



We work with the people who work the land.

**Virginia Dare Soil and Water Conservation District
Regular Board Meeting Minutes (Draft)
Thursday, January 22, 2026, 8:00 AM**

Opening

Chair Vickie Greene called the regular meeting of the Virginia Dare Soil and Water Conservation District to order at 8:00 AM.

Present

- Chair Vickie Greene
- Vice Chair Jones
- Director Lawrence Mason
- Director Frank Drumm
- District Manager Kathleen Sullivan
- VCAP/VBCAP Coordinator Emily Johnstone-Brown
- DCR CDC Crystal Lavin
- DCR District Operations Coordinator Blair Gordon
- NRCS Soil Conservationist Kristina Clifton
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Absent

- Director Fleming
- Director Flanagan
- Cory Hoar

1. Approval of Minutes

Lawrence Mason moved to approve the minutes.

Frank Drumm seconded the motion.

Motion carried unanimously.

2. Approval of Treasurer's Report

Kathleen read the Treasurer's Report:

- **Operations Checking Balance:** \$1,156,106.07
- **Cost-Share Checking Balance:** \$1,772,358.49
- **Total Available:** \$2,928,464.56

Frank Drumm moved to approve the Treasurer's Report.

Leslie Jones seconded the motion.

Motion carried unanimously.

3. Cost-Share Program (VACS)

Kathleen reviewed the VACS report and submitted the following applications for approval:

Contract #				
22-26-004	OCB	\$152,876.50		\$22,668.50
				\$130,208.00
Totals VACS	CB	\$208,696.00	of	\$208,696.00
	OCB	\$1,632,511.38	of	\$1,666,421.00
WFA Totals	CB	\$17,746.25		
	OCB	\$1,553,526.75		

Frank Drumm moved to approve the submitted VACS applications.

Lawrence Mason seconded the motion.

Motion carried unanimously.

4. VCAP/VBCAP Report

Emily reviewed the VCAP/VBCAP Report. The following applications were submitted for review.

Contract Number	Practice Code	Size	Cost-Share
VB22-26-003	CL-3 Conservation Landscape Mixed Plant Bed	2,080 SF	\$7,000.00
VB22-26-004	DW Dry Well	713 Gallons	\$6,208.00

Frank Drumm moved to approve the submitted VACS applications.

Lawrence Mason seconded the motion.

Motion carried unanimously.

5. Nomination Committee Meeting

Nomination Committee Report

The Chair submitted the Nomination Committee Minutes. The Chair asked for nominations from the floor; hearing none, nominations were declared closed.

The Nomination Committee Report was accepted and approved unanimously.

2026 Officer Selection:

- **Chair:** Vickie Greene
- **Vice Chair:** Leslie Jones

- **Secretary/Treasurer:** Kathleen Sullivan
- **FOIA/Record Retention Officer:** Kathleen Sullivan

5. Committee Assignments

The Chair provided a copy of Committee Assignments.

6. Associate Director Job Description

The District Manager updated the Associate Director Job Description to incorporate recommended language from the DCR, clarifying that Associate Directors do not have voting authority on SWCD Boards.

Leslie Jones moved to approve the Associate Director's Job Description.

Frank Drumm seconded the motion.

Motion carried unanimously.

7. Reports

- **SWCD Staff Reports:** The SWCD Staff submitted and reviewed their reports. Kathleen asked the Board to consider fully funding the Tire Recycling Program this year without a cost-share to the Producers. The budget includes carryover funds from previous years that would allow the Program to be fully funded.

Lawrence Mason moved to approve fully funding the Tire Recycling Program.

Frank Drumm seconded the motion.

Motion carried unanimously.

- Cory will be on FMLA for 6 weeks
- **DCR Staff Report:** The DCR Report was reviewed.
- **VCE Report:** Reviewed with updates and upcoming meetings.

Minutes submitted by:

Kathleen N. Sullivan, District Manager

Approved by:

Vickie Greene, Chair