



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 Kitzinger Room, Williamsburg, VA

August 26, 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 Mr. Charlie Dubay, James City High School Envirothon Team Coach. It was noted that several members of the Envirothon Team would be in attendance but were delayed due to an accident and traffic diversion.

Attendance

Directors present included: Wayne Davis, Chair; Dave Beals, Vice Chair; Pam Mason, Secretary/Treasurer; Luke Gladden; Bob Lund; Larkin Scott; Luke Scott; Philip Thomson; David Westcott; Steven Zabinski

Directors absent: Tim Beale and Charles Stevenson

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

Also present were Olivia Leatherwood, DCR; Mike Combs, NRCS; Daniel Brooks, DOF; Charlie Dubay, Envirothon Team Coach; Eleanor Rossi, Envirothon Team Member; Mia Bakker, Envirothon Team Member, and Dr. Margarita Marinova, parent and Envirothon Team Practice Judge.

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Bob Lund motioned to approve the revised agenda as distributed. It was noted that the Guest Presentation would be moved down the agenda until the Envirothon Team members arrived. Philip Thomson seconded the motion, the question was called, the motion carried.

Secretary's Report

Board Minutes from the July 22, 2025, meeting were presented. Pam Mason motioned to approve the July 22, 2025, minutes as distributed. David Westcott seconded the motion, the question was called, the motion carried.

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Treasurer's Reports & Statement of Financial Condition

The Operations Committee met on August 19th and reviewed the June and July 2025 financial reports. The Operations Committee recommended the Board of Directors approved the June and July 2025 financials as presented and hold for audit.

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

Agency Reports

1. DCR – Olivia Leatherwood, CDC, provided a verbal report with highlights from the August CDC report and noted the upcoming Clean Water Farm Award application due date of October 1st.

Guest Presentation

Two members of the James City High School Envirothon Team provided an accounting of their International Envirothon Competition in Canada. Eleanor Rossi and Mia Bakker described the activities and events they were able to attend, a summary of the competition and Ranking 10th overall, and discussed their learned experiences.

Agency Reports Continued

2. NRCS – Mike Combs, noted providing continued coverage for the Dinwiddie office.
3. VA DOF – Daniel Brooks, DOF, provided a verbal report with highlights from the August DOF reports.
4. VCE – Luke Gladden, Extension Agent, provided verbal report noting the Master Gardeners increasing projects and appearances in New Kent County, including establishing a learning garden at Quinton Elementary.
5. York River Steward – a written report was provided for review.

Unfinished Business – None

New Business

1. VCAP Application 18-26-026 Pine Cone Harbour LS

Robyn Woolsey, Senior Conservation Specialist, reviewed VCAP Application 18-26-026 and provided an update on a potential partnership JRA. There is an opportunity to pair JRA's living shoreline cost-share program with VCAP for a project within the Pine Cone Harbour neighborhood in Hampton. JRA will be funding the majority of the shoreline installation with a VEE grant that must be spent by October 1st.

Bob Lund motioned to approve VCAP Application 18-26-026 Pine Cone Harbour LS to be forwarded to the VCAP Steering Committee. There was brief discussion regarding the new VCAP ranking and approval process in regards to the project, staff noted the application will be put forward understanding the new process will be in place. Larkin Scott seconded the motion, the question was called and the motion carried.

2. VCAP Start-Up Payment Landowner Letter

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Robyn Woolsey, Senior Conservation Specialist, reviewed a letter to be sent to a landowner regarding VCAP funding associated with an active VCAP project. Start up funds were released to a contractor that is no longer associated with the project. The VA Office of the Attorney General has provided language that outlines several options for the landowner.

Bob Lund motioned to approve the letter and authorize the Chairman to sign the letter to Ms. Settle outlining the next steps to resolve the Start-Up Payment Program funding for contract number 18-25-067.

3. VASWCD 2025 Annual Meeting Registration

Amy Walker, Operations Manager, notified the Directors that registration will soon be opening for the VASWCD Annual Meeting, registration will be done online as a group. Information and links will be emailed mid-September and will be re-sent with the September Board Meeting information. Early bird registration will end before the October Board meeting.

Standing Committee Reports & Recommendations

1. **Agriculture:** The Agriculture Committee met on August 26, 2025. The following recommendations were presented to the Board for consideration:

A. **Recommend the Board approve an additional cost share payment ,due to practice failure, for VACS instance #487001 not to exceed \$8,718.48**

Jim Wallace, Programs Manager, provided a summary of the practice failure, coordination with the DCR Engineering Team, and plans to repair the structure.

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 August 19th, 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 Dedicated Reserves as outlined.**

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

B. **Recommend the Board approve the Amended FY26 Budget.**

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

C. Recommend the Board note the review of the Desktop Procedures and Guide Notes in the meeting minutes.

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

7. Urban: The Urban Committee met on August 5th. Meeting materials were included in the packet. The following recommendations were presented to the Board for consideration:

A. Recommend the Board approve the implementation of the following secondary consideration effective immediately: Applicants, including any entity or member of the same household, will be limited to two VCAP applications per property for the remainder of the FY26 approved by the Colonial District Board.

Bob Lund motioned, the question was called and the committee's recommendation carried.

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

1. 18-26-003: 619 square feet of conservation landscaping in James City County for a total cost of \$8,750.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
2. 18-26-012: 2800 square feet of conservation landscaping in York County 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.
3. 18-26-013: 220 square foot rain garden in York County for a total cost of \$4,980.44 and cost-share of \$3,984.35. SUPP and final payments to be made directly to the contractor.
4. 18-26-014: 200 square foot rain garden in York County for a total cost of \$4,803.55 and cost-share of \$3,842.84. SUPP and final payments to be made directly to the contractor.
5. 18-26-015: 180 linear foot living shoreline in York County for a total cost of \$56,500.00 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
6. 18-26-016: 116 linear foot living shoreline in Gloucester County for a total cost of \$32,870.00 and cost-share of \$26,296.00. SUPP and final payments to be made directly to the contractor.
7. 18-26-017: 174 linear foot living shoreline in Mathews County for a total cost of \$52,570.74 and cost-share of \$30,000.00.
8. 18-26-019: 1,524 square feet of conservation landscaping in James City County for a total cost of \$8,854.97 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
9. 18-26-020: 289 square feet of permeable pavement in James City County for a total cost of \$13,119.19 and cost-share of \$4,046.00. SUPP and final payments to be made directly to the contractor.
10. 18-26-021: 603 gallon dry well in James City County for a total cost of \$6,035.96 and cost-share of \$4,828.76. SUPP and final payments to be made directly to the contractor.

11. 18-26-022: 775 square feet of permeable pavement in James City County for a total cost of \$23,630.92 and cost-share of \$10,850.00. SUPP and final payments to be made directly to the contractor.
12. 18-26-023: 1,400 square feet of conservation landscaping in the City of Williamsburg for a total cost of \$10,790.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.
13. 18-26-024: 270 square foot rain garden in the City of Williamsburg for a total cost of \$6,582.00 and cost-share of \$5,265.60. SUPP and final payments to be made directly to the contractor.
14. 18-26-025: 850 square feet of permeable pavement in York County for a total cost of \$26,280.00 and cost-share of \$11,900.00. SUPP and final payments to be made directly to the contractor.

Bob Lund motioned, there was general discussion regarding reduced funding and impacts on the approval process. Staff stated that General Assembly members and DCR have been notified of the funding issues. A question arose regarding the required information for VCAP contract approvals, the Operations Manager confer with the OAG to ensure required information is included in the motion. The question was called and the committee's recommendation carried with Steven Zabinski abstaining.

Manager's Report

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

Emma Rich, Conservation Specialist, provided an update on an upcoming JCC staff VCAP tour and noted attending an upcoming Chesapeake Bay Watershed Forum in November.

Amanda Whispell, Education and Outreach Specialist, provided an update on the Annual Report and upcoming education events.

Bob Waring, Senior Conservation Specialist, provided a brief update on VACS sign up.

Jim Wallace, Programs Manager, provided an update on the recent Alliance program sign-up and progress towards the state goals.

Amy Walker, Operations Manager, reviewed an email from the VASWCD and noted virtual sessions of importance. In addition, updates were provided for the Workman's Comp Audit resolution and locality funding received to date for FY26.

Open Comments - None

Next Meetings

- **Tuesday, September 23, 2025**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **Tuesday, October 28, 2025**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

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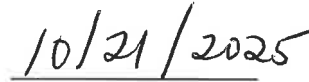
Adjournment

Dave Beals motioned to adjourn. Larkin Scott seconded the motion, the question was called and the motion carried. The meeting adjourned at 6:58 PM.

Minutes as Approved:



Pam Mason, Secretary/Treasurer



Date