

**Colonial SWCD
Operations Committee Meeting
Colonial SWCD – 205 Bulifants Blvd., Suite C
September 15, 2026 - 5:00 to 6:30PM
Agenda**

Call to Order

Attendance and Declaration of Quorum

Modifications and Approval of Agenda

1. Approval of Minutes (0:05)

Review minutes from July 21, 2026, Operations Committee Meeting.

Suggested Motion: Move to approve the Operations Committee minutes from the July 21, 2026, meeting as presented.

2. Old Business – None

3. New Business

A. Financial Statements:

1. August 2026

- i. Bank & Credit Card Reconciliations
- ii. Board Reports
 - Treasurer's Report
 - Outstanding Checks Report
 - P&L Report

Suggested Motion: Move to accept financial statements from August 2026 as presented, and forward to the Board of Directors with a recommendation to approve and hold for audit.

B. Return of Funds to DCR

The invoice for the return of funds to DCR has been received. The return of VACS cost share funds will close out several program years. The District will be returning \$773.37 in VNRCF TA and \$39,061.89 in VACS cost share, for a total of \$39835.26. No Action.

C. Dedicated Funds

Unrestricted and unallocated funds remaining with the District at the end of the fiscal year must be dedicated by September 30th. At the end of FY26 remaining funds to dedicate totaled \$194,908.33, bringing the total of unrestricted unallocated funds to \$1,409,781.07. The dedicated funds for FY27 have been outlined and reconciled with statements and QuickBooks.

Suggested Motion: Move the Operations Committee recommend the Board of Directors approve the FY27 Dedicated Reserves as outlined and deposit funds to the LGIP Ops account.

D. Amended FY27 Budget

All income sources are now known for FY27; budget amendments will need to be adopted. The approved budget was based on an income of \$1.1 M, the amended budget is balanced with an income of \$1.4, an increase of \$341,063. The amended budget income and expenditures are presented for review.

Suggested Motion: Move the Operations Committee recommend the Board of Directors approve the FY27 Amended Budget as outlined.

E. Locality Budget Requests

The FY28 locality budget requests will be due soon. To balance the budget for the Urban programs, an increase in locality funding and VCAP MOU's will be needed. There are several grants ending that will increase the need for funding from local sources, the draft locality budget requests are based on the draft FY28 budget (estimated income \$1.2M). The Urban committee has not reviewed the increased MOU or locality requests.

F. Desktop Procedures Review

The DCR Desktop Procedures must be reviewed by the BoD and recorded in the minutes. The procedures effective July 1, 2026 changed a large number of items to 'must' and 'shall'. Many of these items were either required or reviewed by auditors anyway, and do not cause a significant increase in workload. In order to help show actions/processes required by the District, a 'Notes on Desktop Procedures' document has been created that groups items by functional process.

Suggested Motion: Move the Operations Committee note the review of the DCR Desktop Guide in the committee meeting minutes and forward to the Board of Directors for review.

Open Comments:

Reminder - December Meeting

Next meetings:

Tuesday, September 15, 2026, at 5:00PM at the District Office

Tuesday, October 20, 2026, at 5:00PM at the District Office

Adjourn