



WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

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MINUTES

WASHINGTON COUNTY SOIL CONSERVATION DISTRICT

REGULAR MEETING

July 24, 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), and J.D. Rinehart (Supervisor) (via ZOOM)

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

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

CALL TO ORDER:

The July Regular Board Meeting was called to order by Harry Strite, Chair, at 10:54 a.m.

Dee informed the Board of an email received this morning, this date, from J. Tyler Harp, Supervisor, advising “after due consideration, he has decided to resign from the Supervisor position effective immediately. He is grateful for the experience and appreciates the appointment.” This is a Farm Bureau position. The Board will move forward with a Letter of Recommendation and Nominations.

REGULAR BOARD MEETING MINUTES:

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

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

CLOSED SESSION BOARD MEETING MINUTES:

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

J. Scott Shank, III made a motion to approve the June Closed Session Board Meeting Minutes as submitted. J.D. Rinehart 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

J. Tyler Harp
Supervisor

Boyd Michael
Associate

Kirk E. Winders
Associate

Ariel Herrod
Associate

TREASURER'S REPORT:

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

Dee noted all accounts are in order.

Dee also advised, the Boonsboro DNR Grant has been closed. The District's portion for administrative services is shown in the Treasurer's Report as a transfer from the Grant to the District Class in the amount of \$6,477.36.

J.D. Rinehart made a motion to approve the June Treasurers Report as submitted.
J. Scott Shank, III seconded the motion. Motion carried.

End of Year Closeout - Update: The End of Year Closeout was completed by Michele Kendle with the District's accounting firm Albright, Crumbacker, Moul, & Itell, LLC, July 2, 2024. The visit was expedient with completion within one hour and twenty minutes due to Dee's diligent work in QuickBooks.

The District's Annual Review of Receipts and Disbursements is scheduled for August 4, 2024, 9:00 a.m., with Breanna Barnhart of accounting firm Albright, Crumbacker, Moul, & Itell, LLC.

Certificate of Deposit Renewal: The current 12-month Certificate of Deposit (CD) with Truist Bank expires this date. The Maturity Amount is \$21,377.48. The CD is set up on Auto Renewal. The Next Maturity Date is July 24, 2025. The Board discussed and decided to continue with an additional 12-month term providing needed diversity with our funds.

J. Scott Shank, III made a motion to retain the Certificate of Deposit in Truist Bank for another 12-month term. J.D. Rinehart seconded the motion. Motion carried.

New Bank Account: Dawn Scofield with Middletown Valley Bank (MVB) is planning to visit the office, Friday, July 26, 2024, to set up a check scanner for deposits.

Dee advised MVB will also need to know what dollar amounts to transfer to the new checking and money market account.

J. Scott Shank, III made a motion to leave \$100,000 in the current Truist checking account, transfer \$100,000 to the new MVB checking account, then transfer all remaining funds to the MVB money market account. J.D. Rinehart seconded the motion. Motion carried.

Dee advised she would like to add Mark Kendle as an additional check signer to the new MVB checking account.

J.D. Rinehart made a motion to approve adding Mark Kendle as an additional check signer to the new MVB checking account. J. Scott Shank, III seconded the motion. Motion carried.

The Board discussed requesting new credit cards from MVB for Dee, Lori, and Mark.

The current credit card total limit with Truist is \$20,000. The Board concurred for an increase to a \$30,000 cumulative limit on the new MVB cards.

J.D. Rinehart made a motion to approve an increase of a \$30,000 cumulative limit on the new MVB credit cards. J. Scott Shank, III seconded the motion. Motion carried.

The District will keep the Truist checking account open until all transactions are closed.

MONTHLY BILL APPROVAL:

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

J.D. Rinehart made a motion to approve the June Monthly Bill Approval Report as submitted. J. Scott Shank, III seconded the motion. Motion carried.

Dee submitted an Expense Report for mileage to and from the MASCD Summer Meeting for approval and payment.

J. Scott Shank, III made a motion to approve and reimburse Dee's Expense Report for mileage to and from the MASCD Summer Meeting. J.D. Rinehart 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. J.D. Rinehart seconded the motion. Motion carried.

REPORTS FROM OTHERS:

Keith Potter (MDA Western MD Area Coordinator) advised; positions are being filled across the State of Maryland; Twenty positions to fill statewide. Washington County will receive (1) Planner and (1) Technician, with hope to have new employees in place by late Fall 2024.

Keith and Brent held a Production Meeting with the Technicians. A follow-up meeting to be held in August.

Keith will keep Dee posted regarding the new positions.

Jeff Semler (UMD Washington County Extension) shared; Taylor Wright recently joined the University of Maryland Extension - Washington County as their new Nutrient Management Advisor. She has a degree in Animal Science, and her position is a contractual position. She is available to assist with writing Nutrient Management plans. Jeff added the County is in a drought; MDE has recommended a water use restriction.

URBAN PROGRAM REPORT:

Sediment Control Review Report: The June 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, with more scheduled.

J. Scott Shank, III made a motion to approve the June Sediment Control Review Report as submitted. J.D. Rinehart seconded the motion. Motion carried.

Pond Approval(s): None

OLD BUSINESS:

The Board discussed the following old business:

Cover Crop Program - Update: The new Cover Crop program sign-up ended July 17, 2024. There were sixty-nine applicants with 19,563.3 acres and \$1,975,592.50 in obligated funds.

MASCD Summer Meeting/District Manager's Roundtable - Update: The MASCD Annual Summer Meeting was held, July 8-10, 2024, at the Hyatt Regency, Cambridge, MD. Dee, Mark, Lori, J. Scott Shank, III, and Ed Wurmb attended.

Dee mentioned attendance was light this year, possibly due to being scheduled earlier in the year. There is a presentation included (FYI item) called "The Dirt: ..." from speaker Brad Gingras with Superior Strategies.

Dee and Ed Wurmb led the Western Area Meeting. Two Resolutions were brought forth. One being a motion not to read the Area Meeting Minutes and only applicable resolutions in the General Session/Board of Directors Meeting. The second, a motion for MDA to provide District Managers with notification email, contact information, application, and resumes, for new employees, immediately after signing the acceptance letter with MDA. The first resolution was passed, the second resolution did not carry. Instead, MDA's policy for new hires will be updated.

Scott added it was a great networking event.

The District Manager's Roundtable meeting was held the following Monday with similar discussions.

Partner Meeting (July 1, 2024) - Update: General discussion earlier in the meeting.

OTHER OLD BUSINESS: None

NEW BUSINESS:

The Board discussed the following new business:

Election of Board Officers: At the beginning of each Fiscal Year, the elected officers are to reappoint or appoint positions for the Board of Supervisors. Edward Wurmb was not in attendance at today's meeting and J. Tyler Harp resigned this date.

J.D. Rinehart made a motion for the Chair, Vice Chair, and Treasurer to continue as is for the next fiscal year. J. Scott Shank, III seconded the motion. Motion carried.

The Officers are Chair, Harry Strite, Vice Chair, J.D. Rinehart, and Treasurer, J. Scott Shank, III.

Maryland 2027 Envirothon Budget: An email from Bruce Young, District Manager, St. Mary's SCD, including a draft proposed budget for the NCF Envirothon, hosted by Maryland in 2027, was provided for review. Bruce was asked by several people at MASCD for budget information.

After discussion and approval during last year's MASCD meeting to host a fourth NCF Envirothon, (August 2023), the MASCD Board of Directors request each District to pay four annual dues installments of \$1,500 per year (totaling \$6,000).

During the November 15, 2023, Board Meeting, J. Scott Shank, III made a motion to donate \$1,500 for the 2024 year, subject to reevaluation and District financial review each year. J. Tyler Harp seconded the motion. Motion carried.

OTHER NEW BUSINESS:

During the 2024 MASCD Annual Meeting, Cambridge, MD, there was discussion regarding safety measures within Maryland SCD offices, such as buzz-in entry systems, bullet proof glass, etc. Dee contacted Glessner Technologies, Inc. for an estimate of installing an Electric Striker (buzz-in) system on the main entrance to the District Office and the back door/employee entrance.

Dee shared the Quote provided from Glessner Technologies, Inc., totaling \$1,260.08. This system would work with video through our phone system, also installed by Glessner.

The Board reviewed and discussed.

J.D. Rinehart made a motion to approve the work proposed with no budget threshold based upon the estimate from Glessner Technologies, Inc., totaling \$1,260.08, for the Electric Striker (buzz-in) system on the main entrance to the District Office and the back door/employee entrance.

J. Scott Shank, III seconded the motion. Motion carried.

Additionally, the Board discussed locking the door between the District Office and the NRCS Office to ensure security measures are met. The Board agreed to give NRCS leadership the choice of installing the same type of buzz-in system or installing a deadbolt lock on the door. The deadbolt lock would be accessible on the District side. Dee will reach out to Brent Cammauf, NRCS and provide the choice.

Dee made note of an FYI item provided in the Board Meeting Materials for the Board of Supervisor's reference. In the email (Plantings), the sender stated "...I am so grateful for the information that you have sent...and not just the plants... it's good to know the governmental departments that can be resources to answer our questions."

ADJOURNMENT:

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

Harry Strite, Chair, adjourned the July Regular Board Meeting at 12:02 p.m.

The next Regular Board Meeting is scheduled in-person, Wednesday, August 14, 2024, 10:30 a.m., WCSCD Conference Room, 1260 Maryland Avenue, Hagerstown, MD 21740, and with the ZOOM Platform option.