



## WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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### MINUTES

WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

#### REGULAR MEETING

December 5, 2024 - 10:00 a.m.

*Fountain Head Country Club*

*13316 Fountain Head Road, Hagerstown, MD 21742*

#### ATTENDEES:

Supervisors Present: Harry Strite (Chair), J. Scott Shank, III (Treasurer), Edward Wurmb (Supervisor), and Ariel Herrod (Supervisor)

Associate Supervisors Present: None

Others Present: Denise "Dee" Price, Mark Kendle, Lori Flook Bishop, Brent Cammauf (USDA, NRCS), Keith Potter (MDA Western MD Area Coordinator), and Jeff Semler (UMD Washington County Extension)

#### CALL TO ORDER:

The December Regular Board Meeting was called to order by Harry Strite, Chair, at 10:11 a.m.

#### REGULAR BOARD MEETING MINUTES:

The October Regular Board Meeting Minutes were submitted for review and approval.

J. Scott Shank, III made a motion to approve the October Regular Board Meeting Minutes as submitted. Edward Wurmb seconded the motion. Motion carried.

#### TREASURER'S REPORT:

The October Treasurer's Report was submitted for review and approval.

J. Scott Shank, III made a motion to approve the October Treasurer's Report as submitted. Edward Wurmb seconded the motion. Motion carried.

The Board began a discussion of the draft Fiscal Year 2026 County Budget; decided to table the discussion until the end of the meeting.

#### District Board of Supervisors

Harry E. Strite  
Chair

J.D. Rinehart  
Vice Chair

J. Scott Shank, III  
Treasurer

Edward C. Wurmb, D.V.M.  
Supervisor

Ariel Herrod  
Supervisor

Boyd Michael  
Associate

Kirk E. Winders  
Associate

The November and December Treasurer's Reports will be brought forth for approval during the January 2025 Board Meeting.

Bank Accounts - Update: Dee noted, as mentioned in previous Board Meetings, the District Accountant, from Albright, Crumbacker, Moul, & Itell, LLC, continues to go back and forth with Intuit (Quick Books Software) to change the Primary Contact person on the account to the current District Manager. Completely out of our control, this is an ongoing process that does not seem to be an easy fix. There was discussion of starting over with Intuit, however, the Accountant does not feel this is necessary.

Dee reviewed a few occasions with MVB where there was a \$99 yearly user fee on the new MVB Credit Cards. They were able to waive the fee for this year, however, may not be able to do so in the future. Additionally, a \$46 fee for the use of the check scanner was on the account; MVB personnel waived this fee as well.

### **MONTHLY BILL APPROVAL:**

The October Monthly Bill Approval Report was submitted for review and approval.

J. Scott Shank, III made a motion to approve the October Monthly Bill Approval Report as submitted. Edward Wurmb seconded the motion. Motion carried.

The November and December Monthly Bill Approval Reports will be brought forth for approval during the January 2025 Board Meeting.

### **MACS MONTHLY COST-SHARE SUMMARY REPORT:**

The MACS Monthly Cost-Share Summary Report was submitted for review and approval.

Edward Wurmb made a motion to approve the MACS Monthly Cost-Share Summary Report as submitted. J. Scott Shank, III seconded the motion. Motion carried.

### **REPORTS FROM OTHERS:**

Keith Potter shared, MDA is expecting to fill the Technician and Planner positions for the Washington County office in the near future. Keith noted, Human Resources (HR) had 124 qualified candidates for positions across the State of Maryland and recently conducted interviews. HR expects to make offers in the coming days. If offers are accepted, new hires should start with WCSCD, January 2025.

Keith and Dee will conduct the State employee evaluations in the office today following the Board Meeting and Christmas luncheon.

Jeff Semler provided an update regarding the Nutrient Management writer position. Jeff reminded the Board, Taylor Wright, who joined the University of Maryland Extension - Washington County office recently as their new Nutrient Management (NM) Advisor, is no longer with the UMD Extension. He is aware the University of Maryland has made an offer to a new candidate, however, does not have any specific details. Please continue to forward any NM inquiries to Jeff Semler for processing.

### **URBAN PROGRAM REPORT:**

Sediment Control Review Report: The October Sediment Control Review Report was submitted for review and approval by Mark Kendle (Programs Technician/Office Coordinator).

Mark noted, J. Scott Shank, III is currently working with Triad Engineering, Inc. If any plans on the Sediment Control Review Report are Triad Engineering, Inc. projects, we recommend J. Scott Shank, III abstain from voting.

Edward Wurmb made a motion to approve the October Sediment Control Review Report as submitted. Ariel Herrod seconded the motion. Motion carried.

The November and December Soils Report will be brought forth for approval during the January 2025 Board Meeting.

Pond Approval(s): None

### **OLD BUSINESS:**

The Board discussed the following old business:

Youth Supervisor - Update: Dee received a reply from Adam Perry with Washington County Technical High School. Adam wanted to know specifics regarding the Student Associate Board Member (previously discussed in Board meetings). Dee advised progress is being made.

Health Insurance (Retirement) - Update: A follow-up to previous discussion regarding no available Health Insurance for District employees following retirement.

Dee spoke with Jon Barnett with Bridge Insurance and Financial Services, Inc. Jon feels there is a path moving forward; once finalized, he will present to the Board for review and approval.

Soil Erosion and Sediment Control Bonding - Update: Dee, Mark, and Lori met with Washington County Engineering Staff, November 19, 2024, to discuss bonding processes. They shared examples of their Driveway Performance and Logging Entrance Bond forms. Dee has done research on a Soil Erosion and Sediment Control Bonding Program as discussed previously with the Board of Supervisors. There has also been discussion with the Washington County Attorney's Office, as well as, with Maryland Department of the Environment leadership.

There are no concerns with the District moving forward in program development. The Board agreed to allow Dee to pursue/develop a bonding program.

SSCC Guidance Surety Bond/Insurance Coverage: Dee received breakdown information from Alisha Mulkey, MDA, regarding Surety Bond/Insurance Coverage for SCD employees and Supervisors. The Districts, to include the Board of Supervisors, are now covered by State bonding. This will allow WCSCD to drop the additional policies paid for separately, at \$100 each, for Dee Price, J. Scott Shank, III, Lori Flook Bishop, and Mark Kendle.

Geographical Coverage Sign - Update: Dee reached out to Paul Nicol with MDOT Advertising Program and noted we are making progress regarding road signs noting to the similarity of, "Now entering ... Soil Conservation Area" following discussion during previous Board Meetings.

AED Defibrillator Purchase - Update: J. Scott Shank, III advised he is checking with his contacts at Emergency Services to see if they can provide AED Defibrillators for our office. At a prior Board Meeting, the Board discussed AED Defibrillators in offices; most Districts across the State have them. Dee asked if this would be something the Board would like to explore and possibly purchase.

Columbia Gas Sign - Update: Dee advised progress is being made on the Kiosk/Sign for the Eastern Panhandle Expansion Project (Columbia Gas Line), to be placed along the Potomac River on the C&O Canal, Hancock, MD. Dee will work with Anastasia of TC Energy to formulate the application to submit to the C&O Canal for approval.

RFP (Stream Restoration) - Update: The Draft of the Request for Proposal (RFP) package, for use with contractors in future projects, such as stream restoration, was reviewed by Dee, Mark, and Scott, is currently being reviewed by the District's Attorney, Brian Kane.

Boonsboro WWTP Sign - DNR's Placement: Dee shared a design sample of the signage, required by DNR, for funding of the Boonsboro WWTP project. DNR will place sign on/near the project.

### **OTHER OLD BUSINESS:**

Dee requested completed W-4 and I-9 forms from supervisors J.D. Rinehart and Ed Wurmb. Photos of the individual's driver's license and Social Security Card must also be included in the paperwork.

### **NEW BUSINESS:**

The Board discussed the following new business:

MASCD Winter Meeting - Information and Reservations: Information was provided in the Board packets for reference. The MASCD Winter Meeting will be held at the Westin in Annapolis, February 3-4, 2025, and registrations and reservations need to be made. The first day is meetings, and the second day is breakfast and meeting with Legislation, to be held in the office space of Lobbyist Mike Mason of Providence Strategies. Supervisor Ed Wurmb would like to attend, along with Dee, Mark, and Owen.

Envirothon Dues: The District has received an invoice request and letter from The Maryland Envirothon for continued support and payment of 2025 Membership Dues. The District has previously supported The Maryland Envirothon at the Bronze level of \$750, however, is now in the Budget for \$1,000.

J. Scott Shank, III made a motion to support The Maryland Envirothon and payment of 2025 Membership Dues at the Silver Level of \$1,000. Edward Wurmb seconded the motion. Motion carried.

Grown Local Magazine: The District has received a request for advertisement in the 2025 Grown Local Edition of the Hagerstown Magazine. In the previous year's edition, the District advertised a Full Page at a cost of \$950. The current advertising rate for a Full Page is \$975.

Edward Wurmb made a motion to submit a full-page advertisement at the rate of \$975 for the 2025 Grown Local Edition. Ariel Herrod seconded the motion. Motion carried.

Taste of Maryland Agriculture - February 6, 2025: A copy of the information for the Taste of Maryland event was provided for informational purposes. Tickets are available on Eventbrite.

#### **OTHER NEW BUSINESS:**

- Fiscal Year 2026 County Budget Discussion; tabled earlier during the Treasurers Report - Dee and Mark worked on a draft of the County Budget and provided a copy to Supervisors and Treasurer, J. Scott Shank, III for review. They are asking for a 7% County salary increase, reflecting a 4% overall increase from all funding sources. The Board reviewed the Draft Budget. Following discussion and Board concurrence, Dee, Mark, and Scott will further review the draft and finalize for submission to Washington County.

Edward Wurmb made a motion to approve the proposed draft contingent on revision to reflect the 7%, final approval of the Treasurer, and submission to Washington County. Ariel Herrod seconded the motion. Motion carried.

- Dee asked if the January 2025 Board Meeting could be moved to the third Wednesday, January 15, 2025, due to the New Year's Day holiday being on the first Wednesday. The Board concurred.

- The WCSCD office is closed Wednesday, December 25, 2024, for Christmas. The Board discussed additional Administrative Leave for District employees during the holidays.

J. Scott Shank, III motioned to approve Administrative Leave for District employees, Thursday, December 26 and Friday, December 27, 2024. Ariel Herrod seconded the motion. Motion carried.

- The WCSCD office is closed Wednesday, January 1, 2025, for New Years Day.
- Additionally, the Board agreed to follow suit with Washington County Government and the State of Maryland should they decide to close early/close on Christmas Eve and/or New Year's Eve.
- Following brief discussion, Edward Wurmb made a motion for the District to follow Washington County Government and the State of Maryland for future closures, to eliminate the need for Dee to contact Supervisors for approval. J. Scott Shank, III seconded the motion. Motion carried.
- A reminder, the MASCD Summer Meeting will be held in Allegany County at Rocky Gap Casino and Resort, August 4-6, 2025, and hosted by the Central region. Supervisors are asked to let us know if they are interested in attending so registrations and reservations can be made.
- Additionally, the National Association of Conservation Districts (NACD) 79<sup>th</sup> Annual Meeting will be held in Salt Lake City, Utah, February 8-12, 2025. Early registration is on or before December 20, 2024.

### **ADJOURNMENT:**

Ariel Herrod made a motion to adjourn the December Regular Board Meeting. Edward Wurmb seconded the motion. Motion carried.

Harry Strite, Chair, adjourned the December Regular Board Meeting at 11:47 a.m.

The next Regular Board Meeting is scheduled in-person, (the third) Wednesday, January 15, 2025, 10:30 a.m., WCSCD Conference Room, 1260 Maryland Avenue, Hagerstown, MD 21740, and with the ZOOM Platform option.