

Northern Shenandoah Valley Regional Commission
Meeting Minutes
February 20, 2025 – 5:00 pm

	Clarke County		Warren County		Stephens City
✓	Bev McKay		Vicky Cook		Linden Fravel
Z	Brandon Stidham	✓	Cheryl Cullers (alt.)		Mike Majher (alt.)
	Frederick County	✓	John Vance		Strasburg
	Josh Ludwig		Berryville	✓	Ashleigh Kimmons
✓	Eric Lawrence, Vice Chairman		(Jay) Harry Lee Arnold, Jr.		Winchester
✓	Jay Tibbs	✓	Terry Russell (alt.)	Z	Richard Bell
✓	Robert T. Liero		Front Royal		John Fox
	Wyatt Pearson (alt.)	✓	Melissa DeDomenico-Payne		Mike Ruddy
	Page County		Lauren Kopishke (alt.)		Woodstock
	Keith Weakley		Luray		
	Morgan Phenix	✓	Ron Vickers		Aaron Grisdale (alt.)
	Shenandoah County		Middletown		
✓	Dennis Morris, Chairman		Carolyn Aliff		
	Steve Baker				
	Conrad Helsley				
Z	Joe Lehn				

Staff present: Brandon Davis, Shelley Owens, Amanda Kerns, Tina Alley

Others present: All Points Broadband CEO, Jimmy Carr and Richard Schollmann, APB.

Call to Order

Chairman Morris called the meeting to order at 5:00 p.m. and thanked everyone for being present. Commissioner McKay led the Pledge of Allegiance. Board members introduced themselves to Terry Russell, Berryville, and Melissa DeDomenico-Payne, Front Royal, the two newest board members to join NSVRC.

Administrative Action Items

Consent Agenda

Approval of the Agenda

Approval of Minutes from November 21, 2024

Chairman Morris asked if there were any amendments or corrections to the consent agenda and asked for a motion to approve it. The consent agenda was unanimously approved on a motion made by Commissioner Tibbs and seconded by Commissioner Lawrence.

Reports

Staff Report—Mr. Davis indicated that the February report contains relevant information and encouraged the Commissioners to share it as they see fit. He provided an update on the state's water supply planning mandates. He indicated a kick-off meeting next month, and that collaborative efforts have begun among all water system operators and localities. He noted that All Points Broadband (APB), the internet service provider, has reiterated its commitment to the project and has assured project partners they will deliver. Mr. Davis said APB CEO Jimmy Carr would update the board members this evening.

Quarterly Financials:

Mrs. Owens summarized the quarterly financials for the Commission's FY2025 second quarter from July 1, 2024, to December 31, 2024. She indicated that the balance sheet shows 55.8 M in assets at the end of the quarter. She noted that the only funds available for day-to-day Commission operations consisted of \$310,180 United Bank general funds, \$252,922 reserved savings, and \$523,922.48 representing the second quarter drawdowns or accounts receivable. Commission Liabilities consist of A/P of \$244,720 and a total of \$54.3M in deferred revenues we hold on behalf of the multiple programs for which the Commission serves as the fiscal agent. Halfway through the fiscal year, the net income is \$77,247, and the total equity is \$1,008,494. Revenues earned are \$2,389,443, and expenditures total \$2,312,196.00; the net result is an income of \$77,247 FYTD.

Chairman Morris asked the board members if there were any questions for Mrs. Owens about the quarterly financials and asked for a motion to approve it. The quarterly financials were unanimously approved on a motion made by Commissioner Vance and seconded by Commissioner Vickers.

Chairman Morris thanked Mrs. Owens for her work and dedication to the Commission.

Program Spotlight—Jimmy Carr with APB indicated that each of the eight participating counties has been updated on the progress. In collaboration with each partner jurisdiction NSVRC and APB have worked with DHCD to extend the project completion date in accordance with the updated milestone table, which would extend the project deadline to June 30, 2026, he indicated. The next update will be quarterly updates for the eight participating counties. A discussion ensued, examining project contingencies and reinforcing the project's importance.

Chairman Morris thanked Mr. Carr for his update and for keeping everyone informed.

Unfinished Business: None

New Business Items:

Septic Pump Out Pilot Program Overview: Ms. Kerns provided an update on the septic pump-out program, which is funded through a DEQ grant to support water quality improvements in Clarke, Frederick, and Shenandoah Counties. The program aims to complete approximately 320 pump-outs during the initial contract period, subject to funding availability. The Request for Proposals (RFP) is currently under legal review and is expected to be issued within the next 60 days. The RFP will seek qualified service providers certified by the Virginia Department of Health (VDH) to perform septic tank uncovering, pumping, hauling, and proper waste disposal in compliance with all applicable regulations. Staff will proceed with vendor selection and service agreements upon completion of the procurement process.

Other Business: None

Closing Remarks**Announcements & Commissioner Comments**

Members were offered the opportunity to announce upcoming events and provide updates on projects in their communities.

Partner Comments—

- Chairman Morris indicated that Mary Guessner, Lord Fairfax Soil and Water Conservation District, is on vacation and cannot attend the Commission meeting this evening but sent her regards.
- Chairman Vickers announced that Page County Airport's new terminal will have an open house on March 26th.

Chairman Morris thanked the Commission for each member's loyal engagement every month and commitment to the Commission.

Hearing no other business, Chairman Morris adjourned the meeting at approximately 6:20 p.m.