

# Warren County, Shenandoah Farms Sanitary District Advisory Committee

## Minutes

Meeting on 11/10/2025

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### Call to Order; Roll Call

Rex Christensen; Chair  
Craig Tabor; Vice-Chair (Acting Secretary)  
Doris Harrington  
(Patrick Skelley – absent)  
(Amy Barnes – absent)

POSF Representative(s):

Ralph Rinaldi

County Representative(s):

John Stanmeyer; Warren County BOS

Mike Berry; Director, Public Works

Public in Attendance: (none)

Mr. Christensen noted that Mr. Skelley and Ms. Barnes were absent, determined that there was a quorum present, and called the meeting to order at 7:00PM.

**Introduction of New SFSDAC Member: Amy Barnes** (tabled)

### Review Last Meeting's Minutes

Mr. Tabor read aloud the minutes from the previous meeting on 09/30/2025, which had been previously approved and submitted for publishing on the County website.

### Approve Agenda

Agenda approved as submitted.

### Reports on Tasks From Last Meeting

- Mr. Berry: Collect data and compile a report of findings to support any proposed changes in HR classification of Maintenance Crew positions and compensation.
  - *(See under Old Business)*
- Mr. Christensen: Send an email to Mr. Berry proposing that the Youngs Drive paving project be changed from a VDOT project to “internal.”
  - *Note: Mr. Christensen sent this email on 10/01/2025.*

- Mr. Christensen: Send an email to the Board of Supervisors proposing approval of the SFSD/AC Mission Statement.
  - *Note: Mr. Christensen sent this email on 10/01/2025.*
- Mr. Christensen: Send an email to the Board of Supervisors recommending the appointment of Amy Barnes to the SFSD/AC.
  - *Mr. Christensen sent this email on 10/01/2025.*
- Mr. Jones: Prepare a list of Maintenance Crew activities and accomplishments since inception of the SFSD/AC and forward to Mr. Tabor.
  - *Mr. Jones sent this email to Mr. Tabor on 10/12/2025.*
- Mr. Tabor: Prepare draft of SFSD/AC progress report and forward to Committee members for comment by 10/15/2025.
  - *First draft prepared by Mr. Tabor and submitted to SFSDAC members for review on 10/13/2025.*
- Mr. Christensen: Send email to Committee members with draft of proposal for SFSD engineering study.
  - *Mr. Christensen sent this email on 10/01/2025.*

## **Public Works Report**

### Youngs Drive Paving Project:

Paving completed 10/27/2025.

Addition of topsoil in places and re-seeding in-progress.

|                             |                                             |
|-----------------------------|---------------------------------------------|
| Cost (pending audit review) | \$56,700 (labor + materials)                |
|                             | \$13,854 (VDOT – engineering reimbursement) |
|                             | \$950 (Racey Engineering)                   |
|                             | <u>\$39,595 (Oil &amp; Stone)</u>           |
| Total:                      | \$111,099                                   |

Original estimated cost to SFSD with project as VDOT cost-sharing: Approximately \$275,000. Cost savings: approx. \$163,900.

### Spring Lake Outlet Valve Replacement

Lake water level remains too high to allow access to replace valve. Estimated completion next year after spring runoff.

### Maintenance Shed

Shed construction is completed. Awaiting installation of electricity and plumbing.

### Pothole Repairs on Venus Branch Road

Completed

### Tulip Poplar Road Spot Re-Paving

This project to re-pave steep sections where original asphalt failed due to slope and washboarding is on the schedule to be completed when weather permits.

### Maintenance Crew Recommendation

The Maintenance Crew, based on frequency of maintenance needs, recommended prioritizing the paving of Drummer Hill Rd to Pickford Ct.

### **Public Discussion (Limit 3 Minutes Per Item/By Chair)**

- Proposed SFSD Capital Improvements Engineering Study:
  - During Discussion of this topic, Mr. Rinaldi stated that SFSD had previously contracted an engineering firm to conduct a road and drainage study at significant expense, and questioned if this was a necessary expenditure. Members discussed that much in SFSD had likely changed in recent years with considerable growth, and that this and the paving of certain roads had likely incurred changes in traffic patterns.
  - Members, during this discussion, noted that this previous study was published on the County website, and concluded to revisit this document in detail and consider its content when determining if a new study was warranted, or if it could be amended by a study of lesser scope to provide the information desired to inform SFSDAC decisions and priorities.

### **Old Business**

- Proposed Simplified Financial Statements (update/discussion):
  - Mr. Berry provided a simplified financial statement to the Committee for consideration. It was generally agreed that this was closer to what was requested, but Mr. Christensen agreed to provide Mr. Berry with additional suggestions (the objective being a simplified financial statement that could be provided to the Committee at each meeting – and available to property owners - and show financial status under a few general headings, such as Yearly Income, Specials Funds Balance, year-to-date construction/improvement costs, year-to-date other maintenance costs, and fund balances remaining).
- Youngs Drive Paving Project (update)
  - *(Covered in Mr. Berry's Manager's Report)*
- Mission Statement
  - Mr. Stanmeyer reported that the Mission Statement was not yet formally approved by the BOS, and he proposed bringing it to the BOS for review at the 11/18/2025 BOS meeting.
- Recruitment of additional SFSD/AC member(s):
  - Mr. Stanmeyer asked Mr. Tabor to forward him the draft solicitation awaiting BOS approval prior to posting to social media.

- Spring Lake Repairs (update)
  - *(Covered in Mr. Berry's Manager's Report)*
- New Maintenance Shed (update)
  - *(Covered in Mr. Berry's Manager's Report)*
- Postmaster/Expansion of Rural Delivery (update)
  - Mr. Berry reported that the Postmaster's response to his inquiry was that mail carriers are currently restricted to certain routes within the subdivision – and that package delivery was currently only available to residences within a certain distance of those existing routes. However, the Postmaster stated that these routes may be realigned in the future based on growth and need.
- Venus Branch Pothole Repair, re-paving (update)
  - *(Covered in Mr. Berry's Manager's Report)*
- Proposed "HR" Study of Classification of Maintenance Crew and Pay Parity (update)
  - Mr. Berry reported that County HR had prepared a spreadsheet showing a disparity in pay and classification of Maintenance Crew positions compared to surrounding counties, and other similar positions within Warren County. Mr. Berry, during the discussion, stated that Maintenance Crew members who provide service to SFSD also perform these functions in areas of Warren County outside SFSD. It was discussed that a memo or resolution from the SFSDAC to the BOS may be helpful in supporting parity pay and classification for these positions, and in retaining valuable employees.
    - Mr. Tabor made a motion that the SFSDAC draft a memo to the BOS expressing its support this pay and classification parity. Second by Ms. Harrington. All in favor, motion passed.
    - Mr. Christensen agreed to write this memo to the BOS.
- SFSDAC Progress Report (review/discussion/edit)
  - Mr. Berry agreed to review the draft report and insert missing figures in highlighted fields.
  - The Committee agreed to finalize the report in time to be presented to the BOS at the 11/18/2025 BOS meeting.

## **New Business**

- Pending Development (Roads and Lots) Adjacent to SFSD Near High Top.
  - Mr. Berry, during his Manager's Report, made the Committee aware that a developer seemed to be preparing to develop a large tract, which is outside the boundaries of the SFSD, but would likely be using SFSD-maintained roads for ingress/egress. There was discussion that this was another instance where there should be some means of collecting a fee at the time of

development which would be used towards maintenance of the roads. Mr. Stanmeyer suggested the SFSDAC draft a memo to him requesting review by the County Attorney and opinion on legal options (such as the collection of a fee at the time of building permit issuance).

- Budget Discussion
  - Mr. Berry provided SFSD financial documents generated by the Finance Department. These financial figures for the last several years were reviewed and discussed. The Committee agreed that, with new builds, the yearly income from sanitary district fees was increasing – also that debits for road improvements and other major expenses had been kept within budget such that it did not appear that a sanitary district fee increase was necessary.
  - Upon conclusion of discussion, Mr. Tabor made a motion that the SFSDAC recommend to the BOS that the FY2027 sanitary district fee for SFSD (\$350/lot) not be increased – and that the SFSD yearly budget target of \$900,244 remain as-is, with an additional expenditure of up to \$500,000 from the SFSD Special Fund (Carry-over from previous years). Second by Ms. Harrington. All in favor; motion passed.
  - Mr. Christensen agreed to draft a memo to the BOS making this recommendation.
  - During discussion, Mr. Rinaldi (POSF) pointed out to Mr. Stanmeyer that the SFSD maintained a significant balance of funds from year to year which are held by Warren County. Mr. Rinaldi asked if interest accrued on these funds and, if so, was that interest returned to the SFSD funds account?
    - Mr. Stanmeyer said that it was his understanding that funds held long-term by Warren County were held in interest-bearing accounts or invested, but that he was unsure if accrued interest was returned in proportion to the SFSD funds account.
    - Mr. Stanmeyer agreed to research this issue and report back to the SFSDAC.
- Election of Secretary
  - Tabled until next meeting.

## Review Tasks

- SFSD Budget: Mr. Christensen to draft a memo to the BOS forwarding the SFSDAC's recommendation to NOT increase SFSD sanitary district fees for FY2027, and that the SFSD yearly budget remain as per FY2026.
  - *Email sent 11/11/2025*
- SFSDAC New Member Recruiting: Mr. Tabor to forward a copy of the draft SFSDAC member recruitment solicitation to Mr. Stanmeyer for BOS approval prior to publishing or distribution.
  - *Email sent 11/11/2025.*

- Interest Earned on SFSD Funds Held By Warren County: Mr. Stanmeyer to research the disposition of any interest earned on SFSD funds held by Warren County.
- Simplified Financial Statements: Mr. Christensen to send an email to Mr. Berry with suggestions to incorporate into the simplified SFSD financial statement to be presented to the SFSDAC at meetings and published to the County website.
- Capital Improvements Engineering Study: Mr. Christensen to draft a memo to Mr. Berry outlining the proposed scope of this study.
  - *Email sent 11/11/2025.*
- New Development Adjacent to High Top Area and Impacts to SFSD Roads: Mr. Christensen to draft an email to Mr. Stanmeyer requesting County Attorney review and advice on a mechanism (such as collection of fees at the time of issuance of building permits) to be fairly compensated by users of SFSD roads who are not SFSD property owners and who do not contribute to the SFSD road maintenance through their sanitary district fees.
- SFSD Maintenance Crew Pay and Classification Parity: Mr. Christensen to draft a memo to Mr. Stanmeyer stating the SFSDAC's support for fair and equitable pay and classification of SFSD Maintenance Crew positions.
  - *Email sent 11/11/2025.*
- SFSDAC Progress Report: Mr. Tabor to update the existing draft report with figures from this meeting, and those to be provided by Mr. Berry, and forward a final draft to the SFSDAC members for approval prior to the 11/18/2025 BOS meeting.

**Adjourn:** Mr. Tabor made a motion to adjourn the meeting. Second by Ms. Harrington. All in favor, meeting adjourned at 9:49PM.

**Next Meeting Date:** Next SFSDAC meeting set for 01/15/2026 at 7:00PM at the County Government Building.