

Colonial SWCD
Personnel Committee Meeting
Colonial SWCD – 205 Bulifants Blvd., Suite C
September 15, 2026 – 4:00-4:50 PM

Call to Order

Attendance and Declaration of Quorum

Modifications and Approval of Agenda

1. Approval of Minutes

Review minutes from May 14, 2026, Personnel Committee Meeting.

Suggested Motion: Move to approve the Personnel Committee minutes from the May 14, 2026, meeting as presented.

2. Old Business – None

3. New Business

a. Update on upcoming changes to Employment Laws

The VASWCD HR Consultant provided a summary of upcoming changes to employment law. Several of the changes will take effect in next year; however, there are several changes effective this fiscal year (only one requires a revision of the District personnel policy). No action.

b. Review of proposed FY27 Personnel Policy revisions

Due to recent code changes, a section was added to the personnel policy to comply with Volunteer Emergency Responder Leave requirements. The change can be found on page 22 of the policy. In addition, the Appendix A has been updated utilizing James City County compensation updates as a reference.

Suggested Motion: Move the Personnel Committee to recommend the Board of Directors approve the FY27 Personnel Policy Revisions.

c. Review of draft Job Descriptions and draft advertisement for new position

The District needs an additional FTE to provide assistance in several areas, primarily in outreach and administration. Several options have been prepared for review. Option 1 maintains an Outreach and Marketing Specialist with a background in agriculture; this option does not fully address the need for administrative assistance. Option 2 has an Admin and Outreach focus, while Option 3 addresses Admin and Operations.

Suggested Motion: Move the Personnel Committee to recommend the Board of Directors approve the XXXXX Job Description and draft job advertisement as amended; and recommend releasing the amended job advertisement on September 24th with a closing date of October 15th.

Open Comments: (0:05 mins)

Next meetings:

Tuesday, October 20, 2026 at 4:00PM at the District Office

Tuesday, November 17, 2026 at 4:00PM at the District Office (as needed)

Adjourn