



TOWN COUNCIL WORK SESSION AGENDA

Herndon Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Tuesday, February 4, 2025 | 7:00 PM

- 1. Call to Order**
- 2. Discussion**
 - a. Stormwater Management Program Briefing
 - b. Town Calendar Process Briefing
- 3. Roundtable**
- 4. Closed Meeting**
 - a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions
- 5. Adjournment**

Agenda Item: Stormwater Management Program Briefing

Meeting Date: February 4, 2025

Category: Discussion

Prepared by: Tammy Chastain, Acting Director of Public Works - Operations, John Irish, Acting Director of Public Works - Engineering

Description:

This discussion item is an overview of the Town of Herndon stormwater system. The discussion will include the engineering and operations sides of the stormwater system, as well as completed, ongoing and future projects and programs.

Background:

The Town of Herndon maintains a municipal separate stormwater system (MS4) for all areas within the town boundary. As a MS4 community, the town is required to maintain its network of drainage systems, including pipes, ditches, and other conveyances, designed to carry stormwater run off directly to nearby streams, rivers and other bodies of water. The permit requires the town to implement a program to control the discharge of pollutants for their stormwater systems to the maximum extent possible. In Virginia, this permit is known as the Virginia Stormwater Management (VSMP) Permit.

In Fiscal Year (FY) 2025, the town created a Stormwater Fund as part of the budget process. As a result, the Department of Public Works - Operations stood up a new Stormwater Division to focus on the operations and maintenance of the town's stormwater system. The Department of Public Works - Engineering manages the stormwater management program and the MS4, as well as works with outside jurisdictions regarding stormwater management.

Timing Impact:

Previously, the Town Council received a briefing on the town's Stormwater Management Program during the [July 11, 2023 Town Council meeting](#). This briefing is being provided to keep the Town Council updated and advised.

Related Strategic Plan Goals:

- Strong Fiscal Stewardship Goal 2: Conduct forward-looking and multi-year planning and analysis

- Environmental and Economic Sustainability Goal 6: Implement policies, practices, and regulations that protect and enhance the town's natural resources and preserve the environment
- Good Governance Goal 1: Maintain and enhance public facilities to effectively support municipal operations and services

Strategic Focus Area:



Strong Fiscal Stewardship
Environmental and Economic Sustainability
Good Governance

Fiscal Impact:

The stormwater management program within the Town of Herndon utilizes funds from the Stormwater Fund and the General Fund. This discussion item is intended to show recently completed and ongoing maintenance tasks and projects. Future projects will also be discussed that will have future fiscal impacts.

Legal Impact:

The MS4 program is a regulatory framework established by Environmental Protection Agency (EPA), under the authority of the Clean Water Act National Pollutant Discharge Elimination System (NPDES). The Department of Environmental Quality (DEQ) has been delegated as the permitting authority to implement the NPDES in Virginia as the Virginian Pollutant Discharge Elimination System permit program. MS4 discharges are regulated under the Virginia Stormwater Management Act and the Virginia Stormwater Management Program (VSMP) Permit Regulation. Permits are good for five years, with the town's MS4 permit (VPDES Permit No. VAR040060) renewed on November 1, 2023.

Staff Recommendation/Next Steps:

This is a discussion item; staff will continue to meet all local, state and federal regulatory requirements, conduct operations and maintenance tasks and execute projects approved by the Town Council to maintain the town's stormwater system.

Attachments:

1. PowerPoint

Stormwater System Overview

Department of Public Works
John Irish, Acting Director - Engineering
Tammy Chastain, Acting Director - Operations
February 4th, 2025

Stormwater System Strategic Focus Areas



Strong Fiscal Stewardship

Goal 2

Conduct forward-looking and multi-year planning and analysis



Environmental and Economic Sustainability

Goal 6

Implement policies, practices, and regulations that protect and enhance the town's natural resources and preserve the environment



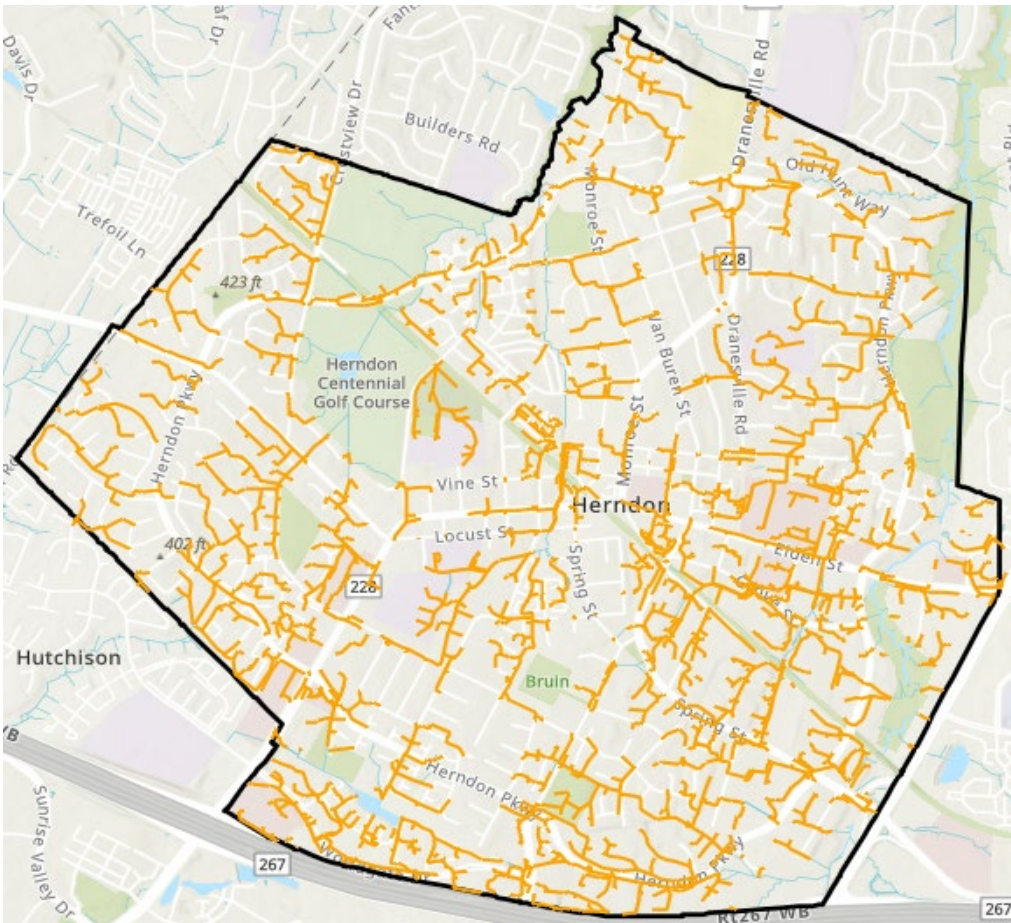
Good Governance

Goal 1

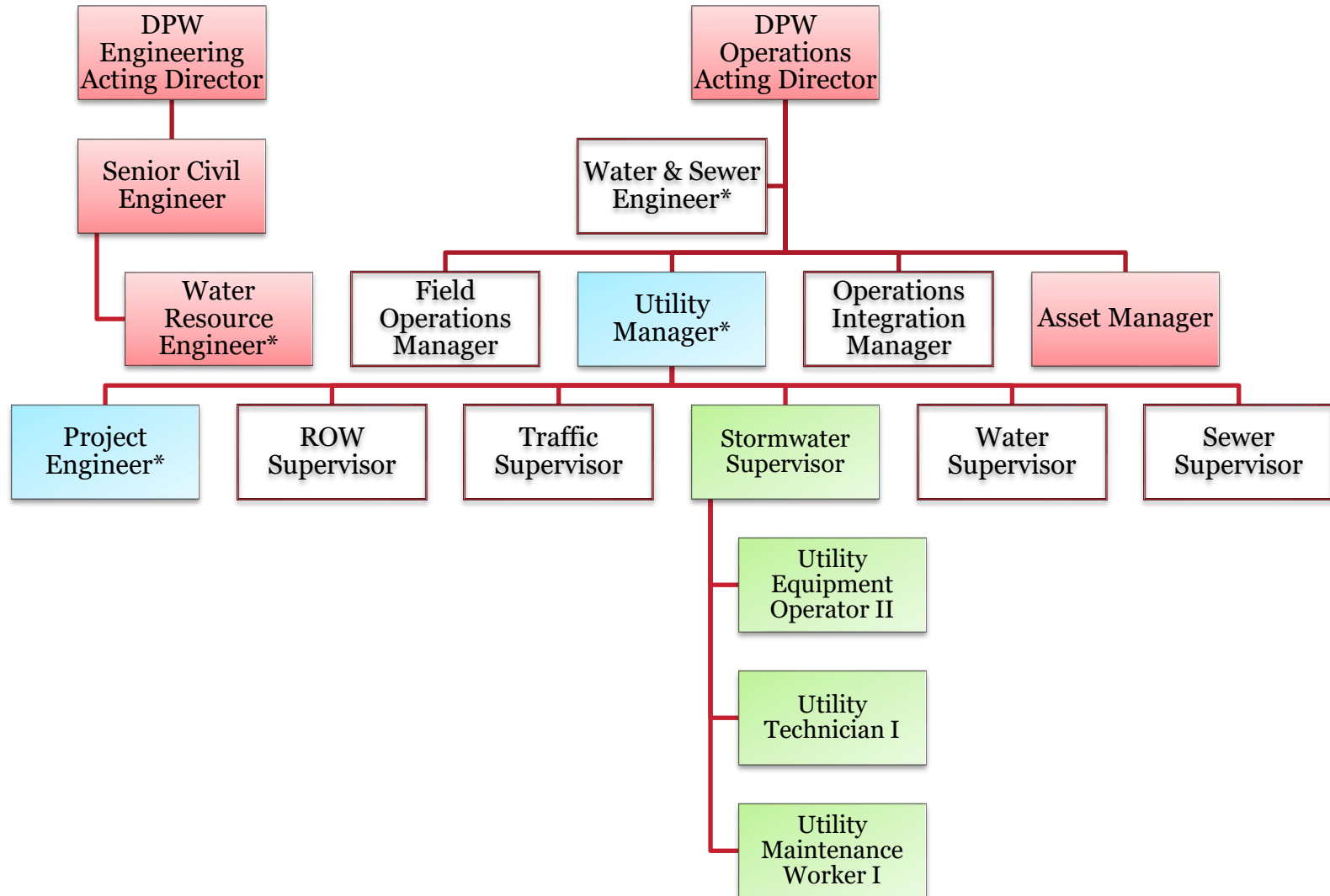
Maintain and enhance public facilities to effectively support municipal operations and services

Town of Herndon Stormwater System

- 70+ miles of main
- Over 3,500 inlets, outfalls and manholes
- Stormwater Facilities
 - Town owned ~ 43
 - Privately owned ~ 160
- Stormwater ponds
- Streams and flood plains



Stormwater/Fund Organization



Stormwater Management

Stormwater system is a regulated system within the town that takes efforts from multiple groups

- DPW Engineering
 - Oversee MS4 Permit Requirements
 - Enforcement of construction requirements and maintenance of privately owned stormwater facilities
 - Inspection of town owned stormwater retention facilities
 - Designing and managing major restoration projects
- DPW Operations
 - conducts surveys and inspections, assessments, preventative maintenance and emergency repairs



New Stormwater Division

- **Reactive to Proactive maintenance**
 - In the past we were reactionary to stormwater problems.
 - Managed as a collateral function of the Streets Division
 - New Division is focused on the Stormwater system, managing the system proactively and enhancing preventative maintenance
- **Officially started up with FY25 budget**
 - 1 - Supervisor (Internal promotion)
 - 1 - Utility Technician
 - 1 - Utility Operator
 - 1 - Maintenance Worker
- **Hired 2 highly experienced personnel early in FY25**
 - Initial goal was inspection of 20% of system each year
 - Currently inspected 25% of the system
- **Inspections are being completed**
 - Pipes and manholes are given condition index
 - Deficiencies are recorded
 - 30 areas with issues requiring higher priority repairs

Current MS4 Permit Highlights

- System Mapping
 - Continue to update and refine drainage system map
- Illicit Discharge Detection and Elimination
 - 250+ stormwater outfall inspections (Herndon has 143 outfalls)
 - Potential illicit discharges investigated
- Chesapeake Bay Pollutant Reductions
 - Permits require 5% by 2018, 40% by 2023, and 100% by 2028

MS4 Permit – Updated Requirements

- Flexibility for outreach strategies
- Meet more required detail for mapping requirements.
- Better tracking and accountability for maintenance of public stormwater facilities
- New standard operating procedures for:
 - De-icing
 - Exterior building maintenance
 - Utility construction discharges
 - Landscaping materials
- Update Stormwater Pollution Prevention Plans (SWPPPs) and TMDL action plans
 - Town Shop and Golf Course have separate SWPPP

Town of Herndon Stormwater Projects



Completed

Sugarland Run South Stream
Restoration \$2M



In Construction

Folly Lick BMP Detention
Pond Maintenance \$250K



In Design

Sugarland Run North Stream
Restoration \$2M



In Design

Eldenwood Detention
Facility Improvements
\$350K

Town of Herndon Stormwater Fund – Revenues FY 26

- **Town receives from Fairfax County 25% of stormwater tax funds paid by Herndon residents**
 - Approximately \$440K annually
 - At the end of FY 24 there was a fund balance of \$1.8M, restricted to stormwater management uses.
 - Some of these funds were used in FY 25 for equipment needed to establish the new stormwater division.
- **A transfer from the General Fund of approximately \$170,000 is estimated to cover the gap between stormwater annual operating expenses and funds from Fairfax County stormwater tax.**

Town of Herndon Stormwater Fund – Expenses FY 26

- **Routine operation and maintenance of stormwater system**
 - Utility Master Plan
- **MS4 activities**

Approximately \$600,000

- **Capital Investments**
 - Sugarland Run North Stream Restoration (\$2.5 million, grant funded)
 - Eldenwood Detention Facility Improvements
 - Stormwater system maintenance equipment

Approximately \$1.2 million, restricted fund balance

Questions?

Agenda Item: Town Calendar Process Briefing

Meeting Date: February 4, 2025

Category: Discussion

Prepared by: Anne Papa, Chief Communications Officer

Description:

A discussion of the process by which the Herndon Town Calendar is produced, to include the annual photography contest run under the auspices of Arts Herndon.

Background:

The Herndon Town Calendar is produced annually by the town's Communications Department and is delivered via US mail in December to all town residents and businesses. Anecdotally and empirically, as measured in the town's 2023 Residential Satisfaction Survey (and prior surveys), the calendar is relied on among town residents for information on meetings, events and programs. Since 2011, Arts Herndon has coordinated a community-wide calendar photo contest to determine the photography that appears in the calendar. Arts Herndon and the town promote the contest, via numerous channels; the contest deadline is typically mid-June. Following, all contest entries are exhibited at Arts Herndon. Throughout the duration of the exhibit, Arts Herndon visitors are encouraged to vote for their favorite photo; the "People's Choice" award is then presented at a reception held to recognize the photographers. Also at the reception, the Mayor announces the month-by-month photos that will appear in the calendar. Selection of these from among the contest entries is determined by the town and by Arts Herndon and is typically a mix of people, places and images of iconic Herndon, appropriate to the seasons they represent in the calendar.

Typically, the contest receives approximately 50 entries per year. Prior to COVID, Arts Herndon engaged professional photographers to judge the entries and determine which would be featured in the exhibit and eligible for inclusion in the calendar. Since COVID, Arts Herndon has included all submitted photographs in the exhibition and all are eligible for calendar inclusion.

Timing Impact:

This discussion item is brought forward at the direction of the Town Council.

Related Strategic Plan Goals:

- Thriving Community Goal 2: Encourage an engaged and informed community;
Objective 2.2: Employ communications strategies and tactics that engage intended audiences

Strategic Focus Area:

Thriving Community

Fiscal Impact:

Annual cost (based on 2025):

Calendar printing \$14,500

Calendar postage \$2,800

Photography (Town Councilmembers, Boards & Commissions, staff): \$2,000

Arts Herndon Community Photo Contest: No cost

TOTAL: \$19,300

Legal Impact:

None

Staff Recommendation/Next Steps:

None. This is a discussion item.

Attachments:

None