



County of King William, Virginia

**BOARD OF SUPERVISORS  
JOINT WORK SESSION MEETING WITH THE PLANNING COMMISSION AND  
ECONOMIC DEVELOPMENT AUTHORITY - FEBRUARY 14, 2022 - 7:00 PM  
KING WILLIAM COUNTY ADMINISTRATION BUILDING  
KING WILLIAM, VIRGINIA**

**AMENDED AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Review and Adoption of Meeting Agenda**
4. **Joint Work Session w/Planning Commission & Economic Development Authority**
  - a. King William High School Career Technical Education (CTE) Program - Ryllee Lankford, CTE Specialist and Andrew Perego, Assistant Principal
  - b. Comprehensive Plan Update & Land Use Maps - Evie Slone, Hill Studio
5. **Work Session Matters**
  - a. Borrowing Prospects for School Capital Projects - James Sanderson, Davenport & Company
  - b. Sheriff's Department Annual Report - Jeff Walton, Sheriff
  - c. Fire & EMS Department Update - Stacy Reaves, Fire Chief
  - d. Acceptable Use Policy - Travis Wolfe, Systems Engineer
  - e. **Resolution 22-10** - Recognizing and Honoring February 2022 as Black History Month -Percy C. Ashcraft, County Administrator (**Corrected Resolution**)
  - f. Appointment of Supervisor to the Planning Commission - Andrew R. McRoberts, County Attorney
6. **Board of Supervisors' Requests**
7. **Closed Meeting**
  - a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.
  - b. Motion to Reconvene in Open Session

- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

**8. Adjourn or Recess**

NOTES REGARDING AGENDA:

This agenda is tentative only and subject to change by the Board of Supervisors.

There is no Public Comment Period during Work Sessions.

# AGENDA ITEM 5.c.

Fire & EMS Department Update - Stacy Reaves, Fire  
Chief



Stacy Reaves, Fire Chief

## King William Fire & Emergency Services Department Report February 14, 2022

- For information regarding booster vaccines, visit Three Rivers website for regional clinics and registration. <https://www.vdh.virginia.gov/three-rivers/>
- Station One remains closed to the public, personnel still perform screenings when coming on shift, and facemasks are still required when social distancing cannot occur. The building will remain closed to the public and we will continue to stay engaged with the public away from the facility.
- The county masking policy for all county buildings and continued decontamination efforts have proven to help mitigate contamination and spread of COVID-19 among the workforce within the buildings.
- **The Recruits are in their 4<sup>th</sup> week of the EMT Program and all of them are on track to complete the program in good standing and be eligible to test at the National Registry by the Monday following the completion of class.** The application for the Fire Academy package is being processed through VDFP. King and Queen County Fire and EMS is partnering with our class and with regional participation in the EMT program and recruit academy.
- Department leadership is working to develop procedures and tactical guidelines to define goals and expectations for emergency and non-emergency responses to ensure quality of service.
- ESO Fire and EMS reporting is live for all stations. KWFEMS is live with ESO scheduling. The remaining modules will be implemented over the next several weeks.
- The SAFER Grant and AFG applications have been submitted.
- The new ambulance has been delivered and we are in the process of stocking, obtaining tags, and licensing. The projected in-service time is within the next two weeks.
- The engine build has a projected delivery of September.
- Through Virginia Department of Emergency Management, we have been awarded the ability to utilize Olson Consulting to continue work on our Emergency Operation Plan. Meetings will begin this week.
- The EOC is being established at Station 1 and the backup will be in the County Administration building Board Room. Plans for hardware and communications installation are being developed. We will begin meeting with partners to develop a plan for the needed equipment.



Stacy Reaves, Fire Chief

- We are working towards creating a CERT - Citizens Emergency Response Team. Assistant Chief Jones will be the project manager as part of his new assignment. He is already in discussions with larger team managers to develop a work plan.
- For a clearer understanding of the use of resources, the reasoning behind utilizing two engines on a motor vehicle accident is for firefighter, law enforcement, victim, and scene safety, and expediting mitigation of extrication and patient packaging. Most all second due responses are delayed due to distance and unstaffed apparatus. In our county, we have two main roads with speed limits of 55mph and 60mph, both of which have heavy traffic including tractor trailer traffic. We follow FEMA's TIMS (Traffic Incident Management Safety), as do most of our regional partners with interstate and interstate-like roadways. The purpose is to protect the lives of the providers and ensure safety for the victims. We utilize the same approach on our secondary roads to due to high speeds, blind curves, and no shoulder space for safety. The intent is to block the scene from both directions and to allow controlled traffic flow around the incident when possible.

Annual CAD dispatched calls without major refinement of data:

Calendar Year 2021 Calls Dispatched by CAD Report					
	MV FD	KWF E	WC FA	WPV FR	District Totals
Mangohick	225	282	8	11	526
King William	132	913	33	55	1133
Courthouse	13	271	67	27	378
West Point	6	17	8	640	671
Calendar Year 2021 Calls Out of County by CAD Report					
K and Q	2	10		14	26
New Kent				58	58
Caroline					0
Hanover		2			2
Total Calls	378	1495	116	805	2794

Calendar Year 2021 Mutual Aid Received by CAD Report						
	Caroline	Forsyth	Hanover	Life Evac	New Kent	District Totals
Mangohick	6		2			8
King William	2		1		1	4
Courthouse					2	2
West Point		1		2	69	72
Total Calls	8	1	3	2	72	86



Stacy Reaves, Fire Chief

January 2022 Calls based on reports in reporting software:

January 2022 Calls by Report				
	MVFD	KWFE	WPVFR	District Totals
Fire	4	23	25	52
EMS	28	94	40	162
Total Calls	32	117	65	214

Jan 22 KWFE Special Call Type	
	KWFE
Immediate Life Threat Medical	18
MVA	16
Extrication	1
MVA Pedestrian	1
MVA No Injury	9
Cardiac Arrest	7
ROSC	3
Total	55

# AGENDA ITEM 5.d.

Acceptable Use Policy - Travis Wolfe, Systems  
Engineer

# KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

*Reference: (Security Awareness and Information Assurance). A well-protected network enables organizations to easily handle the increasing dependence on the Internet. For an organization to be successful, it needs to integrate information that is secure from all aspects of the organization. The purpose of this policy is to outline the acceptable use of computer equipment within the King William County. These rules are in place to protect the employee and the organization. Inappropriate use exposes the county to risks including attacks, compromise of network systems and services, and legal issues. This policy applies to all employees, contractors, consultants, temporary employees, and other workers requiring access to the King William County network.*

1. **Understanding.** I understand that I have the primary responsibility to safeguard the information contained in the King William County Network (KWCNET) from unauthorized or inadvertent use, modification, disclosure, destruction, and denial of service by following the guidelines set forth in this document.

2. **Access.** Access to this network is for official use and authorized purposes including Personal Essential matters.

2.1 Personal Essential. – Matters involving medical, day care, or other critically essential matters.

3. **Revocability.** Access to the King William County (KWC) Information Systems (IS) resources is a revocable privilege and is subject to content monitoring and security testing.

4. **Information processing.** The KWCNET is the primary IS for county staff, Board of Supervisors (BOS), and committee members. The KWCNET provides communication to state and other local Government organizations. Primarily, this is done via electronic mail and Internet networking protocols such as Web Access, Virtual Private Network, and Terminal Server Access Controller Systems (TSACS).

4.1. The KWCNET and the Internet, for the purpose of this AUP, are synonymous. E-mail and attachments are vulnerable to interception as they traverse the KWCNET and Internet, as well as all inbound/outbound data, external threats (e.g. worms, denial of service, hacker) and internal threats.

4.2. S/MIME Encryption:

4.2.1. Clear text emails must not contain sensitive information. If sensitive information must be communicated using email, the email must be encrypted.

5. **User Minimum-security rules and requirements.** The following minimum-security rules and requirements apply to all KWC computer users.

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- 5.1. I understand personnel are not permitted access to the KWCNET unless they have met the appropriate security requirements outlined in the KWC Information Security Policy (ISP) for accessing the system.
- 5.2. I have reviewed the guidelines outlined in the KWC ISP.
- 5.3. I will protect my logon credentials (passwords or passphrases). Passwords will consist of at least eight (14), nonblank, characters with at least two (2) characters of the following four (4) character types; Special characters, Alphabetical characters, Numerical characters, or Combination of uppercase and lower-case letters.
- 5.4. My network user account is not to be shared with others.
- 5.5. Passwords should be changed at least every six months and should not include easily guessable text such as variations on local sports teams, pet names, spousal/child names, or organization names. Long two part phrases such as Summer!RiverTime\$ are encouraged.
- 5.6. I will lock my computer when I am not in a position where I can physically view the device.
  - Locking the computer may be accomplished by clicking the windows button  + L at the same time.
- 5.7. I will restart the computer when departing for the day.
- 5.8. I will use only authorized hardware and software on the KWC county networks. Freeware and Open-Source software must be approved by IT Director.
- 5.9. To protect the systems against viruses or spamming, I will use virus-checking procedures before uploading or accessing information from any system, diskette, attachment, compact disk, or other storage media.
- 5.10. I will not alter, change, configure, or use operating systems, programs, or IS except as specifically authorized.
- 5.11. I will not introduce executable code (such as, but not limited to, .exe, .com, .vbs, or .bat files) without authorization, nor will I write malicious code.
- 5.12. I will not utilize KWC county provided IS for commercial financial gain, personal or illegal activities.
- 5.13. Maintenance will be performed by authorized personnel only.
- 5.14. Only county provided storage devices should be used. Do not use personal storage devices (ie. personal USB drive).
- 5.15. I will immediately report any suspicious output, files, shortcuts, or system

## KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

problems to the KWC Information Technology Department (ITD) and/or immediate supervisor and cease all activities on the system.

- 5.16. I will address any questions regarding the ISP to the ITD.
- 5.17. I understand that each electronic issued device is the property of King William Co. and is provided to me for official and authorized use.
- 5.18. I understand that monitoring of KWCNET will be conducted for various purposes and information captured during monitoring may be used for possible adverse administrative, disciplinary, or criminal actions. I understand that the following activities are prohibited uses of an KWC IS:
  - 5.18.1. Personal Use of County own laptops, computers unless considered “Personal Essential”.
  - 5.18.2. Unethical use (e.g. Spam, profanity, sexual misconduct, gaming, extortion).
  - 5.18.3. Accessing and showing unauthorized sites (e.g. pornography, streaming videos, E-Bay, chatrooms).
  - 5.18.4. Any use that could cause congestion, delay, degradation, or disruption of service to any of the county’s IS or equipment is unacceptable.
  - 5.18.5. Unauthorized sharing of information that is deemed proprietary or not releasable (e.g. use of keywords, phrases or data identification).
- 5.19. I understand that I may use an KWC IS email for limited personal communications or “personal essential” matters.
- 5.20. KWC provides Guest WiFi for the use of personal devices. Staff is permitted to use personal devices on the Guest WiFi system. Guest Wifi is permitted before or after duty hours, break periods, or lunch time, or as permitted by their supervisor as long as they do not cause an adverse impact on my official duties; are of reasonable duration, and causes no adverse reflection on KWC. Unacceptable use of services or policy violations may be a basis for disciplinary actions and denial of services for any user.
- 5.21. Files that contain Personal Identification Information (PII) shall be encrypted using the Encrypted File System (EFS). Users can view the “How To Encrypt And Decrypt Files Using The Encrypting File System (EFS) On Windows” instructional video at <https://www.youtube.com/watch?v=FihUbybPHhE> or someone from the IDT can assist with this task.
  - 5.21.1. PII is outlined as follows
    - 5.21.1.1. A Virginia resident's first name or first initial and last name in combination with and linked to any one or more of the following data elements, when the data elements are neither encrypted nor redacted:

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Social Security number; driver's license number or state identification card number issued in lieu of a driver's license number; financial account number, or credit card or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial accounts; passport number; or military identification number. Personal information does not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public (Va. Code § 18.2-186.6(A)).

6. By signing this document, I acknowledge and consent that when I access the King William County information systems:

6.1. I am accessing an official information system (IS) (which includes any device attached to this information system) that is provided for KWC Government authorized use only.

6.2. I consent to the following conditions:

6.2.1. The KWC Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations, personnel misconduct (PM), and law enforcement (LE).

6.2.2. Communications using data stored on KWC Government IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any KWC Government-authorized purpose.

6.2.3. This IS implements security measures (e.g., authentication and access controls) to protect KWC Government interests, not for my personal benefit or privacy.

6.2.4. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as explained below:

6.2.4.1. Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards.

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6.3. Violation of the Information Security Policy or the AUP may result in users removal from the KWCNET and KWC information technology computers or mobile devices.

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Print	Signature
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Department	

**ADDENDUM ITEMS**

**Items 1 and 2 require individual signature and date of the user. These items are applicable to those individuals using such services/devices/access.**

1. **Remote access.** Remote access will be conducted via terminal server access controller system (TSACS), virtual private network (VPN), or outlook web access (OWA). Government owned hardware and software will be used. The employee is the only individual authorized to use this equipment. Access will be as authorized by the supervisor. Requirements as indicated throughout this AUP are applicable for access to KWC resources.
  
2. **Mobile devices.**
  - a. This area applies to KWC issued cell phones, tablets, and Laptops.
  - b. I will be held responsible for damage caused to a KWC Government system or data through negligence or a willful act.
  - c. I am aware of the following risks when utilizing the SMS (Text) service:
    - (1) Messages are not encrypted, and copies are stored in memory on the phone and in the wireless carrier database. Sensitive information should not be sent via SMS/Text/Messages/Multimedia Messaging Service (MMS).
    - (2) URL to hacker web sites can be sent to a SMS/Text Message/MMS. If a user connects to the Uniform Resource Locator (URL), malware could be downloaded on the phone.
    - (3) Executable files (including malware) can be embedded in SMS/Text Message/MMS.

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- (4) Photos sent via SMS/Text Messages/MMS can include URLs to hacker web sites embedded in the photo. When the photo is viewed, the phone will connect to web site of the embedded web site.

\_\_\_\_\_ (Signature/Date)



# AGENDA ITEM 5.e.

**Resolution 22-10** - Recognizing and Honoring  
February 2022 as Black History Month - Percy C.  
Ashcraft, County Administrator

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**RESOLUTION 22-10**

**RECOGNIZING AND HONORING FEBRUARY 2022 AS BLACK HISTORY MONTH**

**WHEREAS**, in 1926, Black historian, author, journalist and founder of the Association for the Study of African American Life and History, Carter G. Woodson, launched “Negro History Week” with the purpose of bringing attention to the need for acknowledging and accurately representing Black history in schools; and

**WHEREAS**, Woodson once remarked, “If a race has no history, it has no worthwhile tradition, it becomes a negligible factor in the thought of the world, and it stands in danger of being exterminated”; and

**WHEREAS**, Black United Students and Black educators at Kent State University used the foundation laid by Woodson to found Black History Month on February 1, 1970, and six years later the month was officially recognized by the federal government during the nation’s bicentennial; and

**WHEREAS**, the Association for the Study of African American Life and History (ASALH), the founders of Black History Month, announced that the 2022 theme of Black History Month is “Black Health and Wellness,” exploring the legacy of Black scholars and medical practitioners in Western medicine, and considering the activities, rituals and initiatives that Black communities have done to be well.

**WHEREAS**, Black History Month is a time to recognize and honor the many people, events, and significant contributions of Black people to our community, nation, and world; and

22           **WHEREAS**, over 3,000 Black people live, work, and play in King William County and  
23           make significant contributions to our economy, arts and culture, science, education, and  
24           more;

25           **NOW THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors  
26           does hereby recognize and honor February 2022 as Black History Month.

27           **DONE** this 14th day of February, 2022.

DRAFT



# AGENDA ITEM 5.f.

Appointment of Supervisor to the Planning  
Commission - Andrew R. McRoberts, County  
Attorney



**Andrew R. McRoberts**  
Attorney

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## MEMORANDUM

**TO:** Percy C. Ashcraft, County Administrator

**FROM:** Andrew R. McRoberts, SANDS ANDERSON PC, County Attorney

**DATE:** February 4, 2022

**RE:** Appointment of Supervisor to the Planning Commission

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As you know, this has been raised as an issue. You've asked my recommendation and advice on what step(s) the Board could take to clarify this for the future.

As we've discussed, this matter is controlled in part by Board discretion and in part by Va. Code sec. 15.2-2212, which states as follows:

***§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions.***

*A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.*

*One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body*

*without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.*

*The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.*

This statute allows the Board, in its discretion, to appoint a supervisor to the Planning Commission, or not to appoint a supervisor to the Planning Commission. It also allows the Board to consider annually whether to keep the existing supervisor on the Planning Commission or to appoint "others to serve as their representatives" (such as another, different supervisor or even a citizen). Where, as here, a supervisor has been appointed to the Planning Commission, if the Board does not choose to appoint another person at its annual meeting, then the statute is clear that the term of the supervisor's service on the Planning Commission is the same as ("coextensive with") the term of the supervisor.

There has been some confusion over this issue. My recommendation is for the Board to discuss the issue and determine Board policy on the matter. Something like the following would clarify the matter, and who is in charge of making the decision:

"Pursuant to Virginia Code section 15.2-2212, the Board has appointed a supervisor to the Planning Commission. The Board is solely responsible to identify the supervisor, if any, appointed to the Planning Commission. As allowed by the statute, the Board may choose at its annual meeting whether to appoint someone else, but lacking such an action, the appointed supervisor shall serve on the Planning Commission until the conclusion of their term in office."

I believe this language clarifies what I understand existing Board policy is, and is consistent with the statutory language quoted above. I submit this as a draft; you or the Board may wish to discuss edits. This may be adopted by the Board as a policy statement if it wishes.

Please let me know if you have any questions.

**A.R.M.**



# AGENDA ITEM 7.a.

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

## **CLOSED MEETING MOTIONS**

**PERSONNEL** – In accordance with Section 2.2-3711 (A)(1) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from below):

1. appointment of individuals to Boards and Commissions.

2. interview of a prospective candidate for employment.

(or the)

3. Employment

6. Promotion

9. Salary

4. Assignment

7. Performance

10. Discipline

5. Appointment

8. Demotion

11. Resignation

of a specific public officer / appointee / employee.

**PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose from below):

1. the acquisition of real property for a public purpose.

2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely affect the bargaining position or negotiating strategy of the Board.

**PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711 (A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.

**PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711 (A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

**INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711 (A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

# AGENDA ITEM 7.c.

Certification of Closed Meeting

## **CERTIFICATION OF CLOSED MEETING**

Mr. Chairman, I move that the King William County Board of Supervisors approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

### **STANDING RESOLUTION – 1 (SR-1) A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS**, the King William 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 (D) of the Code of Virginia requires a certification by the King William County Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law,

**NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the King William County Board of Supervisors in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**[ROLL CALL VOTE]**