



WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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MINUTES

WASHINGTON COUNTY SOIL CONSERVATION DISTRICT REGULAR MEETING

March 11, 2026 - 10:30 a.m.

WCSCD Conference Room Live and with the ZOOM Platform

ATTENDEES:

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

Associate Supervisors Present: Boyd Michael, Kirk Winders, and Jim Kriner

Others Present: Denise “Dee” Price, Mark Kendle, Lori Flook Bishop, Brent Cammauf (USDA, NRCS, District Conservationist), and Keith Potter (MDA, Western Area Regional Coordinator)

CALL TO ORDER:

The March Regular Board Meeting was called to order by Harry Strite, Chair, at 10:31 a.m.

REGULAR BOARD MEETING MINUTES:

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

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

CLOSED SESSION BOARD MEETING MINUTES:

The December Closed Session Board Meeting Minutes were submitted for review and approval.

Edward Wurmb made a motion to approve the December Closed Session Board Meeting Minutes as submitted. Ariel Herrod seconded the motion. Motion carried.

District Board of Supervisors

Harry E. Strite
Chair

Ariel L. Herrod
Vice-Chair

J. Scott Shank, III
Treasurer

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

Joshua C. Ernst
Supervisor

Boyd J. Michael, III
Associate

Kirk E. Winders
Associate

James M. Kriner
Associate

TREASURER REPORT:

The December 2025, January 2026, and February 2026 Treasurer's Reports were submitted for review and approval.

Dee noted all accounts in order.

Edward Wurmb made a motion to approve the December 2025, January 2026, and February 2026 Treasurer's Reports as submitted. J. Scott Shank, III seconded the motion. Motion carried.

MONTHLY BILL APPROVAL:

The December 2025, January 2026, and February 2026 Monthly Bill Approval Reports were submitted for review and approval.

Ariel Herrod made a motion to approve the December 2025, January 2026, and February 2026 Monthly Bill Approval Reports as submitted. J. Scott Shank, III seconded the motion. Motion carried.

MACS MONTHLY COST-SHARE SUMMARY REPORT:

The combined MACS Monthly Cost-Share Summary Report for December 2025, January 2026, and February 2026 were submitted for review and approval.

Dee noted, we will see an increase in activity as staff become trained and Spring/Summer arrives.

J. Scott Shank, III made a motion to approve the combined December 2025, January 2026, and February 2026 MACS Monthly Cost-Share Summary Report as submitted. Ariel Herrod seconded the motion. Motion carried.

REPORTS FROM OTHERS:

Keith Potter (MDA) shared updates including the following:

- \$19.5 million funding for the Cover Crop Program
- LEEF Program (New)
- HPAI (bird influenza) cases on the Eastern Shore

URBAN PROGRAM REPORT:

Sediment Control Review Report:

The December 2025, January 2026, and February 2026 Sediment Control Review Reports were submitted for review and approval by Mark Kendle (Programs Technician/Office Coordinator).

J. Scott Shank, III made a motion to approve the December 2025, January 2026, and February 2026 Sediment Control Review Reports as submitted. Ariel Herrod seconded the motion. Motion carried.

Washington County “Go Wild for Wildlife” Campaign/SMORES Program - Update/Flyer/MOA: Dee presented the (MOA) Memorandum of Agreement between Washington County Soil Conservation District (WCSCD) and South Mountain Outreach Restoration & Environmental Stewardship (SMORES) for review and approval. Also presented, the Washington County “Go Wild for Wildlife” Draft Campaign flyer, created by SMORES. Dee asked the Board if they concur with her signing the document.

Edward Wurmb made a motion to accept the MOA between WCSCD and SMORES as presented, and for Dee Price, District Manager to sign the agreement on behalf of WCSCD. J. Scott Shank, III seconded the motion. Motion carried.

WCSCD and SMORES are partnering/starting a Pilot Program, reaching out to local municipalities, developers, schools, and the community.

SMORES designs and installs custom wildlife habitats that provide essential nesting and roosting spaces tailored to the specific needs of local birds, bats, and pollinators.

Homeowners, teachers, schools, business owners, or anyone interested in giving can be part of the solution”.

The District’s role would be to find sites within Washington County and/or the City of Hagerstown, as well as, make introductions, etc., all acting as a liaison between SMORES and the interested persons participating in the program. At the November Board Meeting, a motion was made and seconded to create a budget of \$12,500 utilizing CLT funding we are to receive and/or currently budgeted Outreach Funding to begin the Pilot Program. This will be on a first come, first serve basis.

Email - Jamison Project (FYI): Dee shared an email from Andrew Serafini, thanking the Urban Program team for a prompt turnaround of a Concept Plan review of the Jamison Door project.

Soil Erosion and Sediment Control Bonding - Update: Dee presented for Board review, two drafts of Soil Erosion and Sediment Control Bond forms she created, one more formal and in-depth, and one more simplified. The Board reviewed and discussed legal review prior to initiating.

Edward Wurmb made a suggestion to accept the more simplified version of the Soil Erosion and Sediment Control Bond form.

Dee will work on a Bonding Package and bring to the next Board Meeting for further review.

Pond Approval(s): None

OLD BUSINESS:

The Board discussed the following old business:

ICHRA Policy - Approval: Dee shared the developed Policy for ICHRA (Individual Coverage Health Reimbursement Arrangement) and is seeking approval to accept the policy as submitted.

This policy is to establish eligibility and parameters in providing assistance with Health Insurance costs at the time an eligible employee retires:

- Eligibility - 59 ½ Years of Age through Age 65 (Medicare Eligible)
- Eligibility - Combination of Years of Age and Service Years equal (85)
- Eligibility - Continuous service with WCSCD the last 15 years
- Up to \$2,000/Month
- Creation of a \$150,000 account and maintain balance annually
- Should WCSCD not have funding available to replenish the account and multiple retirees are drawing; funds are to be split equally until the fund is depleted

Ariel Herrod made a motion to accept the ICHRA Policy as submitted. J. Scott Shank, III seconded the motion. Motion carried.

This ICHRA Policy has been added to the WCSCD Employee Manual.

Grants - Update: The Keedysville Property stream restoration project is complete; live stakes have been planted. Dee is working on the submission of the Final Report along with as-built drawings and the Monitoring Report provided by Ecotone, Inc. Mark will share photos of the project during the April meeting.

The Hamilton Run Stream Restoration Project is in the design/permitting phase. There is a meeting scheduled with Jacey Brooks, MDE to discuss a No Cost Extension (NCE) and to revise the Workplan as needed to move all funding to design/permitting.

There is also a meeting planned with Catocin Land Trust (CLT), the City of Hagerstown, Ecotone, Inc., and the District to discuss paths moving forward, i.e. funding of the construction portion of the project, etc. Construction is planned to begin, Fall 2026.

Washington County SCD Supervisor Appointment/SSCC Policies - Update: Lorretta Collins (SSCC) advised the Washington County At- Large Supervisor position will be voted on at the March 19, 2026, SSCC Meeting. The SSCC has received two applications and a letter of recommendation from our Board for this position.

Harry Strite's At-Large term expired February 12, 2026, however, Harry was permitted to continue as Chair (per Loretta Collins with SSCC) until the next supervisor is sworn in (Oath of Office). The SSCC revised its process for application review last year, by explanation in an email by Loretta Collins (included in materials).

MASCD Winter Meeting - February 9 & 10, Annapolis - Update: The MASCD Winter Meeting was held at the Westin in Annapolis, February 9 & 10, 2026. Monday's session included a Legislative briefing and business meeting, followed by presentations and partner updates in the afternoon. Tuesday morning, a breakfast reception with Maryland's Legislators at Harry Brown's Restaurant was held at State Circle from 7-9 a.m. Mark, Edward Wurmb, and Lori attended. Dee was on medical leave, however, listened to the Monday meeting via Facetime.

Mark provided a brief recap of Monday's Business Meeting.

Ed shared, no Legislators from Washington County came to the breakfast reception, suggesting it may be a good idea to hold a separate meeting with them in the future. Dee noted, she had spoken previously with Delegate William Wivell during the WCSCD's 85th Open House, and with Senator Paul Corderman and Delegate Matthew Schindler during a meeting for the Hamilton Run Stream Restoration Project.

State Telework Employees/Office Schedule: Dee wanted to bring to the Board's attention, currently, all but one State (MDA) employee is operating on a telework/abbreviated workweek schedule. There may be times when the WCSCD office will be temporarily closed due to District staff on leave, medical appointments, unforeseen absences, etc.

OTHER OLD BUSINESS: None

NEW BUSINESS:

The Board discussed the following new business:

MASCD Annual Summer Meeting: The MASCD Annual Summer Meeting is scheduled for August 3-5, 2026, at the Hyatt Regency, Cambridge, MD. Dee has made reservations for herself, Mark, J. Scott Shank, III, Ed Wurmb, and Lori to attend. If any other Supervisors or Associates would like to attend, please let Dee know.

Employee Manual (Update) - Review & Approval: While on medical leave, Dee worked on updating the WCSCD Employee Manual, for grammar, spacing, inserting the ICHRA Policy, etc. After discussion, the Board recommended having the Employee Manual reviewed by an Employment Law Attorney for legalities. Approval will be tabled at this time and brought back following attorney review.

Policy Manual (Update) - Review & Approval: While on medical leave, Dee reviewed and updated the Policy Manual, bringing documents to current conditions. This manual was created in 2022 during the COVID-19 Pandemic. Approval and Chair signature will be tabled at this time and brought back to the next meeting following further Board review.

Strategic Plan (Update) - Review & Approval: While on medical leave, Dee revised the plan, looking forward five years, and developed/revised the Strategic Plan (2026-2030). Dee is seeking approval for the developed/revised Strategic Plan (2026-2030) as submitted.

J. Scott Shank, III made a motion to accept the developed/revised Strategic Plan (2026-2030) as submitted. Ariel Herrod seconded the motion. Motion carried.

Forest Conservation Plan Review Requirement Changes: A copy of a memo from Jennifer Kinzer, Interim Director, Washington County Planning and Zoning was provided for review. The memo notifies interested parties of changes to information requirements related to various plan review processes. Dee has requested a meeting with Jennifer Kinzer. The new requirements are enhancing already existing procedures of our Sensitive Area Reviews conducted as a service to Washington County Government and the Sensitive Area Element within their ordinance.

August & December 2026 Board Meetings - Scheduling: Last December, the Board Meeting and staff Christmas Luncheon was held at Nick's Airport Inn. The venue's meeting space and meal was very nice and enjoyed by all. Dee asked the Supervisors if they would like to reserve Nick's Airport Inn again for December 2026 Board Meeting and Christmas Luncheon. The Board concurred. Dee will call for reservations.

Dee asked the Board if they would be willing to change the August 2026 Board Meeting to a later date due to the MASCD Summer Meeting, August 3-5, 2026: the Board concurred. The August Board Meeting is now scheduled for the third week, Wednesday, August 19, 2026.

ADA Compliance for SCD Websites and Social Media: An email from MDA's Partnership Coordinator, was shared for information and review, stating all SCD's are required by law to make their websites compliant with WCAG 2.1 standards by April 26, 2026. Dee contacted our Website Designer, who created the WCSCD website for assistance. J.H. Graphics... followed up with a detailed email establishing estimated time and costs to bring the website into compliance, potentially meeting the WCAG 2.1 Standards.

The Board reviewed and discussed the new requirements, however, did not make a decision as to providing direction moving forward; the Board decided to table and bring back during the April 8, 2026, Board Meeting.

Based upon District conversations with the Office of Attorney General, the compliance requirements have been updated; District's now have until April 2027 to bring their Websites/Facebook platforms into compliance.

OTHER NEW BUSINESS:

Dee noted several FYI items provided in the Board Meeting Materials for Board of Supervisors reference, one of which includes the Washington County Government AI Policy.

ADJOURNMENT:

J. Scott Shank, III made a motion to adjourn the March Regular Board Meeting.
Ariel Herrod seconded the motion. Motion carried.

Harry Strite, Chair, adjourned the March Regular Meeting at 12:34 p.m.

The next Regular Board Meeting is scheduled in-person, Wednesday, April 8, 2026,
10:30 a.m., in the WCSCD Conference Room, 1260 Maryland Avenue, Hagerstown, MD 21740.