



Colonial Soil and Water Conservation District
205 Bulifants Blvd. Suite C, Williamsburg, VA 23188
www.colonialswcd.org

COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS MEETING
Meeting Minutes

Norge Library – 7770 Croaker Road, The Kitzinger Room, Williamsburg, VA
July 28, 2026 - 5:30 PM

Call to Order

The meeting was called to order at 5:30 PM by Chair Wayne Davis.

Attendance

Directors present included: Wayne Davis, Chair, presiding; Pam Mason, Secretary/Treasurer; Luke Gladden; Bob Lund; Larkin Scott; Charles Stevenson; and Philip Thomson.

Directors absent included: Dave Beals, Vice Chair; Luke Scott; David Westcott; and Stephen Zabinski.

District staff members present included Jim Wallace, Samantha Pereira, Emma Rich, and Robyn Woolsey.

Also present were Bob Jeremiah, Associate Director; Olivia Leatherwood, DCR; Dalton Maddox, DOF; Define Mansour, DOF; Mike Combs, USDA-NRCS; and Lydia Crouch, VASWCD Intern.

Introduction of Visitors

Lydia Crouch was introduced. Lydia is a summer intern with VASWCD working on Envirothon.

Define Mansour was introduced. Define is the new Area Forester working out of the Forestry Center in Providence Forge.

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Wayne Davis added a new business item related to the unfulfilled term of the At-Large Appointed position on the Board of Directors. Bob Lund motioned to approve the agenda, as amended. Philip Thomson seconded the motion, the question was called, the motion carried.

Secretary's Report

All programs and services of the Colonial Soil and Water Conservation District are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap

Board Minutes from the June 23, 2026, meeting were presented.

Pam Mason motioned to approve the June 23, 2026, minutes as distributed. Bob Lund seconded the motion, the question was called, the motion carried.

Treasurer's Reports & Statement of Financial Condition

The Operations Committee met on July 21, 2026, and reviewed the June 2026 financial reports. The Operations Committee recommended the Board of Directors approve the June 2026 financials as presented and hold for audit.

Pam Mason motioned, the question was called, the committee's recommendation carried.

Agency and Partner Reports

1. DCR – Olivia Leatherwood, DCR Conservation District Coordinator, reviewed the written report
2. USDA-NRCS – Mike Combs, USDA-NRCS, provided an oral report
3. VA DOF – Dalton Maddox, VA DOF, provided an oral report
4. VCE – Luke Gladden, VCE ANR, provided an oral report.
5. York River Steward – a written report was provided

Old Business

1. Ratification of Chair's Actions Under Delegated Authority

Staff reported that under the authority granted to the Chair by the Board of Directors, the FY 2026 VACS Carryover Report had been signed and submitted to DCR.

Bob Lund motioned to ratify the actions taken by the Chair per authority delegated at the June Board of Directors meeting. Philip Thomson seconded the motion. The question was called and the motion carried.

New Business

1. Delegation of Authority to Sign Documents

The Virginia Soil and Water Conservation Board approved FY 2027 Administrative and Operations agreements as well as FY 2027 VACS agreements at their July 24, 2026 meeting. DCR will distribute those grant agreements in the coming days and requests districts sign and return the agreements as soon as possible.

Bob Lund motioned to delegate authority to the Board Chair to approve and sign necessary documents prior to August 25, 2026. Larkin Scott seconded the motion. The question was called and the motion carried.

2. Nomination of Associate Director

Bob Lund motioned nominating of John P. Nelson as an associate director of the Colonial SWCD. Charles Stevenson seconded the motion. The question was called and the motion carried.

3. Norfolk VCAP MOU Renewal

Bob Lund motioned to approve the VCAP MOU renewal with the City of Norfolk. Charles Stevenson seconded the motion. Pam Mason asked if there was a reason the length of the MOU was one year and if there were potential benefits for a longer-term agreement. The Urban Committee will discuss the idea of multi-year MOUs at a future meeting.

The question was called and the motion carried.

4. VCAP Applications

There was no Urban Committee meeting in July resulting in 7 VCAP applications coming before the Board of Directors.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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

Bob Lund motioned to approve the seven VCAP applications and forward to the VCAP Steering Committee. Philip Thomson seconded the motion. The question was called and the motion carried.

5. Vacancy of the At-Large Position on the Board of Directors

Bob Lund motioned to appoint Bob Jeremiah to fill the remainder of the term of At-Large Appointed Director of the Colonial SWCD. The term will expire on December 31, 2026. Philip Thomson seconded the motion. The question was called and the motion carried.

Standing Committee Reports & Recommendations

The chair expressed appreciation on behalf of the District to the Outreach and Education Committee for their efforts regarding the Area III Spring Meeting.

1. Executive: Did not meet

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2. Outreach and Education: Did not meet
3. Agriculture: Did not meet
4. Personnel: Did not meet
5. Urban: Did not meet
6. **Operations:** The Operations Committee met on July 21, 2026. Meeting materials for were included in the packet. The following recommendations were presented to the Board:

- A. **Recommend the Board approve the 4th quarter and End of Year Attachment E and related reports.**

Pam Mason motioned, the question was called, the committee's recommendation carried.

- B. **Recommend the Board of Directors approve the FY 2027 financial support contribution to the VASWCD in the amount of \$4,000.**

Pam Mason motioned, the question was called, the committee's recommendation carried.

Manager's Report

Staff provided updates in addition to the written Manager's Report provided.

Open Comments

Bob Lund reported that the Jamestown Envirothon Team finished 12th at the NCF Envirothon event held in Mississippi.

Next Meetings

- **August 25, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Williamsburg Library, in the Schell Room, 515 Scotland St., Williamsburg, VA 23185)
- **September 22, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

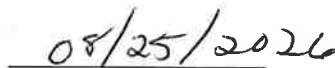
Adjournment

Pam Mason motioned to adjourn. Bob Lund seconded the motion, the question was called, the motion carried. The meeting adjourned at 6:26 PM.

Minutes as Approved:



Pamela Mason, Secretary/Treasurer



Date