

Warren County, Shenandoah Farms Sanitary District Advisory Committee

Meeting Minutes for:

Meeting on July 17, 2025

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Roll Call/Call to Order

Rex Christiansen, Chair

Craig Tabor, Vice-Chair

Doris Harrington

Patrick Skelley

Mike Berry, Dir., Warren Co. Public Works

John Stanmeyer, Warren County BOS, Shenandoah District (*Not present – on vacation*)

Ralph Rinaldi, Representing POSF

Mr. Christensen noted that all committee members were present and called the meeting to order at 7:00PM.

Review/Approve Last Meeting's Minutes

Mr. Tabor summarized aloud the email communications on record from the 06/12/2025 meeting which was virtual (via email).

Public Works Report

See Public Works Manager's report (attached).

Reports on Tasks From 05/08/2025 Meeting

- Mr. Tabor to make suggested changes to draft SFSD/AC Mission Statement.
 - *Amended draft submitted to Mr. Christensen on 05/10/2025 (See below in Old Business).*
- SFSD Property Owners Survey: (*Mr. Rinaldi to solicit input from POSF members and compile list of survey questions*).
 - Mr. Rinaldi asked for clarification as to what information was sought from SFSD property owners. Committee members commented that they seek input (concerns, questions, suggestions) from property owners to inform and guide their decision-making. Various means of obtaining this input were discussed.
- Re: Assessing fees for use of Venus Branch Rd by property owners who are not within the SFSD, but must use SFSD-maintained roads to access their property (specifically, Venus Branch Rd): (*Mr. Stanmeyer agreed to consult the County Attorney and other officials to assess the feasibility of assessing user fees at the time such property owners apply for building and other permits*).

- Mr. Christensen noted that this matter was before Mr. Stanmeyer, and would be discussed at a later meeting after his return.
- *Mr. Christiansen agreed to provide a clarified format for a streamlined SFSD financial statement to Mr. Berry.*
 - Mr. Christensen noted that he has not yet completed a draft financial statement, but re-emphasized the importance of a simplified statement of SFSD financials that could be shared with property owners.
- *Mr Berry said he would get a price estimate for water and electricity for the proposed SFSD maintenance crew storage shed.*
 - Addressed in Mr. Berry's PW Manager's Report
- *Mr. Christensen said he would contact a Warren County specialist to look at plat maps in the POSF office and determine what is needed and how best to replicate them for redundant retention.*
 - Mr. Christensen noted that this matter is in-process.
- Re: Solicitation to fill vacant positions on SFSDAC. Mr. Tabor agreed to submit a proposed solicitation to the members to consider for posting to social media: *(revised version submitted to SFSDAC members on 03/13/2025 – See below in Old Business).*
 - Mr. Tabor relayed recent communications with Mr. Stanmeyer in which Mr. Stanmeyer requested that discussion/approval of the Draft Mission Statement and Draft SFSD-AC Recruitment Solicitation be tabled until after his return from vacation. Committee members agreed these items would be on the agenda for discussion/approval at the next in-person meeting in September.

Old Business

- Mission Statement – review/approve?
 - Latest draft proposed by Mr. Tabor:

The SFSD/AC will advise the Warren County Board of Supervisors and consult with Warren County Public Works on SFSD tax rates, annual budget, capital improvement planning, and all disbursements of SFSD funds for operation of the SFSD.

The SFSD/AC will maintain professional relationships with all Warren County representatives and staff, and SFSD property owners. The SFSD/AC will conduct its business with transparency, and publish its activities on the Warren County website, and other means as appropriate.

The SFSD/AC will emphasize fiscal responsibility, and open communication to inform SFSD residents and encourage public participation in the governance of the SFSD. The SFSD/AC will engage with appropriate entities to best maintain a safe and thriving community, meet current and projected needs, and improve the quality of life for property owners in the SFSD.

Tabled until September SFSD-AC meeting.

- Recruitment of additional SFSD/AC member(s):
 - Latest draft version proposed by Mr. Tabor

Want to have a voice in management of funds collected from property owners in the Shenandoah Farm Sanitary District (SFSD)? Warren County has re-formed the SFSD Advisory Committee. Do

you have an interest in the management of the SFSD, and a desire and ability to seek resolutions and avoid unnecessary conflict? If so, your participation is needed!

Warren County is seeking additional members to serve on the SFSD Advisory Committee, and to be part of the process to provide input to Warren County on management and expenditure of funds collected from property owners within the SFSD. SFSD lot fees collected from property owners are administered by the County. The Advisory Committee is a body of SFSD property owners appointed by the County to represent the interests of SFSD property owners, to advise the County on how SFSD funds are spent within the SFSD (on maintenance, improvement projects, etc.), and to advise the County on any increases in lot fees. This is a volunteer role which does require a minimal time commitment. But, this is an important function and provides the ability to be part of the oversight and management of funds and projects within the SFSD.

Contact a current Advisory Committee member if you have questions!

To apply, visit the following link:

<https://www.warrencountyva.gov/273/Citizen-Appointments>

For other information on the SFSD Advisory Committee (meeting dates, agendas, minutes, etc.), visit:

<https://www.warrencountyva.gov/254/Shenandoah-Farms-Sanitary-District-Advis>

- *If solicitation verbiage is approved, post on social media and elsewhere?*

Tabled until September SFSD-AC meeting.

- **Proposed Simplified Financial Statements:**

In-process – Mr. Christensen and Mr. Berry are coordinating.

New Business

No new business items were introduced.

Review Tasks

1. Mr. Berry was asked to provide a SFSD road map identifying roads to be identified in the Capitol Improvement Plan to be paved/improved.
2. Mr. Berry was asked to contact the Postmaster of the Front Royal Post Office to explore the possibility of the USPS expanding rural delivery in SFSD.
3. Mr. Berry was asked to produce a notification memo to be provided to property owners on/near Young's Drive to notify them of upcoming road improvement activities.
4. Mr. Berry was asked to secure a message board to be placed in the High Top area to notify local residents of upcoming road improvement activities.

Set Date for Next Meeting

Committee members agreed up 09/11/2025 as the date of the next meeting.

Doris Harrington moved to adjourn, second by Mr. Tabor. All in favor. Meeting adjourned at 8:30PM.

July 17, 2025

SFSD Manager Update

Shenandoah Farms SD – July 2025 update

- Old Oak V – Staff added additional Rip Rap as requested by the Advisory Board. We completed the project in FY25, completed below the anticipated/approved budget. BOS approved \$500,000 (approx. \$250,000k)
- As you are aware, the Lake Drive Revenue Sharing project was requested to be canceled by the SFSD Advisory Board, & the BOS canceled and approved the suggested funding for the internal project. The project was recently completed as an internal paving project, on July 3, 2025. Contractor Invoices for asphalt work, stone & equipment rental, approx. 100k. We did build this section similar to our VDOT typical pavement section that we use in Rural Addition projects. Meaning compacted stone subgrade, 3" Intermediate(base) asphalt, and 1.5" of surface mix.
- In August we anticipate completing two SFSD internal paving projects in the High Top area. Staff will touch up base stone, grade and compact as necessary prior to the Asphalt contractor coming in. These are High Traffic Areas, that connect with current state maintained roads. As previously discussed, there is a lot of construction and new home starts in these areas. We plan to build and pave these similarly to the VDOT standard used on Lake Drive.

Locations:

High Top, down to Crossway

Tulip Poplar, down to McDonald Farm

- **Youngs Drive** – Preliminary Survey work has begun. Survey crews have begun staking limits of disturbance for Right-of-Way and potential drainage easement areas. This is a current VDOT Revenue Sharing, Rural Addition Project. We anticipate a Pre-Con in late July, dependent upon final survey/stake out completion & Engineering follow-up. Racey is the Engineering Firm on this project. (Engineering estimate with inflation factor is 782k) **VDOT will cover 50%**, we were successful in getting VDOT to commit additional funding. I think we originally designated 473k back in Capital 2020. Today, we will need approx. \$274,000 SFSD funding for completion (after 50% VDOT reimbursement and county contribution \$118k).

- Venus Branch repairs have already started, with staff patching potholes and leveling areas of failure with 23 tons of asphalt. Final repairs will occur with our asphalt contractor applying 1.5" of asphalt over patching (first mile of Venus Branch), anticipated to be completed Late September to Early October.
- Maintenance Building:
 - Staff got pricing on a metal building, Advisory Board is in support this budget year.

30w x 50L x 14H (2 doors) \$16,800 price. Staff is working on estimates for electric and potential bathroom upgrades in the future.
- Thompson Mill – Pipe has been purchased for upgrading the existing crossing. Due to rain/flood events and continued precipitation, there is not a current date scheduled for this project.
- Staff continues to mow common areas, the rain has increased the mowing season for staff.
- Staff has performed minor grading and repairs as needed in the district.
- Dam paperwork (signed agreement) has been submitted to the Engineer.