



Colonial Soil and Water Conservation District  
205 Bulifants Blvd. Suite C, Williamsburg, VA 23188  
[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**  
**May 26, 2026 - 5:30 PM**

**Call to Order**

The meeting was called to order at 5:30 PM by Vice Chair Dave Beals.

**Attendance**

Directors present included: Dave Beals, Vice Chair, presiding; Pam Mason, Secretary/Treasurer; Tim Beale; Luke Gladden; Bob Lund; Larkin Scott; Luke Scott; Charles Stevenson; Philip Thomson; David Westcott; and Stephen Zabinski.

Directors absent included: Wayne Davis, Chair.

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

Also present were Bob Jeremiah, Associate Director; Olivia Leatherwood, DCR; and John Nelson, guest.

**Declaration of Quorum**

A quorum was declared by the Vice Chair.

**Modifications to & Approval of Agenda**

Pam Mason motioned to approve the Agenda with the cost estimate of \$186,242.00 added to the Agriculture Committee recommendations iv. and v. Bob Lund seconded the motion, the question was called, the motion carried.

**Secretary's Report**

Board Minutes from the April 28, 2026, meeting were presented.

Pam Mason motioned to approve the April 28, 2026, minutes as distributed. Larkin Scott seconded the motion, the question was called, the motion carried with one abstention (Zabinski).

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

The Operations Committee met on May 19, 2026, and reviewed the April 2026 financial reports. The Operations Committee recommended the Board of Directors approve the April 2026 financials as

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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, reviewed the written report
2. USDA-NRCS – no report
3. VA DOF – no report
4. VCE – Luke Gladden, VCE ANR, noted the Master Gardner plant sale held on May 9<sup>th</sup> was highly successful and provided an update on upcoming events.
5. York River Steward – a written report was provided

### **Unfinished Business – None**

### **New Business - None**

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

The chair expressed appreciation on behalf of the District to the Outreach and Education Committee for their efforts regarding the Area III Spring Meeting.

1. Executive: Did not meet
2. **Outreach and Education:**
  - A. **Recommend the Board approve the February 10, 2026, Outreach and Education Committee meeting minutes as presented.**

Philip Thomson motioned, Bob Lund seconded, the question was called, the motion carried.
3. **Agriculture:** The Agriculture Committee met on April 28, 2026. Meeting materials were included in the packet. The following recommendations were presented to the Board:
  - A. **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.**

Dave Beals motioned, the question was called, the committee's recommendation carried.
  - B. **Recommend the Board of Directors approve the proposed FY 2027 Cost List, as presented, and forward to DCR's Agriculture Incentives Program Manager.**

Dave Beals motioned, the question was called, the committee's recommendation carried.
  - C. **Recommend the Board of Directors approve conservation plan CP18-26-0004, as presented.**

Dave Beals motioned, there was general discussion regarding the lack of a grate or rack over the opening of the drop-inlet noting child safety and liability concerns, it was

requested that staff contact DCR engineering for potential rack options. The question was called, the committee's recommendation carried with one opposed (Lund).

- D. Recommend the Board of Directors approve FY 2026 VACS application instance number 738786, associated with contract 18-26-0108, for \$181,242.**

Dave Beals motioned, the lack of a grate or rack was noted. The question was called, the committee's recommendation carried with one opposed (Lund).

- E. Recommend the Board of Directors approve carryover status for VACS Instance #735856 and #738786, in the amount of \$43,970.77 and \$181,242, respectively.**

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

- F. Recommend the Board of Directors approve the Letter of Support for the NFWF INSR Remote Sensing Grant, as presented.**

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

- 4. Operations:** The Operations Committee met on April 21, 2026. Meeting materials for were included in the packet. The following recommendations were presented to the Board:

- A. Recommend the Board approve the correspondence regarding FY27 Admin and Ops funding and forward to the Area III Soil and Water Conservation Board Representative.**

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

- B. Recommend the Board of Directors approve the contract modification to the DCR Sub Award Agreement Alliance-2024-01-CS.**

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

- C. Recommend the Board approve the FY27 Policy Guide as amended.**

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

- D. 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.**

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

- 5. Personnel:** The Personnel Committee met for work sessions on May 13 and May 14, 2026, for individual meetings with staff; and held a meeting on May 14, 2026. Meeting materials were included in the packet. The following recommendations were presented to the Board.

- A. Recommend the Board of Directors approve the FY27 Personnel Policy as amended, (excluding Appendix A until updated information becomes available).**

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

- B. Recommend the Board of Directors approve the FY27 Job Descriptions as amended for District Managers, Agriculture and Urban Program staff.**

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

6. **Urban:** The Urban Committee met on May 5, 2026. 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. 18-26-064: 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

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

Bob Lund expressed his appreciation to staff for the number of site visits and contract submitted through the program year, it was also noted that the next Urban Committee meetings will be held on June 2<sup>nd</sup> and August 4<sup>th</sup>.

### **Manager's Report**

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

Samantha Pereira updated the Board on her completion of GIS 201 with an A. An updated on the Alliance was provide noting that the Round 3 first cohort has been selected and that a Round 4 is being considered.

Robyn Woolsey provided a brief VCAP update. Staff are wrapping up FY26 and looking forward to FY27. The FY27 VCAP manual should be approved at the June meeting (VASWCD), and a link to a survey for the FY28 VCAP program has been sent out.

Bob Waring informed the Board that he has received his Conservation Planning Certification, the one remaining class requirement was waived due to a lack of course offerings.

Amy Walker and Jim Wallace provided a brief review of items from the Manager's Report.

### Open Comments

Tim Beale announced his resignation from the Board and provided a written resignation letter to the Vice Chair, Dave Beals. Tim Beale expressed his gratitude for working with the District and staff; noting the growth of the District in many ways, including the number of staff, programs, and the increase in the knowledge base. Tim noted his appreciation for the District spearheading innovation, and was looking forward to what the District will do next.

Bob Lund thanked Tim Beale for his contributions to the District, particularly the Urban Committee, which were greatly appreciated.

### 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

Pam Mason motioned to adjourn. Bob Lund seconded the motion, the question was called, the motion carried. The meeting adjourned at 6:37 PM.

### Minutes as Approved:

  
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Pamela Mason, Secretary/Treasurer

06/23/2026

Date

