



Colonial Soil and Water Conservation District  
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[www.colonialswcd.org](http://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**  
**February 24, 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; Dave Beals, Vice Chair; Pam Mason, Secretary/Treasurer; Tim Beale; Luke Gladden; Bob Lund; Larkin Scott; Charles Stevenson; Philip Thomson; and Stephen Zabinski

Directors absent included Luke Scott and David Westcott

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

Also present were Bob Jeremiah, Associate Director; Olivia Leatherwood, DCR, Mike Combs, USFA-NRCS, Dalton Maddox, DOF; Daniel Brooks, DOF.

**Declaration of Quorum**

A quorum was declared by the Chair.

**Modifications to & Approval of Agenda**

Pam Mason motioned to approve the Revised Agenda with additional amendments to include: combining the second and third recommendations from the Agriculture Committee to read 'Recommend the Board of Directors direct district staff to conduct a preliminary review of Resource Management Plans (RMPs) on behalf of the Technical Review Committee (TRC) and authorize staff to reject inadequate, incomplete, or incorrect RMPs, as necessary, before presenting to the TRC; and delegate RMP approval authority to the Chair of the Agriculture Committee (Wayne Davis), in consultation with staff, to ensure RMPs can be approved within the approval deadline'; correct the Personnel Committee statement changing 'Operations' to 'Personnel'; and add a Closed Session to the agenda after the Manager's Report. Dave Beals seconded the motion, the question was called, the motion carried.

**Secretary's Report**

Board Minutes from the December 16, 2025, meeting were presented.

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

Pam Mason motioned to approve the December 16, 2025, minutes as distributed. Philip Thomson seconded the motion, the question was called, the motion carried.

### **Treasurer's Reports & Statement of Financial Condition**

The Operations Committee met on January 20, 2026, and reviewed the November and December 2025 financial reports, and met on February 17, 2026, and reviewed the financial reports from January 2026. The Operations Committee recommended the Board of Directors approve the November and December 2025, and the January 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, noted that FOIA training is available for Directors; Nikki Rovner, the new Director of DCR, will be trying to attend the Area meetings this spring; and proposed revisions to the Desktop Guide have been released for review, comments are due by March 16.
2. USDA-NRCS – Mike Combs, District Conservationist, reported that the Local Working Group questions will be coming soon and would like the District to assist with completing them.
3. VA DOF – Dalton Maddox, Forest Technician, reviewed the written report provided. Daniel Brooks, Community Forestry Specialist, provided an update on the status of cost share.
4. VCE – Luke Gladden, VCE ANR, reported out that that the January 7<sup>th</sup> Extension meeting went well; the first JCC-ECC meeting was held on January 22<sup>nd</sup>, extending an invitation for the District to attend the next meeting will be held on April 16<sup>th</sup>; that there are 23 individuals participating in the 2026 Master Gardeners cohort; and on March 21<sup>st</sup> the New Kent Bug Fest will be held.
5. York River Steward – a written report was provided

### **Unfinished Business – None**

### **New Business**

#### **1. Associate Directors**

Wayne Davis informed the Board that he had reached out to two of the Associate Directors that had not been actively involved recently. One Associate Director, Bob Jeremiah, was in attendance. The other Associate Director, George Clark, had also expressed his interest in remaining an Associate Director. No action taken.

### **Standing Committee Reports & Recommendations**

1. **Agriculture:** The Agriculture Committee met on February 24, 2026. Meeting materials were included in the packet. The following recommendations were presented to the Board:
  - A. **Recommend the Board of Directors approve the FY 2026 VACS applications, as presented, in the amount of \$46,979.57.**

Staff reviewed the instances, acreages, and obligated funding amounts. Wayne Davis motioned, the question was called, the committee's recommendation carried.

- B. Recommend the Board of Directors direct district staff to conduct a preliminary review of Resource Management Plans (RMPs) on behalf of the Technical Review Committee (TRC) and authorize staff to reject inadequate, incomplete, or incorrect RMPs, as necessary, before presenting to the TRC; and delegate RMP approval authority to the Chair of the Agriculture Committee (Wayne Davis), in consultation with staff, to ensure RMPs can be approved within the approval deadline.**

Staff provided an update on the RMP program, role of the TRC, and upcoming plans for review. Wayne Davis motioned, the question was called, the committee's recommendation carried.

- C. Recommend the Board of Directors approve the Remote Sensing project, pending review and input from the OAG, and authorize the Board Chair to sign the agreement on behalf of the Board of Directors.**

Staff provided an update on the project proposal and status of the OAG review. Wayne Davis motioned, the question was called, the committee's recommendation carried.

2. **Executive:** The Executive Committee met on February 17, 2026. Meeting materials were included in the packet. The following recommendations were presented to the Board:

- A. Recommend the Board approve the February 17, 2026, Executive Committee meeting minutes as presented.**

Pam Mason motioned, the question was called, the committee's recommendation carried with 1 abstention (Bob Lund).

3. **Outreach and Education:** The Outreach Committee met on February 10, 2026. Meeting materials were included in the packet. Staff provided a brief update on the Area III Spring Meeting and registration.

4. **Personnel:** The Personnel Committee met on February 17, 2026. Meeting materials were included in the packet.

5. **Operations:** The Operations Committee met on January 20 and February 17, 2026. Meeting materials for January and February were included in the packet. The following recommendations were presented to the Board:

- A. Recommend the Board approve the Second Quarter Attachment E..**

Dave Beals motioned, the question was called, the committee's recommendation carried.

- B. Recommend the Board approve the meeting schedule, time, and location; to meet on the 4th Tuesday of each month at the Williamsburg Regional Library in Norge beginning at 5:30PM**

Dave Beals motioned, the question was called, the committee's recommendation carried.

- C. Recommend the Board approve the Camp Woods and Wildlife 2026 sponsorship request in the amount of \$325.00**

Dave Beals motioned, the question was called, the committee's recommendation carried.

6. **Urban:** The Urban Committee met on February 3rd. Meeting materials were included in the packet. The following recommendations were presented to the Board.

A. **Recommend the Board approve the following VCAP applications to be forwarded to the VCAP Steering Committee**

1. 18-26-037: 2,550 square feet of conservation landscaping in York County for a total cost of \$8,783.40 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
2. 18-26-046: 160 square feet of rain gardens in James City County for a total cost of \$4,925.00 and cost-share of \$3,940.00. SUPP and final payments to be made directly to the contractor.
3. 18-26-049: 970 square feet of permeable pavement in York County for a total cost of \$33,950.00 and cost-share of \$13,580.00. SUPP and final payments to be made directly to the contractor.
4. 18-26-050: 2,070 square feet of permeable pavement in Newport News for a total cost of \$70,834.29 and cost-share of \$20,000.00. SUPP and final payments to be made to the contractor.
5. 18-26-051: 8,100 square feet of conservation landscaping in Newport News for a total cost of \$14,970.10 and cost-share of \$7,000.00. SUPP and final payments to be made to the contractor.
6. 18-26-056: 1,725 square feet of conservation landscaping in James City County for a total cost of \$15,007.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
7. 18-26-057: 240 square feet of rain gardens in James City County for a total cost of \$11,048.50 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
8. 18-26-047: 8,400 square feet of conservation landscaping in James City County for a total cost of \$18,477.63 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
9. 18-26-058: 400 square foot rain garden in Newport News for a total cost of \$7,458.00 and cost-share of \$5,966.40. SUPP and final payments to be made directly to the contractor.
10. 18-26-059: 330 square feet of permeable pavement in Newport News for a total cost of \$14,667.50 and cost-share of \$4,620.00. SUPP and final payments to be made directly to the contractor

Bob Lund motioned, the question was called, the committee's recommendation carried.

**B. Recommend the Board approve the following VCAP living shoreline applications to be forwarded to the VCAP Steering Committee**

1. 18-26-035: 96 linear feet of living shoreline in Gloucester County for a total cost of \$40,719.37 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
2. 18-26-045: 75 linear feet of living shoreline in Middlesex County for a total cost of \$72,250.22 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
3. 18-26-052: 175 linear feet of living shoreline in Mathews County for a total cost of \$48,287.91 and cost-share of \$30,000.00. SUPP and final payments to be made to the contractor.
4. 18-26-054: 172 linear feet of living shoreline in Seaford for a total cost of \$215,000.00 and cost-share of \$30,000.00. SUPP and final payments to be made to the contractor.
5. 18-26-055: 176 linear feet of living shoreline in Mathews County for a total cost of \$57,845.64 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
6. 18-26-053: 210 linear feet of living shoreline in Middlesex County for a total cost of \$35,040.00 and cost-share of \$28,032.00. SUPP and final payments to be made directly to the contractor.

Bob Lund motioned, the question was called, the committee's recommendation carried, with 1 abstention (Stephen Zabinski).

**Manager's Report**

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

Robyn Woolsey updated the Board on outreach events, Pam Mason noted that Robyn provided a presentation to the York County Raft recently, Bob Jeremiah complimented Robyn on a recent presentation he attended as well.

Samantha Pereira provided an update on the Alliance grant and that the 3<sup>rd</sup> Round is expected to be statewide. The Board was also reminded of the producers meeting to be held on June 2<sup>nd</sup> at Cousiac.

Amanda Whispell reminded Directors that the Annual Reports are printed and available at the office; provided an update on the Envirothon and let the Board know the host district, Hanover-Caroline, is looking for volunteers; as well as thanking directors for their contributions to the winter newsletter.

Emma Rich provided an update on the VCAP legislation, noting that a number of past participants provided correspondence in support of the program. The Directors were also informed that a new meal order form will be provided for future meetings.

The management team provided brief highlights from the Manager's Report and briefly reviewed the 2<sup>nd</sup> quarter budget information and DCR grant deliverable status.

### Closed Session

The chair called for closed session.

Pam Mason motioned for the Colonial SWCD Board of Directors to convene in closed session to discuss personnel related matters pursuant to Code of Virginia, Virginia Freedom of Information Act, Sections:

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.

Bob Lund seconded the motion.

A roll call vote was taken:

Tim Beale, aye	Larkin Scott, aye
Dave Beals, aye	<del>Luke Scott</del> , absent
Wayne Davis, aye	Charles Stephenson, aye
Luke Gladden, aye	Philip Thomson, aye
Bob Lund, aye	<del>David Westcott</del> , absent
Pam Mason, aye	Stephen Zabinski, aye

The motion carried and the Board entered closed session requesting Amy Walker and Jim Wallace remain.

Pam Mason motioned the Colonial SWCD Board of Directors to exit closed session. Dave Beals seconded the motion.

A roll call vote was taken:

Tim Beale, aye	Larkin Scott, aye
Dave Beals, aye	<del>Luke Scott</del> , absent
Wayne Davis, aye	Charles Stephenson, aye
Luke Gladden, aye	Philip Thomson, (stepped out)
Bob Lund, aye	<del>David Westcott</del> , absent
Pam Mason, aye	Stephen Zabinski, aye

The motion carried and the open session resumed.

Pam Mason motioned that the Board of Directors certify that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting

requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Dave Beals seconded the motion.

A roll call vote was taken:

Tim Beale, aye	Larkin Scott, aye
Dave Beals, aye	<del>Luke Scott</del> , absent
Wayne Davis, aye	Charles Stephenson, aye
Luke Gladden, aye	Philip Thomson, aye
Bob Lund, aye	<del>David Westcott</del> , absent
Pam Mason, aye	Stephen Zabinski, aye

Wayne Davis motioned to rescind the action to segregate living shoreline practices from all other VCAP practices for future meeting agendas, adopted at the February 3, 2026, Urban Committee meeting. Dave Beals seconded the motion. The question was called, the motion carried 9 aye, 1 nay (Zabinski).

Wayne Davis announced a committee reassignment, assigning Mr. Zabinski to the Outreach and Education Committee.

#### Open Comments

No Open Comments


#### Next Meetings

- **March 24, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **April 28, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

#### Adjournment

Bob Lund motioned to adjourn. Dave Beals seconded the motion, the question was called, the motion carried. The meeting adjourned at 7:56 PM.

#### Minutes as Approved:



Pamela Mason, Secretary/Treasurer



Date

