

**Shenandoah Farms Sanitary District**

**Manager's Report – R. B. Childress**

**April 8, 2017 – POSF Board Meeting**

**Key Tasks/Projects:**

**1. Maintenance Operations February – Early April 2017:**

- We were blessed with an extremely mild winter. Beginning with a FR event on Dec. 17<sup>th</sup>, staff has responded to 11 winter weather events so far. The last event of March 13<sup>th</sup> – 14<sup>th</sup>, dumped approx. 6" of snow across the area and was by far the largest snow storm of the winter. We did call out both of our contractors to assist with this last storm.
- We entered into a contract with VDOT last fall to provide snow removal services on their secondary roadways which access the SD. We plowed/treated VDOT roadways during four (4) different storm events. To date we have billed VDOT for approx. \$1,440.00 for those services.
- During the months of Feb. and early March as moisture conditions allowed we spot graded with the SFSD tractor & blade and placed additional stone as needed. We also hand filled potholes at several locations.
- With warming temperatures in March we started our spring grading operations a bit early this year. Starting on March 10<sup>th</sup> and continuing as moisture conditions have allowed, began grading and ditching operations on the north end of the District with our SFSD Tractor and blade. The results have been good and we have completed approx. 50% of the Districts roadways. We have placed approx. 514 tons of fresh stone so far at a cost of approx. \$10,500. Areas completed so far include the Meadows, Quiet Oak Sections, Venus Branch corridor, Reid/Sharon mountain, Drummer Hill Rd. corridor, Huck Finn Section, Bragg/Wells Section, Spring Rd., Hobbs Nobb Rd., and the central Mtn. Lake Section. As soon as we receive some sustained moisture we plan to start the contract grader and focus on the main loop and remaining side roads.
- Strong winds on Feb. 13<sup>th</sup> and again on March 2<sup>nd</sup> resulted in several downed trees and limbs throughout the District. Our crew spent the next couple of days after each event cleaning-up and brush chipping.
- We've continued with our winter brush cutting activities as cooler temperatures have allowed. We've focused our efforts on the Pine Ridge corridor, the south ends of Goode Dr. & Vaught Dr., and Cindy's Way. There are approx. 90 larger trees on these roadways that are in conflict with overhead utility lines. We are bringing in a professional tree service to remove these trees. Work is planned to start Monday, April 10<sup>th</sup>.
- We recently performed some boom axe operations on Bragg Rd., Wells Rd., and Markham Farm Ln. with good results.
- No issues were noted with either dam over the last couple of months. The emergency overflow valve on the Lake of the Clouds dam was open several times during heavy rain events. Our crew worked April 3<sup>rd</sup> to clean up woody debris and cut sprouts around both lakes.
- Over the past couple of months we have picked up several loads of dumped trash, furniture and tires from along the roadsides. One location is on Wendy Hill Rd. and has involved the Sheriff's Office.

## **2. CIP/Construction Projects:**

- General Excavation, Inc. (GEI) mobilized their equipment and began construction on the Pine Ridge Rd., Phase I, Copenhaver Rd., Western Ln., Phase I, Rural Addition paving projects on Tues., April 4<sup>th</sup>. These projects total approx. 0.51 mile in length and will extend from the Mtn. Lake Dr. (Rte. 694) intersection to the Old Oak Ln. intersection. Barring any un-foreseen issues work should be completed by July 1, 2017.
- We have begun preliminary engineering work on the next two priority Rural Addition projects in the CIP, Tomahawk Way, Phase II, & Farm View Rd. The field survey has been completed on both projects. I have also field scoped both projects with our engineer. The required design plans for the Farm View Rd. project have been submitted to VDOT for review/approval. I have also met with the utility companies on the Farm View Rd. project to review their conflicting facilities. I am awaiting their plans and estimates for the relocation work. If all goes well, work on this project may begin later this summer or early fall. The Tomahawk Way project will likely not be started until next spring/summer.
- Preliminary work continues on the CIP's Heavens Tree Rd. intersection improvement project with Howellsville Rd. The R/W dedication has been completed and we hope to construct this project during the summer of 2017, if we secure the required VDOT approvals/permits.
- The County submitted our annual Revenue Sharing application to VDOT last fall. The application included two more Rural Addition projects within the District. The projects are Old Oak Ln., Phase IV (CIP Priority #7) with an estimated cost of \$998,250, and Young's Dr., Phase II (CIP Priority #8) with an estimated cost of \$485,000. We should learn in June 2017 whether or not our applications have been approved for funding.
- We have begun work to update the FY 2016/17 Capital Improvement Plan (CIP). Completed projects will need to be removed in order to add new Rural Addition/ Revenue Sharing and internal projects. I have previously provided this Board with a draft CIP on March 31<sup>st</sup> for consideration. The CIP will need to be updated for approval by the Board of Supervisors by NLT July 1<sup>st</sup>.

## **3. Planning:**

- Winter de-mobilization activities will occur once we are certain snow/ice events are behind us. We will be cleaning up and repairing our snow removal equipment as needed.
- The annual safety inspections on the Lake of the Clouds & Spring Lake dams will be scheduled during April & May.
- Spring mowing operations will be completed in the May/June timeframe.
- We will begin planning over the coming weeks for our annual drainage improvement projects to be completed during late summer/early fall during drier conditions.
- If the POSF desires the SFSD to begin mowing/maintenance operations of the Common & Recreation areas in the near future, we will need to start planning for impacts to our current operations, staff, equipment, etc.

#### 4. Miscellaneous:

- The entrance design (Phase I) plans for the new Shenandoah Farms Solid Waste Convenience Site and SFSD Maintenance Facility on Howellsville Rd. have been approved by VDOT. Pennoni, our engineer is working now to obtain the necessary environmental clearance documents to allow us to perform the R/W work. VDOT permits will also be required. Our goal is to have the environmental clearances and VDOT permit in place ASAP so that we that we can begin site clearing and grading this summer/fall.
- During the months of Jan. - Mar., we utilized 1 – 2 work release inmates from the RSW Regional Jail on 57 different days for a total of 810 man hours. At \$10.00 per hour, this resulted in labor savings of approx. \$8,100 to the District's budget.
- We are doing well on the current FY 2016/17 budget with no major un-expected expenditures to date.
- The County is nearing completion on development of the FY 2017/18 Budget. I have developed a draft Budget which includes a \$10 per lot tax increase which the POSF Board recommended. The \$636,430 budget is based on an 84.2% tax collection rate (Avg. 2012 - 2016). The additional funding will be used primarily for maintenance operations, capital projects, and personnel costs. The draft budget does include the requested \$3,500 increase to the POSF contract payment. The BOS will hold a PH on the proposed Budget on April 11, 2017 at 7:00PM at the WC Government Center. The POSF Board is encouraged to attend this PH and provide any comments you may have.
- VDOT's contractor, Orders Const. Co. continues to make good progress on the Morgan Ford Bridge. All river piers have now been placed and work on the abutments is progressing. The project has a substantial completion date of May 1, 2018.
- VDOT started construction on the Blue Mountain Rd. (Rte. 638) roadway improvement and paving project last fall. Work was suspended over the winter months. VDOT plans to resume work on the project late this spring and plans to have the roadway completed and paved by the fall of 2017.
- In recent weeks VDOT has started heavy pavement patching operations in the Howellsville area. This is to prepare for pavement overlays scheduled for this summer.
- I recently met with VDOT officials to review the signage at the intersection of Old Oak Ln. and Venus Branch Rd. I also asked the Warren County Sheriff's Office to look at the location and provide any feedback or accident data. Both VDOT and the WCSO indicated they feel the sign placement is appropriate. The WCSO did not have any accident data for this location to support a change in the signage. We will continue to monitor this location and consider signage changes when the next phase of Old Oak Ln. is improved.
- We received the POSF's recent letter requesting an increase in the New Construction Fees in the SD. We will be presenting this request to the BOS for consideration at an upcoming work session.
- County Administration meet with Mr. Rinaldi and Skelley on Feb. 28<sup>th</sup> to discuss the County potentially taking over maintenance responsibilities in the BMSD and the POSF's concerns about possible impacts to your operations. We have heard your concerns and will keep you informed as we move forward.

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
43050	** SHENANDOAH FARMS SAN. DIST. **							
1001	COMPENSATION - MANAGER	67,437.00	67,437.00	24,782.85	24,782.85	.00	42,654.15	63.25
1002	COMPENSATION - OVERTIME	5,589.00	5,589.00	1,686.34	1,686.34	.00	3,852.66	69.55
1003	COMPENSATION - PART TIME	23,895.00	23,895.00	12,147.13	12,147.13	.00	11,747.87	49.16
1004	COMPENSATION - FOREMAN	38,584.00	38,584.00	28,251.81	28,251.81	.00	10,332.19	26.77
1005	COMPENSATION - MAINTENANCE STAFF	24,150.00	24,150.00	19,029.69	19,029.69	.00	5,120.31	21.20
1006	COMPENSATION - PART TIME ADMIN STAF	6,784.00	6,784.00	1,983.36	1,983.36	.00	4,750.64	70.54
2001	FICA	12,684.00	12,684.00	4,208.09	4,208.09	.00	8,475.91	66.82
2002	VRS	11,741.00	11,741.00	4,264.56	4,264.56	.00	7,476.44	63.67
2005	HOSPITAL MEDICAL	26,832.00	26,832.00	15,675.12	15,675.12	.00	11,156.88	41.58
2006	GROUP INSURANCE	1,705.00	1,705.00	619.38	619.38	.00	1,085.62	63.67
2011	WORKER'S COMPENSATION	3,382.00	3,382.00	2,680.00	2,680.00	.00	702.00	20.75
3005	CONTRACT SERVICES	81,855.00	81,855.00	43,299.50	43,299.50	.00	38,555.50	47.10
5101	UTILITIES	650.00	650.00	448.24	448.24	.00	201.76	31.04
5203	TELEPHONE/INTERNET	1,500.00	1,500.00	1,480.67	1,480.67	.00	19.33	1.28
5308	INSURANCE	2,035.00	2,035.00	1,479.15	1,479.15	.00	555.85	27.31
5401	OFFICE SUPPLIES & EXPENSE	1,000.00	1,000.00	2,452.85	2,452.85	.00	1,452.85	145.28
5407	FACILITY REPAIRS & MAINTENANCE	1,000.00	1,000.00	46.76	46.76	.00	953.24	96.32
5408	EQUIPMENT MAINTENANCE/OPERATIONS	10,000.00	10,000.00	5,237.61	5,237.61	.00	4,762.39	47.62
5431	DAMS	4,500.00	4,500.00	.00	.00	.00	4,500.00	100.00
5441	DRAINAGE MAINTENANCE/REPAIRS	15,000.00	15,000.00	6,321.21	6,321.21	.00	8,678.79	57.85
5442	MAINTENANCE - STONE	45,000.00	45,000.00	23,523.71	23,523.71	.00	21,476.29	47.72
5443	MAINTENANCE - LABOR	55,000.00	55,000.00	4,547.00	4,547.00	.00	50,453.00	91.73
5444	REVENUE SHARING	35,000.00	35,000.00	3,125.67	3,125.67	.00	38,125.67	108.93
5445	SNOW REMOVAL	30,000.00	30,000.00	2,568.40	2,568.40	.00	27,431.60	91.43
5446	MOWING - ROADSIDE	12,500.00	12,500.00	1,422.70	1,422.70	.00	11,077.30	88.61
5447	BRUSH CHITTING/TREE REMOVAL	6,500.00	6,500.00	1,752.75	1,752.75	.00	4,747.25	73.03
5448	ENGINEERING STUDIES/SURVEYING	1,500.00	1,500.00	.00	.00	.00	1,500.00	100.00
5449	SIGNAGE	1,000.00	1,000.00	1,107.06	1,107.06	.00	107.06	10.70
5450	PAVEMENT MAINTENANCE AND REPAIR	1,500.00	1,500.00	.00	.00	.00	1,500.00	100.00
5451	FUEL	6,000.00	6,000.00	6,481.16	6,481.16	.00	481.16	8.01
5452	ROAD IMPROVEMENT PROJECTS	20,000.00	20,000.00	.00	.00	.00	20,000.00	100.00
5899	RESERVE FOR CONTINGENCIES	347.00	347.00	238.45	238.45	.00	108.55	31.28
7001	MACHINERY & EQUIPMENT	5,000.00	5,000.00	5,704.62	5,704.62	.00	704.62	14.09
7057	VML LOAN - PRINCIPAL	30,000.00	30,000.00	30,000.00	30,000.00	.00	.00	.00
7057	---SUB TOTAL---	30,000.00	30,000.00	30,000.00	30,000.00	.00	.00	.00
7057	VML LOAN - INTEREST	5,000.00	5,000.00	4,137.72	4,137.72	.00	862.28	17.24
7057	---SUB TOTAL---	5,000.00	5,000.00	4,137.72	4,137.72	.00	862.28	17.24
0001	TRANSFER TO GENERAL FUND	31,660.00	31,660.00	35,699.41	35,699.41	.00	4,039.41	12.75
0042	TRANSFER TO SPECIAL PROJECTS	.00	.00	6,632.29	6,632.29	.00	6,632.29	100.00
	** TRANSFER TO GENERAL FUND **	31,660.00	31,660.00	29,067.12	29,067.12	.00	2,592.88	8.18
	----FUND TOTAL----	626,230.00	626,230.00	283,519.34	283,519.34	.00	342,710.66	54.72
	---EXPENDITURE TOTAL---	626,230.00	626,230.00	283,519.34	283,519.34	.00	342,710.66	54.72