

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
February 21, 2023
Rappahannock Office Building Conference Room, Tappahannock, VA

Board Members Present:

Robert Bland, Chair

Langdon Townsend, Vice-Chair

Bruce Taylor, Secretary

Keith Balderson, Treasurer

Benjamin Ellis, Essex County

Thomas Fox, King William County

Robbie Longest, VCE

Sara Henley, King & Queen County

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

Warren Coburn, DOF

Libby Bieri, FOR

Courtne Ellis, FSA

Turner Minx, VCE

Dwight Forrester, NRCS

Scott Adams, DOF

Brent Hunsinger, FOR

Lucinda Wingfield, NNLC

Guest:

AJ Brooks, Essex Co.

Willie Upshaw, King William Co.

Jim Wallace, Colonial SWCD

Clyde Cristman, King William Co.

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 9:01 a.m. at the Rappahannock Office Building Conference Room, Tappahannock, Virginia.

Introduction of Guests

Mr. Bland introduced the guests in attendance; Jim Wallace – District Manager of Colonial SWCD, Lucinda Wingfield – Program Associate with the Northern Neck Land Conservancy, Scott Adams with Department of Forestry and Clyde Cristman King William resident and former director of DCR.

Minutes of the Last Board of Directors Meeting

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

Treasurer's Report

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

Rural Investment to Protect our Environment (RIPE) – Jim Wallace

Mr. Wallace explained what the Rural Investment to Protect our Environment (RIPE) Grant entails to the Board of Directors. He stated the RIPE Partnership is a pilot program that will reward farmers and ranchers for adopting climate-smart Ag practices while generating guidance for a national program that could reach all producers in the U.S.

Old Business:

2/21/23 – Agriculture Committee Report – Keith Balderson, Ag Committee Chair

Mr. Balderson stated the Ag Committee met prior to the board meeting and reviewed several scenarios regarding cover crop spot checks including inadequate coverage, the application of sludge, and the species planted being different from the species that was signed up. The Committee also discussed this year's awards banquet and has decided on the following nominee for Outstanding Stewardship Award – Joe Watkins, Watkins Farm. For the Clean Water Farm Award staff and committee members will continue to consider potential nominees.

An upcoming Middle Peninsula Producer Conference is scheduled to be held on July 12th at the Tappahannock/Essex Fire Department. Once finalized, more information will be sent out with the time and speakers for the event.

Personnel Chair Report (Staff mid-year review) – Langdon Townsend, Personnel Chair

Mr. Townsend stated mid-year reviews were completed for all staff. This opportunity was used to “check-in” formally with each staff and review workload, challenges and provide support/guidance to meet all our goals through the remainder of the year. The formal performance criteria will be done in May during annual reviews.

TRSWCD Office Space Lease – Robert Bland, Chair

Mr. Bland stated he and Mrs. Carter met with the landlord to discuss a new lease for office space since the current lease runs out on February 28th. The landlord stated he wanted to increase the rent by \$1.15 per square foot. Currently, the District has not received a new lease from the landlord.

Nutrient Management Plan Review – Sarah Cole

Ms. Cole presented 21 Nutrient Management Plans for review and approval. Mr. Townsend motioned to approve the Nutrient Management Plans as presented. Mr. Balderson seconded the motion and the motion carried.

Cover Crop Field Signage Installed – Waring Baylor

Mr. Baylor stated he has placed two District signs in cover crop fields along the major roadways within the three counties. He stated once the cover crop has been killed he would remove the signs.

Annual Review of Financial Signature Cards – Anne Davis

Mrs. Davis stated the District's bank account check signers are Chairman, Treasurer, District Manager, Administrative Coordinator, and Conservation Specialist as per the check signing policy. All positions have remained the same, therefore no changes need to be made at this time.

Area III Meeting – Michelle Carter

Mrs. Carter stated the Area III Spring Meeting will be hosted by the Monacan SWCD on March 22nd at the Goochland Agricultural Center at Central High School in Goochland, VA. If any Director would like to attend, please let her know so registration can be completed.

New Business:

Technical Review Committee – RMP Policy Review – Michelle Carter

Mrs. Carter discussed what the Technical Review Committee is responsible for and who the members are on the Committee. She presented the RMP Policy for review and approval. Mr. Balderson motioned to approve the RMP Policy as presented. Mr. Townsend seconded the motion and the motion carried.

Youth Conservation Camp and Woods and Wildlife Camp – Michelle Carter

Mrs. Carter presented the Youth Conservation Camp flyer and stated the camp will be held at Virginia Tech on July 9-15, 2023. The camp is open to all Virginia High School students in 9-12 grades. If anyone would like an application, they can call Mrs. Carter or email her at michelle.carter@trswcd.org.

Mrs. Carter presented the Woods and Wildlife Camp flyer and stated the camp will be held at Holiday Lake 4-H Center on July 19-23, 2023. The camp is open to Virginia residents ages 13-16. If anyone would like an application, they can call Mrs. Carter or email her at michelle.carter@trswcd.org.

Academic Scholarships – Anne Davis

Mrs. Davis presented an information sheet for all scholarships the District offers or assists in promoting. Articles have been sent to the Rappahannock Times and the Country Courier for them to publish and the information sheet has been sent to all local High Schools. All scholarships are due by March 1st. More information and applications can be found on our website at www.trswcd.org.

TRSWCD Records Retention Process – Michelle Carter

Mrs. Carter stated staff has started the records retention initiative beginning with cost share records from 1986 through 2018. All structural and lifespan BMP's were saved and archived. The personnel records, timesheets and financial information will be next to review. So far eight cubic feet of records will be recorded and destroyed. All destroyed records are being cataloged with the Library of Virginia. When all files have been reviewed we will contract with a shredding company to destroy the documents.

VASWCD Legislative Agenda – Michelle Carter

Mrs. Carter presented the latest Legislative Tracking Report to the board for their review. She stated the 2023 Session is scheduled to adjourn next Saturday, February 25th.

Clean Essex Project – Michelle Carter

Mrs. Carter stated the District has sent a monetary donation of \$200 to Tappahannock Main Street to sponsor the spring Clean Essex Project. This project is designed to clean the trash from the roads, waterways and public spaces in Essex County and will take place from April 15 through May 20.

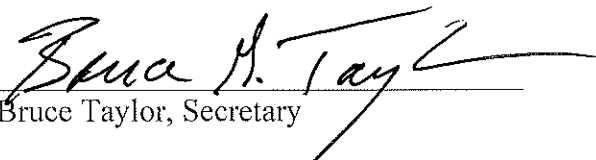
Director Elections/Forms – Anne Davis

Mrs. Davis went over in detail the election forms for Directors that want to rerun or run for the first time through the General Election in November. She stated they must have at least 25 signatures from registered voters in their respective counties and all forms filled out and turned in their local County Registrar by June 20th. She stated if anyone has questions or needs help filing out the forms to contact her at the office.

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.
Warren Coburn/Scott Adams, DOF – Gave an oral report.
Libby Bieri/Brent Hunsinger, FOR – Gave an oral report.
Turner Minx, VCE – Gave an oral report.
Lucinda Wingfield, NNLC – Gave an oral report.

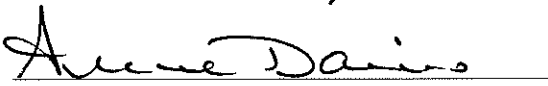
There being no further business, Mr. Bland, Chair adjourned the meeting at 9:55 a.m.



Bruce Taylor, Secretary

3/21/23

Date



Anne Davis, Administrative Coordinator

3/21/23

Date