

## **Shawneeland Sanitary District Advisory Committee (SSDAC) Meeting - November 14, 2022**

The Meeting was called to order at 7:00 p.m. by Chairperson Rhonda Sargent.

Roll Call was conducted, and the following were present: Rhonda Sargent, Barry Van Meter, Jeff Stevens, George D. Bishop, and Kevin Alderman.

Additional people in attendance: Director of Public Works, Mr. Joe Wilder, Supervisor, Mr. Shawn Graber, County Administrator, Mr. Michael Bollhoefer and four (4) residents.

The Agenda was presented and approved.

Minutes from the previous meeting were presented. Motion to approve was made by Barry Van Meter, seconded by George D. Bishop. No further discussion and Minutes were approved unanimously.

Dates for 2023 SSDAC meetings were presented and accepted. They are as follows:

February 6, 2023, May 1, 2023, August 17, 2023 and November 13, 2023

### **Manager's Report:**

**See Attached** Manager's Report. (**Attachment 1**)

Keven Alderman reported that the staff were continuing mowing, were about 80 percent done, downing trees that were dead and constituted a potential problem, and if the tree could not be safely brought down by the staff, the removal is outsourced.

Equipment issues were presented by Kevin. Maintenance is ongoing and he is asking that upgraded equipment be purchased.

Kevin also reported that vehicles parked in the roads within Shawneeland during snow events would be towed at the owner's expense if interfering with snow clearing operations.

Kevin Introduced the Frederick County Administrator, Mr. Michael Bollhoefer.

Michael stated that it was his 365<sup>th</sup> day as the County Administrator. He reviewed the SSDAC Charter with the Committee, covering key points such as five (5) property owning members are appointed by Supervisor, serve two (2) - year terms, elect a Chairperson annually, present agendas and minutes of meetings, act only when a quorum is present, and other items within the Charter. He provided an overview of the Charter and then spoke about how the Minutes from meetings are sent to the Public Works Director who sends them to the Public Works Committee. That committee can follow the SSDAC's recommendation or create their own recommendation. That report goes to the Finance Committee, which can also choose to follow previous recommendations or create their own\*. That report is then sent to the Board of Supervisors which will make a final decision. Discussion was then had about the equipment procurement process for the Shawneeland Manager. The County follows Commonwealth of Virginia regulations and ultimately, the lowest qualified bidder is awarded contracts.

### **Crystal Lake/Cherokee Dam revitalization project.**

Mr. Wilder provided a brief history of the lake and dam issues. He then reported that Viola Engineering had performed the actions specified in the contract but while the flow had diminished, there was still leakage. Viola Engineering/American Concrete recommends spending another \$117,000 for more work

on the lake. There are no guarantees that more grouting will be successful in stopping the leakage. To move forward, there will have to be more funds allocated.

Mr. Van Meter questioned the report findings regarding water clarity noted in the report provided to the SSDAC and questioned if a follow-up dye test had been conducted. It was determined that a dye test had not been conducted following the polymer insertion in the sink holes. Questions arose regarding the initial water level of the lake and why the lake was not drained to a level below the sinkholes. The sinkhole levels are lower than the siphons. The Committee was informed that it had been drained to the point where the company was comfortable. The follow-up dye test was not originally included in the contract. The SSDAC unanimously approved a Motion by Mr. Van Meter and seconded by Mr. Bishop that a new dye test be conducted before allocating more funds toward the project.

### **Mailbox Project:**

Mr. Alderman stated that he did not receive anything from the SSDAC to move forward with the procurement and installation of new mailboxes at the Tomahawk Trail mailbox house location. The line item to move forward was included in the current budget. Conversation was had regarding cost and installation of new boxes, and disposal of old boxes. The Committee unanimously passed a Motion to provide the written recommendation to Mr. Alderman to proceed with procurement and installation.

### **Bus Stop Update:**

Numerous people within the community have contacted various SSDAC members to voice concern with the new location and operation of the bus stop. Mr. Van Meter stated that, in his opinion, the new location is much less safe than the original. He also stated that this space utilization was unnecessary, and he opposed paving. He recommended having another meeting with a Frederick County Public Schools representative at the earliest convenience. Ms. Sargent indicated that she was more comfortable having Mr. Van Meter reach out to the school system representative. Mr. Van Meter agreed after more discussion.

### **Annual Budget Review:**

Mr. Alderman presented three (3) budget proposals (A, B, and C). Each proposal was discussed to include the tar and chip project, paving the bus pickup spot, and equipment procurement. Mr. Stevens stated that he did not receive the proposals via email. However, later in the meeting, Mr. Stevens indicated that he had received the proposals via email at work and did not get a chance to thoroughly review them. Mr. Alderman stated that he never spends the total of the budget and funds left over go back to the Reserve fund. Mr. Bishop questioned the "Carry Forward" budget process, and then received clarification on each proposal. Mr. Wilder requested a Committee recommendation for the budget; however, it is only a recommendation. Mr. Stevens stated that there could be an opportunity to mix and match the proposals instead of recommending a particular proposal at this time. Mr. Graber stated that based on conversation, there should be some time to discuss items prior to recommending a proposed budget. Ms. Sargent suggested that the Committee push forward a bare bones proposal, then amend it as necessary. Mr. Wilder stated that he was certain the Finance Department would work with the Shawneeland District to adjust the budget. Mr. Van Meter questioned Budget Proposal C regarding the Tar and Chip program, and parking lot paving costs. He asked about the options of patching roads, procuring new equipment, and not paving the proposed bus parking lot. He asked about the equipment request priorities. Mr. Alderman reiterated that some of the equipment is in a bad state of disrepair, in particular a tractor and a 1995 truck. Ms. Sargent stated that she feels replacing the equipment is necessary. Mr. Wilder stated that he could provide

narrative to the Finance Department and the Board of Supervisors regarding the situation with the lake and dam project.

Mr. Van Meter moved to recommend Budget Proposal A and meet in January to determine the course of action regarding the lake and dam project. Seconded by Mr. Bishop. Passed unanimously,

**Chairperson Election:**

Mr. Van Meter nominated Ms. Sargent. Mr. Stevens nominated Mr. Bishop. After some discussion regarding parliamentary procedure, the SSDAC voted to elect Ms. Sargent for another term as SSDAC Chairperson.

**Public Comments:**

Mr. Micah Jacobs: Spoke to Tar and Chip program. Discussed specifications of Tar and Chip program. Questioned who is measuring depth of tar and chip. Wants the Tar and Chip information public. Discussed procurement procedures and Mr. Wilder stated that the County has added more requirements. The temperature and timing of the Tar and Chip program was questioned by Mr. Stevens.

Ms. Jenny Guy: Disappointed that the dye test was not conducted. Wondered what percentage of dye dissolution was noted during the initial dye test. Mr. Wilder explained that the dye test is a timing issue and that the dye did not manifest in the ponds but in the water by the Council House. No quantification could be made. Ms. Guy also wonders why residents cannot petition the Board to have chickens at residences in the community.

Mr. Bill Guy: Commented that the lake provides great benefit for the community and is less expensive than a community swimming pool.

**SSDAC Member Comments:**

None.

**Chairperson Request:**

Ms. Sargent commented that her ADD interferes with taking notes and running meetings. Asked for a volunteer. Mr. Bishop will assist.

**Meeting adjourned at 8:20 p.m.**

**\*Please note: Only recommendations related to the budget (i.e., carryforwards, supplemental appropriations, etc.) are forwarded to the Finance Committee for their recommendation and subsequent submittal to the board of supervisors.**

## FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – NOVEMBER 2022

### **Tree Removal:**

The staff is in the process of removing dead and dying trees from the right of ways throughout Shawneeland. This project will continue through the fall and winter months if the weather permits. There are many dead and dying trees that the staff can remove safely.

The trees that are in areas that staff cannot safely remove will be removed by a licensed and insured tree contractor.

The wood will be left on the right of way in locations where this is safe to do so. The wood is available to any Shawneeland resident to take for their own use. If anyone has any questions regarding this matter, please call the office at (540) 877-1035.

### **Sickle Bar Mowing:**

We have fallen behind on sickle bar mowing this year which has been the case the past couple of years. Along with still being short staffed, the 32-year-old mowing tractor was down for mechanical issues for 3 months. We are currently mowing along the trails and hope to finish this process by mid-December.

### **Winter Weather Preparations:**

The Shawneeland staff has been preparing all the snow equipment and stocking up on supplies to be prepared before the winter weather falls upon us. We go over every piece of equipment with a very close eye to make sure we are going into the season as prepared as we can be. All repairs that need to be addressed are done at this point. The snow and ice control chemicals are stocked up for the first winter weather event.

Winter weather events are very hard on the aging equipment that we have. The plow trucks we currently have averages 16 years old including the plows and hoppers they are equipped with. The wheel loader, backhoe, and motor grader are all 16 years old. The loader and grader are in very good condition, but the backhoe is getting very close to the end of its useful life. The bobcat is 26 years old and is at the end of its useful life. We use the bobcat to load the chemicals into the hoppers.

I spoke about the aging equipment at the February 2022 SSDAC meeting in depth. I also provided a list of equipment that needs to be replaced on February 15, 2022. I am attaching that list along with a complete list of all the equipment we have and the year of the equipment.

To do our daily activities in maintaining the road and right of ways in Shawneeland, we must have equipment that can stand up to the tasks. Highlighted in yellow are the immediate equipment needs.

**Emergency Parking:**

As we enter the winter weather season, we want to remind residents to remove vehicles from the right of way and the shoulder of the road as this can hinder the snow removal process. Unfortunately, vehicles parked in these areas can create a safety hazard during the snow removal process and will be towed at the owner's expense. During a winter weather event there is emergency parking available at both mailhouse parking lots and the lot beside the old mailhouse. We would like to thank the residents for their cooperation. Signs will be posted at both mailhouses regarding the emergency parking. (See the attached sign.)

# **NOTICE: NO PARKING**

**ANY VEHICLE PARKED ON THE RIGHT OF  
WAY OR ALONG THE SHOULDER THAT  
CREATES AN ISSUE FOR SNOW REMOVAL  
WILL BE TOWED WITHOUT WARNING AT  
THE OWNER'S EXPENSE!**

**\*\*THERE ARE 3 AREAS AVAILABLE FOR EMERGENCY  
PARKING (BOTH MAILHOUSE PARKING LOTS AND  
THE LOT BESIDE THE OLD MAILHOUSE)**

**If you have any questions, please contact the Shawneeland Office at (540) 877-1035.  
Thank You for Your Cooperation!**

**Michelle Springer**

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**From:** Michelle Springer  
**Sent:** Tuesday, February 15, 2022 9:22 AM  
**To:** Rhonda Sargent; Barry Van Meter; Jeff Stevens; geobishop1961@gmail.com; Kenneth Baker  
**Subject:** Aging Equipment  
**Attachments:** Aging Equipment 2-22.docx

Good morning,

Attached you will find some information regarding the aging equipment that needs to be replaced.

*Michelle Springer*  
*Shawneeland Sanitary District*  
*Telephone #: (540) 877-1035*  
*Fax #: (540) 877-1361*  
[mspringer@fcva.us](mailto:mspringer@fcva.us)

Good morning,

Attached is a list of 5 pieces of equipment that needs to be replaced. The most immediate need is to replace the 1995 1-ton dump truck equipped with a salt spreader and plow. The next piece would be the 595 Case tractor equipped with a sickle bar cutter and a brush hog. As I have done in the past, I will purchase equipment from funds left in the current budget if funds are available.

As I stated during the Managers Report of 2-07-2022 I believe purchasing good used equipment is our best option. We can save a substantial amount of funds purchasing equipment this way. The only exception being the Turf Tiger mower. Purchasing new mowers is the best option for our use.

The estimated replacement costs are just that, estimates. I do feel confident that I can find good used equipment for less than I estimated. This has worked very well for us in the past.



<b>Equipment – Description</b>	<b>Date In Service</b>	<b>Purchased New/Used</b>	<b>Estimated Useful Life</b>	<b>Cost When Purchased</b>	<b>Estimated Replacement Cost</b>	<b>Equipped With</b>
595 Case – IH 52 HP Tractor	12/17/1990	New	20	17,221	65,000	Sickle Bar and Brush Hog
Eager Beaver Woodchipper	4/16/1992	Used	20	9,000	40,000	
Melroe Bobcat Skid Loader	10/30/1998	New	20	18,715	50,000	
1995 Ford F-350	7/28/1995	New	20	31,297	65,000	Salt Spreader and Plow
Scag Zero Turn Mower	5/5/2004	New	10	7,030	20,000	

## **LIST OF EQUIPMENT/TRUCKS AND YEAR**

<b><u>Equipment</u></b>	<b><u>Year</u></b>
JD Track Loader	1973
Eager Beaver Chipper	1977
Ford 2910 Tractor	1984
Roller	1987
GMC Dump Truck	1989
Case Tractor 595	1991
Interstate Equipment Trailer	1992
Dodge D150 Pick-up Truck	1993
JD 650 Dozer	1994
F-350 1-ton Dump Truck	1995
F-350 Pick-up Truck	1997
Bobcat	1998
GMC 8500 Dump Truck	2002
Ford Ranger (office use)	2003
Turf Tiger Mower	2004
Freightliner Dump Truck	2005
JD Backhoe	2007
924-G Cat Loader	2007
F-350 Pick-up Truck	2007
JD Motor Grader	2007
Dodge D2500 Pick-up Truck	2009
GMC 3500 Pick-up Truck	2010
Dodge 2500 Pick-up Truck	2014
Dodge 2500 Pick-up Truck	2015
2- Turf Tiger Mowers	2015

**Kevin Alderman**

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**From:** Calvin Davis <davisc@fcpsk12.net>  
**Sent:** Thursday, March 17, 2022 3:29 PM  
**To:** Kevin Alderman; Eddie Roberts; John Grubbs  
**Subject:** '[External]'Maple Road Bus Stop

Mr. Alderman,  
Good Afternoon, I wanted to send an email to summarize our meeting this morning at the Maple Road bus stop location in Shawneeland. We are recommending that the Tomahawk bus stop location be moved and combined with the Maple Road bus stop next school year. Improvements to the Maple Road bus stop will need to be addressed to accommodate the parent load and a separate lane for the school bus be installed off Maple Road on the rear of the lot for school bus traffic only. A recommendation of paving and stripping the lot and bus lane with a barrier between the bus lane and parent parking would be appreciated. We believe that this would help with the safety of loading and unloading students at this location. I appreciate you willing to help and meeting with myself and Sergeant Roberts this morning. Any questions or concerns please let me know. Thank you. Calvin Davis

*Calvin B Davis*

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