

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS BUSINESS MEETING
Norge Library – 7770 Croaker Road, Williamsburg, VA
July 28, 2026 - 5:30 PM**

MEETING AGENDA:

Call to Order

Introduction of Visitors

- Lydia Crouch, VASWCD Intern
- Define Mansour, DOF Area Forester

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 June 23, 2026

Suggested Motion – Move to approve the June 23, 2026 Board of Directors meeting minutes as distributed.

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

The Operations Committee met on July 21, 2026, and reviewed financial reports from June 2026.

The Operations Committee recommends the Board of Directors approve the June 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. Delegation of Authority to Board Chair to Sign Documents

At the June meeting the Board of Directors delegated authority to the Board Chair to

approve and sign necessary “end of year” documents that were due prior to the July 28th Board meeting. The following approvals executed by the Chair:

- PY 2026 VACS Carryover Report, dated 7/15/2026 (included in packet)

6. New Business (30 mins)

a. Delegation of Authority to Board Chair to Sign Documents

The Soil and Water Conservation Board (SWCB) will meet on Friday July 24th, the day after the CSWCD Board of Director’s meeting packet is distributed. The SWCB is expected to approve FY 2027 annual contracts (Admin/Ops contract and VACS contract) at its meeting; however, it is unlikely the DCR will have contracts ready for action by the CSWCD Board by Tuesday 7/28. Delegating authority to the Board Chair to approve and sign the contracts avoids calling an emergency meeting. The following documents are expected before the August 25th Board meeting that will require action:

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

Suggested Motion: Move to delegate authority to the Board Chair to approve and sign necessary documents including but not limited to FY 2027 DCR Grant Agreements.

b. Nomination of Associate Director

Mr. John Nelson has completed the necessary paperwork for nomination as Associate Director. Mr. Nelson has been a regular attendee and is a resident of Poquoson, a VCAP MOU locality.

Suggested Motion: Move to nominate Mr. John Nelson as Associate Director.

c. Norfolk VCAP MOU Renewal

The City of Norfolk has submitted an MOU renewal letter, included in the meeting packet, to continue the VCAP partnership into FY2027. There are no proposed changes in MOU goals or payment structures.

Suggested Motion: Move to approve the renewal of the VCAP MOU with the City of Norfolk for FY2027.

d. VCAP Applications

1. 18-27-002: 481 linear feet of living shoreline in Middlesex County for a total cost of \$121,537.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
2. 18-27-003: 318 linear feet of living shoreline in Middlesex County for a total cost of \$106,049.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
3. 18-27-004: 131 linear feet of living shoreline in Middlesex County for a total cost of \$46,683.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.

4. 18-27-005: 1,206 square feet of conservation landscaping in Newport News for a total cost of \$5,960.00 and cost-share of \$4,768.00. SUPP and final payments to be made directly to the contractor.
5. 18-27-006: 275 linear feet of living shoreline in Gloucester County for a total cost of \$98,000.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
6. 18-27-007: 64 linear feet of living shoreline in York County for a total cost of \$72,000.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
7. 18-27-008: 1,460 square feet of conservation landscaping in Williamsburg for a total cost of \$8,750.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.

Suggested Motion: Move to approve these seven VCAP applications to be forwarded to the VCAP Steering Committee.

7. 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. Urban: The Urban Committee did not meet.
- e. Agriculture: The Urban Committee did not meet.
- f. **Operations:** The Operations Committee met on July 21, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:
 - i. **Recommend the Board approve the 4th Quarter and End of Year Attachment E and related reports.**
 - ii. **Recommend the Board approve the FY 2027 financial support contribution to the VASWCD in the amount of \$4,000.00**

Manager's Report (15 Mins)

Open Comments (5 mins)

Next Meetings

- August 25, 2026, Tuesday, at 5:30 PM. (Plan for an in-person meeting at **WILLIAMSBURG LIBRARY (SCHELL ROOM)**
515 SCOTLAND ST, WILLIAMSBURG)
- September 22, 2026, Tuesday, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

Adjournment