

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
May 19, 2026
Roberto's Italian Restaurant, 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
AJ Brooks, Essex County
Willie Upshaw, Associate Director

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager

Anne Davis, Administrative Coordinator

Agency Partners:

Olivia Leatherwood, DCR

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 6:15 p.m. at Roberto's Italian Restaurant, Tappahannock, VA.

Board of Directors Meeting Minutes

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

Education Committee Minutes

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

Ag Administrative Assistant Interview Work Session Notes

Mr. Townsend, Personnel Chair presented the Work Session Notes from the Ag Administrative Assistant Interviews for review.

Operations Committee Meeting Minutes

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

Personnel Committee Meeting Minutes

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

Treasurer's Report

Mr. Taylor motioned to accept the March and April Treasurer's Reports as presented and the report will be filed for audit. Mr. Hundley seconded the motion and the motion carried.

Technical Team Report – Michelle Carter (Reports Attached)

Ms. Carter presented two 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.

Ms. Carter presented FY26 WFA-NM applications for approval. Mr. Fox motioned to approve the non-COIA FY26 WFA-NM applications as presented. Mr. Townsend seconded the motion and the motion carried.

Ms. Carter presented a request from Three Rivers SWCD staff to the State Tac for clarifying language in the WFA-NM & NM-1A BMP practices regarding correct documentation. (Document attached)

Mr. Townsend motioned to delegate authority to Thomas Fox, Ag Committee Chair and/or Robert Bland, Board Chair to approve Cost Share Applications prior to the June 15, 2026 deadline. Mr. Hundley seconded the motion and the motion carried.

DCR & Robinson, Farmer & Cox Audit Letter – Michelle Carter

Ms. Carter discussed the audit letter in detail with the Board, presenting the final audit results for the twenty-five districts audited by Robinson, Farmer, and Cox for FY24 and FY25.

Earth Day Festival Report April 18, 2026 – Michelle Carter

Ms. Carter presented the final report and shared pictures from the Earth Day event hosted by the TRSWCD staff, which was held on April 18 in conjunction with the first Farmers Market in Tappahannock. Ms. Carter thanked Marley for her organization of the event. She also thanked the environmental and agricultural partners that hosted an educational booth for this event.

VA Conservation Assistance Program Approval – Michelle Carter

Ms. Carter presented a VCAP Conservation Landscaping Application for approval. Ms. Henley motioned to approve the VCAP Conservation Landscaping Application as presented. Mr. Townsend seconded the motion and the motion carried.

Operations Committee Report – Sara Henley, Ops. Chair

Ms. Henley reported that the Operations Committee met on May 14 and reviewed the District operational updates, personnel items, regional agreements, grant deliverables, and fiscal policies. The Operations Committee presents the following recommendations.

Ms. Henley moved to approve both the FY27 Administrative and Operational Grant Agreement and the FY27 Cost Share Grant Agreement, contingent upon approval by the SWCB and the final adoption of the State budget. Mr. Townsend seconded the motion and the motion carried.

Ms. Henley move to ratify the liquidation of the First Bank & Trust CD and Money Market account, and the subsequent reinvestment of those funds into Atlantic Union Bank as recommended by the OPS Committee and Treasurer. Mr. Fox seconded the motion and the motion carried.

Ms. Henley moved to approve and adopt the revised Desktop Procedures for District Operations as presented. Mr. Taylor seconded the motion and the motion carried.

Robert Bland was asked to leave the room. Ms. Henley moved to recommend Robert T. Bland, IV to the Virginia Soil and Water Board for continuation of service as the At Large Appointed Director for Three Rivers SWCD. Mr. Townsend seconded the motion and the motion carried.

Ms. Henley moved to approve the continuation of the FY27 VCAP agreement with Colonial SWCD and the FY27 IT Master Service Agreement with Darrell W. Lewis, Computer Service & Networking, LLC. Mr. Hundley seconded the motion and the motion carried.

Ms. Henley moved to approve and adopt the Three Rivers SWCD purchasing Policy for Fiscal Year 2027 as presented. Mr. Fox seconded the motion and the motion carried.

Ms. Henley moved to adopt the resolution allowing employees who retire with 30 years of service to remain on the Three Rivers SWCD Local Choice healthcare policy, fully paid by the District, until they reach Medicare eligibility. Mr. Townsend seconded the motion and the motion carried.

Ms. Henley moved to approve and adopt the revised Remote Electronic Meeting Policy. Mr. Townsend seconded the motion and the motion carried.

Operations Committee Report – Sara Henley, Ops. Chair Continued

Ms. Henley moved to approve the District policy for handling Agricultural Stewardship Act complaints as presented. Mr. Brooks seconded the motion and the motion carried.

Ms. Henley moved to amend pages 8 and 18 of the Three Rivers SWCD By-Laws to delegate authority to the Technical Review Committee to review and reject incomplete RMP plans and VCAP applications prior to full Board review. Mr. Townsend seconded the motion and the motion carried.

Personnel Committee Report – Langdon Townsend, Pers. Chair

Mr. Townsend reported that the Personnel Committee met on May 14 and reviewed the new hire documentation for the Agricultural Administrative Assistant, annual employee evaluations for all staff, FY27 job descriptions, FY27 updated performance expectations, Individual Development Plans (IDPs), employee satisfaction surveys, and the Fair Labor Standards Act classification testing. The Personnel Committee presents the following recommendations.

Mr. Townsend moved to approve the following personnel documents for TRSWCD staff: annual employee evaluations as presented, FY27 job descriptions, FY27 updated performance expectations, Individual Development Plans (IDPs), employee satisfaction surveys, and the Fair Labor Standards Act Classification testing. Mr. Fox seconded the motion and the motion carried.

Mr. Townsend moved to replace the current Annual Leave Policy, adopt the Virginia DHRM Annual Leave Policy, and amend the TRSWCD Personnel Policy and Employee Handbook to remove sick leave accrual for part-time employees. Mr. Hundley seconded the motion and the motion carried.

Agency Reports

DCR – Olivia Leatherwood gave an oral and written report.

Mr. Bland, Chairman asked Willie Upshaw, Associate Director and Michelle Carter, District Manager to stay for the Closed Session.

Closed Session:

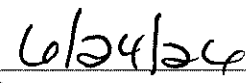
Mr. Townsend motioned that the Three Rivers Soil and Water Conservation District go into Closed Meeting in accordance with the Virginia Freedom of Information Act 2.2-3711(A)(1) to discuss Sensitive Personnel Matters. Mr. Fox seconded the motion and the motion carried.

Pursuant to the code of Virginia 2.2-3712(D), Mr. Townsend motioned to certify that, to the best of each members knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Three Rivers Soil and Water Conservation District during the Closed Meeting. Mr. Hundley seconded the motion and the motion carried.

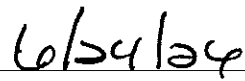
Mr. Townsend moved to approve a title reclassification for the Conservation & Precision Ag Specialist to Conservation & Precision Ag Manager to better reflect the responsibilities of the role, salary increases based on exceeding performance expectations and incentive bonus awards as presented. Mr. Taylor seconded the motion and the motion carried.

There being no further business, Mr. Bland, Chair adjourned the meeting at 8:20 p.m.


Sara Henley, Secretary


Date


Anne Davis, Administrative Coordinator


Date

Meeting Date: May 19, 2026

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Three Rivers Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.23712 of the Code of Virginia requires a certification by the Three Rivers Board of Directors that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Three Rivers Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Three Rivers Board of Directors.

MOTION BY: Langdon Townsend

SECOND BY: Thomas Fox

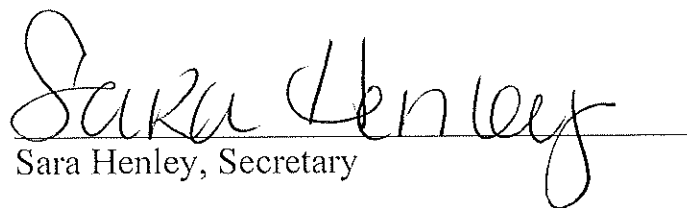
VOTES 7

AYES: 7

NAYS: 0

ABSENT DURING VOTE: Robbie Longest

ABSENT DURING MEETING: Robbie Longest


Sara Henley, Secretary