

**Three Rivers Soil & Water Conservation District  
Operations Committee  
Minutes**

**September 17, 2025 @ 8:30 a.m.**

**St. John's Church**

**Members Present:**

Sara Henley, Operations Chair  
Robert Bland, Board Chair  
Langdon Townsend

Bruce Taylor  
Michelle Carter

**Call to Order**

Mrs. Henley, Operations Chair, called the Three Rivers Soil and Water Conservation District Operations Committee Meeting to order at 8:35 a.m. at St. John's Church, Tappahannock, VA.

**Three Rivers SWCD Insurance Policies Review**

The Committee reviewed all District insurance policies. These policies cover business owners, auto, group accident, worker's comp, staff health insurance, general liability, and coverage for directors such as surety bond and fidelity bond.

**Standard Operating Procedures – Social Media and Travel Expense Reimbursement**

The Committee reviewed the Social Media Do's and Don'ts and the Travel Expense Reimbursement rules. A recommendation will be made to the Board of Directors to approve the two policies as presented.

**Three Rivers SWCD Office Space Lease**

The office space lease is up for renewal. The new lease will run from October 1, 2025 through September 30, 2026 and the monthly rental will stay the same at \$1,500. The Committee will recommend to the Board of Directors to approve the TRSWCD Office Space Lease Agreement as presented.

**Review of Technical Review Committee**

The Committee reviewed the rules, members, and proposed meeting dates for the TRSWCD Technical Review Committee. A recommendation from the committee will be made to the Board of Directors to approve the TRC Committee guidelines as presented.

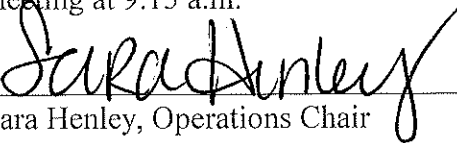
**Public Sector HR Annual Conference & VAGARA Conference**

Mrs. Carter stated she attended the Public Sector HR Annual Conference on September 14-16 and would attend the VA Association of Government Archives & Records Administrators Conference October 22-24.

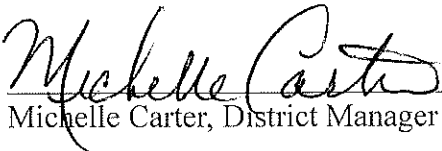
**VA Soil & Water Conservation Board – Audit Report, SWCD OPS/CS Report Cards**

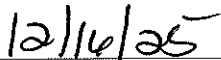
Mrs. Carter presented the financial audit report from the VA Soil and Water Board and a comprehensive list of Administration/Operations and Cost Share report cards for all Virginia Districts.

There being no further business, Mrs. Henley, Chair of the Operations Committee, adjourned this meeting at 9:15 a.m.

  
Sara Henley, Operations Chair

  
Date

  
Michelle Carter, District Manager

  
Date