

Shawneeland Sanitary District Advisory Committee (SSDAC)

Minutes of November 18, 2024

The meeting was called to order at 7:00 p.m.

In Attendance

Rhonda Sargent – SSDAC member

Jason Croasdale – SSDAC member

Micah Jacobs– SSDAC member

Kevin Alderman – Sanitary District Manager

Joe Wilder - Director of Public Works,

John Jewel – Back Creek District Supervisor

Discussions

Jason moved to approve the August 5, 2024 meeting minutes, seconded by Micah and approved unanimously by the committee.

Rhonda made a motion to elect Micah as the SSDAC chairman for a one-year term ending November 2025, seconded by Jason and approved unanimously by the committee.

The meeting dates have been set for 2025.

February 3, 2025

May 5, 2025

August 4, 2025

November 17, 2025

Kevin presented the manager's report (Attachment 1).

Kevin presented the Fiscal Year 2025/2026 budget. Micah made a motion to endorse the budget as presented, seconded by Rhonda, and endorsed unanimously by the committee. No increase in the sanitary district fees is proposed. The budget will not go to the board of supervisors for final approval until April, 2025.

Jason explained that the mini-libraries have been completed structurally and are with another Shawneeland resident for painting.

Micah provided the group with a project chart (Gantt) including costs since the dam's first repair till now. (Attachment 2)

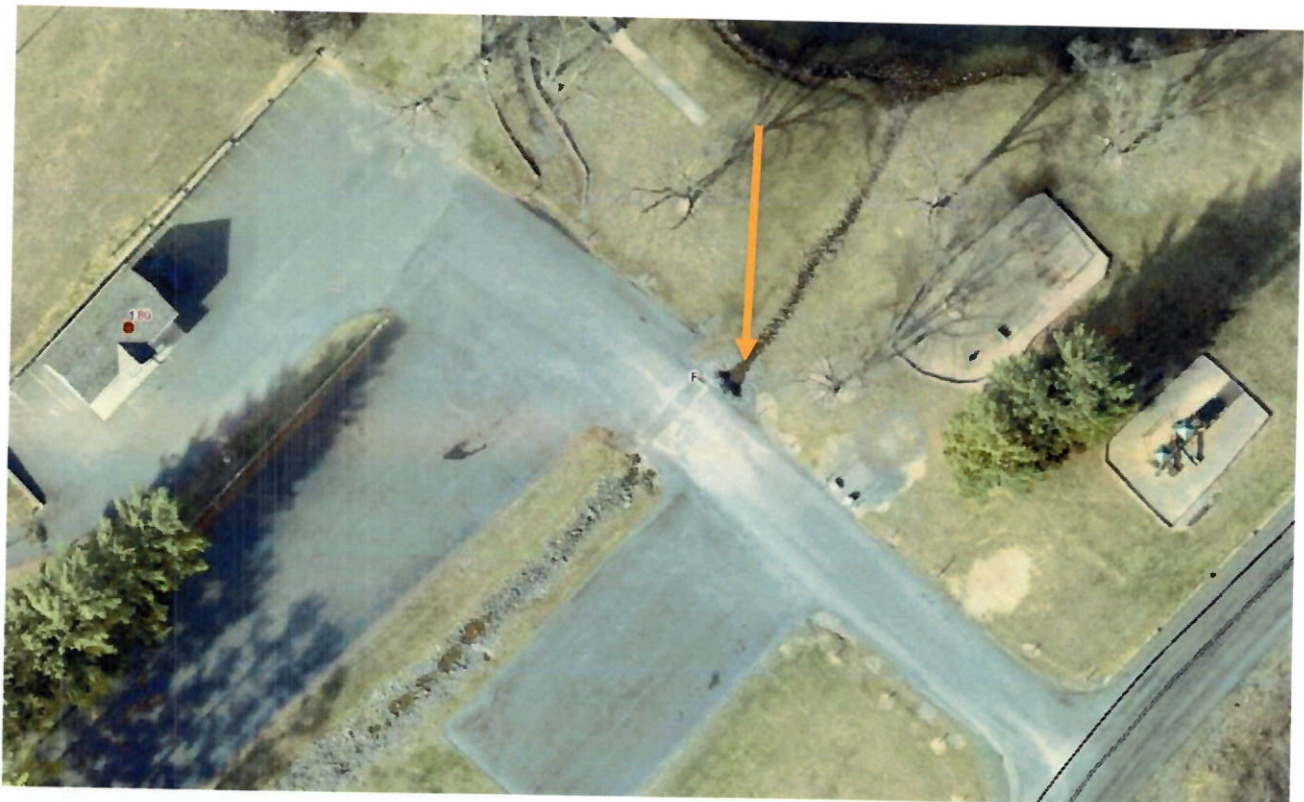
The bus stop change from two to three stops was discussed. Several meeting attendees agreed that this change was for the better.

Public Comments:

Melanie Curry addressed the change to the bus stops. She indicated that the change from two to three stops has been an improvement.

Jeny Guy requested that E Coli testing continue past the swim season. This request will be tabled until the February 3, 2025 SSDAC meeting.

David Yankoviak requested that a sidewalk be added to the area indicated by the arrow to prevent children from using the road to get from the parking lot to the playground. Kevin will look into options and costs. See below.



An anonymous Shawneeland resident requests help with a noisy neighbor. After a lengthy discussion which included meeting attendees, it was concluded that this type of issue is to be brought to the appropriate county departments/entities. The SSDAC does not have any authority to take action on this type of issue.

Vince Staup is concerned that the Shawneeland Sanitary District (SSD) fees are increasing by 40 percent. It was explained that the SSD fees have not gone up since 2018 (see below). The graph shows that the fees have increased less than the CPI for the same period. John Jewel commented that Vince may have gotten confused about the recent assessment which he pointed out that the millage rate to go with the assessment has not been decided by the Frederick County Board of Supervisors (BOS). This rate will be determined by the BOS in April, 2025. Vince stated that he is confused about paying Shawneeland fees and home owner taxes. See the pie charts of revenue and expenses (Attachment 3) to visualize the flow of funds. Road maintenance is not part of Frederick County expenses, it belongs to VDOT; however, our roads do not meet the VDOT requirements and Shawneeland must maintain them through the SSD fees.



Lastly the Charter for SSDAC is attached to clarify areas of responsibilities by the SSDAC members. (Attachment 4)

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – NOVEMBER 2024

Winter Weather Preparations:

With the winter season approaching the Shawneeland staff has been busy preparing all the equipment in anticipation of the first winter weather event. We have stocked calcium, salt, and stone that we use to treat the roads during these events.

Please make sure that all vehicles are parked away from the road and shoulder during winter weather events. Any vehicles parked in a fashion that hinders snow removal operations will be towed at the owner's expense without warning. We do thank you for your cooperation.

Pipe Replacement:

The staff has replaced and upgraded 405ft. of drainage culverts throughout Shawneeland this year. This process will continue through the fall and into the winter months.

Grader Asphalt Patching:

The staff has been grader asphalt patching various trails over the past 2 months. During this time 504.43 tons of asphalt has been placed. The patching will resume in the spring once the weather allows.

Tree Removal:

A contracted tree crew removed 18 dead and dying trees that the staff could not safely remove on October 21st and 22nd. This crew will be back in December to remove more dead and dying trees.

Boom-Ax Trimming:

The staff has been using the boom-ax cutter to remove brush and small trees that are creating sight distance issues. They are also trimming tree branches that are hanging low over the road surface. Most of this work is being done on Timber Ridge Trail and all the side trails off Timber Ridge. At this point a total of 5.5 miles have been cut.

Mailhouse Roof Replacement:

The Bowman and Tomahawk Lane mailhouses have had new metal roofs installed. The project was completed by Vertex Roofing Contractors, LLC. From Manassas, VA. The total cost for the project was \$42,500.00.

Shawneeland Dam Repairs Since 1999

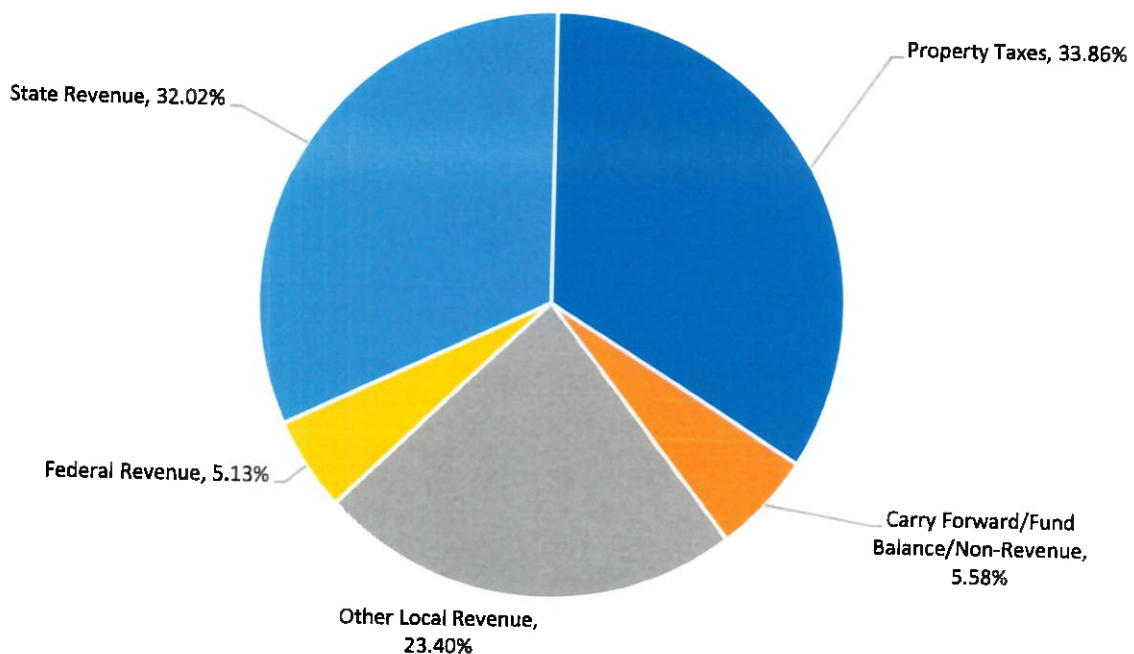
ID	Task Name	Start	End	Amount
1	Grouting Project	Tue 6/1/99	199 200 200 200 200 200 200 200 200 200 200 201 201 201 201 201 201 201 201 201 201 202 202 202 202 202 202 202 202	\$214,086
2	Geological Mapping	Fri 6/1/07		\$22,484
3	Grouting Project	Mon 6/1/09		\$812,008
4	Siphon Repair	Mon 3/2/15		\$40,000
5	Spillway Repair	Mon 6/1/15		\$90,000
6	Slide Repair	Fri 6/1/18		\$58,933
7	Ruckman Engineering	Fri 6/1/12		\$27,984
8	Marsh/Legge	Mon 6/1/15		\$9,045
9	American Concrete	Wed 6/1/22		\$116,640
10	Viola	Fri 6/1/18		\$34,556

\$1,425,737 Spent to Date

TOTAL REVENUES ALL FUNDS

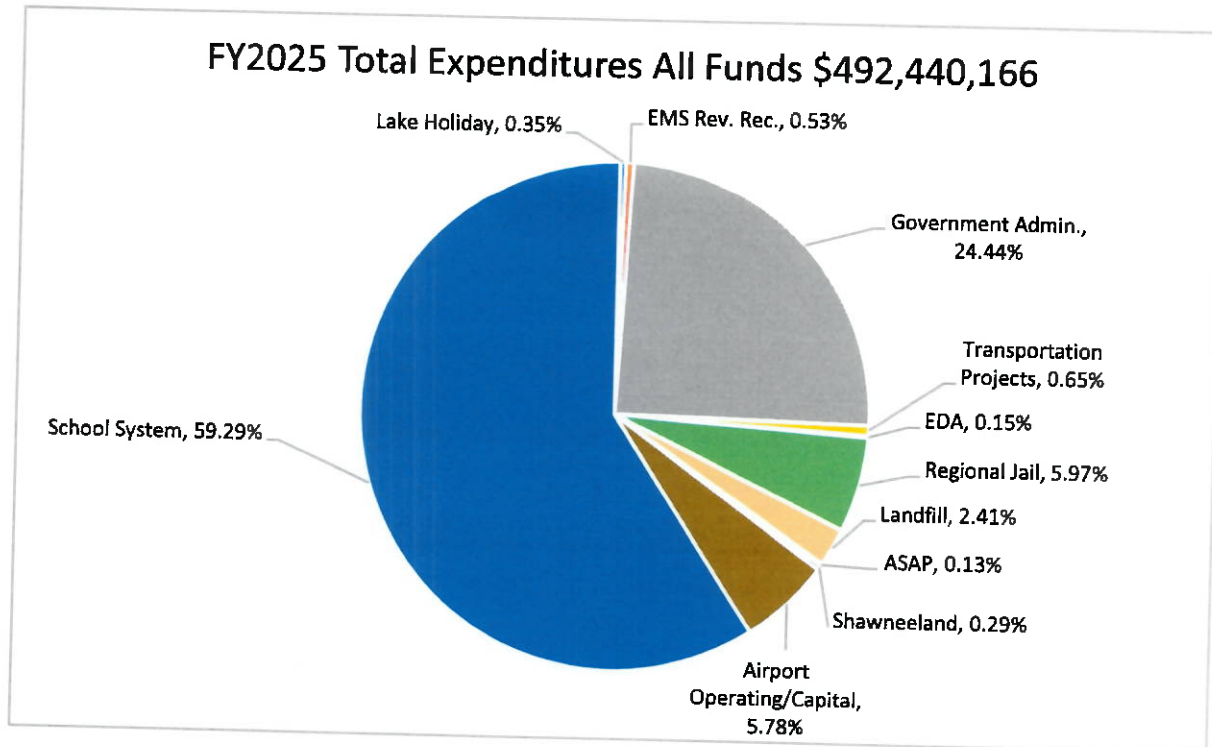
	2022-23 Budgeted	2022-23 Actual	2023-24 Budgeted	2024-25 Adopted	% of Total
Local Revenue					
Property Taxes	\$160,030,000	\$162,053,100	\$160,510,000	\$166,738,466	33.86%
Other Local Revenue – Charges/Fees/Permits	84,465,717	100,720,088	91,932,793	97,810,409	19.86%
Other Local Revenue – School Funds – Fees/Charges	13,515,126	13,950,274	15,328,668	17,452,244	3.54%
Subtotal	258,010,843	276,723,462	267,771,461	282,001,119	57.27%
State Revenue					
General Fund	14,093,637	18,569,127	13,584,240	15,071,717	3.06%
School Funds	109,255,857	103,025,839	108,586,619	120,709,238	24.51%
Other Funds	8,614,386	15,839,319	10,207,522	21,895,688	4.45%
Subtotal	131,963,880	137,434,285	132,378,381	157,676,643	32.02%
Federal Revenue					
General Fund	0	248,830	490,118	161,667	0.03%
School Funds	22,408,113	20,880,296	21,798,494	13,111,127	2.66%
Other Funds	0	3,004,305	0	12,018,484	2.44%
Subtotal	22,408,113	24,133,431	22,288,612	25,291,278	5.13%
Carry Forward/Fund Balance/Non-Rev					
General Fund	0	0	0	0	0.00%
School Funds	8,192,061	13,900,218	7,387,408	7,546,059	1.53%
Other Funds	5,330,783	49,492	9,264,471	19,925,057	4.05%
Subtotal	13,522,844	13,949,710	16,651,879	27,471,116	5.58%
Total Revenues	\$425,905,680	\$452,240,888	\$439,090,333	\$492,440,166	100.00%

FY2025 Total Revenue All Funds \$492,440,166



TOTAL EXPENDITURES ALL FUNDS

	2022-23 Budgeted	2022-23 Actual	2023-24 Budgeted	2024-25 Adopted	% of Total
General Government					
Administration	\$16,274,300	\$25,855,168	\$18,456,255	\$18,246,466	3.70%
Judicial Administration	3,338,128	3,296,760	3,671,550	3,926,445	0.80%
Public Safety	44,156,276	44,108,588	49,226,567	53,771,819	10.92%
Public Works	6,760,245	7,276,090	7,333,017	7,116,093	1.44%
Health/Welfare	12,484,326	11,010,352	12,859,127	13,563,987	2.75%
Community College	92,045	55,000	92,927	68,750	0.01%
Parks, Recreation, & Cultural	9,187,233	8,359,783	9,989,573	10,193,759	2.07%
Community Development	1,762,182	1,739,614	1,903,025	2,078,982	0.42%
Miscellaneous	8,960,452	22,076,829	5,918,388	11,365,261	2.31%
Subtotal	103,015,187	123,778,184	109,450,429	120,331,562	24.44%
Other Funds					
Regional Jail	27,291,347	24,250,225	28,930,902	29,415,997	5.97%
Landfill	13,179,495	10,845,736	10,251,439	11,843,523	2.41%
Old Dominion ASAP	460,248	469,088	611,559	623,098	0.13%
Shawneeland Sanitary District	939,882	881,115	925,104	1,429,570	0.29%
Winchester Regional Airport Operating	2,428,858	2,656,885	2,974,811	2,911,749	0.59%
Winchester Regional Airport Capital	0	4,506,455	0	25,569,357	5.19%
Lake Holiday Sanitary District	781,823	678,196	781,763	1,744,578	0.35%
EMS Revenue Recovery	2,209,014	2,613,267	2,506,645	2,624,594	0.53%
Economic Development Authority	714,459	667,330	761,418	753,442	0.15%
County Transportation Projects	8,851,758	2,280,539	6,041,046	3,200,000	0.65%
Subtotal	56,856,884	49,848,836	53,784,687	80,115,908	16.27%
School System					
School Funds	248,232,869	232,194,906	256,928,018	271,000,303	55.03%
Debt Service Fund	17,800,740	18,668,623	18,927,199	20,992,393	4.26%
Subtotal	266,033,609	250,863,529	275,855,217	291,992,696	59.29%
Total Expenditures	\$425,905,680	\$424,490,549	\$439,090,333	\$492,440,166	100.00%



Shawneeland Sanitary District Advisory Committee CHARTER

I. Organization

There shall be a committee, appointed by the Board of Supervisors ("Board") of Frederick County, Virginia ("County"), known as the Shawneeland Sanitary District Advisory Committee ("Advisory Committee"). The Advisory Committee shall be Comprised of five (5) members, who shall be appointed by the Board, and who shall be resident property owners in Shawneeland Sanitary District. Members shall be appointed for terms not to exceed two (2) years each, and may be appointed for multiple terms. All members shall serve without compensation.

The Advisory Committee shall elect its own Chairman each calendar year. Should the position become vacant prior to the end of the year, the Advisory Committee may elect a new Chairman within the same calendar year. The Chairman, in addition to duties laid out below, is authorized, within his/her discretion, to form subcommittees of the Advisory Committee to address specific areas of concern. Such subcommittees shall be considered working groups, and shall make recommendations or reports to the Advisory Committee. Subcommittees shall not have the authority to make recommendations to the Shawneeland Sanitary District Manager ("Manager") or Board without action of the Advisory Committee.

II. Member Responsibilities; Vacancies

Members are expected to participate in all meetings and activities of the Advisory Committee with usual exceptions for illness, family emergency, and related matters. Should a member fail to attend three (3) consecutive meetings, s/he will be deemed to have resigned the position, and the Board shall appoint a replacement member.

When vacancies arise on the Advisory Committee, an announcement of the vacancy and request for application(s) shall be posted at the mailbox houses by the Manager. The Manager shall receive applications from qualified persons, and shall forward them to the Back Creek Supervisor, who will review the same for consideration and appropriate action by the Board.

III. Purpose

The Advisory Committee serves to provide input and suggestions to the Board regarding issues affecting Shawneeland Sanitary District. While the Advisory Committee serves an important role, the ultimate authority and decision-making power for Shawneeland Sanitary District operations rests with the Board.

The Advisory Committee welcomes input from property owners on issues which are important to the health, safety, economic vigor, and well-being of the community. However, the Advisory Committee is not a forum for issues which are clearly beyond the authority of County Officials to resolve. Rather, the Advisory Committee provides a forum for property owners to discuss issues which may be of concern to the Sanitary District community, and for which remedies from County Officials may be reasonably expected.

IV. Meetings

The Committee shall meet at least quarterly to permit and encourage participation by Shawneeland property owners. Such meetings shall be set by the Advisory Committee on an annual basis. The fall and/or winter meetings of each year shall be scheduled to be in phase with the Frederick County budgeting process, and shall have the Shawneeland budget as an agenda item. The Advisory Committee is encouraged to work cooperatively with the Manager to develop a draft budget for consideration. While the Manager or his designee is encouraged to attend all Advisory Committee meetings, his or her attendance shall be required at all meetings scheduled to discuss the Shawneeland budget, as well as the mid-year quarterly meeting as set by the Advisory Committee.

In addition to regularly scheduled quarterly meetings, the Chairman may call special meetings to address issues which affect the property owners when consideration of those matters cannot be delayed until the next regularly scheduled quarterly meeting.

Regular meetings shall be advertised in advance. Such advertisement shall include, at a minimum, posting notices on the bulletin board of the Shawneeland mail houses, on the official bulletin board at the Frederick County Administrator's office, and on the Frederick County website Calendar. Notices shall include the date, time, and location of the meeting, and shall be posted no later than seven (7) calendar days prior to the scheduled meeting. Should the Advisory Committee call a special meeting, advertisement shall take place as soon as possible after the meeting is called.

The Advisory Committee may only act to recommend matters to the Board if a quorum, which shall be defined as three (3) members, is in attendance. Meetings may take place if a quorum is not in attendance, but the members may only hear and discuss issues, and may not vote or take official action.

V. Agendas, Minutes, and Written Requests

At least ten (10) days prior to each regularly scheduled meeting, the Advisory Committee Chairman will distribute a proposed agenda to the Advisory Committee members, as well as the Manager. This agenda shall contain specific topics that require discussion and/or action by the Advisory Committee.

No later than seven (7) days prior to each regularly scheduled meeting, the Manager shall cause a copy of the proposed agenda to be posted on the Frederick County bulletin board at the County Administrator's Office, as well as on the bulletin board(s) at the mail houses.

Should the Advisory Committee require a special meeting, the agenda shall be distributed and posted as indicated above as soon as is possible after the meeting is called by the Advisory Committee.

All meetings, both regularly scheduled and specially called, shall be documented in minutes. Such minutes will contain, at a minimum, a list of members present, the agenda and additional topics of conversation, and a description of the Advisory Committee's actions and

recommendations. Copies of the minutes shall be provided to the Advisory Committee members, the Manager, and the Back Creek Supervisor. The Manager shall forward a copy of the minutes to the Director of Public Works, or his designee, for inclusion in the Public Works Committee agenda. A copy of the minutes shall also be filed in the Advisory Committee files.

VI. Requests to and from the Sanitary District Manager

Requests or recommendations from the Advisory Committee to the Manager shall be in writing, separate from any recordation of the request that may be documented in the minutes. The Manager shall respond to the Advisory Committee in writing, and include descriptions of any action taken, identification of additional discussions that may be necessary, and/or reasons that the request or recommendation is rejected. Should a request or recommendation still be pending by the time of the next regular Advisory Committee meeting, the Manager shall provide an interim report at all meetings until the matter has been resolved.

The Manager may also make written requests to the Advisory Committee for input on operations. Should the Advisory Committee not respond in a timely manner, the Manager is authorized to proceed without the Advisory Committee's input where immediate action is needed to address time-sensitive issues where failure to act would cause risk to the health, safety, or economic viability of the Sanitary District. In such cases, the Manager shall update the Advisory Committee of the action taken in writing.

VII. Clerical Duties; Maintenance of Files

The Advisory Committee files shall be primarily retained by the Chairman, who shall be responsible for ensuring the safekeeping of the files, and ensuring their content is accurate. Official files shall include meeting agendas and minutes, Advisory Committee actions and recommendations, correspondence, and other documentation that is sufficient to provide a meaningful historical record of Advisory Committee activities. These files will be housed in space provided by the Manager, and shall be considered public files.

The Chairman shall bear primary responsibility for ensuring that the Advisory Committee's clerical activities, such as preparation and distribution of agendas, preparing minutes, and documenting Advisory Committee actions, are carried out. The Chairman may delegate specific clerical tasks to other Advisory Committee members at his/her discretion. The Manager is not obligated to provide clerical support to the Advisory Committee, but may do so if mutually agreed among the members and Manager.