

**Three Rivers Soil & Water Conservation District
Operations Committee
Minutes
February 17, 2026@ 10:30 a.m.
St. Johns Church, Tappahannock, VA**

Committee Members Present: Sara Henley, OPS Chair, Robert Bland, Board Chair, Langdon Townsend, and Bruce Taylor.

Call to Order.....Sara Henley, Chair

The Committee conducted a review of the 2026 Board and Committee Meeting schedules. The updated calendar will be presented at the March Board meeting.

Mrs. Carter presented the FY26 Annual Plan of Work for review, providing a status update on organizational objectives/deliverables. Mrs. Carter confirmed that all staff workloads are currently on task to be completed by the June 30, 2026 deadline. The District's Strategic Plan was presented for its mid-year review. A brief discussion regarding the necessity of these documents given the recent changes to grant requirements, the Committee agreed to continue the development and maintenance of both documents. This decision is based on the determination that these plans represent sound business practices essential for TRSWCD's operational success and goal achievement.

Regarding the Summer Intern Program, Mrs. Carter requested that the District not proceed with the program this year due to high staff workloads limiting the capacity for necessary supervision. She emphasized that this decision is not a reflection of last year's success and recommended revisiting the Internship program for the next fiscal year.

Mrs. Carter presented the District Operational Guidelines for committee review. The provided packet included desktop procedures with highlighted references distinguishing "must" from "shall" requirements, best business practices, a grant deliverables checklist, and a reference guide concerning State government practices and laws.

Mrs. Carter presented a revised organizational chart reflecting the appointment of Jay Hundley as Director and his corresponding committee assignments, along with changes in team leadership. Under the new structure, Mrs. Carter will maintain supervision over the Administrative Coordinator, Marketing & Communications Specialist, Education & Outreach Coordinator, and Agricultural Administrative Assistant, as well as Summer Interns when applicable. The Technical Team will report to the Precision Ag/Conservation Specialist with support from the District Manager. Furthermore, Mrs. Carter outlined the need for a part-time, non-benefited Agricultural Administrative Assistant to support the Technical Team, proposing a schedule of Tuesday


through Thursday. She provided a formal job description for review, and the Committee agreed to refer the proposal to the Personnel Committee for their March meeting.

Moving on to the final item on the agenda, Mrs. Carter presented an Area III District Employee salary analysis, which categorized each staff member alongside their counterparts from other districts in the area. Following a discussion, the committee agreed to refer the analysis to the Personnel Committee for review during their scheduled March meeting.

There being no further business, the meeting was adjourned at 11:15 a.m.


Sara Henley, Operations Committee Chair

3/17/24
Date


Michelle Carter, District Manager

3/17/24
Date