

**THREE RIVERS SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**MINUTES**  
**January 17, 2023**  
**Rappahannock Office Building Conference Room, Tappahannock, 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

**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

Dave Slack, DOF

Courtne Ellis, FSA

Dwight Forrester, NRCS

Libby Bieri, FOR

**Guest:**

Sara Henley, King & Queen Co.

Willie Upshaw, King William Co.

AJ Brooks, Essex Co.

Don Thomas, Essex Co.

**Call to Order**

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 9:00 a.m. at the Rappahannock Office Building Conference Room, Tappahannock, Virginia.

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

Mr. Taylor motioned to approve the December Board Meeting Minutes as presented. Mr. Townsend seconded the motion and the motion carried.

**Treasurer's Report**

Mr. Townsend motioned to accept the December Treasurer's Report as presented and the report will be filed for audit. Mr. Taylor seconded the motion and the motion carried.

**Old Business:**

**Board of Directors Meeting Calendar 2023 – Michelle Carter**

Mrs. Carter distributed the finalized Board of Directors Meeting Calendar for 2023 to everyone in attendance.

**Essex, King William and King & Queen Co. Budget Requests Submitted – Michelle Carter**

Mrs. Carter stated the FY24 budget requests have been submitted to County Administrators for all three counties along with a copy of the District's Annual Report. The District's Annual Report was also mailed to each counties Board of Supervisors.

**Old Business Continued:**

**WFA/VACS Cost Share Update – Sarah Cole**

Ms. Cole stated she and Waring Baylor attended the 5 County Ag Conference on January 11<sup>th</sup> at the Meadow Event Park in Caroline County and gave an update on the District's Cost Share Program to the participants.

Ms. Cole presented Conservation Plans and Tax Credits for Cloverfield Enterprises, Hundley Farms, Inc., Hundley Brothers, LLC and J & C Farms, LLC for review. Mr. Taylor motioned to approve the Conservation Plans and Tax Credits for Cloverfield Enterprises, Hundley Farms, Inc., Hundley Brothers, LLC and J & C Farms, LLC as presented. Mr. Townsend seconded the motion and the motion carried.

**New Business:**

**Nomination of Sara Henley to Fill Unexpired Elected Term K&Q Co. – Langdon Townsend**

Sara Henley was asked to leave the room. After a brief discussion, Mr. Townsend motioned to nominate Sara Henley to fill the unexpired elected term for Robert T. Bland, IV in King & Queen County. Mr. Fox seconded the motion and the motion carried.

**Mid-Year Review FY23 Annual Plan of Work – Michelle Carter**

Mrs. Carter reviewed the FY23 Annual Plan of Work and discussed what has been completed, is still on going and goals that have been replaced. She stated the district would complete all goals in the FY23 Annual Plan of Work.

**2019-2024 Strategic Plan Review – Michelle Carter**

Mrs. Carter reviewed the 2019-2024 Strategic Plan and discussed what has been completed and what is still on going.

**New IRS Mileage Rate & Direct Deposit Reimbursement – Anne Davis**

Mrs. Davis stated the new IRS Mileage Rate starting January 1, 2023 is 65.5cents per mile. If any Director would like to have reimbursements as a Direct Deposit, they need to fill out the appropriate paperwork.

**Cover Crop & Resource Management Planning Program Spot Checks – Waring Baylor**

Mr. Baylor stated he and Sarah Cole have been conducting Cover Crop and Resource Management Plan spot checks in the district. He stated he has been mapping fields on the iPad within the district and has color coded each field corresponding to what has been reported. He presented screen shots from the iPad discussing what each color represented and went into detail stating how the farm, tract, and field are included with each piece that has been delineated.

**Three Rivers SWCD Office Space Lease Renewal – Michelle Carter**

Mrs. Carter stated the office space lease runs out February 28, 2023. After some discussion, she and Robert Bland will meet with the landlords to discuss renewing the lease for another 3 years.

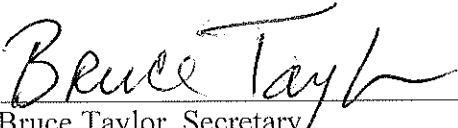
**Area III Meeting – Hosted by Monacan SWCD – Michelle Carter**

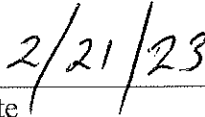
Mrs. Carter stated the Area III Meeting will be hosted by Monacan SWCD on March 22, 2023. She will forward meeting information, place and time once she receives it.

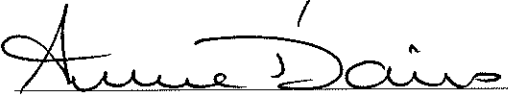
**Agency Reports:**

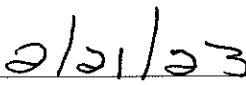
- Marissa Roland, DCR – Gave an oral and written report. (Report Attached)
- Dwight Forrester, NRCS – Gave an oral and written report. (Report Attached)
- Courtne Ellis, FSA – Gave an oral report.
- Dave Slack, DOF – Gave an oral report.
- Libby Bieri, FOR – Gave an oral report.
- Turner Minx, VCE – Was unable to attend.

There being no further business, Mr. Bland, Chair adjourned the meeting at 9:52 a.m.

  
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Bruce Taylor, Secretary

  
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Date

  
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Anne Davis, Administrative Coordinator

  
\_\_\_\_\_  
Date