

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS BUSINESS MEETING
Norge Library – 7770 Croaker Road, Williamsburg, VA
September 22, 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 August 25, 2026

Suggested Motion: Move to approve the August 25, 2026 Board of Directors meeting minutes as distributed.

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

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

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

4. Agency and Partner Reports (15 mins)

DCR – Olivia Leatherwood, CDC

NRCS – Michael Combs, District Conservationist

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. Update on Nominations

The Soil and Water Conservation Board approved the series of appointment, nomination, and resignation for the Colonial Director positions during their last business meeting on September 15. Bob Jeremiah has been appointed the At Large Director for the remainder of the current term, ending December 31, 2026. Bob Lund has been appointed the At Large Director for the upcoming term, beginning January 1,

2027. Bob Jeremiah has been appointed to the JCC elected Director position, to fill the remaining term vacated by Bob Lund, effective January 1, 2027.

6. New Business (45 mins)

a. Draft FY26 Annual Report

The draft FY26 Annual Report is ready for review. The report includes a variety of District accomplishments, programmatic highlights, and a financial review. This year's format has changed, each locality has a highlights section versus highlights by program.

Suggested Motion: Move to approve the FY2026 Annual Report.

b. 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 Board of Directors note the review of the DCR Desktop Guide, effective July 1, 2026, in the meeting minutes.

Standing Committee Reports & Recommendations (10 mins)

- a. Executive: The Executive Committee did not meet.
- b. Outreach Education: The Outreach Committee did not meet.
- c. **Urban:** The Urban Committee met on September 1, 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. 18-27-009: 260 square foot infiltration trench in the City of Williamsburg for a total cost of \$39,300.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the landowner.
- d. **Personnel:** The Personnel Committee met on September 15, 2026. Meeting materials were included in the packet. Tory changes as well as a job description for a new position. The following recommendations were made to the Board:
 - i. Recommend the Board of Directors approve the FY27 Personnel Policy revisions**
- e. **Operations:** The Operations Committee met on September 15, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:

- i. **Recommend the Board of Directors approve the FY27 Dedicated Reserves as amended and deposit funds to the LGIP Ops Account.**
 - ii. **Recommend the Board of Directors approve the FY27 Amended Budget as outlined.**
- f. **Agriculture:** The Agriculture Committee will meet on September 22nd. Meeting materials were included in the packet. The following recommendations were made to the Board:
 - i. **Recommend the Board of Directors make no changes to the current ASA policy and continue to assist VDACS in ASA investigations.**
 - ii. **Recommend the Board of Directors approve conservation plans 18-27-0001, 18-27-0002, 18-27-0003, and 18-27-004 as presented.**
 - iii. **Recommend the Board of Directors authorize district staff to seek producer payment cap variances for SE-2 shoreline stabilization practices on parcels 80-10, 80-12, and 81-1, as presented.**
 - iv. **Recommend the Board of Directors approve the list of FY 2027 VACS instances in the amount of \$1,802,329.77.**
 - v. **Recommend the Board of Directors approve contract addendum from Planet Labs for \$5,040.**

Manager's Report (15 Mins)

Open Comments (5 mins)

Next Meetings

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

No Meeting in November

DECEMBER 15, 2026, Tuesday, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

Adjournment