



WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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MINUTES

WASHINGTON COUNTY SOIL CONSERVATION DISTRICT REGULAR MEETING

September 11, 2024 - 10:30 a.m.

WCSCD Conference Room Live and with the ZOOM Platform

ATTENDEES:

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

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

Others Present: Denise "Dee" Price, Mark Kendle, Lori Flook Bishop, and Brent Cammauf (USDA, NRCS)

CALL TO ORDER:

The September Regular Board Meeting was called to order by Harry Strite, Chair, at 10:51 a.m.

REGULAR BOARD MEETING MINUTES:

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

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

TREASURER'S REPORT:

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

Dee noted all accounts, both Truist and Middletown Valley Bank (MVB), are shown in the report. We are still transitioning from Truist to MVB. This past Payroll was the third time continued with Truist due to ongoing issues with Intuit in switching banks. The District will keep the Truist checking account open until all transactions are closed.

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

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

New Bank Account (MVB) - Update: Dee provided an update for the new MVB Checking and Money Market Accounts and advised there is a transfer feature in QuickBooks which should make transferring funds easier to track.

Minimum Balance/Overdraft Protection (MVB) - Update: During the August meeting, Ed Wurmb asked if there is a minimum amount required in the Checking Account and if Overdraft Protection is in place. Dee researched and advised this meeting, there is no minimum amount required in the MVB Checking Account and the Overdraft Protection is being established.

Release of Excess Collateral Pledged (Truist): Dee has received a Release Form from Tony Jacobs, AVP, Corporate Treasury Operations Analyst II/Truist. He is stating this form needs updated for Truist Bank. Dee is not familiar with this form and has contacted the local Truist Bank and our accounting firm, Albright, Crumbacker, Moul, & Itell, LLC, and they too are not familiar with this form. Mr. Jacobs continues to contact Dee to have the form completed and returned. Dee brought this to the Board's attention and asked for direction. The Board asked Dee to inquire further prior to completing any documents.

Review of Accounts (Audit) - Update/Signature: Breanna Barnhart from accounting firm, Albright, Crumbacker, Moul, & Itell, LLC visited the office August 5, 2024, for the Annual Review of Receipts and Disbursements. In Breanna's Observations, no exceptions were found as a result of applying the agreed-upon procedures. Her only recommendation advised any deposits made as a repayment of a previously incurred expense be posted against the corresponding expense account rather than recorded as other income. When in the office, Breanna made comment on how well the requested deposits and receipts/debits were documented and organized. Dee presented the final copies of the official report and is seeking the Treasurer's signature.

Edward Wurmb made a motion to approve the final Annual Review of Receipts and Disbursements Report with the Treasurer's signature. J. Scott Shank, III seconded the motion. Motion carried.

MONTHLY BILL APPROVAL:

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

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

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: None

URBAN PROGRAM REPORT:

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

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

J. Scott Shank, III advised the Board, beginning mid-October, he will be working part-time with Triad Engineering, Inc. If at any time, the Board has any discussion or involvement regarding jobs or plan review with Triad Engineering, Inc., J. Scott Shank, III will recuse himself from motioning and/or voting due to the conflict of interest.

Pond Approval(s): None

OLD BUSINESS:

The Board discussed the following old business:

Website (Blocks) - Update: Dee updated the Board; the approved quote from JH Graphics to update "blocks" on the District's Website was paid and did not exceed the \$960 as originally presented. Dee and Lori are learning to navigate the new platform.

Board of Supervisor (Nominations/Recommendation Letter) - Update: The Supervisor applications, for the open seat on the Board, have been signed by Bryan Forsythe, Farm Bureau, and emailed to Dee this morning. Dee will forward to Loretta Collins at the State Soil Conservation Committee (SSCC) for next week's meeting, Thursday, September 19, 2024. The SSCC will vote on a new supervisor for the Washington County Soil Conservation District. This is a Farm Bureau position and was formerly held by J. Tyler Harp, who resigned July 2024.

Youth Supervisor - Update: During the 2023 MASCD Annual Meeting, Harford County talked about their Student Associate Board Member Program. The young man, who was in high school, shared his experience. The Board discussed and Associate Boyd Michael suggested speaking with WCBOE's, Erin Anderson, with Public Information, regarding contact to Washington County Public Schools to obtain interest for the position. The Board concurred. Dee had reached out to Erin by email, however, had not heard anything back. Boyd Michael suggested Dee reach out to Erin Anderson again and he will let her know to expect the contact.

Western Area Representative - Update: At the 2024 MASCD Annual Meeting in Cambridge, MD, Supervisor, Edward Wurmb advised he would like to step down from volunteering as the Western

Area Representative. Dee has not heard from anyone, wanting to step up and take over the position. Dee hopes it will be discussed during the SSCC meeting, September 19, 2024.

Stream Restoration (Rest Haven) - Update: Dee shared information following a meeting she facilitated for the projects/parcels including and around the Rest Haven Cemetery and their problems with drainage. The online meeting included representatives from WCSCD, MDE, Volvo, the City of Hagerstown, Washington County, and Developers. Dee noted it was a positive meeting and some success was made with communication between all parties involved. Dee received calls from Rest Haven Cemetery and the Developer, thanking her for putting the meeting together and keeping things running smoothly.

OTHER OLD BUSINESS:

After speaking with Fountain Head Country Club (FHCC) for dates available, and following up with Supervisors, Thursday, December 5, 2024, is reserved for our District Board Meeting with a Christmas Luncheon to follow. The Board wishes to invite all staff including the District, State, and Federal Agencies. The Board Meeting will begin at 10:00 a.m. and Luncheon will follow beginning at 11:45 a.m.

Attorney Brian Kane continues to work on a more formal, Request for Proposal (RFP) package for use with contractors in future projects, such as stream restoration.

NEW BUSINESS:

The Board discussed the following new business:

Health Insurance (Retirement): Dee brought forth for the Boards attention and discussion; there is no available Health Insurance for District employees following retirement. Dee contacted and met with the Washington County Human Resources Director, Chip Rhodes, County Administrator, Michele Gordon, and Benefits Coordinator, Jason Miller. They advised; no outside agencies can retain their Health Insurance following retirement due to liability concerns. They also went through several models with Dee under the State Insurance Platform, providing explanation of other options. Dee asked the Board if they wish to look into anything for District employees following retirement. Boyd Michael noted the Board of Education has a system they follow; like Medicare plus supplemental Insurance; your age plus number of years worked equals eighty-five years to determine rates, etc. The Board discussed and advised Dee to look into further and provide additional information for the Board to review.

No Cost Extension (Keedysville Project) - Update/Signature: Dee shared an email with attachments from Maryland Department of the Environment (MDE), regarding the agreement between MDE and WCSCD, requesting signature on the No Cost Extension (NCE) – for the 319 Grant FFY21 Project #08, WCSCD/Keedysville. The agreement follows the revised timeline that was sent to MDE by Cal Novelli, Ecotone, Inc. Delays are due to changes in design plan, underground utilities, land ownership changes, etc. Dee is seeking approval to sign and return the NCE to MDE.

Edward Wurmb made a motion to approve Dee to sign the No Cost Extension (NCE) - for the 319 Grant FFY21 Project #08, WCSCD/Keedysville agreement and return to MDE. J. Scott Shank, III seconded the motion. Motion carried.

Sign (Geographical Area of Coverage): Fred Frederick, of Frederick, Seibert & Associates, Inc. shared with Dee, while in Hawaii, he noticed signs along the roads noting to the similarity of, "Now entering ... Soil Conservation Area." Dee has also observed similar signs in various locations.

Dee asked the Board if they would be interested in something similar representing WCSCD, for roads entering Washington County. Following discussion, Dee agreed to contact the State Highway Administration and County Roads Department to see what this entails.

Soil Erosion and Sediment Control Bonding - Discussion: Dee presented for discussion, a concept for Soil Erosion and Sediment Control Bonding.

Currently, many projects, particularly single-family dwellings, do not contact our agency following completion and final stabilization. Other than potential bonding, there is no mechanism in place to ensure our agency conducts the Final Site Closeout Review (final inspection) as required via our MOU with MDE, i.e., the District working as a Contractor.

Dee will research and provide additional information to the Board as time allows.

OTHER NEW BUSINESS: None

ADJOURNMENT:

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

Harry Strite, Chair, adjourned the September Regular Board Meeting at 12:15 p.m.

The next Regular Board Meeting is scheduled in-person, (the fourth) Wednesday, October 23, 2024, 10:30 a.m., WCSCD Conference Room, 1260 Maryland Avenue, Hagerstown, MD 21740, and with the ZOOM Platform option.