of implementing the best management practices (BMPs) in Table 1 to reduce the potential for non-stormwater discharges from the site. Actual feasibility will depend on a number of factors, including site constraints, cost/benefit, etc.

Table 1 – BMP Assessment Action Plan

Best Management Practice	Description
Run-on Control	Assess options for reducing run-on from the public parking area to minimize the volume of stormwater entering the mulch storage area. Options to be considered may include the use of a shallow ditch or low berm to divert stormwater to grassy areas.
Structural Controls	Assess the feasibility of installing structural controls down flow from the mulch piles to trap materials and enhance infiltration of stormwater into the soil. Options include level spreaders, vegetated filter strips, etc.
Capital Improvement Program	Additional improvements to the site will be evaluated and proposed as part of the Town Capital Improvement Program as needed.

7. Training

This SOP will be incorporated into annual DPWCP pollution prevention training for applicable employees.

DIRECTOR'S
REPORT

Department Financial Report
Fiscal Year 2021/10
Through April 30, 2021

ADMINISTRATIVE DIVISION	REVENUE	EXPENDITURE	RECOVERY FY21	RECOVERY FY20
Administration	\$ -	\$ 441,990.13	0%	0%
SUBTOTAL	\$ -	\$ 441,990.13	0%	0%

PARKS DIVISION	REVENUE	EXPENDITURE	RECOVERY FY21	RECOVERY FY20
Administration and Grounds	\$ 39,115.00	\$ 933,598.90	4%	2%
SUBTOTAL	\$ 39,115.00	\$ 933,598.90	4%	2%

RECREATION DIVISION	REVENUE	EXPENDITURE	RECOVERY FY21	RECOVERY FY20
Recreation Programs	\$ -	\$ 206,045.74	0%	0%
Ida Lee Operations	\$ 773,748.70	\$ 1,078,286.66	72%	95%
Fitness	\$ 77,883.50	\$ 274,979.49	28%	42%
Community Outreach	\$ -	\$ 57,698.78	0%	0%
Aquatics	\$ 195,117.93	\$ 722,361.48	27%	33%
Sports	\$ 135,469.00	\$ 126,288.59	107%	98%
Recreation Classes	\$ 18,835.01	\$ 16,419.46	115%	38%
Special Events	\$ 35,098.00	\$ 176,135.37	20%	37%
Tennis	\$ 814,627.27	\$ 542,663.34	150%	120%
Camps	\$ 144,775.00	\$ 4,090.37	3539%	274%
SUBTOTAL	\$ 2,195,554.41	\$ 3,204,969.28	69%	69%

	REVENUE	EXPENDITURE	RECOVERY FY21	RECOVERY FY20
DEPARTMENTAL TOTAL	\$ 2,234,669.41	\$ 4,580,558.31	49%	51%

* Current recovery rate for the departmental revenue areas 73% (Does not include Administrative Division, Parks Division, Special Events, and Community Outreach) (FY20 Recovery 73%)

Annual goal per Town Council 70%

SCHOLARSHIP REPORT
April 2021

	Requested	Approved	Denied
Current	1	0	1
Previous	4	2	2
Total	5	2	3

R.O.C.K. April 2021 Attendance

Site	Number Enrolled	Average Daily Attendance
Heritage Square	12	12
Evans Ridge	13	0
Leesburg Apartments	30	28
Fort Evans	8	0