



County of King William, Virginia

**BOARD OF SUPERVISORS
WORK SESSION MEETING OF MARCH 14, 2022 - 7:00 PM
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

A G E N D A

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and Adoption of Meeting Agenda**
- 4. Work Session Matters**
 - a. General Reassessment Update - Fred Pearson, Pearson's Appraisal Service, Inc.
 - b. VDOT Update - Lee McKnight, Saluda Residency Administrator
 - c. Sweet Sue Solar Farm Update - Sherry Graham, Director of Planning
 - d. Acceptable Use Policy - Travis Wolfe, Systems Engineer
 - e. FY23 County Administrator's Recommended Budget - Percy C. Ashcraft, County Administrator
 - f. Proposed Tax Levies for Calendar Year 2022 - Natasha Joranlien, Director of Financial Services
 - g. Proposed Changes to Budget Schedule - Percy C. Ashcraft, County Administrator
- 5. Board of Supervisors' Requests**
- 6. Closed Meeting**
 - a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved because discussion in an open meeting may adversely affect the litigation position or negotiating strategy of the Board.
 - b. Motion to Reconvene in Open Session
 - c. Certification of Closed Meeting
 - d. Action on Closed Meeting (if necessary)
- 7. 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 4.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 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.
- 5.2. My network user account is not to be shared with others.
- 5.3. 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.
- 5.4. 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.
- 5.5. I will restart the computer when departing for the day.
- 5.6. I will use only authorized hardware and software on the KWC county networks. Freeware and Open-Source software must be approved by IT Director.
- 5.7. To protect the systems against viruses or spamming, I will notify IT and they will use virus-checking procedures before uploading or accessing information from any system, diskette, attachment, compact disk, or other storage media.
- 5.8. I will not alter, change, configure, or use operating systems, programs, or IS except as specifically authorized.
- 5.9. 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.
- 5.10. I will not utilize KWC county provided IS for commercial financial gain, personal or illegal activities.
- 5.11. Maintenance will be performed by authorized personnel only.
- 5.12. Only county provided storage devices should be used. Do not use personal storage devices (ie. personal USB drive).
- 5.13. I will immediately report any suspicious output, files, shortcuts, or system problems to the KWC Information Technology Department (ITD) and/or immediate supervisor and cease all activities on the system.
- 5.14. I will address any questions regarding the ISP to the ITD.
- 5.15. I understand that each electronic issued device is the property of King William Co.

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and is provided to me for official and authorized use.

- 5.16. 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:
- 5.16.1. Personal Use of County own laptops, computers unless considered “Personal Essential”.
 - 5.16.2. Unethical use (e.g., Spam, profanity, sexual misconduct, gaming, extortion).
 - 5.16.3. Accessing and showing unauthorized sites (e.g., pornography, streaming videos, E-Bay, chatrooms).
 - 5.16.4. Any use that could cause congestion, delay, degradation, or disruption of service to any of the county’s IS or equipment is unacceptable.
 - 5.16.5. Unauthorized sharing of information that is deemed proprietary or not releasable (e.g., use of keywords, phrases or data identification).
- 5.17. I understand that I may use an KWC IS email for limited personal communications or “personal essential” matters.
- 5.18. 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.
- 5.19. 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.
- 5.19.1. PII is outlined as follows
 - 5.19.1.1. 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: 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

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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.

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

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.
 - (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 4.g.

Proposed Changes to Budget Schedule - Percy C.
Ashcraft, County Administrator

KING WILLIAM COUNTY



PROPOSED FISCAL YEAR 2023 BUDGET PREPARATION AND ADOPTION SCHEDULE **(Proposed Revisions - March 14, 2022)**

<u>Day & Date:</u>	<u>Purpose (Time):</u>
Monday, November 22, 2021	Budget Request Documents Submitted to Departments and Outside Agencies
Monday, December 20, 2021	Budget Request Submittal Deadline for Departments and Outside Agencies
Monday, January 10, 2022	Staff Annual Performance Evaluations request sent out to Departments
Monday, January 10, 2022	Work Session (7:00 p.m.) – Financial Overview of the County and Funding Future Capital Needs
Monday, January 31, 2022	Budget Work Session (7:00 p.m.)
Tuesday, February 22, 2022	Budget Work Session (7:00 p.m.)
Monday, February 28, 2022	Regular Meeting (7:00 p.m.) – Budget Retreat/CIP & TAX RATES
Monday, February 28, 2022	Annual Performance Evaluations return deadline
Wednesday, March 2, 2022	Budget Work Session (7:00 p.m.)
Tuesday, March 8, 2022	Joint Meeting with School Board to Review Draft School Budget – Location TBD (6:30 p.m.)
Monday, March 14, 2022	Work Session (7:00 p.m.) - Budget Released
Monday, March 21, 2022	Budget Work Session (7:00 p.m.)
Wednesday, March 23, 2022	Publication of Public Hearing Notice – Proposed Budget and Tax Levies (Must be seven days in advance of date of Public Hearing.)
Monday, April 4, 2022	Public Hearing of Proposed Budget and Tax Levies (7:00 p.m.)
Monday, April 11, 2022	Work Session (7:00 p.m.) – Public Hearing of Proposed Budget and Tax Levies
Monday, April 25, 2022	Regular Board Meeting (7:00 p.m.) – Adoption of Budget and Tax Levies and Appropriation of Funds

Note: Regular and Work Session meetings of the Board of Supervisors are only listed on this schedule if specific action related to the Budget process is needed that night.

AGENDA ITEM 6.a.

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved because discussion in an open meeting may adversely affect the litigation position or negotiating strategy of the Board.

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.

LEGAL MATTERS – In accordance with Section 2.2-3711 (A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the County is involved.

2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

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

LEGAL MATTERS – In accordance with Section 2.2-3711 (A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

HAZARDOUS WASTE SITING – In accordance with Section 2.2-3711 (A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions, and provisions of the siting agreement, or both.

TERRORIST ACTIVITY – In accordance with Section 2.2-3711 (A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

1. discuss plans to protect public safety relating to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, law-enforcement, or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety.

2. discuss reports or plans related to the security of any governmental facility, building, or structure, or the safety of persons using such facility, building, or structure.

PUBLIC CONTRACTS – In accordance with Section 2.2-3711 (A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

1. discuss the award of a public contract involving the expenditure of public funds.

2. interview bidders or offerors.

3. discuss the terms or scope of a public contract.

AGENDA ITEM 6.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]