

**THREE RIVERS SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**MINUTES**  
**February 17, 2026**  
**St. Johns Church, Tappahannock, VA**

**Board Members Present:**

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

**Three Rivers SWCD Staff Present:**

Michelle Carter, District Manager	Marley Goodman, Marketing Specialist
Anne Davis, Administrative Coordinator	Grace Daughtrey, Education Specialist
Waring Baylor, Conservation Specialist	Tyler Deitz, Conservation Specialist
Trevor Guy, Precision Ag Specialist	

**Agency Partners:**

Olivia Leatherwood, DCR	Aditya Nathela, DOF
Chris Pate, DOF	

**Call to Order**

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 8:00 a.m. at St. Johns Church, Tappahannock, VA.

**Finance Committee Meeting Minutes**

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

**Board of Directors Meeting Minutes**

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

**Treasurer's Report**

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

**Technical Report – Tech Team (Approval Report Attached)**

Mr. Baylor reported all fields signed up with the District has been uploaded to the IPAD. WFA Cover Crop acres have been reported to the District. RMP field assessments and/or certifications have been completed. The District will have one End of Lifespan to verify.

Mr. Guy stated the tech team is actively conducting cover crop spot checks. During the 5-County Ag Conference staff gave an update of upcoming dates and deadlines. Staff attended the Louisville Farm show where they received information on new agricultural technologies and practices.

Mr. Taylor was asked to leave the meeting room. Mr. Fox motioned to approve COIA applications of FY26 Contract Numbers 43-26-0343 and 43-26-0345 for HRF, Inc. and Adam Taylor as presented. Mr. Townsend 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.

**Education Update – Grace Daughtrey**

Ag in the Classroom Literacy Books have been purchased to read and donate to local libraries during Literacy Week in March.

Flyers have been created and distributed through Constant Contact for Youth Conservation Camp in July and Camp Woods and Wildlife in June.

The District is planning to host a rain barrel workshop at either the Upper King William Branch or West Point Branch Library in the fall.

Presented was the request to purchase a \$25 gift card for the final poster contest winner. Mr. Taylor motioned to approve the purchase of one \$25 Visa Gift Card for a poster contest winner. Mr. Townsend seconded the motion and the motion carried.

**District Operations – Michelle Carter**

Ms. Carter presented an Addendum Contract to the current office space lease agreement to include adding the additional office space at 306 Cross Street, Tappahannock, VA. Mr. Townsend motioned to approve the Addendum Contract with the following additions; In consideration of the Tenant performing renovations to the 306 Cross Street property, the Landlord agrees to maintain the current monthly rental rate of \$1,500 (221 Duke Street, Tappahannock, VA) and \$500 (306 Cross Street, Tappahannock, VA) for a period of (5) years.

**District Operations – Michelle Carter Continued**

Ms. Carter presented details for the April 18 Earth Day Celebration, held in conjunction with the Tappahannock Farmer’s Market. She provided an overview of logistics, showing preparations are well underway.

**Marketing/Outreach Update – Marley Goodman**

An Awards Banquet Recap was given for the January 20 event.

The Producer Conference will be held on July 8 at Hollyfield Manor. The conference is planned as a morning breakfast event.

The Earth Day Celebration flyer was presented which will serve as the District’s main promotional piece. A preview of the youth T-shirt design was also shared, stating it will be available for purchase at the event.

**Office Coordinator Update – Anne Davis**

The Area III Spring Meeting will be hosted by the Colonial SWCD on April 2, at Saudé Creek Vineyards in Lanexa, VA. The agenda for the day will be emailed to Directors once it has been finalized.

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

Scholarships have been promoted through Constant Contact, local papers and social media. Scholarship applications are due to the office by March 1.

**Agency Reports**

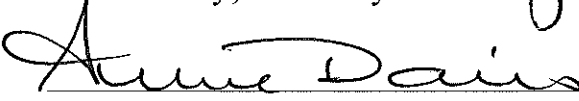
DCR – Olivia Leatherwood gave an oral and written report.

DOF – Aditya Nathela and Chris Pate gave oral reports.

There being no further business, Mr. Bland, Chair adjourned the meeting at 9:14 a.m.

  
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Sara Henley, Secretary

3/17/26  
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Date

  
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Anne Davis, Administrative Coordinator

3/17/26  
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Date