

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES

January 16, 2024
Three Rivers SWCD Conference Room

Board Members Present:

Robert Bland, Chair

Langdon Townsend, Vice Chair

Sara Henley, Secretary

AJ Brooks, Essex County

Benjamin Ellis, Essex County

Robbie Longest, VCE

Thomas Fox, King William County

Willie Upshaw, Associate Director

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager

Anne Davis, Administrative Coordinator

Grace Daughtrey, Education & Outreach Coordinator

Waring Baylor, Conservation Specialist

Sarah Cole, Conservation Coordinator

Agency Partners:

Marissa Roland, DCR

Dwight Forrester, NRCS

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 10:34 a.m. in Three Rivers SWCD Conference Room, Tappahannock, VA.

Board of Directors Meeting Minutes

Mrs. Henley motioned to approve the December Board of Directors Meeting Minutes as presented.

Mr. Townsend seconded the motion and the motion carried.

Treasurer's Report

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

Three Rivers SWCD Standing Committee Appointments

Mr. Townsend motioned to approve the 2024 Three Rivers SWCD Standing Committees as presented.

Mr. Ellis seconded the motion and the motion carried.

Staff Mid-Year Review

Mr. Townsend, Personnel Chair stated Michelle Carter, District Manager has met with each staff member for an in-formal mid-year review. A formal performance review will be conducted in May with each staff member.

2024-2029 Three Rivers SWCD Strategic Plan – Michelle Carter

Mrs. Carter reviewed the final 2024-2029 Three Rivers SWCD Strategic Plan. Mr. Ellis motioned to approve the 2024-2029 Three Rivers SWCD Strategic Plan as presented. Mr. Brooks seconded the motion and the motion carried.

VASWCD Legislative Agenda – Michelle Carter

Mrs. Carter reviewed the Legislative Agenda for 2024 that was approved at the Annual Meeting in December.

New Director Orientation & Treasurer Introduction – Michelle Carter

Mrs. Carter stated she has met with Bruce Taylor and discussed in length his new role as Treasurer of Three Rivers SWCD. She also stated that she, Marissa Roland, DCR and AJ Brooks would meet on January 17 to conduct his New Director Orientation, Phase I.

Bank Account Signature Cards and IRS Mileage Rate – Anne Davis

Mrs. Davis stated new signature cards for the Operations and Cost Share checking accounts have been changed to reflect Bruce Taylor the new treasurer.

Also stated was the new IRS Mileage Rate change to 67 cents per mile as of January 1, 2024.

Education & Outreach Coordinator Update – Grace Daughtrey

Ms. Daughtrey stated she will conduct an Ag Day at Tappahannock Elementary School for third and fourth graders on May 21, 2024.

Designs for the Soil Tunnel Tent are underway and once the panels are finalized it will take six to eight weeks for the tent to be completed.

Ms. Daughtrey stated she has purchased items for the Envirothon Trunk and the District has received a \$1,000 grant from the VASWCD Educational Foundation to help with the purchase of other items for the Envirothon Trunk.

She stated she is working with Jen Shelor on designing a new logo for the District along with Michelle Carter and Robert Bland.

WFA/VACS Cost Share Update – Sarah Cole and Waring Baylor

Mr. Baylor stated he and Grace Daughtrey attended the 5 County Ag Conference on January 10 at the Meadow Event Park. He gave reminders about the Cost Share program to roughly 120 attendees.

Mr. Baylor stated he had put marketing signage in cover crop fields along Routes 17, 360 and 30 in each county.

The Awards Banquet will be held on Tuesday, February 20th, 6:00 p.m. at 528 Restaurant in Tappahannock. Invitations will be sent out to all award winners with RSVP's due by February 13th.

Ms. Cole provided an update on the current state of the cost-share program. More changes are expected to be made as cover crop spot checks are completed and spring planting changes are made. (Report Attached)

WFA/VACS Cost Share Update – Sarah Cole and Waring Baylor Continued

Mr. Fox motioned Conservation Plans CP-43-24-0021 and CP-43-24-0022 be approved as presented. Mr. Ellis seconded and the motion carried. (Report Attached)

Mr. Ellis motioned to approve the 11 Nutrient Management Plans as presented. Mr. Townsend seconded and the motion carried. Mr. Longest abstained from voting. (Report Attached)

Mr. Townsend motioned to approve the Virginia Agricultural Equipment Tax Credit Application as presented. Mr. Brooks seconded and the motion carried. (Report Attached)

Mr. Townsend motioned to approve the Resource Management Plans RMP-43-23-0012 and RMP-43-23-0013 as presented. Mr. Fox seconded and the motion carried. (Report Attached)

Agency Reports

DCR – Marissa Roland gave an oral and written report. Report Attached

NRCS – Dwight Forrester gave an oral and written report. Report Attached

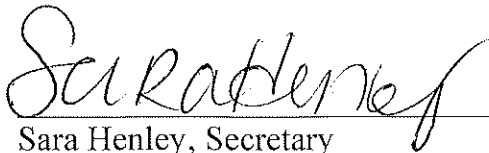
Closed Session:

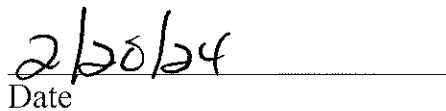
Chairman, Robert Bland asked Willie Upshaw, Associate Director to stay and participate in the Closed Session.

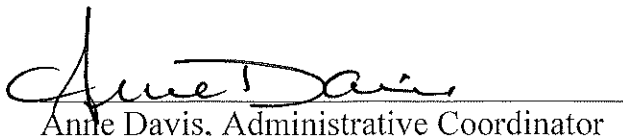
Mr. Townsend motioned that the Three Rivers Soil and Water Conservation District go into Closed Meeting in accordance with the Virginia Freedom of Information Act 2.2-3711(A)(1) to discuss personnel. Mr. Fox seconded the motion and the motion carried.

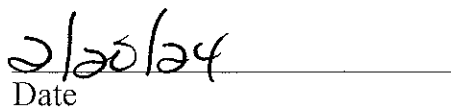
Pursuant to the code of Virginia 2.2-3712(D), Mr. Townsend motioned to certify that, to the best of each members knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Three Rivers Soil and Water Conservation District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

There being no further business, Mr. Bland, Chair adjourned the meeting at 11:48 a.m.


Sara Henley, Secretary


Date


Anne Davis, Administrative Coordinator


Date

Meeting Date: January 16, 2024

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: Mr. Langdon Townsend

SECOND BY: Mr. Thomas Fox

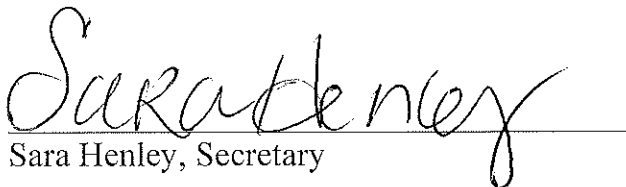
VOTES

AYES: 7

NAYS: 0

ABSENT DURING VOTE: Mr. Bruce Taylor

ABSENT DURING MEETING: Mr. Bruce Taylor


Sara Henley, Secretary