

**Three Rivers Soil and Water Conservation District  
Personnel Committee  
Minutes  
March 17, 2026  
Three Rivers SWCD Office, Tappahannock, VA**

Committee Members Present: Langdon Townsend, Personnel Chair, Robert Bland, Board Chair, Thomas Fox, Sara Henley, AJ Brooks and Staff Advisor Michelle Carter, District Manager.

**I. Call to Order**

Mr. Townsend called the meeting to order at 8:30 a.m.

**II. Agricultural Administrative Assistant Position**

The Committee discussed the creation of a part-time **Agricultural Administrative Assistant** position to support the District's Tech Team. Following the discussion, the Committee reached the following consensus:

- **Hiring Recommendation:** The Committee recommends that the Board of Directors approve the hiring of a part-time Agricultural Administrative Assistant.
- **Recruitment Materials:** A formal job description and recruitment flyer have been finalized to initiate the hiring process.
- **Delegation of Authority:** The Committee recommends that the Board of Directors delegate authority to the Personnel Committee to:
  1. Schedule and conduct interviews.
  2. Select and hire the candidate.
  3. Establish the starting salary based on Board-approved parameters.

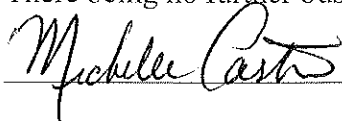
**III. Area III Staff Survey Materials**

The Committee reviewed the Area III survey materials as presented.

- **Status:** The Committee recommends to the Board of Directors to offer 25% of dependent healthcare coverage in addition to the 100% employee coverage beginning July 1, 2026.
- **Next Steps:** The additional documents will be forwarded to the May Committee meeting for further evaluation and discussion.

**IV. Adjournment**

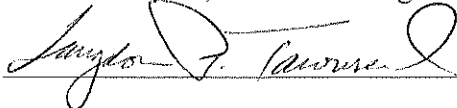
There being no further business, the meeting was adjourned at 9:00 a.m.

  
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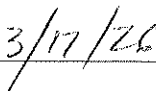
Michelle Carter, District Manager

  
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Date

  
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Langdon Townsend, Personnel Chair

  
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Date