

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

September 17, 2025 @ 8:00 a.m.

St. John's Church

Members Present:

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

AJ Brooks
Thomas Fox
Michelle Carter

Call to Order

Mr. Townsend, Personnel Chair, called the Three Rivers Soil and Water Conservation District Personnel Committee Meeting to order at 8:00 a.m. at St. John's Church, Tappahannock, VA.

Enneagram Institute – Staff Team Building Activity

Staff participated in the Enneagram Institute testing platform that assesses personality and categorizes people into nine distinct personality types, each with specific motivations and core beliefs.

Holiday Schedule

The Committee has designated additional time off for December 24, 29 & 30 to be added to the schedule set by the Governor.

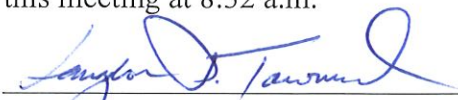
Personnel Policy Review

The Committee reviewed our current Family Medical Leave Act Policy and will recommend to the Board of Directors to adopt the FMLA standards as set forth by Federal Law.

VASWCD Annual Meeting

The Committee discussed the VASWCD Annual Meeting agenda. Registration information will be collected for board members that would like to attend.

There being no further business, Mr. Townsend, Chair of the Personnel Committee, adjourned this meeting at 8:32 a.m.



Langdon Townsend, Personnel Chair

12/16/25

Date



Michelle Carter, District Manager

12/16/25

Date