

**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
Sara Henley, Operations Chair

12/16/25
Date

Michelle Carter
Michelle Carter, District Manager

12/16/25
Date