

Warren County, Shenandoah Farms Sanitary District Advisory Committee

Minutes

Meeting on 01/15/2026

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Call to Order; Roll Call

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

POSF Representative(s):

Ralph Rinaldi

County Representative(s):

Mike Berry; Director, Public Works

Chase Lenz; Planning and Zoning

David Beam; Building Inspections

Public in Attendance:

David Fidei

Mr. Christensen called the meeting to order at 7:00PM.

Introduction of New SFSDAC Member: Amy Barnes

Mr. Christensen introduced Ms. Barnes and welcomed her to the Advisory Committee. Mr. Christensen then nominated Ms. Barnes to be the SFADAC Secretary, which she accepted. Mr. Christensen made a motion to elect Ms. Barnes to the office of Secretary. Second by Mr. Tabor, all in favor, Ms. Barnes was elected to serve as Secretary.

- *Mr. Tabor agreed to continue as Acting Secretary for this meeting and the publishing of the meeting minutes, then to provide Ms. Barnes all documents and information to assist her transition.*

Review Last Meeting's Minutes

It was agreed that this item was not necessary since the previous meeting minutes had been approved earlier via email and submitted to the County for publishing on the website.

Approve Agenda

Agenda approved as submitted.

Reports on Tasks From Last Meeting

- 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.
 - *This item was tabled until Mr. Stanmeyer could provide his update.*
- 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.
 - *Discussion ongoing. Mr. Berry presented a brief financial report as part of his Manager's Report (Copy Attached). Mr. Christensen is continuing to work with Mr. Berry to develop this document format.*
- 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.*
 - *NOTE; It was subsequently brought to the attention of the SFSDAC that a detailed road and drainage study was completed in 2012, and that much of this study remained relevant – likely eliminating or delaying the necessity of a new study at this time. It was agreed that this document, as well as input from Advisory Committee members and Travis Jones (SFSD Road Crew Supervisor) could inform near-term road improvement prioritization.*
- 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.
 - *Discussed in New Business.*
- 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.
 - *Mr. Tabor completed the initial draft, edits were incorporated, and Mr. Christensen sent the final draft to the BOS on 11/17/2025.*
 - *Mr. Christensen asked Mr. Tabor to forward a copy of the Progress Report to be published on the County Website.*

Public Works Report

Mr. Berry provided a printed Manager's Report, as well as two brief SFSD financial reports, and two graphs – one depicting SFSD Road Crew man hours on various tasks for the second half of 2025, and the second one depicting the distribution of Public Works support to SFSD over for categories (86% road improvements; 13% Administrative; and negligible amounts on dam maintenance/mowing and snow/weather).

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

- Mr. Rinaldi expressed concern about the density of residential water wells in the High Top area and the adjacent subdivision currently under development (See New Business). Mr. Rinaldi also reported that residents in the High Top area had complained of excessive dust with increased traffic, and that in some areas the roadways were too narrow for two vehicles to pass without one vehicle traveling outside the established roadway (leading to possible road and culvert damage and additional maintenance needs).

Old Business

- Proposed Simplified Financial Statements – status update/discussion
 - *Discussed in Manager's Report. Discussion ongoing.*
- Mission Statement – Approved by BOS?
 - *Mr. Christensen said that the SFSDAC Mission Statement had been approved by the BOS.*
- Proposed HR Study for Classification of Maintenance Crew and Pay Parity – status update.
 - *This item was not discussed, but Mr. Christensen has sent correspondence to the BOS expressing the SFSDAC's support for pay and classification parity for SFSD Road Crew members to properly compensate them and to retain trained, skilled employees.*

New Business

- Water issues with new construction.

- *There was general discussion regarding the drilling of water wells for new properties under development, possible impacts to nearby existing wells (anecdotal reports were made of water wells having diminished outputs), and the possible contamination of the water table by residential septic systems.*
- *Mr. Christensen asked Mr. Tabor to contact the VA Water Resources Research Center, or other sources as appropriate, to obtain any relevant information on items such as density of water wells in the SFSD, and best practices to avoid ground water contamination and aquifer depletion.*
- New developments and use of SFSD-maintained roads by properties outside the SFSD; county requirements possible relief to the SFSD for said use of SFSD roads.
 - *Mr. Christensen reported that he had researched the matter and found that the 63 lots in the new subdivision being developed adjacent to the High Top area ARE within the SFSD. Mr. Beam reported that two building permits had been issued to date. Mr. Beam also reported that no more than two building permits can be issued on any individual road until a stormwater assessment has been completed by DEQ. It was discussed that culverts to access each lot had to be approved by the SFSD road crew, but that there was no enforcement mechanism to enforce this provision. It was proposed for consideration that a fee be collected at the time building permits are issued to cover the cost of an approved culvert which would be installed by the SFSD Road Crew. However, it was agreed that allowances should be made to not require installation of said culverts until after completion of building since culverts are often damaged by heavy equipment. Mr. Christensen agreed to research and provide feedback on a proposed fee amount to cover installation of approved culverts.*
- Prioritization of SFSD roads for improvement in 2026.
 - *Mr. Berry stated that Travis Jones would have valuable input on this topic and could attend the next meeting. Mr. Christensen asked Advisory Committee members to come to the next meeting with their own input on prioritization of SFSD road improvements.*

Review Tasks

- Mr. Christensen to research the matter and provide input to substantiate a fee amount to be paid by builders at the time they apply for building permits – the purpose of said fee being to cover the installation by the SFSD Road Crew of an approved culvert(s) for lot ingress/egress.
- Mr. Tabor to forward the SFSDAC Progress Report for publishing on the County website.
 - *Submitted 01/18/2026.*

- Mr. Tabor to conduct research on best practices for residential water wells to avoid ground water contamination and aquifer depletion.
- All: Come to the next meeting prepared to offer input on prioritization of future SFSD road improvements.

Adjourn: Mr. Christensen made a motion to adjourn the meeting. Second by Mr. Tabor. All in favor, meeting adjourned at 9:02PM.

Next Meeting Date: Next SFSDAC meeting set for 02/12/2026 at 7:00PM at the County Government Building.

January 15, 2026

SFSD Manager Update

Shenandoah Farms SD –

- Nov. 30, 2025 – Winter weather event in higher elevations. Sleet & snow less than 1”
- Dec. 2, 2025 – Winter weather advisory, 30 degrees at 4:00am but rain only, temperature rose to just above freezing
- Dec. 5, 2025 – Winter weather event 2” snow (24 degrees)
- Dec. 14, 2025 – Winter weather event 11” (28 degrees high, dropped to teens)
- Maintenance Building:
 - 3 quotes received for Electrical
 - 3 quotes received for Insulation
- SFSD Staff has performed minor grading and repairs as needed in the district.
- SFSD Staff is currently working on cleaning ditches in the district (starting at top of Manor).
- Work graphs attached to the report detailing SFSD work hours.

RE	FUND	MAJOR	ACCT	DESCR	ADOPTED
4	39	43050	1003	FULL TIME - NON-EXEMPT 35	\$-
4	39	43050	1004	FULL TIME - NON-EXEMPT 40	\$ 180,411.92
4	39	43050	1010	OVERTIME	\$ 5,000.00
4	39	43050	1023	COMPENSATION FOR STAFF TIME	\$ 40,000.00
4	39	43050	2001	FICA	\$ 13,866.72
4	39	43050	2002	VRS	\$ 20,654.81
4	39	43050	2005	HOSPITAL MEDICAL	\$-
4	39	43050	2006	GROUP INSURANCE	\$ 2,138.92
4	39	43050	2008	HYBRID DISABILITY	\$ 2,076.33
4	39	43050	2011	WORKER'S COMPENSATION	\$ 7,867.00
4	39	43050	2015	CELL PHONE STIPEND	\$ 540.00
4	39	43050	3002	PROFESSIONAL SERVICES	\$-
4	39	43050	3008	ENGINEERING SERVICES	\$ 10,027.15
4	39	43050	3100	EQUIPMENT REPAIRS	\$ 15,000.00
4	39	43050	3101	MOTOR VEHICLE REPAIRS	\$ 5,000.00
4	39	43050	3102	EQUIPMENT MAINTENANCE	\$ 30,000.00
4	39	43050	3103	MAINTENANCE SERVICE CONTRACTS	\$-
4	39	43050	3202	ROAD IMPROVEMENTS	\$ 284,735.15
4	39	43050	3203	SOLID WASTE DISPOSAL	\$ 1,800.00
4	39	43050	3205	SNOW REMOVAL	\$ 15,000.00
4	39	43050	3206	MOWING	\$ 12,500.00
4	39	43050	5101	ELECTRIC SERVICE	\$ 775.00
4	39	43050	5203	TELEPHONE	\$ 540.00
4	39	43050	5204	MOBILE RADIO	\$ 360.00
4	39	43050	5302	LIABILITY INSURANCE	\$ 3,000.00
4	39	43050	5401	OFFICE SUPPLIES	\$-
4	39	43050	5403	BEVERAGES	\$-
4	39	43050	5406	MAINTENANCE SUPPLIES	\$ 13,920.00
4	39	43050	5407	VEHICLE & POWERED EQUIP. MAINT SUPP	\$ 2,600.00
4	39	43050	5408	EQUIPMENT MAINTENANCE/OPERATIONS	\$ 20,000.00
4	39	43050	5410	WEARING APPAREL/UNIFORMS/PROT CLOTH	\$ 2,000.00
4	39	43050	5442	STONE	\$ 112,569.00
4	39	43050	5449	SIGNAGE	\$ 2,000.00
4	39	43050	5450	PAVEMENT MAINTENANCE AND REPAIR	\$-
4	39	43050	5452	ROAD IMPROVEMENT SUPPLIES	\$ 30,000.00
4	39	43050	8010	BUILDING IMPROVEMENTS	\$-
4	39	43050	5601	LEASE/RENT OF EQUIPMENT	\$ 20,500.00
TOTAL:					\$ 854,882.00

APPROPRIATED		YTD BALANCE	AVAILABLE BALANCE	
\$-		\$ 93,559.00	\$	(93,559.00)
\$	180,411.92	\$ -	\$	180,411.92
\$	5,000.00	\$ 2,827.00	\$	2,173.00
\$	40,000.00	\$ 6,646.00	\$	33,354.00
\$	13,866.72	\$ 6,898.00	\$	6,968.72
\$	20,654.81	\$ 11,184.00	\$	9,470.81
\$-		\$ 26,998.00	\$	(26,998.00)
\$	2,138.92	\$ 1,104.00	\$	1,034.92
\$	2,076.33	\$ -	\$	2,076.33
\$	7,867.00	\$ -	\$	7,867.00
\$	540.00	\$ 270.00	\$	270.00
\$-		\$ 1,200.00	\$	(1,200.00)
\$	10,027.15	\$ -	\$	10,027.15
\$	15,000.00	\$ 10,050.00	\$	4,950.00
\$	5,000.00	\$ 4,035.00	\$	965.00
\$	30,000.00	\$ -	\$	30,000.00
\$-		\$ 5,864.00	\$	(5,864.00)
\$	267,835.15	\$ 317,157.00	\$	(49,321.85)
\$	1,800.00	\$ -	\$	1,800.00
\$	15,000.00	\$ 200.00	\$	14,800.00
\$	12,500.00	\$ 719.00	\$	11,781.00
\$	775.00	\$ 626.00	\$	149.00
\$	540.00	\$ -	\$	540.00
\$	360.00	\$ 480.00	\$	(120.00)
\$	3,000.00	\$ 12,730.00	\$	(9,730.00)
\$-		\$ 19.00	\$	(19.00)
\$-		\$ 583.00	\$	(583.00)
\$	13,920.00	\$ 2,790.00	\$	11,130.00
\$	2,600.00	\$ 3,168.00	\$	(568.00)
\$	20,000.00	\$ 8,379.00	\$	11,621.00
\$	2,000.00	\$ 136.00	\$	1,864.00
\$	112,569.00	\$ 80,965.00	\$	31,604.00
\$	2,000.00	\$ 2,050.00	\$	(50.00)
\$-		\$ 2,800.00	\$	(2,800.00)
\$	30,000.00	\$ 10,985.00	\$	19,015.00
\$	16,900.00	\$ 16,056.00	\$	844.00
\$	20,500.00	\$ 24,425.00	\$	(3,925.00)
\$	854,882.00	\$ 654,903.00	\$	199,979.00

JULY 1 2022 - JUNE 30,2023 (LAST AUDITED YEAR)

BEG. FUND BAL.	-977,298.75
REVENUE	-3,154,701.52
EXPENDITURES	1,332,232.85
REV/EXP	-1,822,468.67
TO CF	-2,799,767.42

JULY 1, 2023 - JUNE 30, 2024 (UNAUDITED AMOUNT)

BEG. FUND BAL.	-2,779,767.42
REVENUE	-1,067,088.76
EXPENDITURES	622,412.65
REV/EXP	-444,676.11
TO CF	-3,224,443.53

JULY 1, 2024 - JUNE 30, 2025 (UNAUDITED AMOUNT)

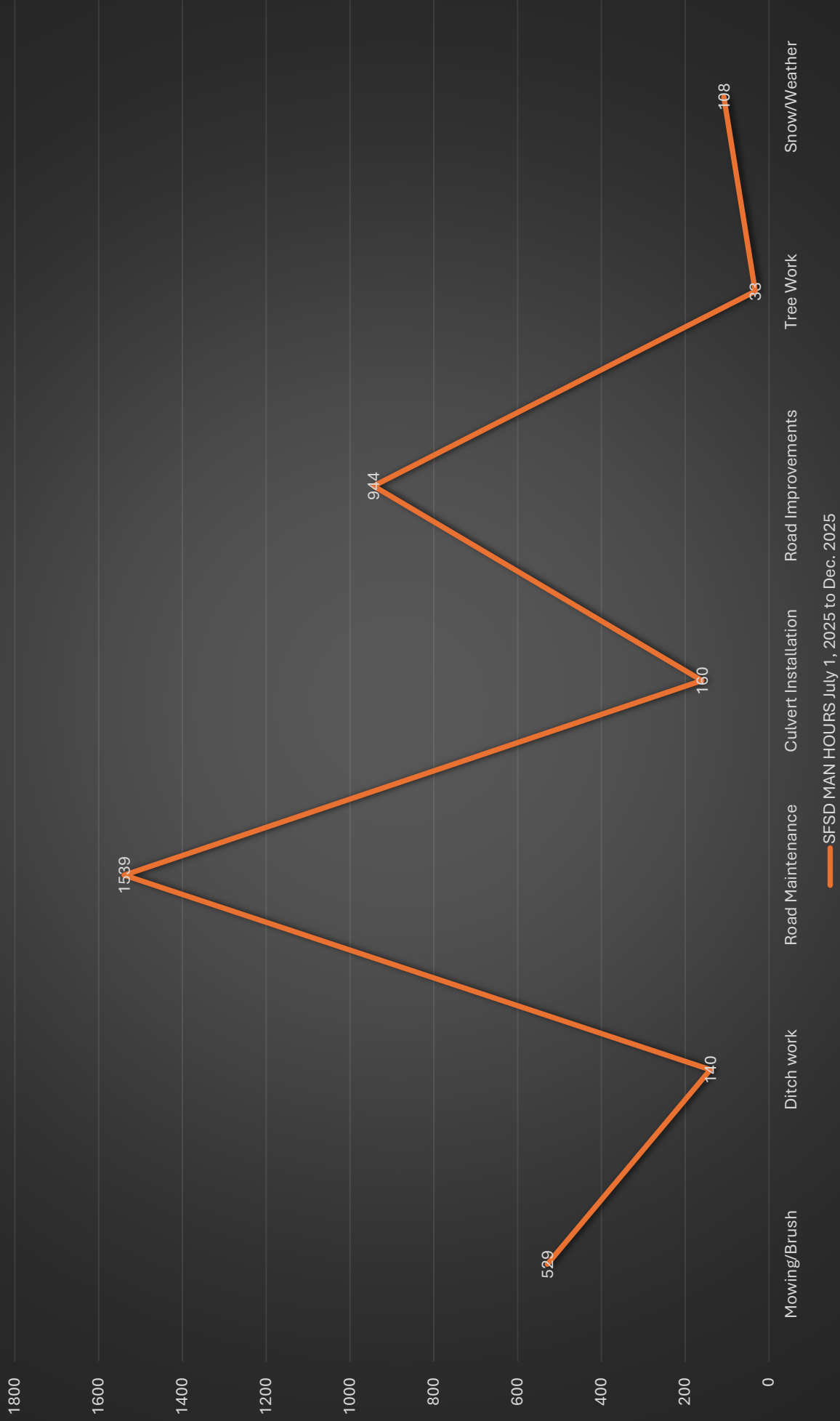
BEG. FUND BAL.	-3,224,443.53
REVENUE	-1,239,548.02
EXPENDITURES	2,479,977.59
REV/EXP	1,240,429.57
TO CF	-1,984,013.96

JULY 1, 2025 - JANUARY 14, 2026 (CURRENT FISCAL YEAR)

BEG. FUND BAL.	-1,984,013.96
REVENUE YTD	-721,322.73
EXPENDITURES YTD	673,240.68

Simple Balance with Fund Balance	<i>unaudited</i>
Fund Balance (July 1, 2025)	\$1,984,014
Revenue YTD (Jan. 14, 2026)	\$721,323
Total Funds	\$2,705,337
Expenditures (Jan. 14, 2026)	-\$673,241
Balance	\$2,032,096

SFSD MAN HOURS July 1, 2025 to Dec. 31, 2025



**Public Works Support areas
Spring 2025 to Jan. 2026**

