



## WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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### MINUTES

#### WASHINGTON COUNTY SOIL CONSERVATION DISTRICT REGULAR MEETING

August 14, 2024 - 10:30 a.m.

***WCSCD Conference Room Live and with the ZOOM Platform***

#### **ATTENDEES:**

Supervisors Present: Harry Strite (Chair), J. Scott Shank, III (Treasurer), Edward Wurmb (Supervisor) and J.D. Rinehart (Supervisor) (via ZOOM)

Associate Supervisors Present: Boyd Michael, Kirk Winders (via ZOOM), and Ariel Herrod

Others Present: Denise "Dee" Price, Mark Kendle, Lori Flook Bishop, Brent Cammauf (USDA, NRCS), Jeff Semler and Taylor Wright (UMD Washington County Extension)

#### **CALL TO ORDER:**

The August Regular Board Meeting was called to order by Harry Strite, Chair, at 10:48 a.m.

#### **INTRODUCTION OF GUESTS:**

Jeff Semler introduced Taylor Wright, who joined the UMD Washington County Extension Office three months ago as their new Nutrient Management Advisor. She is fully certified and is available to assist with writing Nutrient Management Plans. Taylor has a degree in Animal Science, and her position is contractual.

#### **REGULAR BOARD MEETING MINUTES:**

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

J. Scott Shank, III made a motion to approve the July Regular Board Meeting Minutes as submitted. J.D. Rinehart seconded the motion. Motion carried.

#### **TREASURER'S REPORT:**

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

#### **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

Boyd Michael  
Associate

Kirk E. Winders  
Associate

Ariel Herrod  
Associate

Dee noted all accounts are in order. Both Truist and Middletown Valley Bank (MVB) are listed on the Balance Sheet. Withdrawal to initiate our new bank/accounts is shown pulled from the District Class within the Treasurer's Report as verified by Albright, Crumbacker, Moul & Itell, LLC.

J. Scott Shank, III made a motion to approve the July Treasurers Report as submitted. Edward Wurmb seconded the motion. Motion carried.

New Bank Account - Update: Dee provided current balance totals for the MVB Checking and Money Market Accounts, and the Truist Checking and Certificate of Deposit. Dee has been using the check scanner for MVB check deposits in place of going to the bank in person and is working with MVB on obtaining credit cards for Dee, Mark, and Lori, with a \$30,000 cumulative limit.

Ed Wurmb asked if there is a minimum amount required in the Checking Account and if Overdraft Protection is in place. Dee will check into both questions and advise at next month's Board Meeting.

Once again, as noted in the July Board Meeting, District will keep the Truist checking account open until all transactions are closed.

Review of Accounts (Audit) - Update: The District's Annual Review of Receipts and Disbursements took place August 5, 2024, 9:00 a.m., with Breanna Barnhart of accounting firm Albright, Crumbacker, Moul, & Itell, LLC. Breanna was impressed on how well the requested deposits and receipts/debits were documented and organized.

Additionally, Dee billed the County for \$123,110.07, for work with the Forest Conservation Act (FCA) closings with the Baker-Shenk and Foltz properties, including attorney fees for surveying and tree tube removal for previous plantings.

#### **MONTHLY BILL APPROVAL:**

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

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

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

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

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



**REPORTS FROM OTHERS:** Jeff Semler noted the recent rain has helped late planted crops.

**URBAN PROGRAM REPORT:**

Sediment Control Review Report: The July Sediment Control Review Report was submitted for review and approval by Mark Kendle (Programs Technician/Office Coordinator). Mark noted there have been many Pre-Construction Meetings held since the July Board Meeting.

Edward Wurmb made a motion to approve the July Sediment Control Review Report as submitted. J. Scott Shank, III seconded the motion. Motion carried.

Pond Approval(s): Dee brought forward, one (1) pond for approval and Chair signature.

Dee presented details with MDE's new letter format for Small Pond Approvals and is seeking approval and Chair's signature for Brook Meadow Townhomes - Pond #1, located on the N/Security Road in Washington County.

J. Scott Shank, III made a motion to approve the pond for Brook Meadow Townhomes - Pond #1, and to move forward with the Chair's signature. Edward Wurmb seconded the motion. Motion carried.

**OLD BUSINESS:**

The Board discussed the following old business:

Website (Blocks) - Update: During the April 2024 Board Meeting, the Board approved a proposed quote from JH Graphics in the amount of \$960, to update "blocks" on the District's Website, which was needed for a new look and feel in future website work. JoEllen Kidwell with JH Graphics met with Dee and Lori, August 8, 2024, for explanation and training on the new "blocks". The District Website should now be easier to navigate when adding to and updating.

Board of Supervisor (Nominations/Recommendation Letter) - Update/Signature: Last month, J. Tyler Harp, resigned from the WCSCD Supervisor position effective immediately. This is a Farm Bureau position. Associate Supervisor, Ariel Herrod, has expressed interest in the Supervisor position and has filled out the required Application. Associates Boyd Michael and Kirk Winders have also completed applications.

Edward Wurmb made a motion to approve the applications for Supervisor and move forward with a Letter of Recommendation and Nominations to the State Soil Conservation Committee. J.D. Rinehart seconded the motion. Motion carried.

Security/Safety Measures - Update: A follow up from the July Board Meeting; the Board motioned and approved proposed work from Glessner Technologies, Inc., for the Electric Striker (buzz-in) system on the main entrance to the District Office and the back door/employee entrance, including no budget threshold based upon the estimate provided. The system was installed; invoice total \$2,060.08. SCD, MDA, and partner staff were provided with key fobs for entry.

Additionally, NRCS leadership preferred the choice of a deadbolt lock on the door between the District Office and the NRCS Office to ensure security measures are met. The deadbolt was installed by R.J. Lock & Security; invoice total \$335.70. The deadbolt lock is accessible on the District side.

### **OTHER OLD BUSINESS:**

Dee asked Supervisors if they have any further thoughts regarding any type of celebratory function or other ideas as 85 years approaches in 2025. Some thoughts are an open house, updated letterhead, 85 Years stickers, etc. Depending on the MASCD Annual Meeting dates next year (2025), the idea of an open house for a few hours at the office was favored, possibly during the second or third week of August 2025. The Board will discuss further during forthcoming meetings.

### **NEW BUSINESS:**

The Board discussed the following new business:

MPT Contribution: The District has received a request from the Maryland Association of Soil Conservation Districts (MASCD) for continued sponsorship of the Maryland Public Television (MPT) show Maryland Farm & Harvest. The suggested contribution is \$625 to enable Districts to reach the \$15,000 sponsorship level (which retains logo and sound bite on the show).

J. Scott Shank, III made a motion to support the Maryland Public Television (MPT) show, Maryland Farm & Harvest, at the suggested contribution of \$625. Edward Wurmb seconded the motion. Motion carried.

**OTHER NEW BUSINESS:** None

### **ADJOURNMENT:**

Edward Wurmb made a motion to adjourn the August Regular Board Meeting.  
J. Scott Shank, III seconded the motion. Motion carried.

Harry Strite, Chair, adjourned the August Regular Board Meeting at 11:27 a.m.

The next Regular Board Meeting is scheduled in-person, Wednesday, September 11, 2024, 10:30 a.m., WCSCD Conference Room, 1260 Maryland Avenue, Hagerstown, MD 21740, and with the ZOOM Platform option.