

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
June 24, 2026

Three Rivers SWCD Conference Room, Tappahannock, VA

Board Members Present:

Robert Bland, Chair
Langdon Townsend, Vice-Chair
Bruce Taylor, Treasurer
Sara Henley, Secretary

Thomas Fox, King William County
Jay Hundley, Essex County
Kevin Norman, Associate Director
Willie Upshaw, Associate Director

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager
Anne Davis, Administrative Coordinator
Trevor Guy, Precision Ag Manager
Waring Baylor, Conservation Specialist

Grace Daughtrey, Education Coordinator
Marley Goodman, Marketing Specialist
Tyler Deitz, Conservation Specialist
Jakie Kay, Administrative Assistant

Agency Partners:

Olivia Leatherwood, DCR
Caroline Lancaster, NRCS
Karen Balentine, NRCS

Chris Pate, DOF
Aditya Nathela, DOF

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 8:58 p.m. in the Three Rivers SWCD Conference Room, Tappahannock, VA.

Introduction of Ag Administrative Assistant

Mr. Bland introduced Jackie Kay the new Agricultural Administrative Assistant. Ms. Kay shared a brief summary of her background.

Board of Directors Meeting Minutes

Ms. Henley moved to approve the May Board of Directors Meeting Minutes as presented. Mr. Townsend seconded the motion and the motion carried.

Treasurer's Report

Mr. Taylor moved to accept the May Treasurer's Report as presented and the report will be filed for audit. Mr. Hundley seconded the motion and the motion carried.

Finance Chair Report

Mr. Taylor, Finance Chair, stated the Finance Committee met prior to the Board of Directors meeting. The following items discussed were the proposed FY27 Operational Budget, District financial outlook, Dedicated Funds recommendations and the potential purchase of a truck and copier. The following recommendations were brought forward from the Finance Committee.

Mr. Taylor moved to adopt the FY27 Operations Budget as presented, contingent upon the proposed grant agreements. Should any budget revisions become necessary, the Finance Committee will convene to make the required adjustments. Mr. Fox seconded the motion and the motion carried.

Mr. Taylor moved to purchase a new truck and copier expending FY26 funds. Mr. Townsend seconded the motion and the motion carried.

WFA/VACS Cost Share Report (Reports Attached)

Mr. Guy gave a brief overview of trainings, workshops and field days the technical staff participated in. He stated he had received his Conservation Planner Certificate on March 19. The Tech Team and District Manager participated in the FY27 VACS Cost Share training on June 17. Staff attended the Elevated Ag Cover Crops event hosted by Tyler Franklin and Kathy Clarke. Staff attended the Wheat Field Day hosted by extension at AREC in Warsaw. Mr. Guy stated Jackie has been a great asset to the tech team.

Mr. Deitz presented a financial report showing the funding amounts for each Cost Share practice for FY26. He also presented a SL-6 Cost Share application for carryover. Mr. Fox moved to approve the carryover of the SL-6 Cost Share application as presented. Mr. Taylor seconded the motion and the motion carried.

One Nutrient Management Plan was presented for approval. Mr. Fox moved to approve the Nutrient Management Plan as presented. Mr. Hundley seconded the motion and the motion carried.

Mr. Baylor presented the Secondary Considerations and Average Cost List for FY27, highlighting the changes in both documents. He stated both documents had been approved by Sara Bottenfield with DCR. Mr. Fox moved to approve the FY27 Secondary Considerations and Average Cost List as presented. Mr. Hundley seconded the motion and the motion carried.

WFA/VACS Cost Share Report (Reports Attached) Continued

Three Resource Management Plans were presented for approval. Mr. Fox moved to approve the Resource Management Plans as presented. Mr. Townsend seconded the motion and the motion carried.

The Tech Team discussed the FY27 WFA/VACS Cost Share Program announcing there is a SL-8A Summer Cover Crop BMP available for sign up. Cost Share sign-up dates are July 9-August 7. WFA BMP Spec changes were reviewed. They also thanked FSA for the coordination of retrieving the Producer Data Reports and maps.

Marketing & Communications Report – Marley Goodman

Ms. Goodman reporting on the Cost Share Campaign, Producer Conference and Marketing Initiatives she has used to promote each program for the District. She also showed the District's Social Media Marketing Report highlighting the continued growth in outreach.

Education & Outreach Report – Grace Daughtrey

Ms. Daughtrey reviewed the final reports for the FY26 Teacher Mini Grants. She also highlighted the educational programs and outreach activities she has accomplished this year.

District Coordinator – Anne Davis

Ms. Davis presented the Property Inventory Listing, stating the list is comprised of everything the District owns that is \$500 or greater. Mr. Townsend moved to approve the Property Inventory Listing as presented. Mr. Hundley seconded the motion and the motion carried.

The checklist for the DCR Operations Grant Deliverables was presented and discussed. The only items left to be turned in to DCR are the final year end documents.

Presented was the Wildlife Food Plot Flyer that would be advertised in the Newsletter, on Facebook and sent to the local schools and Extension offices. Applications are due on September 30.

Signatory Card signers were reviewed and determined no changes needed to be made at this time.

District Coordinator – Anne Davis Continued

Scholarship winners were announced and the winners were, John F. Townsend, Sr. – Tucker Townsend, J Franklin Townsend, Jr. – Ruby Kate Vincent, Earl H. and Anna K. Longest – Turpin Rowe and Larkin Hundley – Jenna Moore. Each recipient will receive a \$2,000 check for the fall semester.

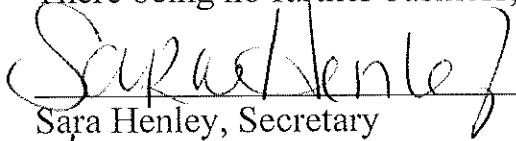
Agency Reports

DCR – Olivia Leatherwood gave an oral and written report.

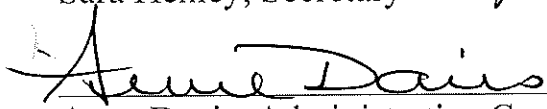
NRCS – Caroline Lancaster gave an oral report. She also conducted the Local Working Group question and answer period with the Board of Directors.

DOF – Chris Pate and Aditya Nathela gave an oral report.

There being no further business, Mr. Bland, Chair adjourned the meeting at 10:03 a.m.


Sara Henley, Secretary


Date


Anne Davis, Administrative Coordinator


Date