

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT  
IN-PERSON BOARD OF DIRECTORS BUSINESS MEETING  
Norge Library – 7770 Croaker Road, Williamsburg, VA  
June 23, 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 May 26, 2026

**Suggested Motion** – Move to approve the May 26, 2026 Board of Directors meeting minutes as distributed.

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

The Operations Committee met on June 16, 2026, the financial reports for May 2026 were unavailable. The May 2026 financial statements will be posted. The Bank and Credit Card Reconciliation reports, the Treasurer's Report, Outstanding Check report, and P&L statements will be made available for review.

**Suggested Motion:** Move the Financial Statements for May 2026 be approved as presented and hold for audit.

**4. Agency and Partner Reports (10 mins)**

DCR – Olivia Leatherwood, CDC

NRCS – Michael Combs, District Conservationist

VA DOF – Daniel Brooks, Community Forestry Specialist

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

York River Steward - Leslie Anne Hammond

**5. Old Business**

a. **Formal motion to accept Resignation**

A formal motion is needed to accept the recent resignation of Tim Beale.

**Suggested Motion:** Move to formally accept the resignation of Tim Beale effective May 31, 2026.

## 6. New Business

### a. Newport News VCAP MOU Renewal

Staff received a letter of renewal for the VCAP MOU from Newport News after the June Urban Committee meeting. The letter was included in the meeting packet.

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

### c. Delegation of Authority to Board Chair to Sign Documents

As the end of FY 2026 approaches there are several documents which need to be signed after the June 23<sup>rd</sup> BoD meeting and the July 28<sup>th</sup> BoD meeting, including FY 2027 DCR Grant Agreements and FY 2026 VACS End of Year Reports. Delegating authority to the Board Chair to approve and sign necessary documents avoids calling an emergency meeting.

**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 and FY 2026 VACS End of Year Reports.

## 7. Standing Committee Reports & Recommendations (45 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. **Agriculture:** The Agriculture Committee met on May 26, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:
  - i. **Recommend the Board of Directors approve the list of nutrient management plans, as presented.**
  - ii. **Recommend the Board of Directors approve carryover status to the list of WFA-NM contracts, as presented**
  - iii. **Recommend the Board of Directors support district staff's position to require NMPs to be factually accurate, to include the correct cash crop and cover crop in each field for that year, and include specific management practices such as sidedress, topdress, and banded or in-furrow nutrient applications.**

- iv. **Recommend the Board of Directors approve the FY 2027 VACS application periods, as presented.**
- e. **Urban:** The Urban Committee met on June 2, 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. 18-26-074: 106 linear feet of living shoreline in Middlesex County for a total cost of \$52,000.00 and cost-share of \$30,000.00 SUPP and final payments to be made directly to the contractor.
    2. 18-26-075: 130 linear feet of living shoreline in Mathews County for a total cost of \$38,775.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
    3. 18-26-076: 137 linear feet of living shoreline in Mathews County for a total cost of \$49,700.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the landowner.
    4. 18-26-077: 117 linear feet of living shoreline in Mathews County for a total cost of \$44,106.31 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the landowner.
  - ii. **Recommend the Board approve the FY27 VCAP MOUs with the Tidewater and Three Rivers SWCDs and the City of Poquoson.**
- e. **Operations:** The Operations Committee met on May 19, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board, the FY27 budget does include a Personnel Committee recommendation regarding staff compensation, discussion will require a very brief closed session:
  - i. **Recommend the Board of Directors approve the FY27 Annual Plan of Work**
  - ii. **Recommend the Board of Directors approve the FY27 Budget noting the lack of an approved state budget and DCR grant agreement allocations.**

**Closed Session – to discuss personnel performance and salaries related matters pursuant to Section:**

2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussing assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the public body.

***Staff should remain in the library until the Board exits Closed Session***

**Manager's Report (20 Mins)**

**Open Comments (5 mins)**

**Next Meetings**

- **July 28, 2026, Tuesday, at 5:30 PM.** (Plan for an in-person meeting at the Norge

Library 7770 Croaker Rd, Williamsburg, VA 23188)

- **August 25, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at **WILLIAMSBURG LIBRARY (SHELL ROOM)**  
**515 SCOTLAND ST, WILLIAMSBURG**)

**Adjournment**