

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
December 16, 2025
Prince Street Café, Tappahannock, VA

Board Members Present:

Robert Bland, Chair
Langdon Townsend, Vice-Chair
Bruce Taylor, Treasurer
Sara Henley, Secretary

Thomas Fox, King William County
Robbie Longest, VCE Essex County
Jay Hundley, Essex County
AJ Brooks, Essex County

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager
Anne Davis, Administrative Coordinator
Waring Baylor, Conservation Specialist
Marley Goodman, Marketing Specialist

Grace Daughtrey, Education Coordinator
Tyler Deitz, Conservation Specialist

Agency Partners:

Olivia Leatherwood, DCR

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 5:01 p.m. at Prince Street Café, Tappahannock, VA.

Personnel Committee Meeting Minutes

Mr. Townsend motioned to approve the September Personnel Committee Meeting Minutes as presented. Mr. Hundley seconded the motion and the motion carried.

Operations Committee Meeting Minutes

Mrs. Henley motioned to approve the September Operations Committee Meeting Minutes as presented. Mr. Brooks seconded the motion and the motion carried.

Education Committee Meeting Minutes

Mr. Brooks motioned to approve the September Education Committee Meeting Minutes as presented. Mrs. Henley seconded the motion and the motion carried.

Board of Directors Meeting Minutes

Mrs. Henley motioned to approve the September Board of Directors Meeting Minutes as presented. Mr. Townsend seconded the motion and the motion carried.

Treasurer's Report

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

Nominating Committee Report 2026 Slate of Officers – Robbie Longest

Mr. Longest, Nominating Committee Chair, motioned on behalf of the Nominating Committee to approve the following Slate of Officers for Calendar Year 2026; Robert Bland – Chairman, Langdon Townsend – Vice Chairman, Bruce Taylor – Treasurer, Sara Hendley – Secretary and Michelle Carter – FOIA Officer and Records Retention Officer. Mr. Taylor seconded the motion and the motion carried.

District Operations – Michelle Carter

The District received a FOIA request on November 10, 2025. Ms. Carter notified the person of the District's FOIA Policy and no other correspondence has been received.

The District hosted a meeting with the new manager for the Town of Tappahannock to introduce staff and programs the District can offer. Discussion was also had about the Earth Day event the District is hosting in April 2026.

Ms. Carter discussed the Technical Review Committee Report with the Board. Mr. Fox motioned to approve the RMP Plans as presented. Mr. Brooks seconded the motion and the motion carried. (Report Attached)

Mr. Baylor presented Conservation Plans for approval. Mr. Hundley, Mr. Upshaw, Mr. Taylor and Mr. Fox were asked to leave the meeting room. Mr. Townsend motioned to approve the COIA Conservation Plans as presented. Mrs. Henley seconded the motion and the motion carried. (Report Attached)

Mr. Townsend motioned to approve the Non-COIA Conservation Plans as presented. Mr. Brooks seconded the motion and the motion carried. (Report Attached)

Ms. Carter presented Conservation Tillage and Precision Agriculture Equipment Tax Credit Applications for approval. Mr. Hundley, Mr. Upshaw, Mr. Taylor and Mr. Fox were asked to leave the room. Mr. Townsend motioned to approve the COIA Conservation Tillage and Precision Agricultural Equipment Tax Credit Applications as presented. Mr. Longest seconded the motion and the motion carried. (Report Attached)

District Operations – Michelle Carter Continued

Mr. Townsend motioned to approve the non-COIA Conservation Tillage and Precision Agricultural Equipment Tax Credit Applications as presented. Mr. Taylor seconded the motion and the motion carried. (Report Attached)

Ms. Carter stated the District has reserved a table for the Agribusiness Council Legislative Appreciation Banquet for January 15, 2026. She thanked Jay Hundley for allowing the District to use his membership.

Mr. Townsend motioned to request funding for FY27 from Essex, King William and King and Queen Counties to replicate funding request from FY26. Mr. Taylor seconded the motion and the motion carried.

District Coordinator – Anne Davis

All Directors and Associates have taken the mandatory COIA Training and each county has received the updated training information.

On December 2nd, the District was audited for the two fiscal years July 2023 – June 2024 and July 2024 – July 2025 by Robinson, Farmer, Cox Associates.

District Technical Report – Waring Baylor & Tyler Deitz (Report Attached)

Mr. Baylor, Mr. Bland, Mr. Townsend, Mr. Taylor, Mr. Upshaw, and Mr. Norman were asked to leave the meeting room. Mr. Fox motioned to approve COIA applications of FY26 Contract Number 43-26-0308 for Robert W. Baylor, Jr., Contract Number 43-26-0311 for Queenfield Farm, Contract Numbers 43-26-0314 and 43-26-0360 for Margie E. Longest and TO Longest Farm LLC, Contract Number 43-26-0328 for R. T. Bland, Inc., Contract Number 43-26-0336 for E. P. Upshaw, and Contract Number 43-26-0343 and 43-26-0345 for Adam Taylor and HRF, Inc. as presented. Mr. Hundley seconded the motion and the motion carried. Mr. Longest abstained from the vote.

Mr. Fox and Mr. Brooks were asked to leave the meeting room. Mr. Townsend motioned to approve COIA application of FY26 Contract Number 43-26-0304 for Thomas H. Fox, Jr. and Contract Number 43-26-0341 for Brooks Farm LLC as presented. Mr. Hundley seconded the motion and the motion carried.

Mr. Townsend motioned to approve the non-COIA FY26 applications as presented. Mr. Taylor seconded the motion and the motion carried.

Page 4
12/16/25
Minutes

Marketing & Communications Report – Marley Goodman

Ms. Goodman presented the Annual Report for FY25 and discussed the accomplishments of the District throughout the year.

On January 20, 2026 the District will hold the Annual Awards Banquet in the Reception Hall at Hollyfield Manor in King William at 6:00 p.m.

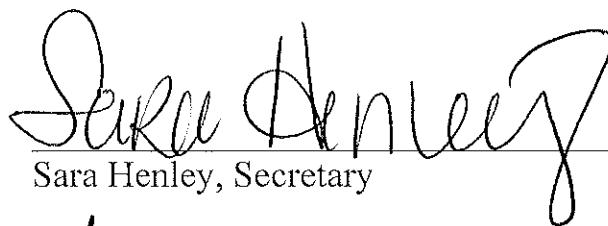
Education & Outreach Report – Grace Daughtrey

Ms. Daughtrey presented the winning posters from the Poster Contest the District conducted. Mr. Taylor motioned to approve the purchase of nine \$25 gift cards to be presented to the Poster Contest winners. Mr. Brooks seconded the motion and the motion carried.

Agency Reports

DCR – Olivia Leatherwood gave an oral and written report.

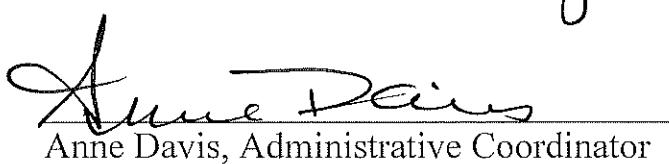
There being no further business, Mr. Bland, Chair adjourned the meeting at 5:44 p.m.



Sara Henley, Secretary

1/20/24

Date



Anne Davis, Administrative Coordinator

1/20/24

Date