



Colonial Soil and Water Conservation District
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www.colonialswcd.org

COLONIAL SOIL AND WATER CONSERVATION DISTRICT
IN-PERSON BOARD OF DIRECTORS MEETING
Meeting Minutes
Williamsburg Regional Library – 515 Scotland St, Williamsburg, VA
August 25, 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; Luke Gladden; Bob Jeremiah (At Large Nominee, non-voting); Bob Lund; Larkin Scott; Charles Stevenson (5:33 PM); Philip Thomson; David Westcott; and Stephen Zabinski.

Directors absent included: Luke Scott.

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

Also present were John Nelson, Associate Director; Olivia Leatherwood, DCR; Mike Combs, NRCS; Dalton Maddox and Define Mansour, DOF.

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Bob Lund motioned to approve the Agenda as distributed. Pam mason seconded the motion, the question was called, the motion carried.

Secretary's Report

Board meeting minutes from the July 28, 2026, meeting were presented.

Pam Mason motioned to approve the July 28, 2026, minutes as distributed. Bob Lund seconded the motion, the question was called, the motion carried.

Treasurer's Reports & Statement of Financial Condition

The July 2026 financial statements and reconciliations were presented and reviewed by the Board.

Pam Mason motioned to approve the financial statements for July 2026 as presented and hold for audit. Dave Beals seconded the motion, the question was called, the motion carried.

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

Agency and Partner Reports

1. DCR – Olivia Leatherwood, DCR CDC, reviewed the provided written report noting a file audit will be scheduled in October.
2. USDA-NRCS – Mike Combs, NRCS-DC, provided a brief update regarding the NRCS reorganization
3. VA DOF – Dalton Maddox, DOF, provided a brief update on logging operations within the service area and cost share opportunities
4. VCE – Luke Gladden, VCE ANR, provided updates on recent outreach activities and a local Resiliency meeting.
5. York River Steward – a written report was provided

Unfinished Business

1. Ratification of Chair's Actions Under Delegated Authority

The Board of Directors delegated authority to the Board Chair to approve and sign necessary documents including, but not limited to FY 2027 DCR Grant Agreements, during the July business meeting. The following approvals and grant agreements were executed by the Chair:

- PY 2027 Administrative and Operational Support grant with DCR
- PY 2027 Cost Share and Technical Assistance grant with DCR

Bob Lund motioned to ratify the actions taken by the Chair per the authority delegated at the July Board of Directors meeting. Pam Mson seconded the motion, the question was called, the motion carried.

New Business

1. At Large Director Nomination

The At Large Director position is up for nomination for the next 4-year term, to begin on January 1, 2027. Correspondence was sent to each locality for potential nominees, no recommendations were received.

i. Nomination for the At Large Director Position.

Wayne Davis, Chair, opened nominations from the floor for the At Large Director Position. Pam Mason nominated Bob Lund. There being no further nominations, the Chair closed nominations. Bob Lund accepted the nomination.

Wayne Davis, Chair, motioned the Board of Directors nominate Bob Lund for the At Large Director position, for the term beginning January 1, 2027, and forward the nomination to the Soil and Water Conservation Board. David Westcott seconded the motion, the question was called, the motion carried.

ii. Resignation of Elected Director Position

Bob Lund presented his resignation to the Board Chair for the James City County Elected Director position, effective December 31, 2026; leaving an unexpired term from

January 1, 2027 to December 31, 2026.

Charles Stevenson motioned the Board of Directors accept the resignation of Bob Lund from the Elected Director position for James City County. Philip Thomson seconded the motion, the question was called, the motion carried.

iii. Nomination to fill remaining Elected Director Position

Pam Mason motioned the Board of Directors nominate Bob Jeremiah for the James City County elected Director Position, beginning January 1, 2027, to fill the unexpired term of Bob Lund; and forward the nomination to the Soil and Water Conservation Board. Bob Jeremiah accepted the nomination. Bob Lund seconded the motion, the question was called, the motion carried.

2. FY27 Quarter 1 DCR Disbursement Letter

The DCR Q1 Disbursement Letter was reviewed. The letter outlines the District funding allocations for Admin Ops and CS TA for FY27. No Action

3. Recapture of Funds for VCAP Contract 18-20-003

Urban Staff provided an update on the recapture of funds for VCAP Contract 18-20-003. Staff requested approval from the Board to extend the deadline to October 30, 2026, to allow more time for communication and investigation into the current state of the shoreline with the new landowner before proceeding with the collection process, which will include actions from the Office of the Attorney General.

Bob Lund motioned the Board of Directors extend the deadline for repayment associated with VCAP contract 18-20-003 to October 30, 2026, before proceeding with the collections process. Larkin Scott seconded the motion, the question was called, the motion carried.

4. FY26 CDC Assessments

The FY26 DCR CDC Assessments were presented by Olivia Leatherwood, CDC. The annual assessments are based on administrative and programmatic implementation of the VACS program, adherence to program requirements, and meeting grant agreement deliverables.

Dave Beals motioned to accept the FY26 Administrative and Operations CDC Assessment and the FY26 Cost Share and Technical Assistance CDC Assessment. Bob Lund seconded the motion, the question was called, the motion carried.

Standing Committee Reports & Recommendations

1. Executive: The Executive Committee did not meet
2. Outreach and Education: The Outreach and Education Committee did not meet
3. Personnel: The Personnel Committee did not meet
4. Operations: The Operations Committee did not meet
5. **Urban:** The Urban Committee met on August 4, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board.

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

1. 18-27-001: 113 linear feet of living shoreline in Gloucester County for a total cost of \$33,200.00 and cost-share of \$26,560.00. SUPP and final payments to be made directly to the contractor.
2. 18-27-010: 133 linear feet of living shoreline in Mathews County for a total cost of \$45,420.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
3. 18-27-011: 40 linear feet of living shoreline in Mathews County for a total cost of \$9,149.07 and cost-share of \$7,319.25. 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).

6. **Agriculture:** The Agriculture Committee will meet on August 25, 2026. Meeting materials were included in the packet. The following recommendations were made to the Board:

A. Recommend the Board approve FY 2027 VACS contract 18-27-0001 at a cost not to exceed \$193,464.69, as presented.

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

Manager's Report

Staff provided updates in addition to the written Manager's Report provided. Bob Waring informed the board that he is going through the Regenerative Ag certification process for the family farm. Samantha Pereira provided an update on the Alliance grant and noted the NMP exam is coming up again. Emma updated the board on recent activities, including presenting at the VACDE Graves Training on VCAP and the JCC Re-Tree event.

Amy Walker and Jim Wallace provided a brief review of items from the Manager's Report. In addition the managers updated the Board on an upcoming outreach event.

Open Comments

Pam Mason noted serving on the VASWCD Legislative Committee and her assistance with the VASWCD legislative recommendations for the upcoming session.

Next Meetings

- **September 22, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **October 27, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

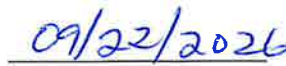
Adjournment

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

Minutes as Approved:



Pamela Mason, Secretary/Treasurer



Date

