

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS BUSINESS MEETING
Norge Library – 7770 Croaker Road, Williamsburg, VA
May 26, 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 April 28, 2026

Suggested Motion – Move to approve the April 28, 2026 Board of Directors meeting minutes as distributed.

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

The Operations Committee met on May 19, 2026, and reviewed financial reports from April 2026.

The Operations Committee recommends the Board of Directors approve the April 2026 financials 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. Unfinished/Old Business – None

6. New Business - None

7. Standing Committee Reports & Recommendations (45 mins)

a. Executive Committee: The Executive Committee did not meet

- b. **Outreach Education:** The Outreach Committee did not meet. There are outstanding minutes to be approved.
 - i. **Recommend the Board approved the February 10, 2026, Outreach and Education Committee meeting minutes as presented.**
- c. **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 proposed list of FY 2027 VACS Secondary Considerations, as presented, and forward to DCR's Agriculture Incentives Program Manager.**
 - ii. **Recommend the Board of Directors approve the proposed FY 2027 Cost List, as presented, and forward to DCR's Agriculture Incentives Program Manager.**
 - iii. **Recommend the Board of Directors approve conservation plan CP18-26-0004, as presented.**
 - iv. **Recommend the Board of Directors approve FY 2026 VACS application instance number 738786, associated with contract 18-26-0108, for \$(cost estimate being completed).**
 - v. **Recommend the Board of Directors approve carryover status for VACS Instance #735856 and #738786, in the amount of \$43,970.77 and \$(cost estimate being completed), respectively.**
 - vi. **Recommend the Board of Directors approve the Letter of Support for the NFWF INSR Remote Sensing Grant, as presented.**
- d. **Operations:** The Operations Committee met on May 19, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:
 - i. **Recommend the Board approve the correspondence regarding FY27 Admin and Ops funding and forward to the Area III Soil and Water Conservation Board Representative.**
 - ii. **Recommend the Board of Directors approve the contract modification to the DCR Sub Award Agreement Alliance-2024-01-CS.**
 - iii. **Recommend the Board approve the FY27 Policy Guide as amended.**
 - iv. **Recommend the Board of Directors authorize staff to close the FY26 VACS LGIP Account and open an FY27 VACS LGIP Account when cost share funds are received from DCR.**
- e. **Personnel:** Work sessions were held on May 13 and 14th for individual meetings with staff. The Personnel Committee met on May 14, 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 Personnel Policy as amended, (excluding Appendix A until updated information becomes available).**
 - ii. Recommend the Board of Directors approve the FY27 Job Descriptions as amended for District Managers, Agriculture and Urban Program staff.**
- f. Urban:** The Urban Committee met on May 5, 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. 18-26-064: 300 square foot rain garden in the City of Williamsburg for a total cost of \$4,825.00 and cost-share of \$3,860.00. SUPP and final payments to be made directly to the contractor.
 2. 18-26-072: 1,350 square feet of conservation landscaping in James City County for a total cost of \$11,751.49 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
 3. 18-26-063: 115 linear feet of living shoreline in Gloucester County for a total cost of \$48,525.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the landowner.
 4. 18-26-073: 132 linear feet of living shoreline in Gloucester County for a total cost of \$28,238.00 and cost-share of \$22,590.40. SUPP and final payments to be made directly to the contractor.
 5. 18-26-070: 1,435 square feet of conservation landscaping in James City County for a total cost of \$15,535.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the landowner.
 6. 18-26-071: 265 square feet of rain gardens in James City County for a total cost of \$10,824.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the landowner.

Manager's Report (20 Mins)

Open Comments (5 mins)

Next Meetings

- **June 23, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **July 28, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

Adjournment