

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS BUSINESS MEETING
Williamsburg Regional Library – 515 Scotland St, Williamsburg, VA
August 25, 2026 - 5:30 PM**

MEETING AGENDA:

Call to Order

Introduction of Visitors

Roll Call

Declaration of Quorum

1. Modifications to Agenda & Approval of the Agenda (5 mins)

2. Secretary's Report (5 mins)

Board of Directors Meeting Minutes from July 28, 2026

Suggested Motion: Move to approve the July 28, 2026 Board of Directors meeting minutes as distributed.

3. Treasurer's Report & Financial Statements (5 mins)

The financial reports and statements for July 2026 have been received and reconciled.

Suggested Motion: Move to approve the July 2026 financials as presented and hold for audit.

4. Agency and Partner Reports (15 mins)

DCR – Olivia Leatherwood, CDC

NRCS – Michael Combs, District Conservationist

FSA – Joseph Slattery, County Executive Director

VA DOF – Dalton Maddox, Forestry Technician

VCE – Luke Gladden, New Kent/James City; Megan Tierney, York;

York River Steward - Leslie Anne Hammond

5. Old Business (5 mins)

a. Ratification of Chair's Actions Under Delegated Authority

At the July meeting the Board of Directors delegated authority to the Board Chair to approve and sign necessary documents including but not limited to FY 2027 DCR Grant Agreements. The following approvals and grant agreements were executed by the Chair:

- i. PY 2027 Administrative and Operational Support grant with DCR
- ii. PY 2027 Cost Share and Technical Assistance grant with DCR

Suggested Motion: Move to ratify the actions taken by the Chair per the authority delegated at the July Board of Directors meeting.

6. New Business (45 mins)

a. At Large Director Nomination

The At Large Director position is up for nomination for the next 4-year term, to begin on January 1, 2027. Correspondence was sent to each locality for potential nominees, no recommendations were received.

- i. Nomination for the At Large Director Position.
- ii. Resignation of Elected Director Position (if applicable)
- iii. Nomination to fill remaining Elected Director Position (if applicable)

b. FY27 Quarter 1 DCR Disbursement Letter

The Q1 Disbursement Letter has been received. The letter outlines the District funding allocations for Admin Ops and CS TA for FY27. The first quarter disbursement will be in the amount of \$330,839.84, this includes 50% of the Admin Ops funding, Base Technical Assistance, and a small portion of RMP TA (for RMP plans reviewed during FY26). No Action.

c. Recapture of Funds for VCAP Contract

VCAP contract 18-20-003 for the installation of a living shoreline in York County was certified as complete in February 2021, after which the landowner was reimbursed \$15,000 using program funds. The property was randomly selected for an inspection in FY 2026. While scheduling the inspection, staff learned the property was sold in February 2023 and the remainder of the maintenance responsibility had not been transferred from the VCAP applicant to the new owner. Because staff has not been given permission by the new landowner to inspect the practice to certify VCAP compliance, by default it must be assumed the practice is out of compliance.

Per the VCAP Manual, staff sent a letter to the original VCAP applicant notifying them that they would have 60 days to provide to the District the completed Agreement Transferring BMP Responsibility form, signed by the new landowner, or to repay a prorated amount of the cost-share funding they initially received, calculated to be \$13,375.

The 60-day window to provide the completed Agreement Transferring BMP Responsibility form or submit repayment funds initially offered to the applicant ends on September 14th, but staff are requesting approval from the Board to extend this deadline to October 30th to allow more time for communication and investigation into

the current state of the shoreline with the new landowner before proceeding with the collection process, which will include actions from the Office of the Attorney General.

Suggested Motion: Move the Board of Directors extend the deadline for repayment associated with VCAP contract 18-20-003 to October 30, 2026 before proceeding with the collection process.

d. FY26 DCR CDC Assessments

The FY26 DCR CDC Assessments will be presented by Olivia Leatherwood, CDC. These annual assessments are based on administrative and programmatic implementation of the VACS program, adherence to program requirements, and meeting grant agreement deliverables.

Suggested Motion: Move to accept the FY26 Administrative and Operations CDC Assessment and the FY26 Cost Share and Technical Assistance CDC Assessment.

Standing Committee Reports & Recommendations (10 mins)

- a. Executive: The Executive Committee did not meet.
- b. Outreach Education: The Outreach Committee did not meet.
- c. Personnel: The Personnel Committee did not meet.
- d. Operations: The Operations Committee did not meet.
- e. **Urban:** The Urban Committee met on August 4, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:
 - i. Recommend the Board approve the following VCAP applications to be forwarded to the VCAP Steering Committee:**
 - 1. 18-27-001: 113 linear feet of living shoreline in Gloucester County for a total cost of \$33,200.00 and cost-share of \$26,560.00. SUPP and final payments to be made directly to the contractor.
 - 2. 18-27-010: 133 linear feet of living shoreline in Mathews County for a total cost of \$45,420.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
 - 3. 18-27-011: 40 linear feet of living shoreline in Mathews County for a total cost of \$9,149.07 and cost-share of \$7,319.25. SUPP and final payments to be made directly to the landowner.
- f. **Agriculture:** The Agriculture Committee will meet on August 25th. Meeting materials were included in the packet. The following recommendations were made to the Board:
 - i. Recommend the Board approve FY 2027 VACS contract 18-27-0001 at a cost not to exceed \$193,464.69, as presented.**

Manager's Report (15 Mins)

Open Comments (5 mins)

Next Meetings

- iv. September 22, 2026, Tuesday, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- v. October 27, 2026, Tuesday, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

Adjournment