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## **BOARD OF COUNTY COMMISSIONERS**

**May 5, 2026**

### **OPEN SESSION AGENDA**

- 9:00 AM      INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*  
APPROVAL OF MINUTES: *April 14, 2026*
- 9:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM      STAFF COMMENTS
- 9:30 AM      1. PUBLIC HEARING – 2026 AGRICULTURAL LAND PRESERVATION  
DISTRICT APPLICATIONS  
*Chris Boggs, Rural Preservation Administrator, Planning and Zoning*
- 10:00 AM      2. PRESERVATION MONTH PROCLAMATION (MAY 2026)  
*Board of County Commissioners to Meghan Jenkins, Geographic Information Systems  
Coordinator/Historic District Commission*
- 10:05 AM      3. QUOTE AWARD (Q-26-810) – ADOBE ACROBAT PRO DC FOR TEAMS  
*Brandi Kentner, Director, Procurement; Josh O'Neal, Chief Technical Officer,  
Information Technology*
4. CONTRACT AWARD (PUR-1799) – CONSTRUCTION/BUILDING  
INSPECTION SERVICES REQUIREMENTS CONTRACT  
*Brandi Kentner, Director, Procurement; Blair Reynolds, Chief Project Manager,  
Engineering*
- 10:10 AM      5. HIRING RECOMMENDATION FOR CHIEF SITE INSPECTOR  
*Chip Rose, Director, Human Resources; Greg Cartrette, Director, Permits and  
Inspections*
6. HIRING RECOMMENDATION FOR ECS QUALITY ASSURANCE &  
TRAINING COORDINATOR  
*Chip Rose, Director, Human Resources; Alan Matheny, Director, Emergency  
Management and Communications*
- 10:15 AM      7. TOWN OF BOONSBORO REQUEST FOR SUPPORT OF POTOMAC STREET  
WATERLINE REPLACEMENT  
*Howard Long, Mayor; Rachel Souders, Town Manager, Town of Boonsboro*

10:25 AM 8. STATEMENT REGARDING OPEN MEETINGS COMPLIANCE BOARD  
DECISION ISSUED APRIL 29, 2026  
*John F. Barr, President, Board of County Commissioners*

10:30 AM CLOSED SESSION – *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. (1) Personnel Matters are Confidential and not appropriate for open session discussion.*

- *Discussion of appointment to Agricultural Education Center Advisory Board*
- *Discussion of appointment to Veterans Advisory Committee*
- *Discussion of appointment to HEPMPO*
- *Discussion of appointment to Housing Authority of Washington County Board of Trustees*
- *Discussion of staffing assignments within division of County government.*

*To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.*

- *Update from County Attorney on County involved legal matter.*
- *Legal advice from County Attorney re policy interpretation)*

1:00 PM RECONVENE IN OPEN SESSION

RECESS

**6:00 PM FY27 PUBLIC BUDGET PRESENTATION– Public Safety Training Center,  
18350 Public Safety Place, Hagerstown, Maryland 21740**

ADJOURNMENT

***Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: [contactcommissioners@washco-md.net](mailto:contactcommissioners@washco-md.net).***

***You may also contact each Commissioner individually at:***

***John F. Barr, President: [jbarr@washco-md.net](mailto:jbarr@washco-md.net) or (240) 313-2205;***

***Jeffrey A. Cline, Vice President: [jcline@washco-md.net](mailto:jcline@washco-md.net) or (240) 313-2208;***

***Randal A. Leatherman, Commissioner: [raleatherman@washco-md.net](mailto:rleatherman@washco-md.net) or (240) 313-2209;***

***Neil C. Parrott, Commissioner: [nparrott@washco-md.net](mailto:nparrott@washco-md.net) or (240) 313-2206;***

***Randall E. Wagner, Commissioner: [rwagner@washco-md.net](mailto:rwagner@washco-md.net) or (240) 313-2207.***

***Additionally, you may contact Michelle Gordon, County Administrator at [mgordon@washco-md.net](mailto:mgordon@washco-md.net) or (240) 313-2202.***



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Public Hearing

**SUBJECT: PUBLIC HEARING – 2026 Agricultural Land Preservation District Applications**

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

**RECOMMENDED MOTION:** Move to approve the 10-year Agricultural Land Preservation Districts for the following eight (8) property owners: Bell, Fenicle, Cook, Carder-Knill, Snurr, Bowers, Spicher, and Shannon.

**REPORT-IN-BRIEF:** Establishing an Agricultural Land Preservation District demonstrates each landowner's commitment to use the property for only agricultural purposes through a recorded District Agreement for a minimum of ten years. Landowners may elect to terminate or continue the District after 10 years (or after 5 years, per ORD-2018-20). District establishment is also the first step towards eligibility to sell a permanent agricultural preservation easement. Basic information for each applicant can be found on the attached list. Each application has met the criteria of being a minimum of 50 acres in size (or a minimum of 20 acres if contiguous to another district or permanent easement), 50% Class 1, 2 or 3 soils (unless an extraordinary use) and outside areas programmed for public water and sewer.

**DISCUSSION:** In exchange for the landowners' commitment to use their property for agricultural purposes only, they will receive County property tax credits on their agricultural land and buildings and a credit of up to \$696 on their dwelling. The District/Credit program was adopted at the County level in 1991 and was updated in 2018 by ORD-2018-20 and ORD-2018-21. The purpose of the public hearing is to take public comment from interested parties.

**FISCAL IMPACT:** The cost of tax credits for these properties for the full ten-year period is approximately \$12/acre/year for a total of about \$8,976 per year. This will be in the form of property taxes not collected. A total of 748 acres will be included in the eight (8) Districts.

**CONCURRENCES:** The Agricultural Land Preservation Advisory Board approved all of the Districts because they meet program criteria for size, soils, and assessment. The Planning Commission/Planning Staff have determined the properties are consistent with Comprehensive Plan requirements due to their locations outside of County-designated growth areas and planned water and sewer service areas.

**ALTERNATIVES:** Deny any or all of the pending 10-year Districts.

**ATTACHMENTS:** 2026 Applicant list; Map of Ag District applicants; Aerials of each property.

**AUDIO/VISUAL NEEDS:** PDF map with district locations.

## **Agricultural Land Preservation District Applicant List**

Bell, Wyatt M. & Betty K. (AD-26-002); tax map 81, parcel 358; 184.53 acres; 4331 Locust Grove Road, Rohrsersville, MD 21779

Fenicle, Kelsey Jo & Gregory David (AD-26-003); tax map 52, parcel 7, lots 3, 4 and 5; 54.72 acres; 11205, 11209 and 11217 Wolfsville Road, Smithsburg, MD 21783

Cook, Clarence W., Jr. & Mary S. (AD-26-004); tax map 26, parcel 16; 59.57 acres; 22236 Ringgold Pike, Hagerstown, MD 21742

Carder, Michael Lee, Shelby Lynn and Sierra Nicole, and Knill, Jared (AD-26-006); tax map 71, parcel 136; 55.00 acres; 7200 Dustin Drive, Sharpsburg, MD 21782

Snurr, Paul Daniel, Joyce A., James Oscar, and Louise C. (AD-26-007); tax map 26, parcels 137 and 411; 140.996 acres; 21346 Leiters Mill Road, Hagerstown, MD 21742

Bowers, William R. (AD-26-009); tax map 68, parcel 583; 109.86 acres; 8246 Deb Road, Boonsboro, MD 21713

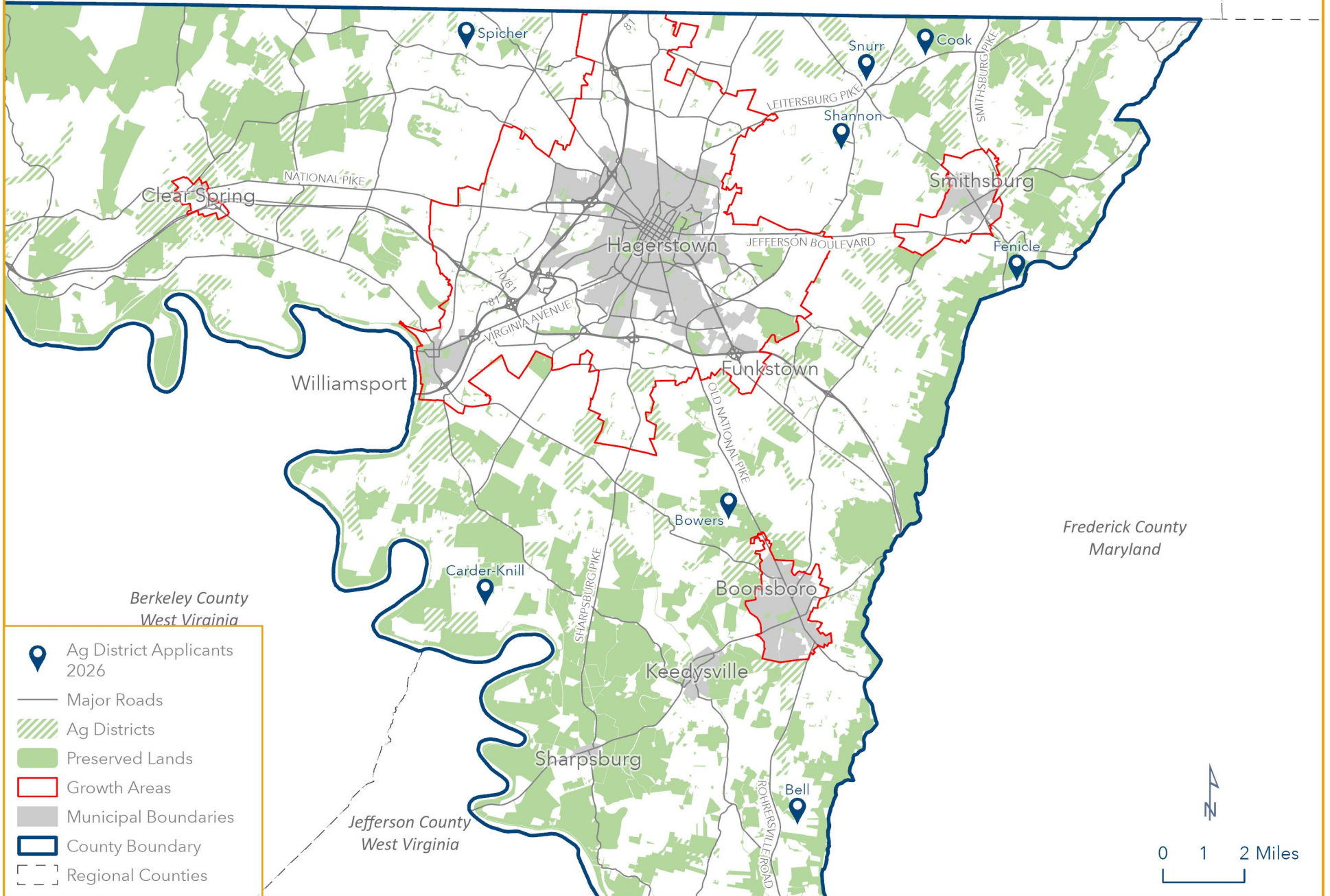
Spicher, Carl E. (AD-26-011); tax map 9, parcels 36, 37, 40, and 122; 93.29 acres; Shinham Road, Hagerstown, MD 21740

Shannon, Jeremy Edward & Jocelyn Meaghan (AD-26-015); tax map 39, parcel 3; 50.075 acres; 13034 Little Antietam Road, Hagerstown, MD 21742

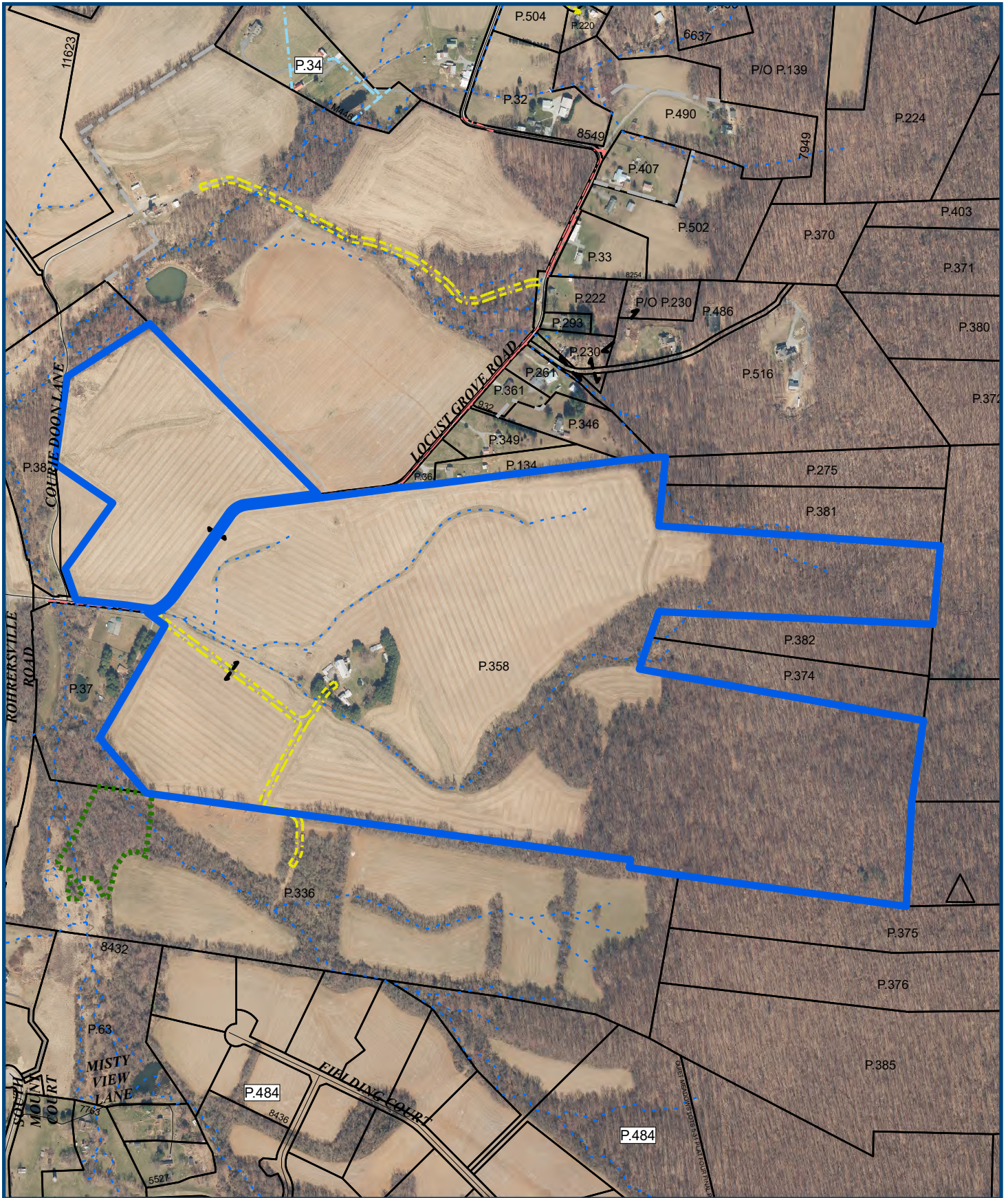


Franklin County  
Pennsylvania

Adams County  
Pennsylvania

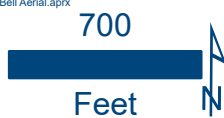


# Bell



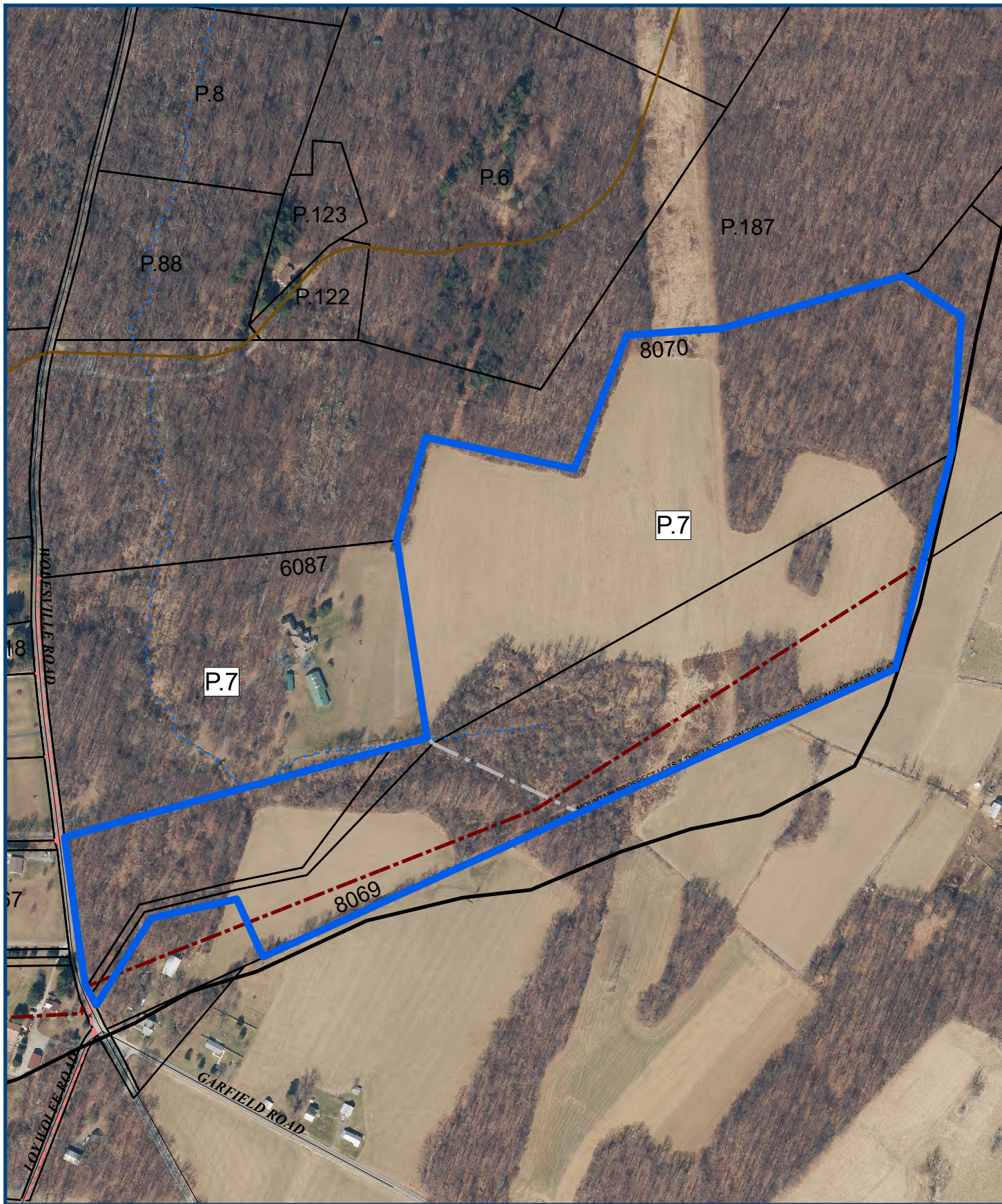
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# Fenicle



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# Cook



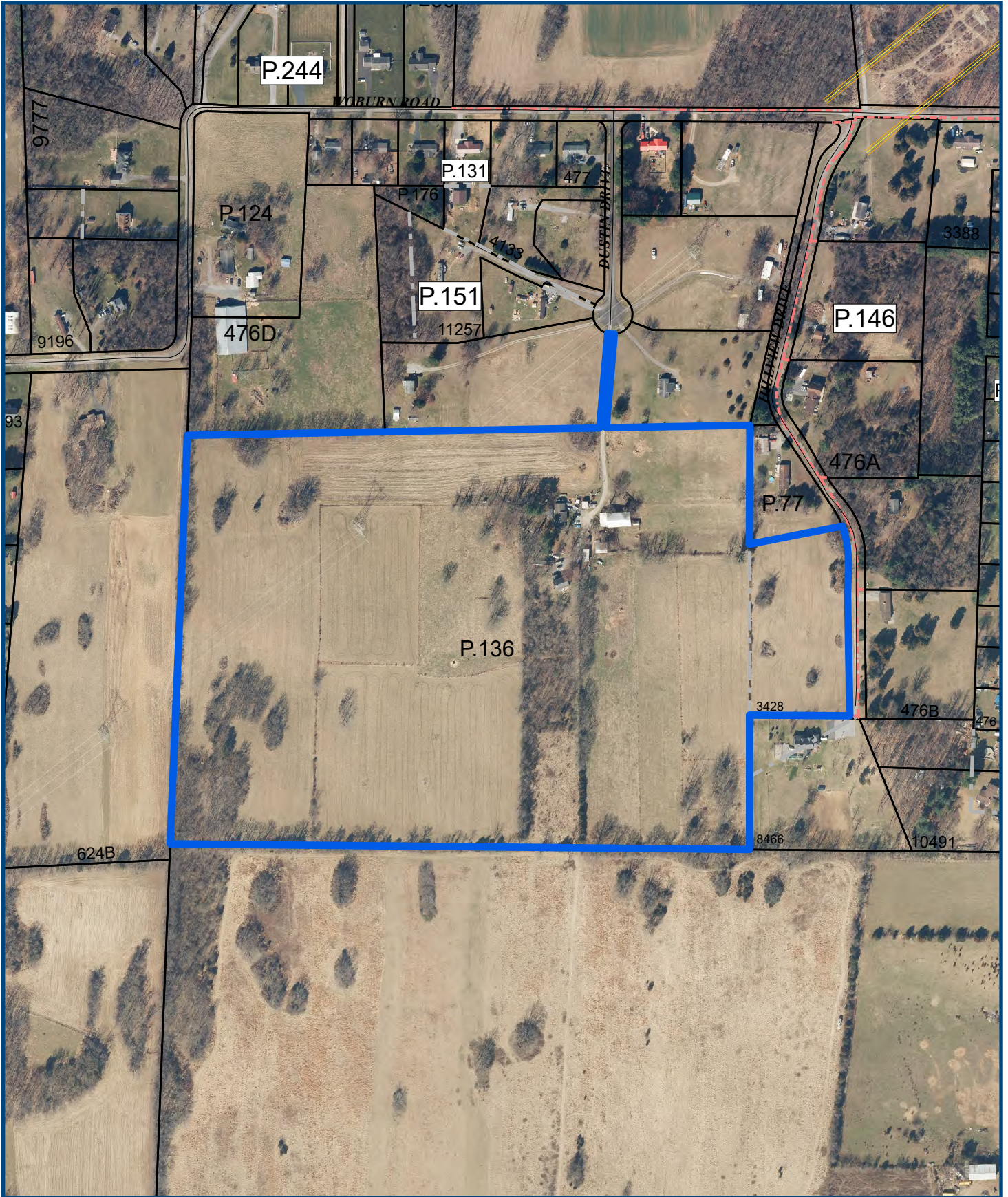
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# Carder-Knill



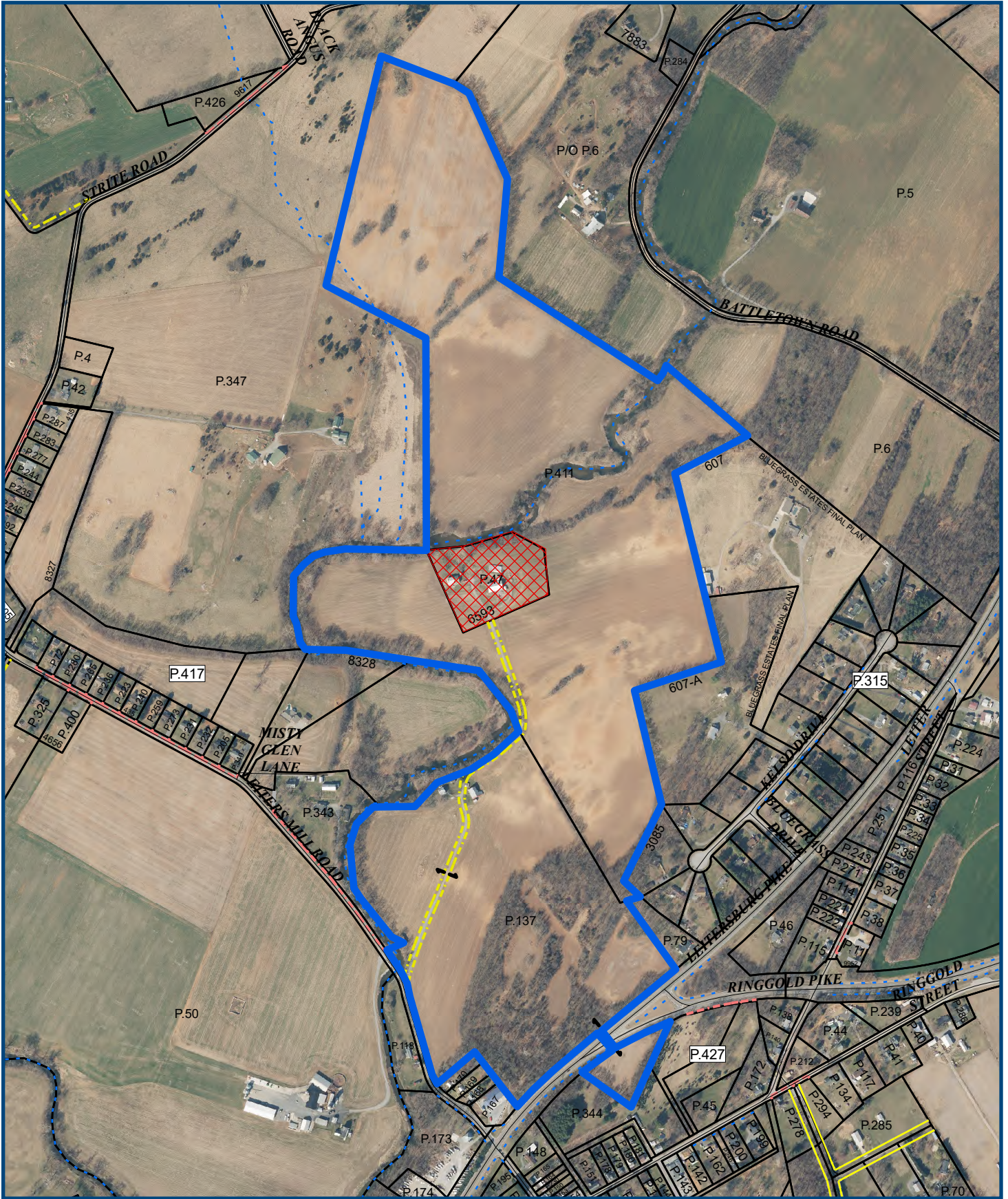
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# Snurr



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# Bowers



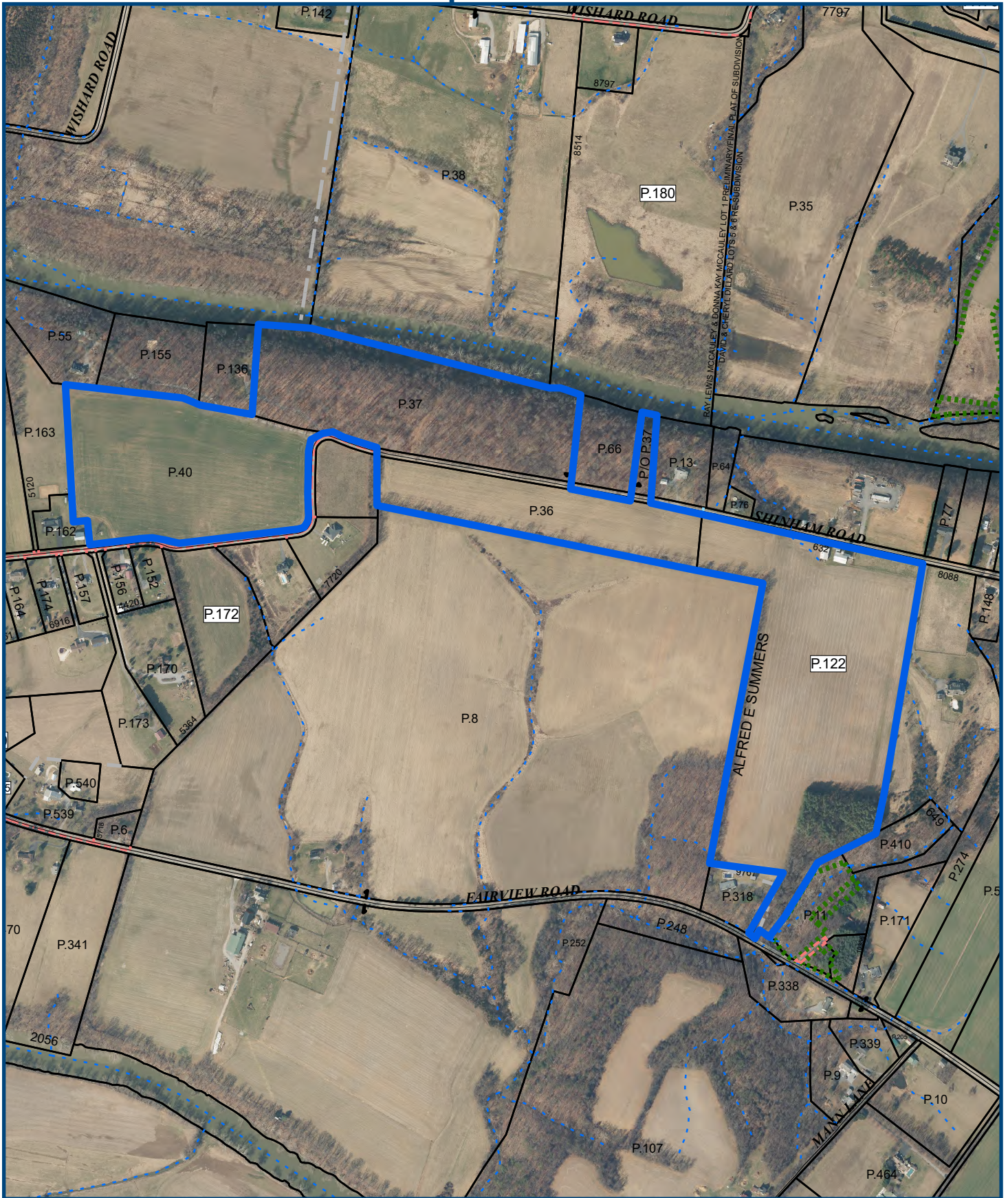
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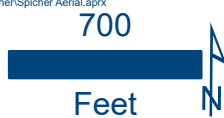
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# Spicher



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# Shannon



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Open Session Item

**SUBJECT:** Preservation Month (May 2026)

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Board of County Commissioners to Meghan Jenkins, Geographic Information Systems Coordinator/Historic District Commission

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** Proclamation Presentation

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of heritage that has shaped us as a people; and

WHEREAS, the sharing of knowledge between historic trades persons, historians, museums and citizens is essential for the appreciation and continued existence of historic resources; and

WHEREAS , Historic Preservation is supported by the Washington County Historic District Commission and many other State and local preservation efforts.

THEREFORE, We, the Board of County Commissioners of Washington County, Maryland, hereby proclaim the month of May 2026, as “Preservation Month” in Washington County and urge all citizens to join their fellow citizens across the United States in recognizing and participating in this special observance.



Open Session Item

**SUBJECT:** Quote Award (Q-26-810) – Adobe Acrobat Pro DC for Teams

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Procurement, and Josh O’Neal, Chief Technical Officer, Information Technology

**RECOMMENDED MOTION:** Move to award the contract for Adobe Acrobat Pro DC for Teams to Zones of Auburn, WA, based on the responsive, responsible quote dated April 7, 2026, that meets the requirements of the request for quote, in the amount of \$193,912.47

**REPORT-IN-BRIEF:** The services under this contract consist of providing enterprise licensing and subscription access to Adobe Acrobat Pro DC for Teams for use across County departments. This solution supports the creation, editing, secure sharing, and electronic signing of PDF documents, enabling standardized digital workflows and improving operational efficiency. The contract will ensure continued access to essential document management tools while supporting the County’s ongoing transition toward paperless processes and enhanced collaboration.

The duration of the contract shall be for a period of three (3) years tentatively to begin July 1, 2026, with an option by the County to renew for up to two (2) additional one (1) year periods. This is a requirements contract; therefore, quantities may vary from year to year, with no guarantee of a maximum or minimum number of subscriptions. The request for quote was advertised on the County’s online bidding and the State’s “*eMaryland Marketplace Advantage*” website. Access to/download of the request for quote document was performed by thirty-six (36) persons/firms. Ten (10) vendors responded with quote submittals.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's operating budget account: 515180-10-11000

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Tabulation Sheet

**AUDIO/VISUAL NEEDS:** N/A

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				Southern Computer Warehouse Marietta, Ga		GovConnection, Inc. (Connection - Public Sector Solutions) Rickville, MD	
				Total Price	\$33,469.01	Total Price	\$103,209.75
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Adobe Acrobat Pro DC for Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	215	EA	\$94.78	\$20,377.70	\$97.04	\$20,863.60
2	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	12	EA	\$922.72	\$11,072.64	\$954.32	\$11,451.84
3	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	5	EA	\$383.39	\$1,916.95	\$396.52	\$1,982.60
4	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	1	EA	\$101.72	\$101.72	\$105.21	\$105.21
5	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	215	EA	No Bid	No Bid	\$97.04	\$20,863.60
6	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	12	EA	No Bid	No Bid	\$954.32	\$11,451.84

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				<b>Southern Computer Warehouse Marietta, Ga</b>		<b>GovConnection, Inc. (Connection - Public Sector Solutions) Rickville, MD</b>	
7	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	5	EA	No Bid	No Bid	\$396.52	\$1,982.60
8	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	1	EA	No Bid	No Bid	\$105.21	\$105.21
9	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	215	EA	No Bid	No Bid	\$97.04	\$20,863.60
10	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	12	EA	No Bid	No Bid	\$954.32	\$11,451.84
11	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	5	EA	No Bid	No Bid	\$396.52	\$1,982.60
12	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	1	EA	No Bid	No Bid	\$105.21	\$105.21

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				Advanced Computer Concepts McLean, VA		New Tech Solutions Inc Freemont, CA	
				Total Price	\$145,012.41	Total Price	\$186,289.95
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Adobe Acrobat Pro DC for Teams SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	215	EA	\$94.29	\$20,272.35	\$218.35	\$46,945.25
2	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	12	EA	\$917.97	\$11,015.64	\$1,099.55	\$13,194.60
3	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	5	EA	\$381.42	\$1,907.10	\$378.10	\$1,890.50
4	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	1	EA	\$101.20	\$101.20	\$66.30	\$66.30
5	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	215	EA	\$219.98	\$47,295.70	\$218.35	\$46,945.25
6	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	12	EA	\$1,107.77	\$13,293.24	\$1,099.55	\$13,194.60

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				Advanced Computer Concepts McLean, VA		New Tech Solutions Inc Freemont, CA	
7	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	5	EA	\$380.93	\$1,904.65	\$378.10	\$1,890.50
8	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	1	EA	\$66.78	\$66.78	\$66.30	\$66.30
9	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	215	EA	\$147.00	\$31,605.00	\$218.35	\$46,945.25
10	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	12	EA	\$1,260.00	\$15,120.00	\$1,099.55	\$13,194.60
11	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	5	EA	\$450.45	\$2,252.25	\$378.10	\$1,890.50
12	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	1	EA	\$178.50	\$178.50	\$66.30	\$66.30

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				vCloud Tech Inc Rolling Hills, CA		IT Devices Online Inc. Walnut Creek, CA	
				Total Price	\$186,435.54	Total Price	\$187,527.81
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Adobe Acrobat Pro DC for Teams SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	215	EA	\$218.52	\$46,981.80	\$219.80	\$47,257.00
2	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	12	EA	\$1,100.42	\$13,205.04	\$1,106.87	\$13,282.44
3	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	5	EA	\$378.40	\$1,892.00	\$380.62	\$1,903.10
4	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	1	EA	\$66.34	\$66.34	\$66.73	\$66.73
5	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414A Year Two - July 1, 2027 through June 30, 2028	215	EA	\$218.52	\$46,981.80	\$219.80	\$47,257.00
6	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414A Year Two - July 1, 2027 through June 30, 2028	12	EA	\$1,100.42	\$13,205.04	\$1,106.87	\$13,282.44

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				vCloud Tech Inc Rolling Hills, CA		IT Devices Online Inc. Walnut Creek, CA	
7	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	5	EA	\$378.40	\$1,892.00	\$380.62	\$1,903.10
8	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	1	EA	\$66.34	\$66.34	\$66.73	\$66.73
9	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	215	EA	\$218.52	\$46,981.80	\$219.80	\$47,257.00
10	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	12	EA	\$1,100.42	\$13,205.04	\$1,106.87	\$13,282.44
11	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	5	EA	\$378.40	\$1,892.00	\$380.62	\$1,903.10
12	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	1	EA	\$66.34	\$66.34	\$66.73	\$66.73

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				Zones, LLC Auburn, WA		Synchronix Solutions (Synchronix Tech LLC) Bowie, MD	
				Total Price	\$193,912.47	Total Price	\$194,649.30
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Adobe Acrobat Pro DC for Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	215	EA	\$231.75	\$49,826.25	\$231.30	\$49,729.50
2	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	12	EA	\$1,055.88	\$12,670.56	\$1,053.95	\$12,647.40
3	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	5	EA	\$401.16	\$2,005.80	\$474.30	\$2,371.50
4	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	1	EA	\$134.88	\$134.88	\$134.70	\$134.70
5	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	215	EA	\$231.75	\$49,826.25	\$231.30	\$49,729.50
6	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	12	EA	\$1,055.88	\$12,670.56	\$1,053.95	\$12,647.40

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				<b>Zones, LLC Auburn, WA</b>		<b>Synchronix Solutions (Synchronix Tech LLC) Bowie, MD</b>	
7	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	5	EA	\$401.16	\$2,005.80	\$474.30	\$2,371.50
8	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	1	EA	\$134.88	\$134.88	\$134.70	\$134.70
9	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	215	EA	\$231.75	\$49,826.25	\$231.30	\$49,729.50
10	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	12	EA	\$1,055.88	\$12,670.56	\$1,053.95	\$12,647.40
11	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	5	EA	\$401.16	\$2,005.80	\$474.30	\$2,371.50
12	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	1	EA	\$134.88	\$134.88	\$134.70	\$134.70

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				GHA Technologies Inc Scottsdale, AZ		Media Centre (Luther Washington) Temple Hills, MD	
				Total Price	\$196,898.82	Total Price	\$218,925.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Adobe Acrobat Pro DC for Teams SubscriptionVIP #C425F35F22EDE4F0414A Year One - July 1, 2026 through June 30, 2027	215	EA	\$236.38	\$50,821.70	\$255.00	\$54,825.00
2	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	12	EA	\$1,055.88	\$12,670.56	\$1,255.00	\$15,060.00
3	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	5	EA	\$401.16	\$2,005.80	\$585.00	\$2,925.00
4	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear One - July 1, 2026 through June 30, 2027	1	EA	\$134.88	\$134.88	\$165.00	\$165.00
5	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	215	EA	\$236.38	\$50,821.70	\$255.00	\$54,825.00
6	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	12	EA	\$1,055.88	\$12,670.56	\$1,255.00	\$15,060.00

**Q-26-810 Adobe Acrobat Pro DC for Teams**

				<b>GHA Technologies Inc Scottsdale, AZ</b>		<b>Media Centre (Luther Washington) Temple Hills, MD</b>	
7	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	5	EA	\$401.16	\$2,005.80	\$585.00	\$2,925.00
8	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Two - July 1, 2027 through June 30, 2028	1	EA	\$134.88	\$134.88	\$165.00	\$165.00
9	Adobe Acrobat Pro DC for Teams Subscription VIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	215	EA	\$236.38	\$50,821.70	\$255.00	\$54,825.00
10	Adobe Creative Cloud to Teams SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	12	EA	\$1,055.88	\$12,670.56	\$1,255.00	\$15,060.00
11	Adobe InDesign CC SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	5	EA	\$401.16	\$2,005.80	\$585.00	\$2,925.00
12	Adobe Express for Enterprise SubscriptionVIP #C425F35F22EDE4F0414AYear Three - July 1, 2028 through June 30, 2029	1	EA	\$134.88	\$134.88	\$165.00	\$165.00

## Q-26-810 Adobe Acrobat Pro DC for Teams

### Remarks / Exceptions

#### **Southern Computer Warehouse**

Lines 1-4 New VIP# needed for LGA program, Adobe's LGA program doesn't have three-year-commit agreements. This is a one year option

**GovConnection, Inc.** - Items 1-12 Participants in the LGA program are required to complete annual renewals, as a three-year commitment option is not offered. The LGA program offers only enterprise-level licenses. This option requires a brand new LGA VIP Marketplace agreement. Connection will make commercially reasonable efforts to maintain consistent pricing; fluctuations may occur without notice due to market conditions and/or tariffs.

#### **Synchronix Solutions (Synchronix Tech LLC)**

Item #3 VIP #C425F35F22EDE4F0414A

Item #7 VIP #C425F35F22EDE4F0414A

Item #11 VIP #C425F35F22EDE4F0414A

### Responding Supplier

Southern Computer Warehouse

GovConnection, Inc. (Connection - Public Sector Solutions)

Advanced Computer Concepts

New Tech Solutions Inc

vCloud Tech Inc

IT Devices Online INC

Zones, LLC

Synchronix Solutions (Synchronix Tech LLC)

GHA Technologies Inc

Media Centre (Luther Washington)

### Response Total

\$33,469.01

\$103,209.75

\$145,012.41

\$186,289.95

\$186,435.54

\$187,527.81

\$193,912.47

\$194,649.30

\$196,898.82

\$218,925.00



Public Packet

Open Session Item

**SUBJECT:** Contract Award (PUR-1799) Construction/Building Inspection Services Requirements Contract

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing, and Blair Reynolds, Chief Project Manager, Division of Engineering

**RECOMMENDED MOTION:** Move to award a *primary*, based on the responsive, responsible proposal with the lowest price proposal amount; and, as permitted in the Request for Proposals (RFP), to award a *stand-by* contract based on the responsive, responsible proposal with the next lowest price proposal amount, at the specified unit costs and estimated hours (no minimum or maximum guaranteed).

**REPORT-IN-BRIEF:** The services under this contract consist of providing construction/building inspection services, as well as field and laboratory services for various projects located throughout the County. The projects may include maintenance and construction of roads, traffic signals, bridges, drainage structures, waterlines, sewer lines, buildings or any similar public improvement projects. The duration of the contract shall be for a period of two (2) years tentatively to begin June 1, 2026, with an option by the County to renew for up to three (3) additional one (1) year periods. Under the terms of the contract, other political jurisdictions within the County may utilize the services provided as a result of this contract. This is a requirements contract; therefore, services will be utilized on an as-needed basis at the respective hourly unit prices for each class of inspector and at the unit price for each test as specified in their Price Proposals with no guarantee of a maximum or minimum number of hours or tests.

The RFP was advertised on the County's online bidding website with access to downloading the RFP, and the State's "*eMaryland Marketplace Advantage*" website. Access to/download of the RFP document was performed by thirty-two (32) persons/firms; eight (8) firms were represented at the pre-proposal teleconference. Three (3) firms responded with proposal submittals. The meeting of the Committee was held on Monday, April 6, 2026, to review Qualifications & Experience Proposals. As a result of the evaluation of their Qualifications & Experience Proposals, the three (3) firms were determined to be responsive to the RFP; therefore, the Price Proposals of those were opened and evaluated (see attached Proposal Tabulation Sheet). The Coordinating Committee was comprised of the following members: Scott Hobbs, P.E. (Director of Engineering – Chairman Designee); Andrew Eshleman (Public Works Director); Greg Cartrette (Director, Permits & Inspections); Brandi Kentner (Purchasing Director); Blair Reynolds (Chief Project Manager); Lisa Brown (Procurement Technician, non-voting)

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in various project accounts for these services.

**CONCURRENCES:** As recommended by the unanimous decision of the Coordinating Committee

**ALTERNATIVES:** To hire personnel to perform the services

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



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**Open Session Item**

**SUBJECT:** Hiring Recommendation for Chief Site Inspector

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Chip Rose, Director, Human Resources and Greg Cartrette, Director of Permits and Inspection.

**RECOMMENDED MOTION:** Staff Seeks motion to approve an offer to Ralph Weaver position #1534, Chief Site Inspector. The proposed offer is a Grade 13, Step 15 (\$44.47 /hour or \$92,498).

**REPORT-IN-BRIEF:** Staff Seeks approval to offer Ralph Weaver position #1534, Chief Site Inspector. The proposed offer is a Grade 13, Step 15 (\$44.47 /hour or \$92,498).

**DISCUSSION:** Staff Seeks approval to offer Ralph Weaver position #1534, Chief Site Inspector. The proposed offer is a Grade 13, Step 15 (\$44.47 /hour or \$92,498).

**FISCAL IMPACT:** N/A- This is a budgeted position.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ATTACHMENTS:** Interview Scorecard

**AUDIO/VISUAL NEEDS:**



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**Open Session Item**

**SUBJECT: Hiring Recommendation for ECS Quality Assurance & Training Coordinator**

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Chip Rose, Director, Human Resources and Alan Matheny, Director of Emergency Management & Communications

**RECOMMENDED MOTION:** Staff Seeks motion to approve offer to Brian Beall for position #1058, ECS Quality Assurance & Training Coordinator. The offer would start at a Grade 13, Step 6, \$35.61/hour (\$74,069)

**REPORT-IN-BRIEF:** Staff Seeks approval to offer Brian Beall position #1058, ECS Quality Assurance & Training Coordinator. The offer would start at a Grade 13, Step 6, \$35.61/hour (\$74,069)

**DISCUSSION:** Staff Seeks approval to offer Brian Beall position #1058, ECS Quality Assurance & Training Coordinator. The offer would start at a Grade 13, Step 6, \$35.61/hour (\$74,069)

**FISCAL IMPACT:** N/A- This is a budgeted position.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ATTACHMENTS:** Interview Chart

**AUDIO/VISUAL NEEDS:**



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**Open Session Item**

**SUBJECT:** Town of Boonsboro Request for Support of Potomac Street Waterline Replacement

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** Howard Long, Mayor, and Rachel Souders, Town Manager, Town of Boonsboro

**RECOMMENDATION:** Move to approve the Town of Boonsboro's Request for Funding

**REPORT-IN-BRIEF:** Water line repairs completed over decades resulted in a "bottleneck" effect along Potomac Street (a.k.a. Route 34 or Shepherdstown Pike) because portions of the line vary in size, ranging from 4-inches to 12-inches. Under normal conditions, the bottleneck creates inconsistencies in the water pressure, but during high-pressure conditions, the smaller portions of the line burst.

We are preparing to begin our Crestview Bypass Project, which will be located at the end of the line in question. The Crestview Project will be finished by this fall and must stay on schedule due to deadlines for grant funding already secured. We are very confident that once the Crestview Project is completed, the 4-inch portions of the line will be unable to withstand the subsequent water pressure. Furthermore, if we experience high-pressure periods, the 6- and 8-inch portions will be at risk as well.

**DISCUSSION:** The cost to replace the dangerous portions of the line is \$2,941,290.00. Over a third of the cost is due to the stringent requirements imposed by SHA. We have reached out to SHA in hopes that they may be willing to provide some financial support towards the re-paving costs of the project, but they have informed us that they are unable to help. The Town is prepared to use \$783,000 from our Water Fund Restricted Account and \$1.5M from our General Fund Reserves, leaving a deficit of \$658,290 (not counting any project contingencies).

We are respectfully requesting the Board to consider whether the County is able to provide any financial assistance to help us with this emergency project.

**FISCAL IMPACT:** TBD

**CONCURRENCES:** The Mayor & Council of the Town of Boonsboro, The Boonsboro Municipal Utilities Commission

**ALTERNATIVES:** Deny consideration of the Town's request for funding

**ATTACHMENTS:** N/A



Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

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**SUBJECT:** Statement Regarding Open Meetings Compliance Board Decision issued April 29, 2026

**PRESENTATION DATE:** May 5, 2026

**PRESENTATION BY:** John Barr, President Board of County Commissioners

**RECOMMENDED MOTION:** None

**REPORT-IN-BRIEF:** Acknowledgement and announcement of Open Meetings Compliance Board ("OMCB") Decision.

**DISCUSSION:** In accordance with Section 3-211 of the General Provisions Article of the Maryland Code, at the next open meeting of the BOCC after the OMCB has issued its opinion, a member of the public body shall announce the violation and orally summarize the opinion.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A.

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A