



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

Norge Library – 7770 Croaker Road, The Kitzinger Room, Williamsburg, VA
April 28, 2026 - 5:30 PM

Call to Order

The meeting was called to order at 5:33 PM by Chair Wayne Davis.

Attendance

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

Directors absent included Tim Beale, Luke Scott, 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, Mike Combs, USFA-NRCS, John Nelson, guest.

Declaration of Quorum

A quorum was declared by the Chair.

Modifications to & Approval of Agenda

Pam Mason motioned to approve the Revised Agenda with an additional amendment to move the Closed Session to after the Manager's and staff Reports. Bob Lund seconded the motion, the question was called, the motion carried.

Secretary's Report

Board Minutes from the March 24, 2026, meeting were presented.

Pam Mason motioned to approve the March 24, 2026, minutes as distributed. Bob Lund seconded the motion, the question was called, the motion carried.

Treasurer's Reports & Statement of Financial Condition

The Operations Committee met on April 21, 2026, and reviewed the March 2026 financial reports. The Operations Committee recommended the Board of Directors approve the March 2026 financials as presented and hold for audit.

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

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

Agency and Partner Reports

1. DCR – Olivia Leatherwood, DCR Conservation District Coordinator, noted that the last FOIA training currently scheduled will be held on May 13th; suggestions to the TAC are due by April 30th; still do not have a state budget.
2. USDA-NRCS – Mike Combs, District Conservationist, thanked the Ag Committee for working through the Local Working Group questions.
3. VA DOF – no report
4. VCE – Luke Gladden, VCE ANR, noted VCE will be attending the 'Spring into Conservation' event if it is held (weather); in May there will be commercial pesticide certification held; a water testing clinic will be held for James City County and New Kent County on June 8th (kit pickup) and June 10th (kit drop-off), cost of the kit is \$70.00.
5. York River Steward – a written report was provided

Unfinished Business – None

New Business

1. Second Reading of the proposed By Laws

The Second Reading of the By Laws incorporated Director comments from the First Reading in March. The document was reviewed for the Second Reading of the proposed amendments for approval.

Bob Lund informed the Board that he and Darryl Cook participate on the JCC SPAC, Bob Lund serving as primary and Darryl Cook as alternate.

Bob Lund requested a revision to the By Laws to change 'open door' to 'open meeting', Pam Mason concurred.

Pam Mason motioned to approve the revised By Laws as amended. Bob Lund seconded the motion, the question was called, the motion carried.

2. Youth Conservation Camp Camper Application

The application for 2026 Youth Conservation Camp was briefly reviewed and discussed.

Philip Thomson motioned to approve the Youth Conservation Camp camper application and forward to the VASWCD. Bob Lund seconded the motion, the question was called, the motion carried.

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. Outreach and Education: Did not meet
2. Executive: Did not meet
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 approve the CBPA conservation plan developed for 999 Jolly Pond Road.**

Staff reviewed the conservation plan. Wayne Davis 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 FY26 3rd Quarter Attachment E.**

Dave Beals motioned, the question was called, the committee's recommendation carried.
 - B. **Recommend the Board approve the VHB Contract Amendment #1 in the amount of \$26,459.**

Dave Beals motioned, the question was called, the committee's recommendation carried.
 - C. **Recommend the Board approve subcontract WQIF-2026-01-RS for Thomas Jefferson SWCD as the grant subrecipient.**

Dave Beals motioned, the question was called, the committee's recommendation carried.
5. **Urban:** The Urban Committee met on April 7, 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. 18-26-062: 168 linear feet of living shoreline in Middlesex County for a total cost of \$57,974.09 and cost-share of \$30,000.00. SUPP and final payments to be made directly to the contractor.
 2. 18-26-065: 90 linear feet of living shoreline in Gloucester County for a total cost of \$33,168.75 and cost-share of \$26,535.00. SUPP and final payments to be made directly to the contractor.
 3. 18-26-066: 2,050 square feet of conservation landscaping in Newport News for a total cost of \$2,693.73 and cost-share of \$2,154.98. SUPP and final payments to be made directly to the landowner.
 4. 18-26-067: 2,400 square feet of conservation landscaping in York County for a total cost of \$10,938.00 and cost-share of \$7,000.00. SUPP and final payments to be made directly to the contractor.

5. 18-26-069: 5,351 square feet of conservation landscaping in the City of Norfolk for a total cost of \$5,047.67 and cost-share of \$1,766.68. SUPP and final payments to be made directly to the landowner.

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

6. **Personnel:** The Personnel Committee met on April 21, 2026. Meeting materials were included in the packet. The following recommendations were presented to the Board.
 - A. **Recommend the Board of Directors approve the Associate Director Job Description as amended.**

Wayne Davis motioned, the question was called, the committee's recommendation carried.
 - B. **Recommend the Board of Directors approve the Director Job Description as amended.**

Wayne Davis motioned, the question was called, the committee's recommendation carried.
 - C. **Recommends the actions discussed in Personnel Committee closed session be recommended to the Board of Directors for approval.** Discussion required closed session

Manager's Report

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

Samantha Pereira provided an update on the Alliance grant and that the 3rd Round is open. The Board was also reminded of the producers meeting to be held on June 2nd at Cousiac.

Amanda Whispell provided an update on the Area III Envirothon that Jamestown won each category and overall, the Envirothon team will be advancing to state competition; the Spring Into Conservation event was to be held on Saturday, May 2nd; the Ford's Colony interpretive sign has been installed; an outreach event was held at Charles City Elementary School and was well received.

Bob Waring informed the Board that he is one class away from being Conservation Planner Certified and is currently waiting for the class to be scheduled.

Amy Walker reviewed the Audit Management Letter, noting deficiency items that had been specifically mentioned. A summary of the state Soil and Water Conservation Board Administrative and Operational funding discussion was provided, noting that a comment was made during Open Comments for the SWC Board to consider options for providing funding per the Attachment D versus flat funding. Directors needing FOIA and COIA training were directed to the Managers Report for links to register or take the required training.

Jim Wallace updated the Board on current structural practices, DCR Engineering will be able to provide 1 design this fiscal year. Eleven structural practices may move forward next fiscal year. The Board was informed that staff is looking to trade in the Tacoma for a 4-Runner, the funding is in the current budget.

Open Comments

Pam Mason provided brief highlights from her attendance at the Virginia Floodplain Managers Meeting where she co-presented. Noting potential for interdisciplinary integration of conservation and flood preparedness.

Closed Session

The chair called for closed session.

Pam Mason motioned for the Colonial SWCD Board of Directors to convene in closed session to discuss personnel related matters pursuant to Code of Virginia, Virginia Freedom of Information Act, Sections:

- 2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussing assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the public body.
- 2.2-3711 (A)(4). The protection of the privacy of individuals in personal matters not related to public business.
- 2.2-3711 (A)(16) - Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § 2.2-3705.5.

Bob Lund seconded the motion.

A roll call vote was taken:

~~Tim Beate~~, absent
Dave Beals, aye
Wayne Davis, aye
Luke Gladden, aye
Bob Lund, aye
Pam Mason, aye

Larkin Scott, aye
~~Luke Scott~~, absent
Charles Stephenson, aye
Philip Thomson, aye
~~David Westcott~~, absent
~~Stephen Zabinski~~, absent

The motion carried and the Board entered closed session requesting Amy Walker and Jim Wallace remain.

Pam Mason motioned the Colonial SWCD Board of Directors to exit closed session. Larkin Scott seconded the motion.

A roll call vote was taken:

~~Tim Beate~~, absent
Dave Beals, aye
Wayne Davis, aye
Luke Gladden, aye
Bob Lund, aye
Pam Mason, aye

Larkin Scott, aye
~~Luke Scott~~, absent
Charles Stephenson, aye
Philip Thomson, aye
~~David Westcott~~, absent
~~Stephen Zabinski~~, absent

The motion carried and the open session resumed.

Pam Mason motioned that the Board of Directors certify that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Bob Lund seconded the motion.

A roll call vote was taken:

Tim Beate , absent	Larkin Scott, aye
Dave Beals, aye	Luke Scott , absent
Wayne Davis, aye	Charles Stephenson, aye
Luke Gladden, aye	Philip Thomson, aye
Bob Lund, aye	David Westcott , absent
Pam Mason, aye	Stephen Zabinski , absent

Pam Mason motioned to approve the actions discussed in the Board of Directors closed session. Bob Lund seconded the motion, the question was called, the motion carried.

Next Meetings

- **May 26, 2026, Tuesday**, at 5:30 PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- **June 23, 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, the motion carried. The meeting adjourned at 7:26 PM.

Minutes as Approved:



Pamela Mason, Secretary/Treasurer

05/26/2026

Date