

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
January 20, 2026
Hollyfield Manor, King William, VA

Board Members Present:

Robert Bland, Chair	Thomas Fox, King William County
Langdon Townsend, Vice-Chair	Robbie Longest, VCE Essex County
Bruce Taylor, Treasurer	AJ Brooks, Essex County
Sara Henley, Secretary	Kevin Norman, Associate Director
Jay Hundley, Essex County	

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager	Waring Baylor, Conservation Specialist
Anne Davis, Administrative Coordinator	Trevor Guy, Precision Ag 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 5:00 p.m. at Hollyfield Manor, King William, VA.

Board of Directors Meeting Minutes

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

Executive Committee Meeting Minutes

Mr. Townsend motioned to approve the December 31, 2025 Executive Committee Meeting Minutes. Mr. Fox seconded the motion and the motion carried.

Ratification of Executive Committee Action

Mr. Townsend moved to ratify the action of the Executive Committee taken on December 31, 2025 regarding the approval of a Conservation Plan written by Waring Baylor for Kevin D. Norman (43-26-0013) and a Conservation Tillage and Precision Agriculture Equipment Tax Credit Application for Kevin D. Norman. Mr. Townsend noted that the meeting was necessary to ensure timely approval by year end. Mr. Fox seconded the motion and the motion carried unanimously.

Treasurer's Report

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

Three Rivers SWCD Standing Committee Appointments

Mr. Bland reviewed the 2026 Standing Committee Appointments with the Board. Mr. Townsend motioned to approve the 2026 Three Rivers SWCD Standing Committees as presented. Mr. Hundley seconded the motion and the motion carried.

Personnel Committee Report – Langdon Townsend, Committee Chair

Mr. Townsend reported that the District Manager has completed mid-year reviews with all staff members. Currently, both individual performance expectations and the goals outlined in the Annual Plan of Work are on track to be met this fiscal year.

District Operations – Michelle Carter

Ms. Carter presented the 2026 Board of Directors Meeting Calendar.

Ms. Carter stated she attended the King William Board of Supervisors Budget Meeting on January 12 to discuss FY27 financial support for the District.

Conservation Specialist Update – Waring Baylor (Report Attached)

Mr. Baylor presented COIA and Non-COIA Whole Farm Approach Contracts for approval.

Mr. Upshaw was absent. Mr. Fox motioned to approve the COIA applications of FY26 Contract Numbers 43-26-0079 and 43-26-0080 for E. P. Upshaw as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Fox motioned to approve the Non-COIA FY26 applications as presented. Mr. Hundley seconded the motion and the motion carried.

District Coordinator – Anne Davis

Ms. Davis presented the scholarship flyer, which will be distributed to local high schools and promoted on the District's Facebook page. Additionally, press releases will be submitted to local newspapers. Applications are due by March 1 and are available for download on the District website.

In accordance with the Finance Committee's recommendation following their review of District scholarship totals, Mr. Taylor moved that the District donate \$5,000 to the John F. Townsend, Sr. Scholarship and \$6,000 to the Earl H. and Anna K. Longest Scholarship. These funds will be transmitted to the VASWCD Educational Foundation to make whole the \$25,000 principal requirement for each scholarship, ensuring a sustained annual payout of \$2,000 to local students. Mr. Fox seconded the motion and the motion carried.

District Coordinator – Anne Davis Continued

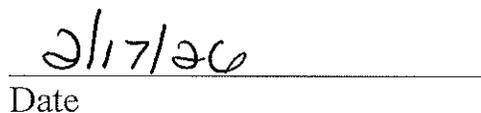
Ms. Davis provided Directors with step-by-step instructions for completing their mandatory annual FOIA webinar training.

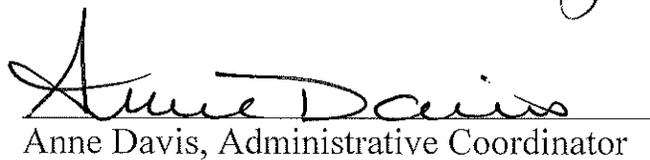
Agency Reports

DCR – Olivia Leatherwood gave an oral and written report.

There being no further business, Mr. Bland, Chair adjourned the meeting at 5:30 p.m.


Sara Henley, Secretary


Date


Anne Davis, Administrative Coordinator


Date