



Colonial Soil and Water Conservation District

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COLONIAL SOIL AND WATER CONSERVATION DISTRICT

IN-PERSON BOARD OF DIRECTORS MEETING

Meeting Minutes

Norge Library – 7770 Croaker Road, The Kitinger Room, Williamsburg, VA

July 22, 2025 - 5:30 PM

Call to Order

The meeting was called to order at 5:34 PM by Chair Wayne Davis.

Introduction of Visitors

The Chair introduced the new DCR Conservation District Coordinator for Colonial, Olivia Leatherwood.

Attendance

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

Directors absent: Luke Scott and David Westcott.

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

Also present were Leslie Anne Hammond, York River Steward; Dalton Maddox, DOF; Olivia Leatherwood and Marissa Roland, DCR

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Bob Lund motioned to approve the agenda as amended with two additional recommendations from the Ag Committee under standing committee reports and recommendations items 1.C. and 1.D. Pam Mason seconded the motion, the question was called, the motion carried.

Secretary's Report

Board Minutes from the June 24, 2025, meeting were presented.

Pam Mason motioned to approve the June 24, 2025 minutes as distributed. Phil Thomson seconded the motion, the question was called, the motion carried with Bob Lund abstaining.

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

Treasurer's Reports & Statement of Financial Condition

The Operations Committee met on July 8th to review May 2025 financial reports and recommended the Board of Directors approved the May 2025 financials as presented and hold for audit.

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

1. DCR – Marissa Roland, Eastern Area Manager: Marissa provided a verbal report with highlights from the July CDC report and noted the upcoming Clean Water Farm Award application due date of October 1st.
2. VA DOF – Dalton Maddox, DOF, provided a verbal report with highlights from the July DOF report.
3. VCE – Luke Gladden, Extension Agent, provided verbal report.
4. York River Steward –Leslie Anne Hammond, York River Steward, provided updates from the July report and provided additional information on two upcoming programs 'Beyond Basics' a woodland owner retreat and an upcoming Woods and Wildlife conference.

Unfinished Business – None

New Business

1. FY25 4th Quarter/EOY Attachment E Reports

Fiscal Year 2025 came to a close on June 30, 2025. Various end of year reports are due to DCR per the grant agreement deliverables. The 4th Quarter Attachment E and the End of Year Attachment E are to be reviewed by the Board. The FY25 Cash on Hand Balance notes the carryover practice approved in April and funds to be returned to DCR; \$78,888.61 FY25 CB VACS and \$42,213.98 FY25 CB WFA.

Pam Mason motioned to accept the FY25 4th Quarter and End of Year Attachment E reports and approve the FY25 Cash on Hand Balance Reports. Tim Beale seconded the motion, the question was called, the motion carried.

2. Committee Meetings

During their July 8th meeting the Operations Committee motioned to meet on the Third Tuesday of the month in order to provide time for the CPA to post financials from the previous month. For efficiency and to reduce Director travel, the Personnel Committee meetings should also be scheduled for the 3rd Tuesday of the month. This change would necessitate the Outreach and Education Committee meetings to move to the 2nd Tuesday to prevent a conflict.

Dave Beals motioned to move the Personnel Committee meet on the 3rd Tuesday of the month and the Education Outreach Committee meet on the 2nd Tuesday of the previously scheduled month, effective August 2025. Larkin Scott seconded the motion, the question was called, the motion carried.

Standing Committee Reports & Recommendations

1. **Agriculture:** The Agriculture Committee met on July 22, 2025. The following recommendations were presented to the Board for consideration:

- A. **Recommend the Board approve amendments to the FY 2026 VACS Cost List and submit to DCR.**

Wayne Davis motioned, the question was called and the committee's recommendation carried.

- B. **Recommend the Board approve the return of FY 2025 Unobligated VACS funds in the amount of \$136,844.82, which includes \$121,101.61 for VACS BMPs and \$15,743.21 for technical assistance.**

Wayne Davis motioned, the question was called and the committee's recommendation carried.

- C. **Recommend the Board Delegate authority to the Chair of the Ag Committee to review and sign the {VHB} contract pending OAG review and acceptance.**

Wayne Davis motioned, the question was called and the committee's recommendation carried.

- D. **Recommend for the Ag Committee to support Tom Howard to do data analysis on existing data to bolster grant language and provide data results/modeling in the amount of \$5,000 not to exceed \$10,000.**

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 did not meet.

5. **Personnel:** The Personnel Committee did not meet.

6. **Operations:** The Operations Committee met on July 8, 2025. Meeting materials were included in the packet. The Operations Committee voted to meet on the 3rd Tuesday of the month, effective August 2025, in order to review financials provided by the CPA for the previous month.

7. **Urban:** The Urban Committee met on July 1st. Bob Lund thanked Tim Beale and staff for running the meeting in his absence. 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. 18-26-002: 2,429 square feet of conservation landscaping at 204 Peachtree Ln, Yorktown VA 23693 for a total cost of \$9,000.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
2. 18-26-004: 92 linear feet of living shoreline at 1713 Beach Rd, Hampton VA 23664 for a total cost of \$50,900.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
3. 18-26-005: 206 linear feet of living shoreline at 2564 Glebe Rd, Mathews VA 23109 for a total cost of \$56,756.43 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
4. 18-26-006: 730 square feet of permeable pavement at 5 Bayberry Lane, Williamsburg VA 23185 for a total cost of \$52,227.79 and cost-share of \$10,220.00. SUPP and final payments to be made directly to the contractor.
5. 18-26-007: 232 square feet of permeable pavement at 3009 Margaret Jones Ln, Williamsburg VA 23185 for a total cost of \$8,912.89 and cost-share of \$3,248.00. SUPP and final payments to be made directly to the contractor.
6. 18-26-008: 2,500 square feet of conservation landscaping at 3009 Margaret Jones Ln, Williamsburg VA 23185 for a total cost of \$8,795.82 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
7. 18-26-009: 640 square feet of conservation landscaping at 101 Archers Ct, Williamsburg VA 23185 for a total cost of \$5,634.08 and cost-share of \$4,507.84. SUPP and final payments to be made directly to the contractor.
8. 18-26-010: 90 square feet of impervious surface removal at 122 Horseshoe Dr, Williamsburg VA 23185 for a total cost of \$950.00 and cost-share of \$450.00. SUPP and final payments to be made directly to the contractor.
9. 18-26-011: 2100 square feet of conservation landscaping at 122 Horseshoe Dr, Williamsburg VA 23185 for a total cost of \$10,300.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
10. 18-26-012: 2800 square feet of conservation landscaping at 114 Will Scarlet Ln, Williamsburg VA 23185 for a total cost of \$10,395.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.

Tim Beale motioned, the question was called and the committee's recommendation carried.

Robyn Woolsey noted to the Board that contracts 18-26-006 and 18-26-010 were resubmittals.

Manager's Report

Staff provided updates in addition to the Manager's Report:

Amanda Whispell provided updates on the Annual Report and noted the Envirothon Team was in Canada competing in the International Envirothon.

Robyn Woolsey noted that the Norfolk MOU has been ratified.

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Samantha Pereira provided updates on Alliance outreach and sign-up.

Jim Wallace provided an update on the VACS program and sign-up.

Amy Walker noted a staff activity table for FY25 was available for Directors to view and that all locality funding from FY25 has been received.

Open Comments

Pam Mason noted reading the VASWCD Policy Book and for the District to consider future policies to bring forward during the next review period. In July 2026 potential policies could be brought forward to the Area III Chair.

Next Meetings

- **Tuesday, August 26, 2025**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **Tuesday, September 23, 2025**, 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. Charlie Stevenson seconded the motion, the question was called and the motion carried. The meeting adjourned at 6:49 PM.

Minutes as Approved:



Pam Mason, Secretary/Treasurer



Date