

**THREE RIVERS SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**MINUTES**  
**September 17, 2025**  
**St. John's Church, Tappahannock, VA**

**Board Members Present:**

Robert Bland, Chair  
Langdon Townsend, Vice-Chair  
Bruce Taylor, Treasurer  
Sara Henley, Secretary  
AJ Brooks, Essex County

Thomas Fox, King William County  
Robbie Longest, VCE Essex County  
Jay Hundley, Essex County  
Willie Upshaw, Associate Director  
Kevin Norman, Associate Director

**Three Rivers SWCD Staff Present:**

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

Trevor Guy, Cons. & Precision Ag Specialist  
Tyler Deitz, Conservation Specialist  
Grace Daughtrey, Education Coordinator

**Agency Partners:**

Marissa Roland, DCR  
Olivia Leatherwood, DCR

Felicia Washington, FSA  
Caroline Lancaster, NRCS

**Call to Order**

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 9:39 a.m. at St. John's Church, Tappahannock, VA.

Mr. Bland introduced the District's new CDC, Olivia Leatherwood.

**Finance Committee Meeting Minutes**

Mr. Taylor motioned to approve the July Finance Committee Meeting Minutes as presented. Mr. Townsend seconded the motion and the motion carried.

**Board of Directors Meeting Minutes**

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

**Treasurer's Report**

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

**Personnel Committee Report – Langdon Townsend, Chair**

Mr. Townsend, Committee Chair, motioned on behalf of the Personnel Committee to adopt the Family Medical Leave Act (FMLA) standards as set forth by Federal Law. Mr. Brooks seconded the motioned and the motion carried.

**Operations Committee Report – Sara Henley, Chair**

Based on recommendations from the Operations Committee the following motions were made. Ms. Henley motioned to approve the two Standard Operating Procedures as presented. Mr. Taylor seconded the motion and the motion carried.

Ms. Henley motioned to approve the TRSWCD Office Space Lease Agreement as presented. Mr. Taylor seconded the motion and the motion carried.

Ms. Henley motioned to accept the TRC Committee guidelines as presented. Mr. Townsend seconded the motion and the motion carried.

**Education Committee Report – AJ Brooks, Chair**

Mr. Brooks motioned to approve the five mini grant applications as presented and allocate the remaining budget for other education and outreach efforts. Ms. Henley seconded the motion and the motion carried.

**District Operations – Michelle Carter**

A spot check was completed on a VCAP Living Shoreline Project and the project was functioning properly. All spot check paperwork has been submitted to the VASWCD.

Mr. Bland stated he is still speaking with officials about a tire recycling program to be held within our three county district. He also shared the survey results collected from producers at signup on the number of tires they would like to dispose.

Ms. Carter shared and discussed the VASWCD Policy Book with the board.

The Ag Stewardship Act Annual Report was shared and discussed with the board.

Ms. Carter presented the FY25 Grant Agreement Assessments for the Administrative and Operational Grant and the Cost Share and Technical Assistance Grant. She stated the District fully satisfied all grant deliverables and received all A's. Marissa Roland, DCR reiterated the great job the District did on receiving all A's.

**District Coordinator – Anne Davis**

The VASWCD Annual Meeting will be held December 7-10 at the Williamsburg Double Tree Hotel.

The December Board Meeting will be held 6:00 p.m. on December 16 at Prince Street Café – Hobbs Hole in Tappahannock.

All Directors and Associates will need to take the COIA training through the Virginia Conflict of Interest and Ethics Advisory Council website before December 31, 2025.

Robertson, Farmer & Cox Associates will perform a District financial audit for the last two fiscal years on December 2, 2025.

**District Technical Report – Trevor Guy, Waring Baylor & Tyler Deitz**  
**(Reports Attached)**

Review of Cost Share Sign-up was given, stating that over 134 entities were signed up from July 10 – August 8.

Outstanding Stewardship award recipients will be Langdon Townsend, Queenfield Farm and Erwin S. Campbell. The recipients will be recognized at the January Awards Banquet.

Jay Hundley was asked to leave the room. Mr. Fox motioned to approve the Conservation Plans as presented. Mr. Brooks seconded the motion and the motion carried.

On September 11, staff and Olivia Leatherwood conducted the DCR spot checks for No-Till contracts. All 83 verifications met the 60% cover for no-till.

Trevor Guy was selected to the State Technical Advisory Committee for Cover Crop and Nutrient Management for 2025. Tyler Deitz will be the proxy for Trevor if he is unable to attend a meeting.

August 19, staff attended the XtremeAg Field Day at Thomas Neck Ag hosted by Benjamin Ellis and Family. The District was a sponsor for the event and also had a booth to showcase our Precision Ag Programs.

August 21, staff attended the XtremeAg Field Day at Chestnut Manor in Centreville Maryland which was hosted by Temple Rhodes.

**District Technical Report – Trevor Guy, Waring Baylor & Tyler Deitz Continued**  
**(Reports 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 Numbers 43-26-0003 and 43-26-0004 for Adam C. Taylor, 43-26-0030 and 43-26-0031 for Burnway Farm and 43-26-0111 and 43-26-0112 for HRF, Inc and COIA application of FY26 Contract Numbers of 43-26-0148, 43-26-0149, 43-26-0167, 43-26-0168, 43-26-0240, and 43-26-0241 for Kevin Norman, Margie E. Longest, and TO Longest Farm LLC and COIA application of FY26 Contract Numbers of 43-26-0198, 43-26-0199, and 43-26-0200 for Queenfield Farm and COIA application of FY26 Contact Numbers of 43-26-0203, 43-26-0204 for R T Bland, Inc and COIA application of FY26 Contract Numbers of 43-26-0219, 43-26-0220, 43-26-0221 for Robert W. Baylor, Jr. and COIA application of FY26 Contract Numbers 43-26-0079 and 43-26-0080 for Everett P. Upshaw as presented. Mr. Hundley seconded the motion and the motion carried.

Mr. Hundley, Mr. Brooks, and Mr. Longest were asked to leave the meeting room. Mr. Fox motioned to approve COIA application of FY26 Contract Numbers 43-26-0021 and 43-26-0022 for Brooks Farm LLC and COIA application of FY26 Contract Numbers of 43-26-0115, 43-26-0116, 43-26-0117, 43-26-0118, and 43-26-0294 for Hundley Farms, Inc and Hundley Seed Company, Inc and COIA application for FY26 Contract Numbers of 43-26-0160 and 43-26-0161 for Longest Family Farms LLC. Mr. Taylor seconded the motion and the motion carried.

Mr. Fox and Ms. Henley were asked to leave the meeting room. Mr. Townsend motioned to approve COIA application of FY26 Contract Numbers 43-26-0251 and 43-26-0252 for Thomas H. Fox, Jr. and COIA application of FY26 Contract Numbers 43-26-0173 and 43-26-0174 for MTG Partners LLC as presented. Mr. Hundley seconded the motion and the motion carried.

Mr. Townsend motioned to approve the FY26 VACS BMP Cost-Share Program Non-COIA applications as presented. Mr. Brooks seconded the motion and the motion carried.

Page 5  
9/17/25  
Minutes

**Agency Reports**

DCR – Olivia Leatherwood & Marissa Roland, gave an oral and written report.

NRCS – Caroline Lancaster gave an oral and written report.

FSA – Felicia Washington gave an oral report.

DOF – Was unable to attend.

FOR/York River Steward – Leslie Anne Hammond was unable to attend.

There being no further business, Mr. Bland, Chair adjourned the meeting at 10:40 a.m.

Sara Henley

Sara Henley, Secretary

12/16/25

Date

Anne Davis

Anne Davis, Administrative Coordinator

12/16/25

Date