



Colonial Soil and Water Conservation District
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[www.colonalswcd.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

October 28, 2025 - 5:30 PM

Call to Order

The meeting was called to order at 5:30 PM by Chair Wayne Davis.

Introduction of Visitors

The Chair introduced Ms. Tabitha Bugg, Regional Program Assistance, with the VSU-Small Farm Outreach Program.

Attendance

Directors present included: Wayne Davis, Chair; Dave Beals, Vice Chair; Pam Mason, Secretary/Treasurer; Tim Beale; Bob Lund; Luke Gladden; Larkin Scott; Luke Scott; Charles Stevenson; and Philip Thomson

Directors absent: David Westcott and Stephen Zabinski.

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

Also present were Olivia Leatherwood, DCR, and Daniel Brooks, DOF, and John Nelson.

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Bob Lund motioned to approve the agenda as presented. Phil Thomson seconded the motion, the question was called, the motion carried.

Secretary's Report

Board Minutes from the September 23, 2025, meeting were presented.

Pam Mason motioned to approve the September 23, 2025 minutes as distributed. Phil Thomson seconded the motion, the question was called, the motion carried.

Treasurer's Reports & Statement of Financial Condition

The Operations Committee met on October 21st and reviewed the October 2025 financial reports. The Operations Committee recommended the Board of Directors approve the August 2025 financials as presented and hold for audit.

Pam Mason motioned, the question was called, the committee's recommendation passed unanimously.

A request was made to provide a supplemental managers report to provide perspective on the income and expenses, and a long-term outlook.

Agency and Partner Reports

1. DCR – Olivia Leatherwood, DCR CDC, provided highlights from the October CDC Report.
2. VA DOF – Daniel Brooks, DOF, provided highlights from the October DOF report.
3. VCE – Luke Gladden, VCE ANR, provided a verbal report, noting that Spotted Lantern Fly was sighted in Quinton, and provided a summary of upcoming events
4. York River Steward – a written report was provided

Unfinished Business – None

New Business

1. 2025 Annual Report

Staff reviewed the Annual Report, noting assistance was provided by all staff in the office. There was a brief discussion between staff and Directors regarding potential articles submitted by Directors for next year's edition.

Bob Lund motioned to approve the 2025 Annual Report. Phil Thomson seconded the motion, the question was called, the motion carried.

Standing Committee Reports & Recommendations

1. **Agriculture:** The Agriculture Committee met on September 23, 2025. Meeting materials were included in the packet. The following recommendations were presented to the Board for consideration:
 - A. **Recommend the Board approve the list of FY2026 VACS applications, 2nd Application period, as presented.**

Staff reviewed the FY2026 VACS list of instances, acreages, and obligated funding amounts for the 2nd Application period. Wayne Davis motioned, the question was called and the committee's recommendation carried.
2. **Executive:** The Executive Committee did not meet.
3. **Nominating:** The Nominating Committee did not meet.
4. **Outreach and Education:** The Outreach and Education Committee met on October 22, 2025. Meeting materials were included in the packet. The committee discussed the drum and fife program for the VASWCD Annual Meeting and finalized the location for the Area III Spring Meeting. No action taken.

5. Personnel: The Personnel Committee met on October 21, 2025. Meeting materials were included in the packet. The committee discussed potential revisions for the FY2027 Personnel Policy, the FY26 JCC Salary Structure. The committee went into closed session. No action taken.

6. Operations: The Operations Committee met on October 21, 2025. Meeting materials were included in the packet. The following recommendations were presented to the Board for consideration:

A. Recommend the Board approve the FY26 Attachment E for the first quarter.

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

B. Recommend the Board approve the FY2026 NACD Gold Level membership contribution request in the amount of \$775.

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

7. Urban: The Urban Committee met on October 7, 2025. Meeting materials were included in the packet. The following recommendations were presented to the Board for consideration:

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

1. 18-26-031: 300 square feet of permeable pavement in James City County for a total cost of \$9,877.88 and cost-share of \$4,200.00. SUPP and final payments to be made directly to the contractor.
2. 18-26-036: 85 linear feet of living shoreline in Hampton for a total cost of \$38,881.24 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
3. 18-26-038: 740 square feet of conservation landscaping in York County for a total cost of \$2,801.22 and cost-share of \$2,240.97. SUPP and final payments to be made directly to the contractor.
4. 18-26-040: 323 square feet of rain gardens in James City County for a total cost of \$11,634.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
5. 18-26-041: 603 square feet of permeable pavement in Newport News for a total cost of \$27,626.73 and cost-share of \$8,442.00. SUPP and final payments to be made to the contractor.
6. 18-26-042: 1950 square feet of conservation landscaping in Newport News for a total cost of \$9,001.22 and cost-share of \$7,000.00. SUPP and final payments to be made to the contractor.
7. 18-26-044: 1030 square feet of permeable pavement in James City County for a total cost of \$7,365.00 and cost-share of \$5,892.00. SUPP and final payments to be made to the contractor.

Bob Lund motioned, the question was called and the committee's recommendation carried. It was noted that the next Urban Committee meeting would be in December.

Manager's Report

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

Robyn Woolsey provided an update on a potential grant opportunity through the Community Flood Preparedness Fund (CFPF) with Hampton University. The grant submittal deadline is December 1, additional information would be forthcoming. Due to the time constraint and the Board not meeting in November, authorization would be needed.

Wayne Davis motioned to authorize staff to pursue the potential Community Flood Preparedness Fund Grant, to be presented by staff through the Operations Committee for approval and authorize the Board Chair to sign necessary documentation if applicable. Dave Beals seconded the motion, the question was called, the motion carried.

Emma Rich noted she would be attending the Chesapeake Bay Watershed Forum November 7-9; as well as attending the DCR Turf Nutrient Management Course November 12-13.

The management team provided brief highlights from the Manager's Report.

Open Comments

There were no open comments.

Next Meetings

- **November – No BoD Meeting**
- **December 16, 2025, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **January 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. Pam Mason seconded the motion, the question was called and the motion carried. The meeting adjourned at 6:39 PM.

Minutes as Approved:



Pamela Mason, Secretary/Treasurer



Date