

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES

March 17, 2026

St. Johns Church, Tappahannock, VA

Board Members Present:

Robert Bland, Chair

Langdon Townsend, Vice-Chair

Bruce Taylor, Treasurer

Sara Henley, Secretary

Jay Hundley, Essex County

Thomas Fox, King William County

Robbie Longest, VCE Essex County

AJ Brooks, Essex County

Willie Upshaw, Associate Director

Kevin Norman, Associate Director

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager

Anne Davis, Administrative Coordinator

Waring Baylor, Conservation Specialist

Trevor Guy, Precision Ag Specialist

Marley Goodman, Marketing Specialist

Grace Daughtrey, Education Specialist

Tyler Deitz, Conservation Specialist

Agency Partners:

Olivia Leatherwood, DCR

Turner Minx, VCE

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 9:13 a.m. at St. Johns Church, Tappahannock, VA.

Operations Committee Meeting Minutes

Ms. Henley motioned to approve the February Operations Committee Minutes as presented. Mr. Taylor seconded the motion and the motion carried.

Board of Directors Meeting Minutes

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

Personnel Committee Meeting Minutes

Mr. Townsend motioned to approve the March Personnel Committee Minutes as presented. Mr. Brooks seconded the motion and the motion carried.

Treasurer's Report

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

Operations Committee Report – Sara Henley, Ops. Chair

Ms. Henley reported that in February the Operations Committee met and reviewed the following documents: 2026 Board and Committee Meeting Schedules, FY26 Annual Plan of Work, Summer Intern Program, and District Operational Guidelines, including the Desktop Procedures and Grant Deliverables Checklist.

Personnel Committee Report – Langdon Townsend, Pers. Chair

Upon recommendation from the Personnel Committee the following motions were made.

Mr. Townsend motioned to authorize the recruitment and hiring of a new Agricultural Administrative Assistant to support the Technical Team. Ms. Henley seconded the motion and the motion carried.

Mr. Townsend motioned that the Three Rivers SWCD Board of Directors delegates authority to the Personnel Committee to schedule and conduct interviews, select and hire the candidate, and establish the starting salary based on Board-approved parameters for the Agricultural Administrative Assistant. Mr. Fox seconded the motion and the motion carried.

Mr. Townsend motioned that the Three Rivers SWCD Board of Directors will offer 25% of dependent healthcare coverage in addition to the 100% employee coverage beginning July 1, 2026. Mr. Fox seconded the motion and the motion carried.

Technical Report – Tech Team (Reports Attached)

Mr. Baylor presented Conservation Plans and FY26 WFA-NM & CCI-CNT applications for approval.

Mr. Brooks was asked to leave the room. Mr. Fox motioned to approve the COIA Conservation Plan for Alan J. Brooks as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Fox motioned to approve the non-COIA Conservation Plan as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Fox motioned to approve the non-COIA FY26 WFA-NM and CCI-CNT applications as presented. Mr. Hundley seconded the motion and the motion carried.

Technical Report – Tech Team Continued (Reports Attached)

Mr. Guy presented Nutrient Management Plans for approval.

Mr. Fox motioned to approve the Nutrient Management Plans as presented. Mr. Taylor seconded the motion and the motion carried.

Cover Crop and RMP Field Checks were conducted starting on January 11 and were completed by February 24.

DEQ Sludge Reports for January and February have been received and any cover crop acres with sludge being applied have been adjusted.

Mr. Deitz thanked the Board for allowing him to attend the Commodity Classic, and reported on the seminars he participated in.

Office Coordinator Update – Anne Davis

An Area III Spring Meeting Draft Agenda was presented for review. The Meeting will be hosted by the Colonial SWCD on April 2, at Saudé Creek Vineyards in Lanexa, VA.

All Directors have either taken the FOIA training or are scheduled to take the training on April 8.

District Operations – Michelle Carter (Reports Attached)

Ms. Carter stated the amendment to the current office space lease agreement has been signed by the landlord.

Ms. Carter presented an Equipment Tax Credit for approval. Mr. Brooks was asked to leave the room.

Mr. Taylor motioned to approve the Equipment Tax Credit for Alan J. Brooks as presented. Mr. Hundley seconded the motion and the motion carried.

The March 31 RMP Quarterly Report was presented for review.

Mr. Townsend motioned to grant authority to the Technical Review Committee to preapprove/reject Resource Management Plans as submitted prior to Board of Directors Meetings. Mr. Brooks seconded the motion and the motion carried.

District Operations – Michelle Carter Continued

Ms. Carter stated she was asked to participate in a JLARC study of the Agricultural Best Management Practices Cost-Share Program.

A VCAP Conservation Landscaping Application was presented for approval.

Mr. Hundley motioned to approve the VCAP Conservation Landscaping Application as presented. Mr. Brooks seconded the motion and the motion carried.

Ag/Forestry Safety Day – Robbie Longest

Virginia Cooperative Extension has been requested to conduct a Safety Day for agricultural producers and the general public. Initial planning for the event has just started.

Agency Reports

DCR – Olivia Leatherwood gave an oral and written report.

KWVCE – Turner Minx gave an oral report.

There being no further business, Mr. Bland, Chair adjourned the meeting at 10:18 a.m.


Sara Henley, Secretary

5/19/26
Date


Anne Davis, Administrative Coordinator

5/19/26
Date