



**CASEY B. ARMSTRONG**  
County Administrator



**ROCKINGHAM COUNTY**

**BOARD OF SUPERVISORS**  
**DEWEY L. RITCHIE**  
Election District No. 1  
**SALLIE WOLFE-GARRISON**  
Election District No. 2  
**RICK L. CHANDLER**  
Election District No. 3  
**LEILA C. LONGCOR**  
Election District No. 4  
**JOEL L. HENSLEY**  
Election District No. 5

**BOARD OF SUPERVISORS MEETING**  
October 8, 2025

3:00 P.M. **REGULAR MEETING AT THE SIPE CENTER – 100 NORTH MAIN STREET, BRIDGEWATER, VA**

CALL TO ORDER – CHAIRMAN JOEL L. HENSLEY  
 INVOCATION – SUPERVISOR DEWEY L. RITCHIE  
 PLEDGE OF ALLEGIANCE – COUNTY ATTORNEY THOMAS H. MILLER, JR.

1. Approval of Minutes – Regular Meeting of September 24, 2025
2. Presentation – Drainage Issues – Diane Watson
3. Report – Virginia Department of Transportation – Residency Administrator Donald F. Komara
4. Consideration - National 4-H Week Proclamation
5. Staff Reports:
  - a. County Administrator – Casey B. Armstrong
  - b. County Attorney – Thomas H. Miller, Jr.
  - c. Deputy County Administrator – Patricia D. Davidson
  - d. Director of Public Works – Philip S. Rhodes
  - e. Director of Community Development – Rachel A. Salatin
6. Committee Reports: Airport, Buildings and Grounds, Central Shenandoah Planning District Commission, Chamber of Commerce, Community Criminal Justice Board, Harrisonburg-Rockingham Metropolitan Planning Organization, Harrisonburg-Rockingham Regional Sewer Authority, Massanutten Regional Library, Shenandoah Valley Partnership, Social Services, Technology, VACo Liaison, Chairman, Other
7. Closed Meeting: Pursuant to Section 2.2-3711.A(5), Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community; and, Pursuant to Section 2.2-3711.A(7), Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.
8. Meeting of Massanutten Water and Sewer Authority
  - a. Call to Order – Chair
  - b. Approval of Minutes – Regular Meeting of August 27, 2025
  - c. Consideration – Resolution (Preliminary Rate/Fee Schedule)
  - d. Adjourn

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*Recess for Dinner*

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6:00 P.M. 8. Public Hearing - Special Use Permits

SUP25-1036 Tracy Moats, for a child daycare located at 9918 Jacksons Way, Port Republic. Zoned A-2 (General Agriculture). Tax Map # 152-A-95A. Election District 5.

SUP25-1117 Melissa Sager, for an additional dwelling located at 5525 Cross Keys Road, Mount Crawford. Tax Map # 151-A-9C. Zoned A-2 (General Agriculture). Election District 3.

SUP25-1123 JG Pallets LLC, for a like use to a woodworking shop located at 1838 Buffalo Drive, Harrisonburg. Zoned A-2 (General Agriculture). Tax Map # 95-A-67A. Election District 3.

## 9. Unfinished Business

\*\*\*ADJOURN\*\*\*

### BOARD OF SUPERVISORS PUBLIC HEARINGS RULES OF PROCEDURE

1. Public Hearings - the order of presentation shall be as follows, unless varied by the Chairman.
  - a. Staff report.
  - b. Applicant's presentation.
  - c. Comments, statements or presentations from members of the public. If a planning or zoning matter, those who are in support of the matter before the Board will speak first; those who have questions or concerns will speak next; those who are opposed will close the public comment period.
  - d. Questions from members of the Board
2. The initial presentation by the applicant shall be limited to 10 minutes. Additional time will be granted at the discretion of the Chairman.
3. Each speaker shall be limited to 3 minutes, whether speaking on behalf of a group or as an individual. Additional time will be granted at the discretion of the Chairman.
4. When a large group is anticipated, a speakers' sign-up sheet will be located outside the hearing room. Speakers arriving after the commencement of the hearing will be recognized at the discretion of the Chairman.
5. Repetitive testimony is discouraged.
6. All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited.
7. Public remarks shall be confined to the matter under discussion and shall be relevant. The Chairman shall have the authority to end a presentation that violates these rules.
8. Following discussion of all matters considered in the public hearing, the members will consider one of three actions regarding each matter:
  - Approval (with conditions, as applicable);
  - Denial; or
  - Table for further review.
9. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.

Approved by the Board of Supervisors on May 22, 1996.

September 24, 2025

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, September 24, 2025, at 6:00 p.m., at the Elkton Community Center in Elkton, Virginia.

The following members were present:

- DEWEY L. RITCHIE, Election District #1
- SALLIE WOLFE-GARRISON, Election District #2
- RICK L. CHANDLER, Election District #3
- LEILA C. LONGCOR, Election District #4
- JOEL L. HENSLEY, Election District #5

Also present:

- CASEY B. ARMSTRONG, County Administrator
- THOMAS H. MILLER, JR., County Attorney
- PATRICIA D. DAVIDSON, Deputy County Administrator
- MICHAEL L. BOWEN, Director of Technology
- PHILIP S. RHODES, Director of Public Works
- RACHEL A. SALATIN, Director of Community Development
- REBECCA F. GUTHRIE, Deputy Director of Finance
- DUSTY L. MOYER, Deputy Director of Technology
- DYLAN L. NICELY, Deputy Director of Community Development
- KELLY S. GETZ, Zoning Administrator
- DANIEL J. BARNETT, Deputy Zoning Administrator
- JOSH HAUGH, Zoning & Building Coordinator
- KAYLA R. YANKEY, Senior Planner
- JESSICA G. KILBY, Deputy Clerk

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**INVOCATION.**

Chair Hensley called the meeting to order at 6:00 p.m., and Supervisor Wolfe-Garrison provided the invocation. County Administrator Armstrong led the Pledge of Allegiance.

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**APPROVAL OF MINUTES.**

On motion by Supervisor Ritchie, seconded by Supervisor Longcor, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the minutes of the regular meeting of September 10, 2025.

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**PRESENTATION OF CHALLENGE COINS.**

Chair Hensley presented challenge coins to three residents of District 5 for their distinguished service to the community.

Mr. Joseph Hammer was commended for his 51-year tenure as President of the Elkton United Service Area, and for his 23 years of service on the Board of Zoning Appeals. Mr. Hammer was praised for his countless hours of volunteerism and his consistent commitment to putting the community's needs first.

Ms. Sabrina Dorman-Andrew, Executive Director of New Creation, was recognized for her work in raising over \$6.9 million to combat human trafficking, educating more than 17,000 students, and training hundreds of community members in exploitation prevention.

Mr. Jeff Werner was honored for his lifelong service, including over 40 years in emergency services with Rockingham County Fire and Rescue. Beyond his career, Mr. Werner was recognized for his volunteer work with numerous organizations, earning multiple Firefighter of the Year awards and a Lifesaving award.

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**DEPUTY DIRECTOR OF FINANCE.**

Deputy Director of Finance Guthrie recalled the County had issued a Request for Proposals (RFP) to Nielsen Builders and Lantz Construction for the construction of a new Massanutten Technical Center. Ms. Guthrie said staff recommend canceling the RFP.

Supervisor Wolfe-Garrion clarified that canceling the RFP does not in any way indicate the Board is not dedicated to having a technical center, rather this is a retraction of plans already submitted.

On behalf of the Finance Committee, on motion by Supervisor Chandler, seconded by Supervisor Ritchie, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board canceled its Request for Proposals (RFP) for the construction of a new Massanutten Technical Center.

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Ms. Guthrie requested a supplemental appropriation of \$5,376,391 to cover expenses incurred by the Children’s Services Act (CSA) Department. She pointed out that the City’s share is \$1,236,528, and the County’s share is \$1,000,000, with the remaining funds coming from federal, state, and other CSA revenue. Ms. Guthrie recommended the Board appropriate its share from the general fund reserve.

On behalf of the Finance Committee, Supervisor Chandler moved for approval, seconded by Supervisor Ritchie.

Supervisor Ritchie recognized a pattern of CSA exceeding its budget and indicated the Board is in the process of finding a solution to the matter.

Carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the following supplemental appropriation:

**Children’s Services Act**

Supplemental Appropriation: \$5,376,391

\$2,415,788	GL Code: 1225-00000-12401-000-324201-000	CSA: CSA State Revenue
\$ 689,095	GL Code: 1225-00000-13303-000-333201-000	CSA: CSA Federal Revenue
\$ 34,980	GL Code: 1225-00000-12401-000-324203-000	CSA: CSA Other Revenue
\$1,236,528	GL Code: 1225-00000-11899-000-318600-000	CSA: City Share
\$1,000,000	GL Code: 1225-00000-15101-000-351000-000	Transfer from General Fund
\$2,258,535	GL Code: 1225-05318-10100-000-505714-000	CSA: County Programs
\$3,117,856	GL Code: 1225-05318-10200-000-505714-000	CSA: City Programs
\$1,000,000	GL Code: 1001-00000-15201-000-352000-000	General Fund: Fund Balance
\$1,000,000	GL Code: 1001-09301-00000-000-509528-000	General Fund: Transfer to CSA

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**COMMITTEE REPORTS.**

**VIRGINIA ASSOCIATION OF COUNTIES (VACo) LIAISON**

Supervisor Wolfe-Garrison reported that she, County Administrator Armstrong and Deputy County Administrator Davidson attended the recent Regions 6 & 9 meeting where counties discussed legislative matters. She encouraged Board members to convey any matters the County wants to be vocal about with the County’s legislative representative.

**CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION (CSPDC)**

Supervisor Wolfe-Garrison reported the CSPDC is in the process of evaluating its effectiveness in the region. She said this is the time for the County to provide feedback.

COMMUNITY CRIMINAL JUSTICE BOARD (CCJB)

The next meeting of the CCJB is scheduled for October 6, 2025, at 4 p.m.

AGRICULTURAL PRESERVATION & PROTECTION (APP)

The APP committee will meet on October 2, 2025.

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**CLOSED MEETING.**

On motion by Supervisor Longcor, seconded by Supervisor Ritchie, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board recessed the meeting from 6:22 p.m. to 7:30 p.m., for a closed meeting pursuant to Section 2.2-3711.A(5), Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community; and, Section 2.2-3711.A(7), Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

MOTION: SUPERVISOR WOLFE-GARRISON      RESOLUTION NO: 25-15  
SECOND: SUPERVISOR RITCHIE              MEETING DATE: SEPTMEBER 24, 2025

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Rockingham County Board of Supervisors has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Rockingham County Board of Supervisors hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Board of Supervisors.

VOTE:

AYES: CHANDLER, HENSLEY, LONGCOR, RITCHIE, WOLFE-GARRISON  
ABSTAIN:  
NAYS: NONE  
ABSENT:

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**PUBLIC HEARINGS.**

Chair Hensley reconvened the meeting at 7:33 p.m.

REZ25-0948 HIGHWAY 81 LLC

Senior Planner Yankey presented the following request:

REZ25-0948 Highway 81 LLC requests to rezone 20.885 acres from B-1 (General Business) to BX-C (Business Interchange with Conditions). The property is located at 4070 North Valley Pike, Rockingham VA 22802. Tax Map # 95-4-1. Election District 2.

The Planning Commission recommended approval at their meeting on September 2, 2025.

On behalf of the applicants, Bill Moore with Balzer and Associates was available to answer questions.

Chair Hensley opened the public hearing at 7:37 p.m. With no members of the public wishing to comment, he closed the public hearing.

Supervisor Wolfe-Garrison recalled that the existing travel center was approved by a former Board. She said approval of this request will allow for hygiene facilities, which she noted is consistent with the surrounding area serving the traveling public.

On motion by Supervisor Wolfe-Garrison, seconded by Supervisor Ritchie, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved REZ25-0948 Highway 81 LLC to rezone 20.885 acres from B-1 (General Business) to BX-C (Business Interchange with Conditions). The property is located at 4070 North Valley Pike, Rockingham VA 22802. Tax Map # 95-4-1. Election District 2.

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SUP25-0885 COSNER CONSTRUCTION INC.

Deputy Zoning Administrator Barnett presented the following request:

SUP25-0885 Cosner Construction Inc. for two single-family dwellings to be served by private well and septic within an urban growth area. Located at 12204 Daphna Road, Broadway. Zoned R-1 (Low-Density Residential). Tax Map # 52-A-119. Election District 1.

Mr. Barnett recalled that in June, the Board approved an ordinance amendment allowing properties zoned R-1 or R-2 prior to January 1, 2025, and located within an urban growth area, the ability to apply for a special use permit to construct a single family detached dwelling to be served by private well and septic. Previously, properties zoned R-1 and R-2 within an urban growth area were required to be served by public water and sewer.

Mr. Barnett explained that approval of SUP25-0885 would not approve the proposed division of land shown on the site plan. He said the proposed division must go through a review and approval by the Subdivision Agent; however, the applicant must have an approved source of water and septic service to be eligible to apply for the division.

On behalf of the applicant, Attorney Todd Rhea provided the detailed history leading up to the request to include the ordinance amendment. Discussion ensued between Attorney Rhea and Board members about how to economically connect to public utilities versus installing a private well and septic. It was noted that the Town of Broadway had previously indicated public utilities are not available in that area but expressed no opposition to the special use permit.

Chairman Hensley opened the public hearing at 7:48 p.m.

With no comments from the public, Chairman Hensley closed the public hearing.

Supervisor Ritchie said with the potential for the Town to expand utilities in the future, he wanted to table the request for further investigation.

On motion by Supervisor Ritchie, seconded by Supervisor Longcor, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board tabled SUP25-0885 Cosner Construction Inc. for two single-family dwellings to be served by private well and septic within an urban growth area. Located at 12204 Daphna Road, Broadway. Zoned R-1 (Low-Density Residential). Tax Map # 52-A-119. Election District 1.

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SUP25-0540 CEDAR HILL ESTATES II

Zoning & Building Coordinator Haugh reviewed the following request:

SUP25-0540 Cedar Hill Estates II for a wastewater treatment facility located on Layman Trestle Road, approximately 0.4 mile southeast of the Old Furnace Road

and Layman Trestle Road intersection. Zoned A-1 (Prime Agriculture). Tax Map # 110-A-27 and 110-A-31. Election District 3.

Representing Cedar Hill Estates II, Mr. Troy Cave said that the existing septic system for the 36 mobile homes was installed 40 to 50 years ago and has since deteriorated and poses a public health hazard. He explained that the proposed solution involves consolidating all wastewater into a single system, which will use a 20,000-gallon sequencing batch reactor for treatment before being disinfected with UV light and dispersed. He confirmed that the system meets all treatment requirements for Virginia State Code and the Chesapeake Bay Watershed. Mr. Cave noted that the necessary permits have been applied for through the proper agencies but are on hold pending approval by the Board of Supervisors.

Chairman Hensley opened the public hearing at 7:52 p.m.

Mr. Roy Randolph, a nearby resident, recognized the need for the septic system but expressed concerns, as his property is directly below the proposed drain fields. He said that a commercial venture is not allowed within 200 feet of a well and pointed out that the proposed drain field is 170 feet away from his well. Mr. Randolph said he spoke with Mr. Lacey Stevens of the Virginia Department of Health's regional office, who said the 100-foot setback for a commercial venture was acceptable, but could not speak to the impact on the local water table or aquifer. Mr. Randolph also noted that the Department of Health and Department of Environmental Quality offices had no record of the permit and asked if the Board had received a required soil drainage management contract from the Department of Health. He also asked if a required operator check plan had been submitted.

With no further comments from the public, Chairman Hensley closed the public hearing.

Supervisor Chandler recommended tabling the request to allow time to investigate the information presented, particularly with the Health Department and Department of Environmental Quality, to ensure all required documentation is in order. Supervisor Chandler suggested starting further investigation with the County's Engineering Department.

County Attorney Miller provided clarification that the project is most likely regulated by the regional Department of Health or Department of Environmental Quality. He clarified that the Board's decision is a land use decision determining whether this is an appropriate use for the property in question. From there, the project is required to meet the regulating agency's requirements.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board tabled SUP25-0540 Cedar Hill Estates II for a wastewater treatment facility located on Layman Trestle Road, approximately 0.4 mile southeast of the Old Furnace Road and Layman Trestle Road

intersection. Zoned A-1 (Prime Agriculture). Tax Map # 110-A-27 and 110-A-31. Election District 3.

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ORDINANCE AMENDMENT OA25-1067

Zoning & Building Coordinator Haugh reviewed the following ordinance amendment:

OA25-1067 Ordinance amendment to the Rockingham County Code, Chapter 17 (Zoning Ordinance), Section 17-607, supplemental standards for certain land uses, to amend the supplemental standards for single-family detached dwelling with independent living quarters.

Mr. Haugh explained the proposed change adds the word "and" to the end of subparagraph (C)1, which states that "the owner of record personally resides in such dwelling." This amendment clarifies that this condition must be met in conjunction with either subparagraph (C)2 (occupant is an immediate family member of the owner) or subparagraph (C)3 (occupant is a caretaker for or being cared for by the owner). This change formalizes the original intent of the ordinance.

The Planning Commission unanimously recommended approval of the amendment at its September 2, 2025, meeting.

In response to a question from a board member, it was confirmed that this amendment was prompted by a court case in which Deputy County Attorney Paladino made a strong argument that, based on the previous wording, meeting only the first condition was sufficient. The court case was won, but staff determined a clarifying amendment was needed to prevent future legal challenges. The amendment clarifies the ordinance's original intent, which has commonly been referred to as the "in-law's quarters" rule.

Chairman Hensley opened the public hearing at 8:14 p.m. No comments were received, and Chair Hensley closed the public hearing.

On motion by Supervisor Ritchie, seconded by Supervisor Longcor, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved OA25-1067 Ordinance amendment to the Rockingham County Code, Chapter 17 (Zoning Ordinance), Section 17-607, supplemental standards for certain land uses, to amend the supplemental standards for single-family detached dwelling with independent living quarters.

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**ADJOURN.**

Chairman Hensley declared the meeting adjourned at 8:16 p.m.

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Chairman

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CASEY B. ARMSTRONG  
County Administrator



## ROCKINGHAM COUNTY

### PROCLAMATION

#### BOARD OF SUPERVISORS

DEWEY L. RITCHIE

Election District No. 1

SALLIE WOLFE-GARRISON

Election District No. 2

RICK L. CHANDLER

Election District No. 3

LEILA C. LONGCOR

Election District No. 4

JOEL L. HENSLEY

Election District No. 5

**WHEREAS**, this year’s National 4-H Week theme, “Beyond Ready,” reminds us that 4-H is building a ready generation in a world of change and equips young people with skills for the future while meeting them where they are today; and

**WHEREAS**, 4-H is America’s largest youth development organization, supporting six million youth across the country and over 1,100 youth in Rockingham County, Virginia; and

**WHEREAS**, 4-H programs are delivered by the Cooperative Extension System – a community of more than 100 public land-grant colleges and universities across the Nation – that provides experiences for young people to learn by doing; and

**WHEREAS**, 4-H is in every city and county in the United States and helps six million youth become engaged, successful, and independent; and

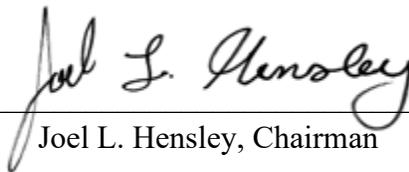
**WHEREAS**, 4-H connects young people and adults to their communities, preparing them for work and life through experiential and inquiry-based learning while providing emerging research for positive youth development; and

**WHEREAS**, expanding from its strong agricultural roots, 4-H helps young people explore the world around them and grow into productive adults; and

**WHEREAS**, supporting future leaders in science, agriculture and community leadership is an important imperative for U.S. Department of Agriculture National Institute of Food and Agriculture 4-H program; and

**NOW, THEREFORE**, the Board of Supervisors of Rockingham County, Virginia, does hereby proclaim October 5 – 11, 2025 as **National 4-H Week** throughout Rockingham County and encourages all our citizens to recognize 4-H for the significant impact it has made and continues to make by empowering youth with the skills they need to lead for a lifetime.

Given under my hand this eighth day of October  
in the year two thousand twenty-five, A.D.

  
Joel L. Hensley, Chairman

Supervisor, District 5



Dewey L. Ritchie  
Supervisor, District 1



Sallie Wolfe-Garrison  
Supervisor, District 2



Rick L. Chandler  
Supervisor, District 3



Leila C. Longcor  
Supervisor, District 4

Attest:



Casey B. Armstrong  
County Administrator

**Deputy County Administrator  
Staff Report  
October 8, 2025**

**Community and Tourism Enhancement Grant** - Closed October 3, 2025

**Nonprofit Grant Application** - Closes November 14, 2025

**Capital Improvement Process** - The projects were due October 3<sup>rd</sup>. The committee will begin meeting in November to review project requests.

**Massanutten Water and Sewer Authority**

County staff have studied the revenue and expenditures required to run the Massanutten Water and Sewer Authority (MWSA) and recommend the below fee schedule.

<b>Base Rate</b>				
<b>Water and Sewer</b>				
5/8"		18.00		
3/4"		35.00		
1"		55.00		
1.5"		100.00		
2"		150.00		
3"		275.00		
4"		450.00		
6"		890.00		
8"		1,415.00		
10"		2,030.00		
<b>Per 1,000 Rate</b>				
WaterPark		6.00		
Residential Water		18.00		
Residential Sewer		20.00		
Commercial Water		12.00		
Commercial Sewer		14.00		
Hospitality Water		12.00		
Hospitality Sewer		14.00		
<b>Connection Fees</b>	<b>Water</b>	<b>Sewer</b>	<b>GPM</b>	<b>Maximum Equivalent Connections</b>
3/4" and 5/8"	\$ 3,750	\$6,750	20	1
1"	\$ 9,360	\$ 16,840	50	4
1.5"	\$ 18,750	\$ 33,750	100	10

2"	\$ 30,000	\$ 54,000	160	30
3"	\$ 60,000	\$ 108,000	300	75
4"	\$ 96,500	\$ 168,500	500	200
6"	\$ 187,000	\$ 337,000	1,000	600
8"	\$ 282,000	\$ 508,000	1,500	1,200
10"	\$ 468,000	\$ 842,000	2,500	3,000

The actions required to adopt the rates and establish the budget for MWSA are as follows:

1. October 8 - Adopt a resolution setting forth the preliminary schedule fixing and classifying rates, fees and charges
2. A notice of Public Hearing is to be published
  - a. October 9 the rates will be posted to the county website at <https://www.rockinghamcountyva.gov/966/Massanutten-Water-Sewer-Authority>
  - b. October 20 and 27 the rates will be published in the Daily News Record
  - c. The rates will also be sent to the Massanutten Property Owners Association for distribution and publication
3. Hold Public Hearing on the Rates
  - a. November 3 at 6:00pm at the MPOA Conference Room - 3980 Massanutten Drive, Massanutten VA 22840
  - b. Adopted the rates, either as advertised or with amendments, as needed
  - c. Adopt the rules and regulations that govern the system
4. Hold Public Hearing on the Budget Amendment for the Acquisition
  - a. November 3 at 6:00pm at the MPOA Conference Room - 3980 Massanutten Drive, Massanutten VA 22840
  - b. Adopt and appropriate the purchase price
5. Appropriate FY26 Budget (no public hearing needed)

Additionally, the County will need to hold a public hearing to appropriate the purchase of the system, as the County is providing the capital needed for the initial purchase and will be reimbursed when the system issues debt this spring. This public hearing is scheduled for October 22<sup>nd</sup> at 7:00pm.



# Finance Department Staff Report

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October 8, 2025

**CPMT Listing** - The Community Policy & Management Team (CPMT) is the entity responsible for all CSA policies and programs to ensure compliance with all state mandates and local CSA policies. The Community Policy & Management Team has added a parent representative (Maria Blair - Harrisonburg), private provider representative (Tina Bosserman - People Places), and a new representative for City Schools (Anthony Walker - Director of Special Education). Attached is a listing of the CPMT membership for reference.

## **Procurement:**

### **ACTION:**

**Innovation Village Pad Site #2 Construction ITB** - The County has issued an Invitation to Bid to request formal competitive sealed bids to establish a contract with a VDOT Certified contractor for the construction of an approximately 30-acre pad site located at Innovation Village, Tax Map # 94-A-130. The bid closed at 2:30pm, local time, Friday October 3, 2025. Staff is recommending forming a contract with the lowest qualified bidder.

### **NO ACTION:**

**Administration Building Design-Build Request for Proposal:** The County has issued a Request for Qualifications from contractors authorized to do business in the State of Virginia, to serve as the Design-Builder for the construction of a new County Administration Building to be located in the County's Tech Park, Innovation Village at Rockingham. The new building will be constructed next to the current SRI Building located at 140 Research Dr, Harrisonburg VA 22802.

Responses will be received until 2:30pm, local time, Tuesday October 14, 2025.

**Taylor Spring Sewer Extension ITB:** The County has issued an Invitation to Bid (ITB) to request formal competitive sealed bids through the Invitation to Bid process to establish a contract for the construction of an 8-inch gravity sewer main and the abandonment of the Taylor Spring sewer lift station.

A non-mandatory Pre-Bid meeting will be held on site at 3082 Crystal Spring Lane on October 14, 2025, at 10:00am, local time. Bids will be received until 2:30pm, local time, Tuesday November 7, 2025.

1. Personnel

Vacancies:

Public Works Office: No vacancies.

Utilities: 3 vacancies (Utilities Supervisor, Utility worker – 2)

Landfill: 1 vacancy (Environmental Technician)

Refuse & Recycling: No vacancies

Facilities Maintenance: No vacancies

2. Utilities

Three Springs water plant production – August 2024 – 108,090,000 gallons  
August 2025 – 100,433,000 gallons  
(approximately 65,081,000 gallons commercial,  
35,352,000 residential)

Total water connections (Three Springs system) - August 2024 –5,772  
August 2025 –6,199

A project for a well building to serve the new well and piping between the well and water plant is being designed with construction anticipated for the Winter of 2025/2026.

Update: Littleton & Associates was awarded the bid for the project and staff is working towards signing of a contract.

A project for relocation of the Lakewood sewage pump station is under design with anticipated construction for the Fall/Winter of 2023. The project involves abandonment of the existing station along Massanetta Springs Road, installing new gravity and force main lines through a portion of LakeView Golf Course and construction of a new pump station on golf course property near Lake Shenandoah.

Update: An easement plat was submitted to the Virginia Department of General Services (DGS) for review.

Revisions to the plat have been made and resubmitted to DGS. The easement will allow for access to the pump station site along an existing road around Lake Shenandoah. Construction is anticipated to start in winter of 2025.

Harrisonburg Rockingham Regional Sewer Authority

Authority capacity – 23 million gallons per day  
August average flow – 12.99 million gallons per day

Rockingham County capacity – 5.6 million gallons per day  
August average flow – 2.78 million gallons per day

The HRRSA Board held its monthly and annual meeting on 9/29/25 and the following officers were appointed:  
Ande Banks – Chair                      Matt Light – Vice Chair                      Shane Stevens – Secretary/Treasurer

Greg Thomasson, Executive Director, provided an expansion scenario as part of the annual report. Based on an estimated 1.2% growth in the service area, expansion would be needed sometime around year 2050. He did add that the timeframe could be shortened if any of the localities added a significant sewer contributor to the system.

3. Landfill

(September data was not available at time of submittal)

Tons of waste landfilled – August 2024 – 14,918 tons  
August 2025 – 14,403 tons (residential 3,907, commercial 10,496)

- Phase B expansion has been awarded to A&J Excavating.

Update: A&J Excavating has completed the sub-base layers and is finishing up the various membrane layers and cover materials. Precipitation has caused delays with some of the liner material. The project is complete and all documentation has been submitted to the Department of Environmental Quality. Staff is waiting for the DEQ to schedule a site visit and then acceptance of the project.

- The evaluation and design for the closure of Phases 1-4 has started. Staff is working with DEQ for clarification on the design. Bid documents are anticipated to be ready in the Fall of 2025.

#### 4. Facilities

Administration - Moseley Architects is expanding their space needs study to include the Administration Building. A kick-off meeting was held with department heads on 12/4/24.  
Update: The space needs study was completed, and an advertisement is posted for qualifications for design and construction of a building.

- Southern Air has been contracted to upgrade the HVAC controls for the building with an anticipated start date of mid-July.

Update: The project is approximately 75% complete.

- The existing chiller for the central portion of the building is being evaluated for replacement.

This includes studying a potential relocation from inside to outside behind the building.

Update: It was decided to relocate the chiller outside the building and the work is approximately 25% complete.

Circuit Courts - Replacement of the HVAC controls for the building are being evaluated. Bids were opened on 10/26/23 and Southern Air was awarded the project.

Update: This work is complete.

- Valley Engineering has been contracted to design a lighting upgrade and landscaping plan for the building with an anticipated bid date for the week of April 7<sup>th</sup>.

Update: Blosser Electrical was awarded the electrical project and the project is approximately 90% complete.

Ground Effects has been awarded the landscaping project and trees have been removed and some of the plantings have been delivered to the site. Staff has been contacted with concerns over the use of non-native plants for the project. Staff has substituted native plants where possible while trying to maintain the architects design.

Update: This project is approximately 80% complete.

Jail – Detention doors are being rebuilt throughout the facility. Willow Correction Products has been contracted to rebuild another 10 of the existing doors.

Update: Parts have been ordered but with a delayed delivery, the work is anticipated to start around the beginning of December.

Singers Glen - Staff met with representatives of Valley Engineering to discuss the property and options for a new building. Valley will be preparing a preliminary site layout for review and discussion.

Update: Staff met with Valley Engineering to discuss the existing site layout including the septic system location and condition. Valley is now evaluating the size requirements for a new septic system and to determine what options may be available for the new building location on the site.

Director of Public Works



# The Department of Community Development Staff Report

October 8, 2025

## BOARD ACTION

No action requested.

## STANDING COMMITTEES

Standing Committee	Staff Lead(s)	Status	Meeting Date
Agricultural & Forestal Advisory Committee	Kayla & Dylan	No new business.	As needed
Bicycle & Pedestrian Advisory Committee	Dylan	No new business.	As needed
Board of Building Code Appeals	Joe	No new business.	As needed
Board of Zoning Appeals	Kelly	No new business	As needed
Planning Commission	Rachel	Action item(s) listed below.	First Tuesday of each month

At its October 7, 2025, meeting, the Planning Commission will act on the following items:

Project #	Applicant	Request	Location	Status
REZ25-1101	Christopher Dove	Requests to rezone 1.175 acres from R-2 (Medium Density Residential) to A-1 (Prime Agricultural). Election District 5.	3519 North Eastside Highway, Elkton. Tax Map # 115-A-13.	To be heard by PC 10/7. Tentative BOS date 11/12.
OA25-1355	Staff-Generated	Ordinance amendment to the Rockingham County Code, Chapter 17 (Zoning Ordinance) to amend the definition of Dwelling, live/work, create supplemental standards for Mixed Use Structure, and the land use, zoning table for the uses of Dwelling, live/work and Mixed-Use Structure, and create parking requirements for Mixed Use Structure.	--	To be heard by PC 10/7. Tentative BOS date 11/12.

## PROJECTS

Special Projects	Staff Lead(s)	Description/Status
Agricultural Preservation & Protection Committee	Kelly	The APP Committee, which includes Supervisor Longcor and Supervisor Hensley, met in July and December 2024, and on October 2, 2025. Discussion topics in October included the County's subdivision ordinance and conservation easements. This project is ongoing.
Hydrogeological Study Research	Kelly	On July 10, 2024, the Board of Supervisors requested that staff research the logistics and cost of studying groundwater availability and usage in Rockingham County. Staff compiled and shared a written report with the Board in December. On July 9, the BOS directed staff to schedule a representative from the USGS to present to the BOS more information on potential water studies and testing. <b>This presentation is scheduled for November 12.</b>
Short Term Rentals	Sheila & Dylan	In January 2024, the Board of Supervisors requested that staff further investigate short-term rentals in the County and their possible effects. Members of the Board and Planning Commission met with staff on August 1, 2024, and January 31, 2025. A draft ordinance pertaining to health, safety, and welfare was tabled by the Planning Commission on May 6 <sup>th</sup> . A public survey to obtain feedback on the draft ordinance completed on June 13. Data collected from the over ninety responses was reviewed during a work session of the Planning Commission on July 1. The updated ordinance was recommended for approval by the Planning Commission on August 5 and is intended to be heard by the BOS on October 22.
Briery Branch Community Center	Kayla & Rachel	On February 6, Governor Youngkin announced that Rockingham County was awarded a \$100,000 Planning Grant through the Community Development Block Grant program for the Briery Branch Community Center revitalization project. The next Project Management Team (PMT) meeting is scheduled for October 6 at 4:00 p.m. to discuss survey results.
North Route 11 Corridor	Julia & Kayla	At the July 9, 2025, Board of Supervisor meeting, staff was directed to continue in long range planning and code compliance efforts in the North Route 11 Corridor area. This project is ongoing.

Monthly Summary	Staff Lead(s)	Monthly Status: as of September 30, 2025
Deed/Plat Review	Donna	7 deeds/plats submitted 3 of which are awaiting revisions
Code Compliance	Kelly, Brittany & Josh	56 active code cases 15 of which are pending legal action and 8 are pending action by the magistrate
Building Inspections & Plan Review	Joe, Ben, & Matt	1,728 building/other inspections (averaged 96 daily) 82 residential plans under review 12 commercial plans under review

		212 permits issued
Planning & Zoning Applications (Excludes items tabled by BOS)	Kelly, Daniel, Kayla & Dylan	9 special use permits under review 5 rezonings under review

## TRANSPORTATION PROJECT APPLICATIONS

### Revenue Sharing

The VDOT Revenue Sharing Program’s full applications were due on September 15. Revenue Sharing (VDOT’s 50/50 matching grant) funds can be used for eligible rural additions and to construct, reconstruct, improve, or maintain roads.

Staff, with VDOT assistance, submitted the following projects:

- Shoulder widening on a section of Airport Road
- Improving a vertical curve on Friedens Church Road, 0.1 mile east of Oakridge Road, to increase sight distance
- Requesting additional allocation for the Cross Keys Road and Port Republic Road turn lane project

## LARGE SCALE SOLAR ENERGY FACILITIES

Project Name	Location	Projects of 50 Acres or Less (in acres)	Projects of 50 to 150 Acres (in acres)
SolAmerica (Scenic L Farms)	South of Rockingham Pike & 50’ east of Eagle Rock Road	18	
Caden Energix Endless Caverns, LLC	South of Craney Island Road		149
Sun Ridge Solar	10276 South East Side Highway (old quarry site)		150
Knight Solar	West of intersection of East Point Road & Freeze Farm Lane		149
<b>TOTAL</b>		<b>18</b>	<b>448</b>

## REQUESTS TABLED BY BOARD OF SUPERVISORS

### Special Use Permit Application(s):

Date	Case #	Applicant	Request	Location	Election District
12/9/20	SUP20-297	Todd White	Two additional dwellings	728 Fellowship Road	3
6/9/21	SUP21-075	Hank Hensley	Small contractors business	4765 Pleasant Valley Road	3

8/23/23	SUP23-0921	Aleksandr Bogdanov	Large utility building	Runkles Gap Road	5
11/15/23	SUP23-1304	Robert Long	Additional dwelling	Doe Hill Road	5
11/13/24	SUP24-1424	Marlen Showalter	Two additional dwellings	17449 Runions Creek Road	1
9/24/25	SUP25-0885	Cosner Construction, Inc	SFD on private well and septic in the UGA	12204 Daphna Road	1
9/24/25	SUP25-0540	Cedar Hill Estates II	Wastewater treatment facility	Layman Trestle Road	3

**Rezoning Request(s):**

Date	Case #	Applicant	Request	Location	Election District
None.					

**Ordinance Amendment(s):**

Case #	Applicant	Request
OA24-1387	Staff-generated	Chapter 17 (Zoning Ordinance), Section 17-306, Low-Density Residential District (R-1), Section 17-307, Medium Density Residential District (R-2), and Section 17-308, General Residential District (R-3), to limit the number of building permits that may be issued within a development project during any rolling twelve (12) month period. The allowed number of building permits issued within a rolling twelve (12) month period may only be exceeded by special use permit.

**DEPARTMENT PERSONNEL**

<b>Number of Staff</b>	22	<b>Number of Vacancies</b>	0	<b>Number of Job Postings</b>	0
Recent Staff Changes & Achievements	None.				

October 8, 2025

**STAFF REPORT:  
ENGINEERING DEPARTMENT**

**BOARD ACTION REQUESTED**

None as of October 1, 2025.

**BOARDS AND COMMISSIONS**

Name	Staff Leads	Site Status	Other Notes
Lake Shenandoah Stormwater Control Authority	Ross	Site inspected on 9/25. Property is in very good condition overall.	Final mowing of the property to be scheduled for later this month.

**CAPITAL PROJECT MANAGEMENT** *(full project reports available upon request)*

Project	Staff Leads	Description	Status
Innovation Village Pad Ready Site	Ross and Josh	40-acre pad-ready site for future development.	Mass earthwork continues to progress across entire site and nears completion. Extra suitable material to be used to build future extension of Research Drive.
Landfill Scale House	Ross and Logan	Site improvements to correct stormwater drainage issues.	Staff collected field data on 9/2 to draft a base map of existing site and runoff conditions.
Public Works Utility Office	Adam and Logan	Construction of new offices and storage bays.	Architect and engineer completing building and site designs for County's review and approval.
Rockingham Park Ziplines	Ross and Kirby	Construction of two ziplines adjacent to the playground.	Project completed week of 9/15.
Taylor Spring Park	Ross	Masterplan to convert the stormwater detention basin property into a passive park.	Selected firm's master plan proposal was significantly higher than anticipated. County declined to accept the proposal and will re-evaluate project's scope for funding and feasibility of construction.

**OTHER DEPARTMENT PROJECTS**

Project	Staff Leads	Description	Status
Design and Construction Standards Manual	Ross & Logan	Evaluation of and revisions to the County's Design and Construction Standards Manual.	Material and construction specification language currently being reviewed by County staff.
Performance Bonds for Development Projects	Ross & Kayla	Evaluation of and revisions to the County's bonding policy, procedures and values for construction projects.	Staff finalizing bonding procedures and ordinance language for adoption by BOS.
Engineering Website Update	Ross & Pam	Evaluation and corrections to department's page on County website	Contents reviewed and corrections reported to IT Department on 8/26.
County Site Plan Archives	Ross	Inventory assessment and organization of archived site development plans being maintained by the department.	Hardcopy site plans being inventoried and cataloged.

FLOODPLAIN MANAGEMENT			
FEMA Requested Project	Staff Leads	Description	Status
Adoption of a Substantial Improvement/ Substantial Damage Policy	Ross & Joe	Creation of a policy for significant improvements and/or repairs to structures within the floodplain.	Program policy and documents being finalized by staff for adoption by BOS.
Development Application Review			Other Actions or Notes
Number of Floodplain Development Permit Applications Under Review		2	None to report.
Number of Floodplain Development Permits Issued Year To Date		9	
Number of Variances Issued Year To Date		0	

ENVIRONMENTAL			
Staff Lead	Plans Under Review	42	Currently
	Land Disturbance Permits Awaiting Issuance	148	Currently
Adam	Land Disturbance Permits Issued	24	Year to Date
	Total Land Disturbance Permits Open (Under Construction)	57	Currently
	Inspections Conducted	240	Between 9/3/25 and 10/1/25
	Violations Issued Year To Date	4 Notices To Comply 1 Notice of Permit Requirement 0 Stop Work Orders	

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)		
Staff Lead	Description	Status
Owen	Development of the County's regulatory framework for stormwater systems.	<ul style="list-style-type: none"> <li>Consulting with other localities' stormwater permit program to identify and eliminate illicit discharges and mitigate water quality.</li> <li>Drafting program documents including MS4 Program Plan, Standard Operating Procedures, Dry Weather Screening Report Form, and Illicit Discharge Investigation Tracking Form.</li> <li>County's General Permit for Discharges of Stormwater from Municipal Separate Storm Sewer Systems ("MS4 Permit" No. VAR040152) issued by DEQ on 8/26.</li> <li>With County now having an MS4 program and VPDES permit, stormwater utility fees levied on all County-owned properties within Harrisonburg city limits have been permanently dropped – an <b>annual savings of \$26,296</b>.</li> <li>County's MS4 program plan and schedule of implementation was approved by DEQ on 9/22. County's first MS4 annual report will be submitted 10/1/26.</li> </ul>

SITE PLAN REVIEW			
Number of First Submittals Under Review	21	Average Time for County and Agencies to Review Plans and Issue Comments	29 days
Number of Revised Submittals Under Review	17		
Number of Amended Approved Plans Under Review	6		
Number of Agricultural Plans Under Review	7		
Number of Plans Approved Year To Date	86		

Project Name	Location	Proposed Use	Description	Status	Election District
<b>Trimble Heights – SWM Basin</b>	Trimble Heights subdivision, Broadway	Utility	Modifications to existing SWM basin	Awaiting corrections and resubmittal	1 & Town
<b>Broadway Business Plaza</b>	Northeast intersection of Timber Way (VA 259) and Birdsong Lane, Broadway	Offices	4,256 sf office complex	Under review	1 & Town
<b>OSC Truck Shop</b>	North of Friendship Drive (VA 901)	Truck Repair Center	4,200 sf garage	Awaiting corrections and resubmittal	2 & City
<b>Boulder Ridge – Phase 2</b>	Eastside of Pike Church Road (VA 701), 0.33 mile north of Corporate Drive (VA 951)	Multi-Family	19 single-family homes, 18 duplex units, and 192 townhome units	<b>APPROVED</b>	2 & City
<b>Virginia Poultry Growers Cooperative - GUS</b>	From R.R. Donnelly water tank to Grain Unloading Site, along Norfolk Southern R.R.	Utility	1½ miles of public waterline	Awaiting corrections and resubmittal	2
<b>Harrisonburg Raw Waterline - Rt 33 Phase 3.1</b>	Rawley Pike (US 33) from Bellview Road (VA911) to Muddy Creek Circle (VA 752)	Utility	Replacement of 5,400 lf raw waterline for City of Harrisonburg	Awaiting corrections and resubmittal	2
<b>Coppiono Trucking Services Garage</b>	3570 North Valley Pike (US 11)	Truck Repair	1,200 sf one-bay garage	Awaiting corrections and resubmittal	2
<b>Route 42 Driving School</b>	Southwest intersection of John Wayland Hwy (VA 42) and Grace Chapel Road (VA 853)	Commercial Offices	17,920 sf commercial office building	Awaiting corrections and resubmittal	2
<b>Virginia Landscape Company</b>	Southwest intersection of John Wayland Hwy (VA 42) and Grace Chapel Road (VA 853)	Contractor Business	600 sf office and storage building	Awaiting corrections and resubmittal	2
<b>Gray Fox Woodworking Shop</b>	2263 Fort Lynne Road (VA 910)	Shop Building	6,600 sf woodworking shop	Under review	2
<b>Lough Construction Warehouse</b>	2427 John Wayland Highway (VA 42)	Warehouse	3,200 sf storage building	Awaiting corrections and resubmittal	2
<b>Covenant Presbyterian Church Addition</b>	546 West Mosby Road (VA 712)	Church	31,184 sf addition for classrooms, offices, and chapel	Under review	2

<b>Horst Egg Packing Building</b>	East of Horeb Church Road (VA 732), 0.58 miles north of Hinton Road (VA 752)	Egg Facilities	3,400 sf egg packing building and 5,880 sf barn	Awaiting corrections and resubmittal	2
<b>Virginia Landscape Company</b>	2709 John Wayland Highway (VA 42)	Contractor Business	600 sf office building and storage site for materials and equipment	Under review	2
<b>Brethren &amp; Mennonite Heritage Center</b>	1921 Heritage Center Way	Roadway	Driveway and parking lot expansion	Awaiting corrections and resubmittal	2
<b>Granite Farm - Phase 1</b>	East of Switchboard Road (VA 910) between Eversole Rd and West Market Street (US 33)	Single-Family	100 single-family homes	Under review	2
<b>Helmuth Builders Warehouse</b>	Northside of Cecil Wampler Road (VA 704), 1,000 feet west of Valley Pike (US 11)	Contractor Business	28,200 sf warehouse and office space	Awaiting corrections and resubmittal	2
<b>A&amp;J Fill Site</b>	Northwest intersection of Cecil Wamper Road (VA 704) and I-81	Earthwork	Earthwork to expand equipment storage lot	Awaiting corrections and resubmittal	2
<b>Innovation Village Pad Site 2</b>	Northwest intersection of Valley Pike (US 11) and Research Drive	Earthwork	27 ac site for future development	Under review	2
<b>Wolters Business Park</b>	North of Cecil Wampler Road (704), east of South Valley Pike (US 11)	Contractor Business	3,900 sf building and 5,000 sf building for contractor's operations	<b>APPROVED</b>	2
<b>Church of the Lamb - Sunday School Classroom</b>	362 Indian Trail Road (VA 620), Penn Laird	Religious	1,008 sf classroom	Awaiting corrections and resubmittal	3
<b>Church of the Lamb – Utility Extension</b>	362 Indian Trail Road (VA 620), Penn Laird	Utility	Extension of 2,700 lf waterline and 2,200 lf sanitary sewer to serve property	Awaiting corrections and resubmittal	3
<b>Reservoir Heights - Phase 2</b>	Westside of Reservoir Street at City line	Multi-Family	11 apartment buildings with 248 units and 3,000 sf recreational building	Awaiting corrections and resubmittal	3
<b>Cedar Hill II - Wastewater Treatment Building</b>	2991 Layman Trestle Road (VA 719)	Utility	Sanitary sewer pump station	Awaiting corrections and resubmittal	3

<b>Timber Ridge Construction Warehouse</b>	6372 Faughts Road (VA 678)	Contractor Business	5,456 sf warehouse	Awaiting corrections and resubmittal	3
<b>Vanguard Renewables - Paulson Family Farm</b>	7076 Lawyer Road (VA 655)	Biogas Facility	21,180 sf biomass conversion facility	Under review	3
<b>Port Place U-Turn Improvements</b>	Westside of Port Republic Road (VA 253) across from Mattie Drive	Roadway Improvements	U-turn bulb out along Port Republic Road	Under review	3
<b>Kroger 319 Marketplace</b>	Southeast intersection of Spotswood Trail (US 33) and Stone Spring Road (VA 280)	Grocery	99,000 sf grocery store and new fuel center	Awaiting corrections and resubmittal	3
<b>Congers Creek - Phase 4 - Early Grading Plan</b>	Westside of Boyers Road (VA 704), between Locust Grove Court and Congers Creek Road	Earthwork	Preliminary earthwork for multi-family housing	Under review	3
<b>Stone Haven - Emergency and Protective Facility</b>	4692 Port Republic Road (VA 253)	Shelter	Conversion of home into emergency and protective facility	<b>APPROVED</b>	3
<b>Penn Laird Animal Hospital</b>	29 Titus Drive, Penn Laird	Veterinary Clinic	Conversion of existing 8,500 sf facility and site improvements	<b>APPROVED</b>	3
<b>Bridgewater Wellness Center Addition</b>	301 North Grove Street, Bridgewater	Wellness Center	18,622 sf addition to town's recreation center	Under review	4 & Town
<b>Shickel Building Additions</b>	115 Dry River Rd, Bridgewater	Industrial	8,100 sf office, 8,755 sf metal fabrication, and 7,630 sf storage space	Under review	4 & Town
<b>North River Crossing/Kits Corner - Early Grading Plan</b>	Southwest intersection of Friedens Church Road (VA 682) and Buc-ee's Boulevard	Earthwork	17 ac pad for future commercial development	Under review	4
<b>Old Spotswood Estate</b>	Southside of Old Spotswood Trail (BUS 33), between Quail Run Dr and Florist Rd	Multi-Family	34 duplex units	Under review	5
<b>Massanutten Pickleball Complex</b>	Northeast intersection of Resort Drive (VA 644) and Meadow Vista Lane	Sports Complex	8 pickleball courts, stands and 1,250 sf concession stand	Awaiting corrections and resubmittal	5
<b>Massanutten Rental Cabins</b>	South of Resort Drive (VA 644), 0.22 miles west of Bloomer Springs Road (VA 646)	Recreational Lodges	First of three, 2,200 sf rental cabins	Awaiting corrections and resubmittal	5

<b>Massanutten Race Team Storage Building</b>	Southwest of Massanutten ski lodge	Equipment Storage	1,152 sf two story storage building	<b>APPROVED</b>	5
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<b>DEPARTMENT PERSONNEL</b>					
<b>Number of Staff</b>	7	<b>Number of Vacancies</b>	0	<b>Recent Hiring(s)</b>	1
<b>Staff Anniversaries</b>	None to report.			Matthew Polmerleau, Engineering Technician II	
<b>Other Staff Achievements</b>	<ul style="list-style-type: none"> <li>Owen Ferguson successfully obtained his DEQ Erosion &amp; Sediment Control Inspector certification on 9/11. He will test for his DEQ Stormwater Inspector certification later this month.</li> <li>Staff completing continual education courses to maintain state certifications and licensure.</li> </ul>				

Respectfully submitted,  
 Ross C. Morland, P.E.  
 Director of Engineering

# Technology Department Staff Report: October 2025

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Staff completed 252 help desk requests in the month of September.

Our after-hours support line responded to 35 calls in the month of September.

Respectfully submitted,

Michael L. Bowen  
Director of Technology



### Open Projects by Project Type

Generated by Michael Bowen on : Aug 6, 2025 10:52 AM

Total records : 50

Project id	Title	Status	Priority	Department	Owner	Schedule start	Projected On	Requested By
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#### Documentation or Policy

92	<a href="#">Policy - County use of AI</a>	Onhold	Medium	Information Systems	Michael Bowen	Dec 1, 2023 12:00 AM	Jun 28, 2024 10:59 PM	Michael Bowen
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Count 1

#### Hardware

20	<a href="#">Windows Server 2012 EOL 10/10/2023</a>	Open	High	Information Systems	Dusty Moyer	Apr 30, 2023 11:00 PM	Sep 29, 2023 10:59 PM	Michael Bowen
53	<a href="#">Courts Network Closet cleanup</a>	Onhold	Low	Court House	Dusty Moyer	Oct 1, 2023 11:00 PM	Jun 28, 2024 10:59 PM	Chaz Haywood
148	<a href="#">Host Server Upgrade</a>	Open	High	Information Systems	Dusty Moyer	Aug 1, 2024 12:00 AM	Jun 30, 2025 11:59 PM	Michael Bowen
188	<a href="#">CID Storage Needs</a>	Open	High	Sheriff	Michael Krone	May 1, 2025 12:00 AM	Jul 31, 2025 11:59 PM	Cindy Cull-Wright
194	<a href="#">Hardware Refresh for Public Works</a>	Open	High	Public Works	Dusty Moyer	Jun 2, 2025 12:00 AM	Jul 31, 2025 11:59 PM	Philip Rhodes
193	<a href="#">iPad refresh for Fire Apparatus</a>	Open	Medium	Fire and Rescue	Michael Bowen	Jul 1, 2025 12:00 AM	Sep 30, 2025 11:59 PM	Clay Shiflet
201	<a href="#">Year 2 hardware refresh</a>	Open	High	Information Systems	Not Assigned	Jul 1, 2025 12:00 AM	Oct 31, 2025 11:59 PM	Michael Bowen
200	<a href="#">Pitney Bowes machine replacement</a>	Open	Medium	Human Resources	Dustin Lantz	Sep 1, 2025 12:00 AM	Nov 28, 2025 11:59 PM	Paula Greenhagen
187	<a href="#">Polycom End of Life - Replacements</a>	Open	High	Court House	Ray Hensley	May 12, 2025 12:00 AM	Jun 30, 2026 11:59 PM	Chaz Haywood
99	<a href="#">All Points Broadband</a>	Open	High	Administration	Michael Bowen	Jun 30, 2022 11:00 PM	Jul 31, 2026 11:59 PM	Stephen King

Count 10

#### Infrastructure

128	<a href="#">PenTest Remediation</a>	Open	High	Information Systems	Dusty Moyer	Apr 22, 2024 12:00 AM	Oct 31, 2024 11:59 PM	Michael Bowen
180	<a href="#">Landfill Scale House redesign</a>	Open	Medium	Public Works	Dusty Moyer	Mar 18, 2025 12:00 AM	May 1, 2025 11:59 PM	Philip Rhodes
110	<a href="#">Dayton Station</a>	Open	Medium	Fire and Rescue	Steven Moomaw	Jun 30, 2024 11:00 PM	Jul 31, 2025 10:59 PM	Jeremy Holloway
98	<a href="#">New Fulks Run Station</a>	Open	High	Fire and Rescue	Steven Moomaw	May 31, 2024 11:00	Sep 30, 2025 11:59	Jeremy Holloway

Project id	Title	Status	Priority	Department	Owner	Schedule start	Projected On	Requested By
						PM	PM	
198	<a href="#">ISP Expansion</a>	Open	Medium	Information Systems	Stephen Strecky	Jun 27, 2025 12:00 AM	Nov 28, 2025 11:59 PM	Michael Bowen
191	<a href="#">ECC Software migration</a>	Open	High	Information Systems	Michael Krone	Aug 1, 2025 12:00 AM	Jan 30, 2026 11:59 PM	Michael Bowen

Count 6

Maintenance

111	<a href="#">Quarterly Firmware Updates</a>	Open	High	Information Systems	Dusty Moyer	Jan 1, 2024 12:00 AM	Mar 31, 2024 10:59 PM	Michael Bowen
112	<a href="#">Quarterly Firmware Updates</a>	Open	High	Information Systems	Michael Krone	Mar 31, 2024 11:00 PM	Jun 30, 2024 10:59 PM	Michael Bowen
114	<a href="#">Quarterly Firmware Updates</a>	Open	High	Information Systems	Jeff Ferguson	Sep 30, 2024 11:00 PM	Dec 31, 2024 11:59 PM	Michael Bowen

Count 3

Software

181	<a href="#">Windows 11 Enterprise upgrade</a>	Open	Medium	Not Assigned	Dusty Moyer	Not Assigned	Not Assigned	Not Assigned
26	<a href="#">Mastercard Replacement - Move on from VDF</a>	Open	High	Social Services	Kerri Fitzgerald	Feb 13, 2023 12:00 AM	Jun 30, 2023 10:59 PM	Celest Williams
14	<a href="#">DMV Decommission</a>	Onhold	Low	Treasurer	Dusty Moyer	Oct 1, 2023 11:00 PM	Dec 29, 2023 11:59 PM	Todd Garber
15	<a href="#">EMS Billing Solution</a>	Open	Medium	Fire and Rescue	Kerri Fitzgerald	Not Assigned	Jun 28, 2024 10:59 PM	Lindsey Olinger
129	<a href="#">SDS Software Roll-Out</a>	Onhold	Medium	Fire and Rescue	Michael Bowen	May 1, 2024 12:00 AM	Aug 30, 2024 11:59 PM	Caleb Bailey
101	<a href="#">County migration to OneDrive</a>	Onhold	High	Information Systems	Dusty Moyer	Mar 1, 2024 12:00 AM	Mar 1, 2025 11:59 PM	Michael Bowen
186	<a href="#">Purchase Card Entry - Schools</a>	Open	Medium	Finance	Pam Southerly	Not Assigned	Jun 30, 2025 11:59 PM	Rebecca Guthrie
170	<a href="#">Sharepoint Site</a>	Open	Medium	Information Systems	Dusty Moyer	Feb 1, 2025 12:00 AM	Jun 30, 2025 11:59 PM	Michael Bowen
195	<a href="#">DSS Email Integration</a>	Open	Medium	Information Systems	Michael Krone	Jun 2, 2025 12:00 AM	Jun 30, 2025 11:59 PM	Michael Bowen
123	<a href="#">Budget Software</a>	Open	High	Finance	Kerri Fitzgerald	Mar 1, 2025 12:00 AM	Sep 30, 2025 10:59 PM	Trish Davidson
196	<a href="#">Automated Training system process</a>	Open	High	Fire and Rescue	Dusty Moyer	Jun 2, 2025 12:00 AM	Sep 30, 2025 11:59 PM	Ian Rudolph
190	<a href="#">VPN Solution</a>	Open	High	Information Systems	Stephen Strecky	May 1, 2025 12:00 AM	Nov 28, 2025 11:59 PM	Michael Bowen
199	<a href="#">Chatbot Integration with Website</a>	Open	Medium	Information Systems	Jacob Durren	Aug 1, 2025 12:00 AM	Nov 28, 2025 11:59 PM	Michael Bowen
185	<a href="#">Alert Notification Software</a>	Open	High	Social Services	Dusty Moyer	May 1, 2025 12:00 AM	Nov 30, 2025 11:59 PM	Celest Williams
184	<a href="#">Upgrade FCS water meter software to the new TEMETRA Cloud based solution</a>	Open	Medium	Public Works	Michael Krone	Jun 2, 2025 12:00 AM	Dec 31, 2025 11:59 PM	Not Assigned

	Project id	Title	Status	Priority	Department	Owner	Schedule start	Projected On	Requested By
	174	<a href="#">Real Estate Reassessment</a>	Open	High	Commissioner of the Revenue	Kerri Fitzgerald	Jan 1, 2025 12:00 AM	Mar 2, 2026 11:59 PM	Matt Armstrong
	197	<a href="#">Monsido - Adjustments for upcoming Accessibility Standards</a>	Open	High	Information Systems	Pam Southerly	Jun 2, 2025 12:00 AM	Apr 24, 2026 11:59 PM	Michael Bowen
	122	<a href="#">Application Enrollment Software Implementation</a>	Open	High	Human Resources	Michael Bowen	Jun 30, 2025 11:00 PM	Jun 30, 2026 10:59 PM	Paula Greenhagen

Count 18

**Tyler**

	42	<a href="#">Munis - Tyler Forms Corrections - On-Going</a>	Open	Medium	Information Systems	Pam Southerly	Not Assigned	Not Assigned	Michael Bowen
	175	<a href="#">Tax Table Service</a>	Open	Medium	Finance	Pam Southerly	Not Assigned	Not Assigned	Rebecca Guthrie
	6	<a href="#">Munis - Applicant Tracking</a>	Onhold	Medium	Human Resources	Pam Southerly	Apr 2, 2023 11:00 PM	Dec 29, 2023 11:59 PM	Paula Greenhagen
	87	<a href="#">Utilities - Setup for taking UB payments in office</a>	Open	Medium	Public Works	Pam Southerly	Jan 1, 2024 12:00 AM	Mar 31, 2024 10:59 PM	Philip Rhodes
	89	<a href="#">UB Online Application</a>	Open	Medium	Public Works	Pam Southerly	Mar 1, 2024 12:00 AM	May 1, 2024 10:59 PM	Philip Rhodes
	124	<a href="#">Direct Deposit Form for FC and CSA</a>	Open	High	Finance	Kerri Fitzgerald	Mar 5, 2024 12:00 AM	Jun 30, 2024 10:59 PM	Trish Davidson
	144	<a href="#">Utility Doortag Forms Updated to English/Spanish</a>	Open	Medium	Public Works	Pam Southerly	Not Assigned	Oct 31, 2024 11:59 PM	Marcia Funk
	136	<a href="#">Tyler Notify</a>	Open	Medium	Public Works	Pam Southerly	Not Assigned	Jan 1, 2025 12:59 AM	Philip Rhodes
	143	<a href="#">EFT Payment Processing for Foster Care</a>	Open	Medium	Finance	Pam Southerly	Not Assigned	Mar 31, 2025 11:59 PM	Trish Davidson
	160	<a href="#">Tyler New World Move to Cloud</a>	Open	High	Sheriff	Michael Krone	Nov 7, 2024 12:00 AM	Apr 30, 2025 11:59 PM	Holly Glovier
	168	<a href="#">VPN Migration needed for Tyler New World</a>	Onhold	Not Assigned	Information Systems	Stephen Strecky	Feb 3, 2025 12:00 AM	Jun 30, 2025 11:59 PM	Michael Bowen
	173	<a href="#">Dog Tag Conversion</a>	Open	High	Treasurer	Jacob Durren	Feb 4, 2025 12:00 AM	Jul 31, 2025 11:59 PM	Todd Garber

Count 12

**Summary Report**

Count 50

**1. Personnel**

The department currently has no open positions.

**2. Fire & Life Safety: Division Chief Joe Mullens, Capt. Todd Spitzer, Lt. Tyler Jessup, Fire and Life Safety Specialist Fiona Albertson, and Assistant Fire Marshal Brent Powell, Part-Time Assistant Marshal Cameron Delawder, and Fire and Life Safety Technician Ryan Pettit**

- A. Plan Review
  - 1. Total Number of Plans Reviewed – 54
  - 2. Community Development Fees Generated for Fire/Rescue - \$3,051.57
- B. Inspections
  - 1. Total Number of Inspections – 90
  - 2. Inspection Fees Generated - \$62.50
- C. Operational Permits Issued
  - 1. Operational Permits Issued -116
  - 2. Permit Fees Generated – \$160.00
- D. Incident Responses and Disposition
  - 1. Fire Marshal’s Office Total Incident Responses - 16
  - 2. Structure Fires - 5
  - 3. Vehicle Fires - 1
  - 4. Brush/Grass/Woods Fires - 2
  - 5. Open Burning -5
  - 6. Fire Lane Warnings - 0
  - 7. Fire Lane Tickets - 0
  - 8. On Going Investigations - 0
  - 9. Number of Open-Air Burning Notice of Violations Issued – 1
  - 10. Number of Court Summons Issued – 0
  - 11. Number of Arrest Warrants Obtained – 0

- E. Public Education
  - 1. Prevention Programs
    - a. Alarms Installed
      - i. Smoke Alarms Installed – 28
      - ii. Batteries Replaced - 28
      - iii. CO Alarms Installed – 3
      - iv. Hearing Impaired Smoke Alarms Installed – 2
    - b. Home Safety Visits – 17
    - c. Social Media Posts – 40
    - d. Fire Extinguisher Presentations – 1
      - i. Number of Participants – 20
    - e. School Program Presentations - 68
      - i. Number of Participants – 399
    - f. Presentation of Education Materials Events – 3
      - i. Number of Participants – 84

**3. Training Division: Division Chief Dustin Gladwell, Capt. Dennis Albertson, Lt. Chris Thompson, Laura Clark, and Lt. Stephanie Brown**

- A. Continued Education Training Provided
  - 1. Monthly EMS Training of TS
  - 2. Airway Training
- B. Certification Training Provided
  - 1. Recruit Training
    - a. Number of Participants - 24
    - b. Number of Instructional Hours – 1536
  - 2. MTC EMT Class
    - a. Number of Participants – 9
    - b. Number of Instructional Hours – 14
  - 3. MTC Firefighting Class
    - a. Number of Participants – 18
    - b. Number of Instructional Hours – 63
  - 4. Recruit Class 13 – Firefighter I
    - a. Number of Participants – 24
    - b. Number of Instruction Hours – 93.5
  - 5. Recruit Class 13 – Flashover
    - a. Number of Participants – 24
    - b. Number of Instruction Hours – 8
  - 6. Recruit Class 13 - Firefighter I Burn
    - a. Number of Participants – 24
    - b. Number of Instruction Hours – 8

- C. Meetings and Trainings Attended
  - 1. September EMS Online Training – Pediatric Ingestions
  - 2. Monthly Intubations
  - 3. Drager Burn Building Meeting
  - 4. Captain’s Meeting
  - 5. Phone Meeting with VDH regarding Local Protocols
  - 6. Staff Meeting
  - 7. Met with Lori Mongold and Ian Bennett
  - 8. TSAC 2
  - 9. Regional School Planning Meeting with VDFP
  - 10. MTC Staff Meetings
  - 11. Classroom Management Course through JMU
  - 12. MTC Class Prep work for Class
  - 13. Andy Fredricks Training Days
  - 14. Boat Operator Course
  - 15. Camp LIT Recap Meeting
  - 16. NFFF Advocate Zoom Meeting
  - 17. CSEMS Modification Guide Update
  - 18. OSHA Training
  - 19. Tactical Strength and Conditioning
- D. Other Activities
  - 1. VDFP Closure Course
  - 2. Payroll Review
  - 3. Recruit 13 Admin Tasks
  - 4. Prepare for Regional School
  - 5. Scheduling with HFD
  - 6. Recruit Station Scheduling
  - 7. Set up Classroom for Instructor II
  - 8. Physicals for Training Staff
  - 9. Review Prep for 2 Recruits needing Extra Help with EMT
  - 10. Scheduled First Aid, CPR and Stop the Bleed Training for MTC Criminal Justice Class
  - 11. EMT-A Evaluation for Employee
  - 12. Prepped paperwork for Flashover and Firefighter I Burn
  - 13. Scheduled Precepting Shifts for Students
  - 14. Updated December Infection Control Training

4. Call Report for September 2025

**Consolidated Call Report**  
**Rockingham County**  
**September 2025**

<u>Agency</u>	<u>Monthly Calls</u>	<u>% of Monthly Calls</u>	<u>Year To Date Calls</u>	<u>% of Year To Date Calls</u>
<b><u>Fire</u></b>				
<u>Bernton</u>	<u>13</u>	<u>0.46%</u>	<u>121</u>	<u>0.49%</u>
<u>Bridgewater</u>	<u>107</u>	<u>3.78%</u>	<u>810</u>	<u>3.30%</u>
<u>Broadway</u>	<u>71</u>	<u>2.51%</u>	<u>548</u>	<u>2.23%</u>
<u>Clover Hill</u>	<u>29</u>	<u>1.03%</u>	<u>280</u>	<u>1.14%</u>
<u>Elkton</u>	<u>86</u>	<u>3.04%</u>	<u>594</u>	<u>2.42%</u>
<u>Grottoes</u>	<u>38</u>	<u>1.34%</u>	<u>371</u>	<u>1.51%</u>
<u>Hose Company #4</u>	<u>4</u>	<u>0.14%</u>	<u>56</u>	<u>0.23%</u>
<u>McGaheysville</u>	<u>62</u>	<u>2.19%</u>	<u>554</u>	<u>2.26%</u>
<u>New Market</u>	<u>14</u>	<u>0.50%</u>	<u>108</u>	<u>0.44%</u>
<u>Rockingham County</u>	<u>89</u>	<u>3.15%</u>	<u>799</u>	<u>3.25%</u>
<u>Shenandoah</u>	<u>7</u>	<u>0.25%</u>	<u>82</u>	<u>0.33%</u>
<u>Singers Glen</u>	<u>22</u>	<u>0.78%</u>	<u>200</u>	<u>0.81%</u>
<u>Station 10</u>	<u>66</u>	<u>2.33%</u>	<u>508</u>	<u>2.07%</u>
<u>Station 41</u>	<u>95</u>	<u>3.36%</u>	<u>843</u>	<u>3.43%</u>
<u>Timberville</u>	<u>26</u>	<u>0.92%</u>	<u>278</u>	<u>1.13%</u>
<u>Weyers Cave</u>	<u>14</u>	<u>0.50%</u>	<u>124</u>	<u>0.50%</u>
<b><u>Rescue</u></b>				
<u>Bernton</u>	<u>13</u>	<u>0.46%</u>	<u>113</u>	<u>0.46%</u>
<u>Bridgewater</u>	<u>177</u>	<u>6.26%</u>	<u>1515</u>	<u>6.17%</u>
<u>Broadway</u>	<u>286</u>	<u>10.12%</u>	<u>2358</u>	<u>9.60%</u>
<u>Clover Hill</u>	<u>86</u>	<u>3.04%</u>	<u>784</u>	<u>3.19%</u>
<u>Elkton</u>	<u>157</u>	<u>5.55%</u>	<u>1160</u>	<u>4.72%</u>
<u>Grottoes</u>	<u>80</u>	<u>2.83%</u>	<u>933</u>	<u>3.80%</u>
<u>Harrisonburg</u>	<u>893</u>	<u>31.59%</u>	<u>8040</u>	<u>32.73%</u>
<u>McGaheysville</u>	<u>145</u>	<u>5.13%</u>	<u>1316</u>	<u>5.36%</u>
<u>New Market</u>	<u>25</u>	<u>0.88%</u>	<u>214</u>	<u>0.87%</u>
<u>Shenandoah</u>	<u>13</u>	<u>0.46%</u>	<u>99</u>	<u>0.40%</u>
<u>Singers Glen</u>	<u>18</u>	<u>0.64%</u>	<u>161</u>	<u>0.66%</u>
<u>Station 10</u>	<u>144</u>	<u>5.09%</u>	<u>1174</u>	<u>4.78%</u>
<u>Weyers Cave</u>	<u>47</u>	<u>1.66%</u>	<u>421</u>	<u>1.71%</u>
<b><u>Total</u></b>	<b><u>2827</u></b>	<b><u>100.00%</u></b>	<b><u>24564</u></b>	<b><u>100.00%</u></b>

Respectfully Submitted by:

Chief Jeremy Holloway



**August 2025 STAFF REPORT  
October 3, 2025**

**Agenda Item#**

**Staff & Title**

Kirby Dean- Director of Parks & Recreation	Marco Knorr- Deputy Director
Denise Dean- Administrative Assistant	Taylor May- social media & Rec. Coordinator
John Marshall-Turf & Park Grounds Supervisor	Tucker Thigpen- Outdoor Athletics & Facilities
Kevin Jones- Indoor Athletics & Facilities	Andrew Kipps- Recreation Programmer
Riley Kingsley- Park Coordinator	John Dofflemyer- Park Maintenance Tech
Sherrill Wright-Park Grounds	Wyn Coleman- Athletic Tech

Parks and Rec Athletic Staff  
Work Summary – September 2025

**Park Staff:**

- Equipment Maintenance
- Trash removal throughout Park
- Minor Landscaping
  - Pruning, Weed removal
- Manage Irrigation for athletic Fields
- Verticutting of Athletic Fields
  - Removal of access materials
- Irrigation of Plants & Green Spaces
- Application of Fertilizer on athletic Fields
- Mowing:
  - Athletic Fields
  - Green Spaces
- Daily Grooming of Baseball/Softball Fields
- Baseball/Softball Tournament Set-up & teardown
- Setting up new Park Machinery
  - Pro Gator
  - Turf Collection System

**Recreation Staff:**

Administration of Athletic Programs etc.:

- Coed Fall Flag Football League
  - 269 Participants
- High School Basketball Jamboree (Girls)
  - 6 Teams
  - Set-up/Tear Down
  - Event Assist
- Tackle Football Season Admin
  - 225 Participants

- Cheerleading
  - 248 Participants
  - End of Season Cheer Exhibitions 9/28 (at SHS) & 10/26 (at RRC)
- Men's Softball League
- Planning for Fall/Winter Rec Basketball Season
- Administration of Women's Volleyball League (Fall)

### **Rockingham Park at the Crossroads**

Estimated Visitors:

- September: 12,700 (estimated)

#### **Activities:**

- 2 Travel Baseball Tournaments
- Travel Baseball/Softball Team Practices
- Keezletown Little League Fall Clinics
- September Shelter reservations –

### **Rockingham Recreation Center**

Estimated Visitors:

- September: 2400 (est)
- Year to date: 21,400 (est)
- Totals Visits since opening: 47,500 (est)

Recreation Center Income (Classes, Programming & Rentals):

- September: \$24,099.00
- FY (July 1) to Date: \$51,761.95
- Since Opening: \$121,037.95

Daily use/rentals:

- Redeemer Classical School VB
- Individuals
- Teams
- High School Basketball Jamboree
- Open Gym
  - Pickleball
  - Basketball
  - Volleyball
  - Ping Pong
  - Walking
- Senior Classes & Programming
  - Bingo
  - Fitness Classes
  - General Education Classes
  - Snapology Classes
  - Private Classroom Use
- RCPR Use
  - Staff & Coaches Meetings

### **Day Trips**

- Hollywood Casino
- Air Show
- Sight & Sound
- VA Beach
- Baseball Games
- WNBA Games

### **Programs & Special Events**

- Family Bingo
- Family Trivia
- Toddler Open Gym
- Senior Bingo
- Senior Wellness Day
- Snapology Classes
- Church Security

### **Employee Engagement** (Denise & Taylor)

- Working on Soup Day Event

### **Community Center Rentals**

- Bergton Community Center-6
- PDCC paid rentals-57
- PDCC non-paying rentals-31

### **Recreation Department Emphasized Items of Interest:**

1. RCPR will host its second varsity basketball jamboree at the Rec Center on Saturday October 4. Teams from across the state will be in attendance. Battlefield, Osbourn, Liberty Bealeton, and Garfield from Northern Virginia. North Cross, Hidden Valley, and Northside from the Roanoke Valley. Monticello, Nelson County, and Culpeper from the Charlottesville area. Spotswood, Page County, Rocktown, Turner Ashby, and HHBA (homeschool) from the Shenandoah Valley will round out the field.
2. The playground upgrade at Rockingham Park has been completed. Four new pieces of inclusive equipment were added as well as an additional zip line. The reaction and usage from the public has been overwhelming in a positive way. Plans to recognize the Rotaries involved to be released soon.
3. Girl's basketball season is underway with 230 girls in grades 1-6 participating.
4. Reservations for track meets (for the 2025-26 indoor season) are underway with approximately 10 meets already on the Calander. This includes events hosted by:
  - Bridgewater College (2)
  - Three High School Regional Meets, 3C, 4D, 2B & 1B
  - The Virginia Track Coaches Association
  - Valley District Championships
  - East Rockingham High School
  - Local High School meets (4)
5. Plans are moving forward for RCPR to host our own high school track meet this coming Winter (January 17, 2026). The meet will be named "The Ed Long High School Invitational".

### **Potential Action Items for BOS consideration:**

None currently

**Court Services Unit  
Staff Report October 8, 2025**

**Staff - Director**

Deputy Director	Administrative Assistant
Pretrial Officer (Supervisor, four full time)	Drug Court Coordinator - vacant
Pretrial Evaluator	
Probation Officer (three full-time/one part-time)	

**Probation** – some numbers have not been updated due to data issues with software upgrade with DCJS  
Total number of placements as of September 30, 2025, for FY26 – placements  
Closed Cases FY26 – Number of Offenders – 187  
Probation supervision provides sentencing alternatives to the judiciary and supervise offenders through intermediate sanctions consistent with the community’s views. The Program will hold the offender accountable to the community for his/her criminal behavior through performance of community service work, substance abuse screening, assessment, testing and treatment, or any other special condition as ordered by the court.

**Pretrial** – some numbers have not been updated due to data issues with software upgrade with DCJS  
Total number of placements as of September 30, 2025, for FY26–  
Total number of screenings –  
Closed Cases - Number of Defendants - 303  
Pretrial services agencies provide information and investigative services to judicial officers to help them decide whether persons charged with certain offenses and awaiting trial need to be held in jail or can be released to their communities subject to supervision. Pretrial is an alternative to incarceration. Virginia pretrial agencies currently use an objective and research-based risk assessment (VPRIA) to assess risk of flight and danger to the community posed by pretrial defendants.

**Electronic Monitoring FY26** as of September 30, 2025  
GPS – 15 participants, TAD/Sober Link – 6 participants

**Day Reporting/Residential Program** – Total Participants as of September 30, 2025 – 8

**Rockingham-Harrisonburg Adult Drug Court Participants** as September 30, 2025 - 51

**Rockingham-Harrisonburg CRT Mobile Crisis Team** FY26 as of September 30, 2025, there have been 71 new consumer contacts in our community.

**Work Program – Litter Control Program**

As of September 30, 2025, for FY26, a total of 219 bags of trash collected. 42N, 33E.

**Crisis Intervention Team - Next Training September 2025**

Total number of trained personnel from Rockingham County Sheriff’s Office/Jail -198, Harrisonburg Police Department- 131, James Madison University Police Department – 67, Timberville Police Department - 8, Broadway Police Department - 10, Bridgewater Police Department – 16, Dayton – 7, Elkton Police Department – 5, Grottoes Police Department – 7, Virginia State Police - 16, EMU Public Safety – 1, Bridgewater College PD – 2, Norfolk Police Department- 3, Magistrates 3, Community Services Board – 14, Rockingham-Harrisonburg Court Services Unit – 7 (1), Emergency Communications Center – 87, Rockingham County Fire & Rescue 3, Harrisonburg Fire Department – 12, State Probation and Parole – 18 Federal Probation –1, Sentara RMH – 1, USDA Forest Service – 2, VDOC Augusta Correctional Center – 3,SS-2 , National Park Service-Shenandoah- 13, CCAP DOC – 2, Other -Alleghany County 2

## RESOLUTION

The Massanutten Water and Sewer Authority, pursuant to Virginia Code Section 15.2-5136 (G), hereby sets forth the preliminary schedule of rates, fees and charges as follows:

Owner Deposit: \$50 Water Only, \$50 Sewer Only, \$100 for Both  
 Renter Deposit: \$75 Water Only, \$75 Sewer Only, \$150 Both

Water and Wastewater	Proposed Base Rate
5/8"	18.00
3/4"	35.00
1"	55.00
1.5"	100.00
2"	150.00
3"	275.00
4"	450.00
6"	890.00
8"	1,415.00
10"	2,030.00

Proposed Per 1,000 Rate	
WaterPark	0.0060
Residential Water	0.0180
Residential Wastewater	0.0200
Commercial Water	0.0120
Commercial Wastewater	0.0140
Hospitality Water	0.0120
Hospitality Wastewater	0.0140

Connection Fees	Water	Wastewater	GPM	Max Eq Connections
3/4"	\$3,750	\$6,750	20	1
5/8"	\$3,750	\$6,750	20	1
1"	\$9,360	\$16,840	50	4
1.5"	\$18,750	\$33,750	100	10
2"	\$30,000	\$54,000	160	30
3"	\$60,000	\$108,000	300	75
4"	\$96,500	\$168,500	500	200
6"	\$187,000	\$337,000	1,000	600
8"	\$282,000	\$508,000	1,500	1,200
10"	\$468,000	\$842,000	2,500	3,000

Water and Sewer bills are due on the 1st of each month, or a 1% interest will be incurred.

The Massanutten Water and Sewer Authority shall hold a public hearing on November 3, 2025, at 6:00 p.m., on the preliminary rates set forth above. Staff shall prepare the proper notices for such hearing and ensure that the notices are given by two publications, at least six (6) days

apart, in the *Daily News Record*, a newspaper having a general circulation in the area to be served by the Massanutten Water and Sewer Authority.

By order of the Massanutten Water and Sewer Authority on this 8<sup>th</sup> day of October 2025.

Given under our hand this eighth day of October  
in the year two thousand twenty-five, A.D.

Joel Hensley  
Board Member, Chairman

Dewey Ritchie  
Board Member

Sallie Wolfe-Garrison  
Board Member

Rick L. Chandler  
Board Member

Leila Longcor  
Board Member

Attest:

Casey Armstrong  
County Administrator, authorized to act on  
behalf of the Massanutten Water and Sewer Authority

August 27, 2025

A Meeting of the Board of Directors of the Massanutten Water and Sewer Authority was held at 6:24 p.m. on Wednesday, August 27, 2025, at the Rockingham County Administration Center, Harrisonburg, Virginia.

Present:

DEWEY L. RITCHIE, Election District #1  
SALLIE WOLFE-GARRISON, Election District #2  
RICK L. CHANDLER, Election District #3  
LEILA C. LONGCOR, Election District #4  
JOEL L. HENSLEY, Election District #5

Also present:

CASEY B. ARMSTRONG, County Administrator  
THOMAS H. MILLER, JR., County Attorney  
PATRICIA D. DAVIDSON, Deputy County Administrator  
ALLISON ACERO, Deputy Clerk

oooooOooooo

**CALL TO ORDER.**

Chairman Hensley called the meeting to order at 6:24 p.m.

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**APPROVAL OF MINUTES.**

On motion by Supervisor Longcor, seconded by Supervisor Ritchie, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE; LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board approved the minutes of the meeting held on May 14, 2025.

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**CONSIDERATION – RESOLUTION TO DECLARE AN INTENT TO REIMBURSE – MASSANUTTE WATER AND WASTEWATER SYSTEM.**

On motion by Supervisor Ritchie, seconded by Supervisor Chandler, and carried by a roll call vote of 5 to 0, voting recorded as follows: CHANDLER – AYE; HENSLEY – AYE;

LONGCOR – AYE; RITCHIE – AYE; WOLFE-GARRISON – AYE; the Board adopted the following resolution:

**RESOLUTION TO DECLARE AN INTENT TO REIMBURSE  
(Massanutten Water and Wastewater System)**

**WHEREAS**, the County of Rockingham, Virginia (the "County") is a political subdivision duly created and validly existing under the laws of the Commonwealth of Virginia; and

**WHEREAS**, the County has determined that it is essential to finance all or any portion of the costs to (a) acquire, construct, reconstruct, and equip a water and wastewater system in the Massanutten area, and (b) pay costs of issuance in connection with any financing(s) of such undertakings (collectively, the "Project"); and

**WHEREAS**, the County reasonably anticipates to obtain long-term financing for all or any portion of the costs of the Project through the County's participation in the pooled bond program offered from time to time by Virginia Resources Authority ("VRA") or tax-exempt financing(s) from any other lender, as may be necessary or convenient, in one or more financings (the "Obligations"), and accordingly, the County shall comply with the provisions of the Internal Revenue Code of 1986, as amended, so that interest on any bonds or notes issued by the County, or VRA on behalf of the County, proceeds of which are used to fund a loan to the County, will remain excludible from gross income for federal income tax purposes in accordance with law; and

**WHEREAS**, the County now desires to declare its intent to use all or any portion of the proceeds of one or more Obligations to be issued, in one or more series, to reimburse certain expenditures in connection with the Project, among other things, all as required by federal tax laws, including Treasury Regulations § 1.150-2 in the Internal Revenue Code of 1986, as amended, all as further described below.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY, as follows:**

I. The Board of Supervisors of the County (the "Board") hereby declares its intent and reasonable expectations for the County to reimburse itself for costs and expenses relating to the Project with a portion of the proceeds of one or more Obligations. Accordingly, this Resolution shall constitute a declaration of "official intent" under Treasury Regulations § 1.150-2, and the County may be reimbursed, if and when any Obligations shall be issued by the County, to the extent permitted by law.

2. It is to be understood that such prior expenditures by the County in connection with the Project will constitute capital expenditures (or would do so with a proper election under general federal income tax principles) or will otherwise comply with the requirements of Treasury Regulations § 1.150-2(d)(3).

3. The County has paid or caused to be paid, beginning no earlier than sixty (60) days prior to adoption and effective date of this Resolution, and will pay or cause to be paid, on and after such effective date of this Resolution, certain expenditures (the "Expenditures") in connection with the Project. Further, it has been determined that those moneys previously advanced no earlier than sixty (60) days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures related to the Project are available only for a temporary period and it is necessary to reimburse the County for the Expenditures from the proceeds of one or more issues of Obligations. Accordingly, the Board hereby declares its intent to reimburse the County with the proceeds of the Obligations for the Expenditures with respect to the Project made no earlier than sixty (60) days prior to the adoption of this Resolution. The County reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Obligations.

4. The County will make, or cause to be made, a reimbursement allocation, which is a written allocation that evidences the use of proceeds thereof to reimburse the Expenditures, no later than eighteen (18) months after the later of the date on which each Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which each Expenditure is paid. This declaration of intent to reimburse, as required by federal tax laws, shall take effect immediately.

5. The maximum principal amount of Obligations expected to be issued or incurred by the County for the Project is reasonably anticipated to be approximately \$31,000,000.

6. No Obligations shall be issued, sold, or awarded by the County unless and until the Board adopts an appropriate authorizing resolution and takes all other such further acts as may be required by law, in order for the County to issue any Obligations in connection with the Project.

ADOPTED: August 27, 2025

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**ADJOURN.**

Chairman Hensley declared the meeting adjourned at 6:27 p.m.

\_\_\_\_\_,  
Chairman



### Special Use Permit Case Report: SUP25-1036

<b>Applicant</b>	Tracy Moats
<b>Address</b>	9918 Jacksons Way, Port Republic, VA
<b>Comprehensive Plan</b>	Agricultural Reserve
<b>Tax Map #</b>	152-A-95A
<b>Present Zoning</b>	A-2 - General Agricultural District
<b>Requested Use</b>	Daycare
<b>Acreage in Parcel</b>	7.810
<b>Acres in Request</b>	0.060
<b>Election District</b>	5
<b>Board of Supervisors</b>	Scheduled for October 8, 2025

# General Information

## Overview and Background

Since 2016, the applicant has operated a state-licensed daycare at her residence. This request for a Special Use Permit is intended to bring the existing use into compliance. If approved, the applicant proposes to connect the existing garage to the residence to expand the space available for the daycare.

## Staff and Agency Analysis

### Building Services

If the Special Use Permit request is approved, building plans must be submitted and approved before construction can begin. Nancy Hunter of the Department of Education has determined that, once the detached garage is connected to the primary dwelling, the facility will meet the Virginia Department of Education's definition of a "Family Day Home" and may then be used as intended.

### Engineering

The proposed project will not require a minor site plan given the scope of improvements to be made. Should development plans or location change, please contact the County Engineer (Ross Morland – [rmorland@rockinghamcounty.gov](mailto:rmorland@rockinghamcounty.gov)) to review for compliance and approval prior to construction.

### Fire & Rescue

This permit request is located within the Grottoes Volunteer Fire Department and the Grottoes Volunteer Rescue Squad's respective response areas. The Fire Marshal's Office has no concerns with the request.

### Planning

The property is designated Agricultural Reserve in the Comprehensive Plan. Agricultural Reserve is planned for agricultural uses and uses that support agriculture as a viable way of life and economic enterprise.

### Virginia Department of Transportation (VDOT)

The existing entrance is adequate for the proposed use, and no improvements are necessary. VDOT reserves the right to evaluate the entrance to require additional modifications as warranted by the site-specific conditions if future uses change the trip generations, safety, or maintenance level of the existing entrance.

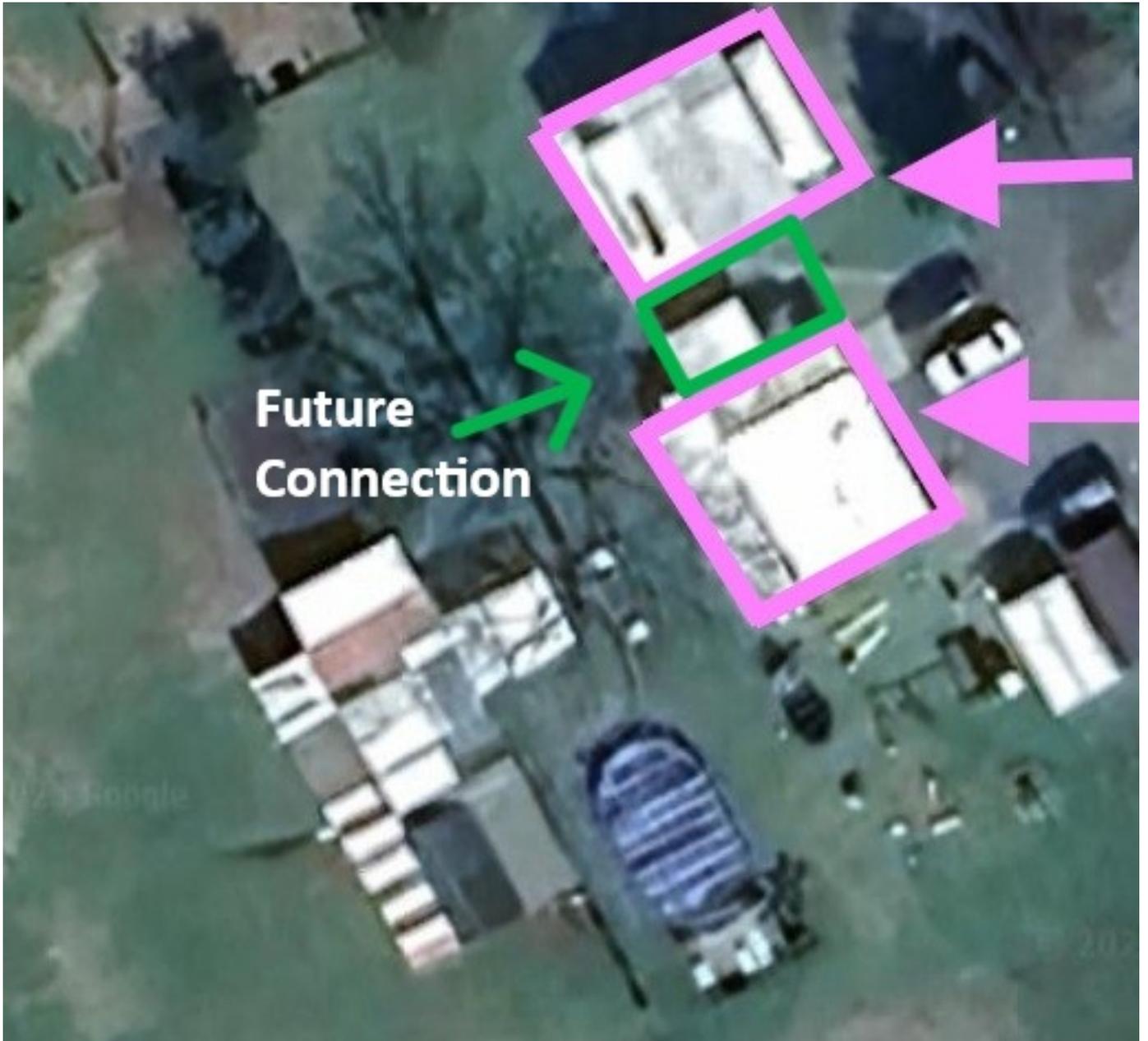
### Virginia Department of Health Environmental (VDH)

Health department permit records reflect a three-bedroom (450 gallons per day) sewage disposal system that was approved in 2001. The applicant will need to work with a professional engineer to determine whether combined sewage flows generated by their use of the residence and the proposed daycare operation can be accommodated by the existing sewage disposal system. Any proposed changes or modifications to the existing system, or proposal to approve a new system, will require health department review and permitting.

If the applicant prepares and serves food at the daycare, a health department food establishment permit will be required. The applicant would need to file a plan review application and a food service permit application with the local health department. Preparing and serving food at the daycare would likely require a separate kitchen (see 12VAC5-421-2990 and 12VAC5-421-3000 from the Food Regulations below) and could require modification/expansion of the existing sewage disposal system or installation of a new sewage disposal system.

*12VAC5-421-2990: Private homes and living or sleeping quarters, use prohibition. A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters shall not be used for conducting food establishment operations.*

*12VAC5-421-3000: Living or sleeping quarters, separation. Living or sleeping quarters located on the premises of a food establishment such as those provided for lodging registration clerks or resident managers shall be separated from rooms and areas used for food establishment operations by complete partitioning and solid self-closing doors. Statutory Authority §§ 35.1-11 and 35.1-14 of the Code of Virginia: A private well cannot be used to serve 25 or more persons 60 days or more a year. If usage is less than 25 or more persons 60 days or more a year a private well could be used. If a private well is used for a permitted food establishment it would need to be tested annually for bacteria and nitrate.*



**Future  
Connection**

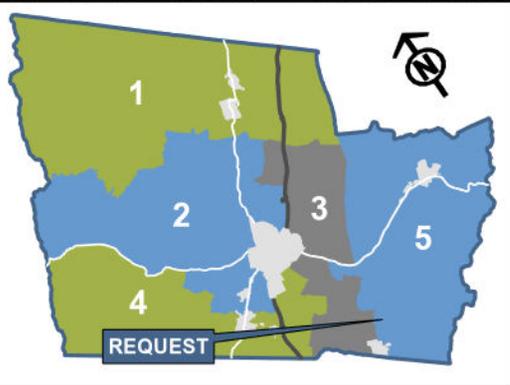
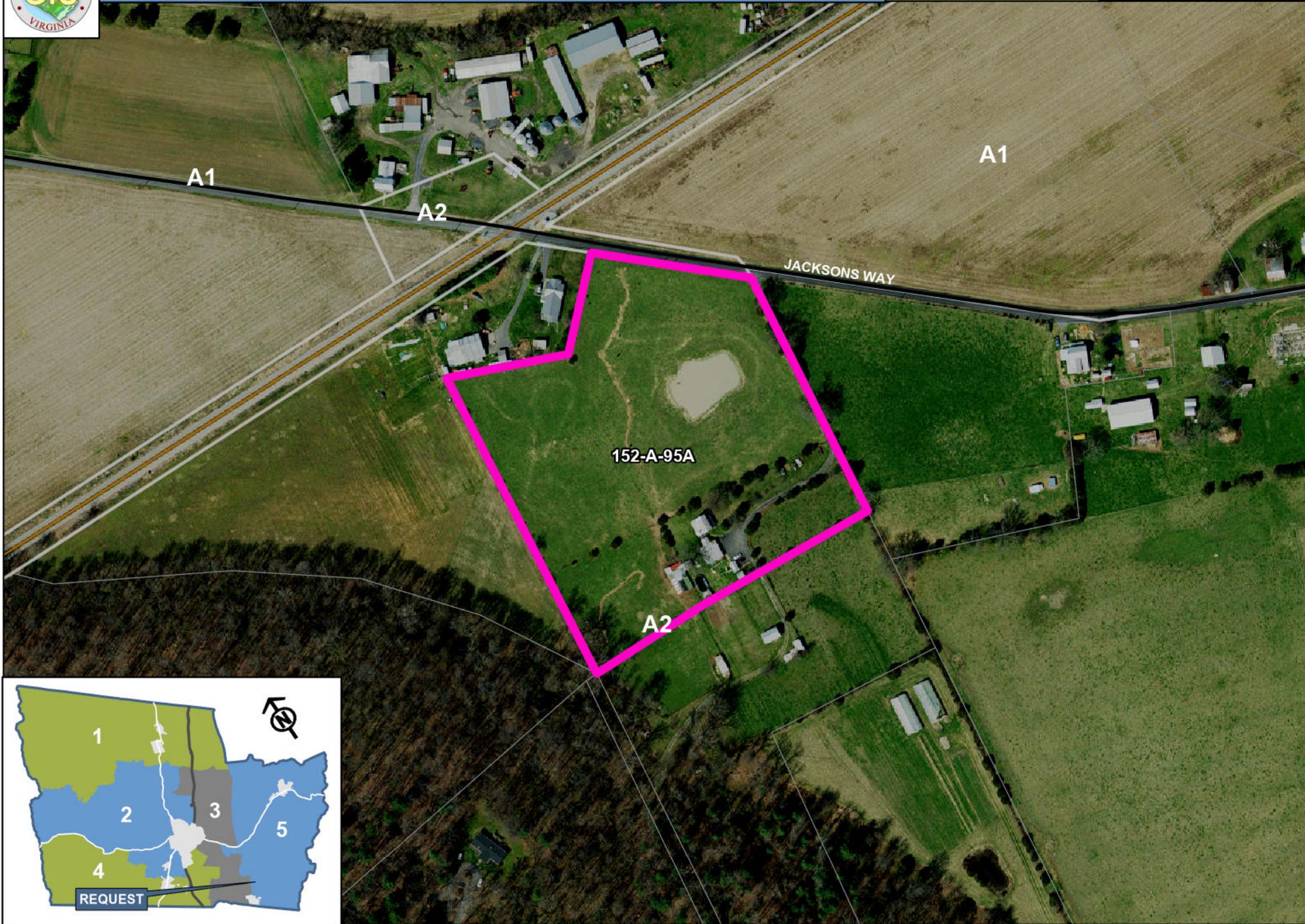
U2's Google



# Tracy Moats Special Use Permit Request



SUP#25-1036



## Department of Community Development



### Special Use Permit Case Report: SUP25-1117

<b>Applicant</b>	Melissa Sager
<b>Address</b>	5525 Cross Keys Road, Mount Crawford, VA 22841
<b>Comprehensive Plan</b>	Agricultural Reserve
<b>Tax Map #</b>	151-A-9C
<b>Present Zoning</b>	A-2 - General Agricultural District
<b>Requested Use</b>	Additional Dwelling
<b>Acreage in Parcel</b>	38.414
<b>Acres in Request</b>	0.50
<b>Election District</b>	3
<b>Board of Supervisors Public Hearing</b>	Scheduled for Wednesday, October 8, 2025

## **General Information**

### Overview and Background

The applicant is requesting a special use permit for an additional dwelling. They intend to live in the proposed single-family manufactured home and continue the family farming operation.

## **Staff and Agency Analysis**

### Building Services

If the special use permit request is approved, building plans for the project must be submitted for review and approval prior to construction.

### Engineering

Engineering has no comments at this time.

### Fire & Rescue

This request is located within the Weyers Cave Volunteer Fire Department and the Augusta County Fire and Rescue Weyers Cave station response area within Rockingham County. The Fire Marshal's Office has no concerns with the request.

### Planning

The parcel is designated as Agricultural Reserve in the Comprehensive Plan. Agricultural Reserve is planned for agricultural uses and uses that support agriculture as a viable way of life and economic enterprise.

### Public Works

County water and sewer are not available in this area.

### Virginia Department of Transportation (VDOT)

VDOT has no issues with the special use permit request. There is to be no new entrance to the parcel. The additional dwelling is to use the existing entrance to the parcel as a shared entrance.

### Virginia Department of Health Environmental (VDH)

Health department approval of the proposed sewage disposal system and private well are required prior to use. A health department construction permit was issued on 05/28/2024.



CROSS

5527

9C

Proposed Driveway

Collins Branch

10B

5745

Proposed Manufactured Home

9E

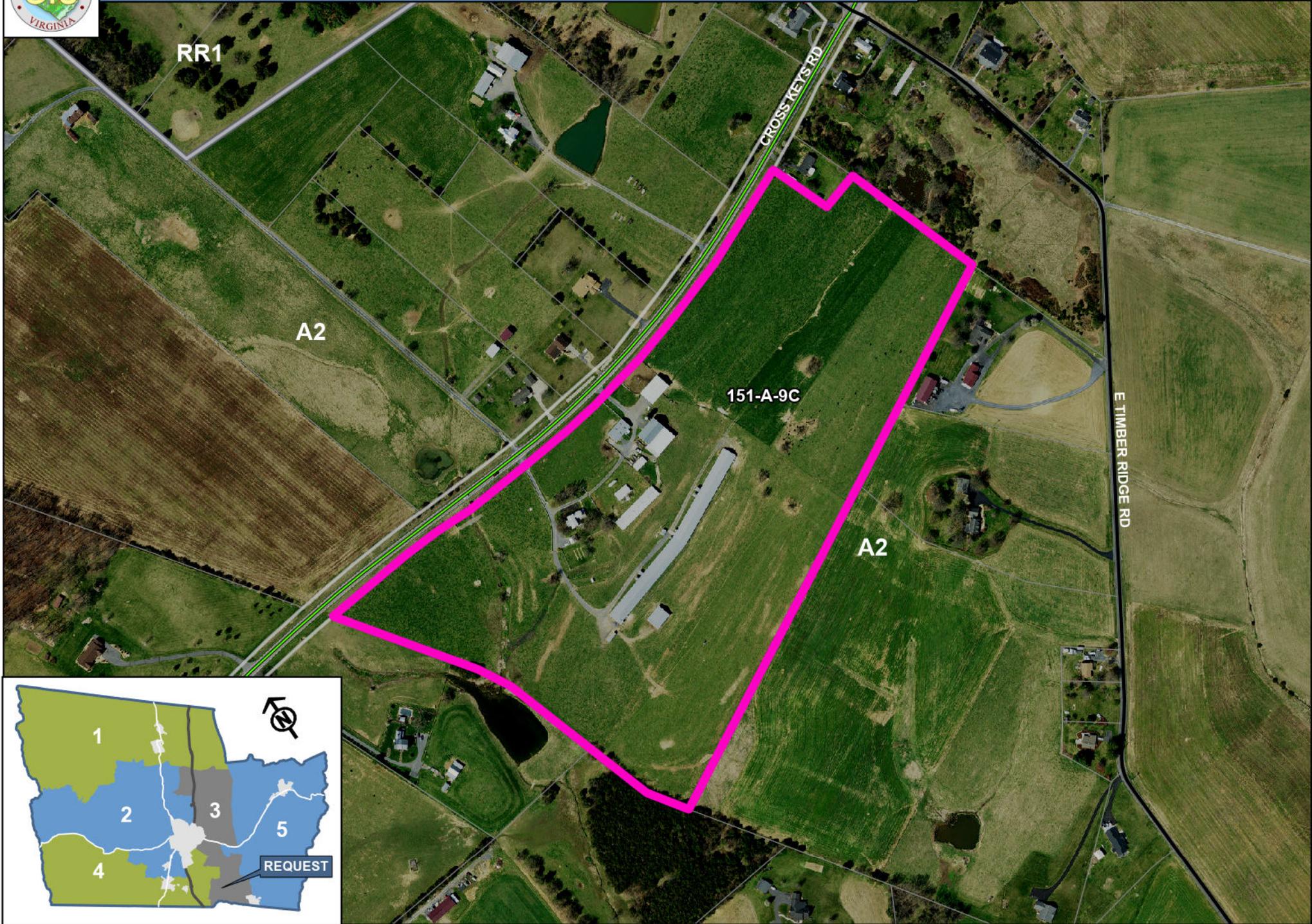
10C



# Melissa Sager Special Use Permit Request



SUP#25-1117



## Department of Community Development



### Special Use Permit Case Report: SUP25-1123

<b>Applicant</b>	JG Pallets LLC
<b>Address</b>	1838 Buffalo Drive, Harrisonburg, VA 22802
<b>Comprehensive Plan</b>	Agricultural Reserve
<b>Tax Map #</b>	95-A-67A
<b>Present Zoning</b>	A-2 - General Agricultural District
<b>Requested Use</b>	Like use to a Woodworking Shop
<b>Acreage in Parcel</b>	17
<b>Acres in Request</b>	0.2
<b>Election District</b>	3
<b>Board of Supervisors Public Hearing</b>	Scheduled for Wednesday, October 8, 2025

## General Information

### Overview and Background

The applicant currently owns JG Pallets LLC. They intend to purchase the subject property and operate the pallet business within a 2,500 square foot section of an existing unused 30,000 square foot poultry house. The applicant intends to be the only employee and expects an average of one semi-trailer load of pallets to be distributed from the property weekly.

There is a manufactured home located on the property that is currently rented. The applicant does not intend to live in that home and, therefore, would be unable to utilize the restroom facilities for the business.

## Staff and Agency Analysis

### Building Services

If the special use permit request is approved, detailed building plans showing the portion of existing building to be utilized for woodworking operation will be required. These plans will be required to be prepared by a registered design professional (architect / engineer). Special use permit or site plan approval does not constitute a building permit approval or issuance.

### Engineering

If the special use permit request is approved, the proposed project will require a minor (possibly a fully engineered) site plan to be submitted for review and approval prior to issuance of building permits. Please contact the County Engineer (Ross Morland – [rmorland@rockinghamcountyva.gov](mailto:rmorland@rockinghamcountyva.gov)) to discuss further.

### Fire & Rescue

This request is located within the North Valley Pike Emergency Response Station's response area. The closest water source for firefighting is 0.8 mile away at the intersection of Buffalo Drive and Old Furnace Road. The Fire Marshal's Office has no concerns with the proposed use.

### Planning

The property is designated as Agricultural Reserve in the Comprehensive Plan. Agricultural Reserve is planned for agricultural uses and uses that support agriculture as a viable way of life and economic enterprise.

### Public Works

County water and sewer is not available at this location. Public Works has no comment at this time.

### Virginia Department of Transportation (VDOT)

- 1) The existing entrance to the property is adequate for the proposed use.
- 2) There are no improvements to the entrance that are required at this time.
- 3) Should the use/safety of the entrance change in the future, VDOT reserves the right to require additional improvements to the entrance at that time.

### Virginia Department of Health Environmental (VDH)

If the applicant intends to live in the home on the property the existing septic system serving the home can be used, but there could be no outside the home employees or customer usage without justification and/or modification to the system (which would require a VDH permit).

If the applicant intends to operate a business at the property but does not live in the home, then the applicant must work with a private sector onsite soil evaluator to design a sewage disposal system to serve the business.

An existing private well cannot be used to serve 25 or more persons 60 days or more a year.

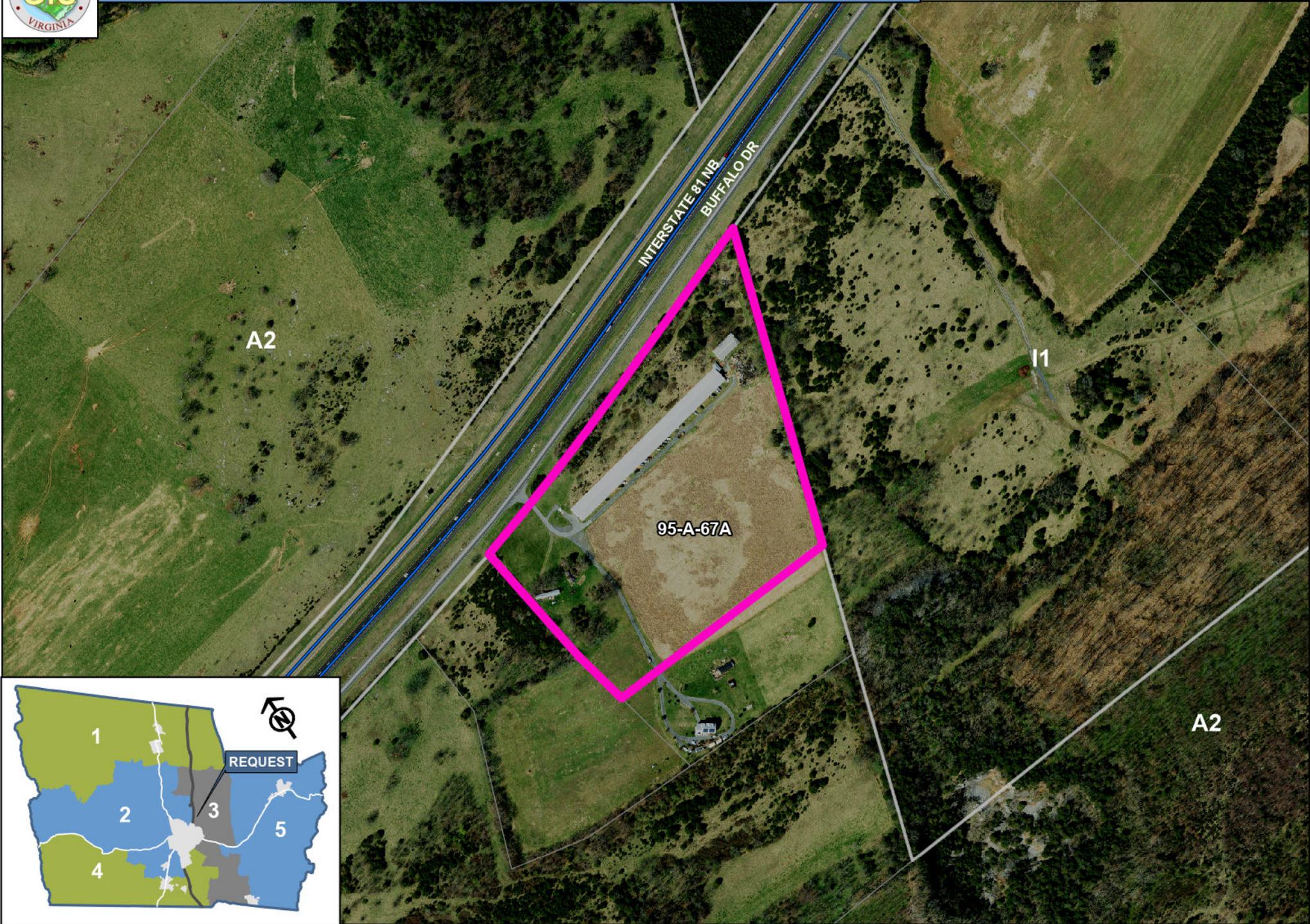
A portable toilet is not an approved waste disposal system for this use. They are normally used in association with a mass gathering, construction site, etc. where temporary facilities are required.



# JG Pallets LLC Special Use Permit Request



SUP#25-1123



A2

INTERSTATE 81 NB  
BUFFALO DR

I1

95-A-67A

A2

