

**THREE RIVERS SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**MINUTES**  
**November 15, 2022**  
**Nick's Spaghetti & Steak House Shacklefords, VA**

**Board Members Present:**

Robert Bland, Chair

Langdon Townsend, Vice-Chair

Bruce Taylor, Secretary

Keith Balderson, Treasurer

Thomas Fox, King William County

Robbie Longest, VCE

Todd Henley, Associate Director

**Three Rivers SWCD Staff Present:**

Michelle Carter, District Manager

Waring Baylor, Conservation Specialist

Anne Davis, Administrative Coordinator

Sarah Cole, Conservation Coordinator

**Agency Partners:**

Marissa Roland, DCR

**Guest:**

Sara Henley, King & Queen Co.

**Call to Order**

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 5:00 p.m. at Nicks Spaghetti & Steak House Shacklefords, Virginia.

**Minutes of the Last Board of Directors Meeting**

Mr. Taylor motioned to approve the September Ag-Committee and Board Meeting Minutes as presented. Mr. Balderson seconded the motion and the motion carried.

**Treasurer's Report**

Mr. Balderson motioned to accept the September and October Treasurer's Reports as presented and the reports will be filed for audit. Mr. Taylor seconded the motion and the motion carried.

**Old Business:**

**Southeast Conservation District Employees Association Meeting – Sarah Cole**

Ms. Cole thanked the Directors for allowing her to attend the Southeast Region Employees Conference in Pigeon Forge, TN on November 7 - 10. She stated the conference was very informative and was well attended.

**WFA/VACS Cost Share Update – Waring Baylor**

Mr. Baylor stated producers were reporting their cover crop planting dates and if there were changes made, he and Sarah were updating their folders and tracking program to keep everything current. He also discussed the WP-1 (Sediment Retention, Erosion, or Water Control Structures) project in Essex that is under construction, stating he had been to the site a couple of time taking pictures of the construction stages and to meet the engineer for surveying.

**Freedom of Information Act Training Complete – Anne Davis**

Mrs. Davis thanked all the Directors for completing the FOIA training in October. She stated all certificates have been sent to each county for their records and a copy is being kept at the office.

**Old Business Continued:**

**Three Rivers IT Update – Michelle Carter**

Mrs. Carter stated the Back-up Server was ordered and installed by the District's IT person Darrell Lewis on October 12<sup>th</sup>. The staff have been saving large files and sharable documents to the server for everyone to have access to.

**VA Retirement System Update – Michelle Carter**

Mrs. Carter informed the Directors the VRS Actuarial Study Process has been on hold, but VRS has recently secured a new company to begin the process for the District. She is expecting the study scenario's to be completed between May and June 2023.

**New Business:**

**July 1, 2021 – June 30, 2022 – Annual Report – Michelle Carter**

Mrs. Carter distributed the 21-22 Annual Report to the Directors and guest in attendance. She stated she would be mailing them to each of the County Administrator's and Boards of Supervisors.

**NOAA Grant Proposal Letter of Support – Michelle Carter**

Mrs. Carter presented a letter of support for the Mattaponi Indian Reservation who are applying for a NOAA Grant entitled "Environmental Resilience: The Mattaponi Indian Tribe and Reservations Coastal Habitat Restoration Project." In obtaining this grant the Tribe will be able to install a living shoreline along the Mattaponi River and improve water quality.

**Holiday Gathering (December 14) – Michelle Carter**

Mrs. Carter gave a flyer to everyone in attendance for the upcoming Holiday Gathering on December 14, 6:00 p.m. at Prince Street Café – Hobbs Hole Golf Course. She stated the formal invitation would be sent in the mail the following week. She asked that RSVP's come to her by December 5<sup>th</sup>.

**Personnel Committee Report – Langdon Townsend, Personnel Chair**

Mr. Townsend made the following recommendation from the Personnel Committee; to give the staff a \$500 bonus and for the office to be closed on December 22, 2022. After a brief discussion Mr. Townsend motioned to give the staff a \$500 bonus and the office be closed on December 22, 2022. Mr. Balderson seconded the motion and the motion carried.

**Nominating Committee Appointment for Slate of Officers 2023 – Robert Bland, Chair**

Mr. Bland appointed Robbie Longest – Chair, Langdon Townsend and Keith Balderson for the Nominating Committee for the 2023 Slate of Officers. Mr. Bland asked the Chair to give his report at the December meeting.

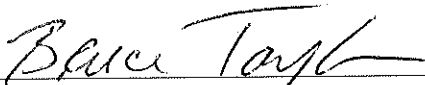
**Todd Henley, Associate Director**

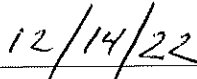
Mr. Henley stated effective December 31, 2022 he was resigning as an Associate Director. Mr. Henley thanked the board and staff for all the work that's being done and asked they continue to make conservation their priority. Mr. Balderson motioned to accept Todd Henley's resignation effective December 31, 2022. Mr. Townsend seconded the motion and the motion carried.

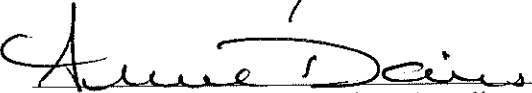
**Agency Reports:**

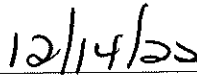
Marissa Roland, DCR – Gave an oral and written report. (Report Attached)

There being no further business, Mr. Bland, Chair adjourned the meeting at 5:28 p.m.

  
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Bruce Taylor, Secretary

  
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Date

  
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Anne Davis, Administrative Coordinator

  
\_\_\_\_\_  
Date