

**THREE RIVERS SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**MINUTES**  
**July 12, 2023**

**Tappahannock/Essex Volunteer Fire Department, Tappahannock, VA**

**Board Members Present:**

Robert Bland, Chair

Langdon Townsend, Vice-Chair

Keith Balderson, Treasurer

Bruce Taylor, Secretary

Benjamin Ellis, Essex County

Thomas Fox, King William County

Robbie Longest, VCE

Sara Henley, King & Queen County

Willie Upshaw, Associate Director

**Three Rivers SWCD Staff Present:**

Michelle Carter, District Manager

Anne Davis, Administrative Coordinator

Waring Baylor, Conservation Specialist

Sarah Cole, Conservation Coordinator

**Agency Partners:**

Marissa Roland, DCR

**Call to Order**

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 3:00 p.m. at the Tappahannock/Essex Volunteer Fire Department, Tappahannock, Virginia.

**Closed Session:**

Mr. Balderson motioned that the Three Rivers Soil and Water Conservation District go into Closed Meeting in accordance with the Virginia Freedom of Information Act 2.2-3711(A)(1) to discuss District Finances and Personnel. Mr. Townsend seconded the motion and the motion carried.

Pursuant to the code of Virginia 2.2-3712(D) Mr. Balderson motioned to certify that, to the best of each members knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Three Rivers Soil and Water Conservation District during the Closed Meeting. Mr. Townsend seconded the motion and the motion carried.

**Open Session:**

Mr. Balderson motioned to approve the FY23 Financial Statement and the FY24 Dedicated Funds Report as presented. Mr. Townsend seconded the motion and the motion carried.

**Personnel Committee Minutes**

Mrs. Henley motioned to approve the June Personnel Committee Minutes as presented. Mr. Ellis seconded the motion and the motion carried.

**Finance Committee Minutes**

Mr. Balderson motioned to approve the June Finance Committee Minutes as presented. Mr. Ellis seconded the motion and the motion carried.

**Agriculture Committee Minutes**

Mr. Balderson motioned to approve the June Ag Committee Minutes as presented. Mr. Fox seconded the motion and the motion carried.

**Board of Directors meeting Minutes**

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

**Treasurer's Report**

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

**Technical Report – Waring Baylor & Sarah Cole**

Mr. Baylor presented and discussed the end of the year reports. Mr. Ellis motioned to approve the FY23 End of Year Reports as presented. Mr. Townsend seconded the motion and the motion carried. (Report Attached)

Ms. Cole presented a Conservation Plan and Tax Credit for James T. Brizendine, Sr. for approval. Mr. Townsend motioned to approve the Conservation Plan and Tax Credit for James T. Brizendine, Sr. as presented. Mr. Longest seconded the motion and the motion carried. (Report Attached)

Ms. Cole presented 10 Resource Management Plan Certifications for approval. Mr. Townsend motioned to approve the Resource Management Plan Certifications as presented. Mr. Fox seconded the motion and the motion carried. (Report Attached)

**District Operations Michelle Carter**

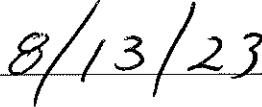
Mrs. Carter presented a Memorandum of Understanding with Colonial SWCD for VCAP for review and approval. Mr. Balderson motioned to approve the MOU with Colonial SWCD for VCAP as presented. Mr. Townsend seconded the motion and the motion carried.

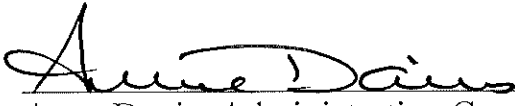
**Agency Reports:**

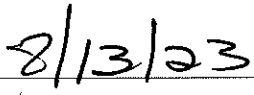
Marissa Roland, DCR – Gave an oral and written report. (Report Attached)

There being no further business, Mr. Bland, Chair adjourned the meeting at 3:43 p.m.

  
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Bruce Taylor, Secretary

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Anne Davis, Administrative Coordinator

  
\_\_\_\_\_  
Date

Meeting Date: July 12, 2023

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Three Rivers Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.23712 of the Code of Virginia requires a certification by the Three Rivers Board of Directors that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Three Rivers Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Three Rivers Board of Directors.

MOTION BY: Keith Balderson

SECOND BY: Langdon Townsend

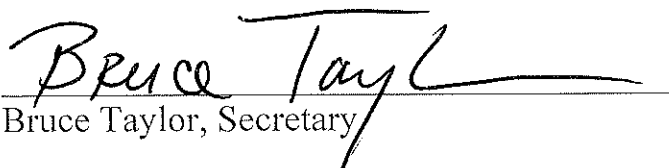
VOTES 8

AYES: 8

NAYS: 0

ABSENT DURING VOTE:

ABSENT DURING MEETING:

  
Bruce Taylor, Secretary