



County of King William, Virginia

**BOARD OF SUPERVISORS  
REGULAR MEETING OF MARCH 28, 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. Moment of Silence**
- 4. Pledge of Allegiance**
- 5. Review and Adoption of Meeting Agenda**
- 6. Public Comment Period** *One Opportunity of Three Minutes per Individual or Five Minutes per Group on Non-Public Hearing Matters*
- 7. Consent Agenda**
  - a. Approval of Minutes:
    - i. February 14, 2022 Joint Work Session w/Planning Commission & EDA Draft Minutes
    - ii. February 22, 2022 Budget Work Session Draft Minutes
    - iii. February 28, 2022 Regular Meeting Draft Minutes
    - iv. March 2, 2022 Budget Work Session Draft Minutes
    - v. March 8, 2022 Joint Budget Work Session w/KWCPS Draft Minutes
  - b. Approval of Expenditures - February 2022
  - c. **Resolution 22-17** - Approving the County Acceptable Use Policy
  - d. **Resolution 22-18** - Proclamation Celebrating the 320th Anniversary of King William County

**8. Presentations**

- a. Proclamation Presentation to the King William County Historical Society

**9. Public Hearing** *One Opportunity of Three Minutes per Individual or Five Minutes per Group*

- a. **Ordinance 02-22** - Approving the Proposed Redistricting Maps - Amending Ordinance 12-05 to Adjust the Boundary Lines of the Second, Third, Fourth, and Fifth Election Districts and Updating King William County Code Article II School Board, Division 2 Elections, §54-52 - Election Districts Enumerated, and §54-55 - Enumeration of Polling Places
- b. **Resolution 22-19** - Authorizing the Issuance of a General Obligation School Bond - James Sanderson, Davenport & Co.

**10. Old Business**

**11. New Business**

- a. **Resolution 22-20** - Recognition and Appreciation of Emergency Management Professionals During Emergency Management Professionals Week
- b. **Resolution 22-21** - Declaring April 2022 as Child Abuse Prevention Awareness Month and Wear Blue Day (April 1st) - Letecia Loadholt, Director of Social Services
- c. **Ordinance 03-22** - Dangerous Dog Legislation Update - Andrew McRoberts, County Attorney
- d. **Resolution 22-22** - Budget Amendment - Appropriating Additional Funding from Unassigned Funds to the Office of the Treasurer for Additional Temporary Employee Wages
- e. **Resolution 22-23** - Budget Amendment - Appropriating Additional Funding from Unassigned Funds to the Office of the Treasurer for TACS
- f. **Resolution 22-24** - KWPCS Vehicle Purchases Using Split-Levy Funds - Staci M. Longest, Director of Finance - King William County Public Schools

**12. Administrative Matters from County Administrator**

- a. Administration Report - Percy C. Ashcraft, County Administrator
- b. Board Information
  - i. Animal Activities Report - February 2022
  - ii. Building Department Report - February 2022
  - iii. Fire & EMS Department Report - March 28, 2022
  - iv. Planning & Zoning Reports - February 2022

- v. Sheriff's Office Activity Report - February 2022
- vi. Utilities Department Report- February 2022
- vii. Planning Commission Annual Report
- viii. Synopsis from Middle Peninsula Planning District Commission (MPPDC) Meeting - February 2022
- ix. VDOT Transportation Briefing - March 2022

### **13. Board of Supervisors' Comments**

### **14. Closed Meeting**

- a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the terms or scope of a public contract, because discussion in open session would adversely affect the bargaining 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)

### **15. Appointments**

### **16. Adjourn or Recess**

#### NOTES REGARDING AGENDA:

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

During Public Comment and any Public Hearing periods, speakers shall be provided one opportunity of three minutes per individual or five minutes per group. Speakers shall provide their name, district of residence, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of Public Hearings.

Detailed instructions for viewing live-streams of meetings, signing up to speak via Zoom (registration required by noon on the day of the meeting), and general guidelines for Public Comment & Public Hearings are available from the [King William County website](#).



# AGENDA ITEM 7.a.

Approval of Minutes:

# AGENDA ITEM 7.a.i.

February 14, 2022 Joint Work Session w/Planning  
Commission & EDA Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
JOINT WORK SESSION MEETING WITH THE PLANNING COMMISSION AND ECONOMIC  
DEVELOPMENT AUTHORITY OF FEBRUARY 14, 2022**

A joint work session meeting of the Board of Supervisors of King William County, Virginia, with the Planning Commission and Economic Development Authority was held on the 14th day of February 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members of the Board of Supervisors were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

The members of the Economic Development Authority were polled:

Eugene L. Campbell, Jr. – Secretary/Treasurer	Present
Travis W. Longest	Absent
Jay Brown	Arrived Late
W. Brian Hodges	Absent
Kenneth A. Holderied	Arrived Late
Charles F. Piersa – Vice Chair	Present
C. Meade Rhoads, Jr. – Chairman	Present

The members of the Planning Commission were polled:

Mathew W. Sluder, 4th District – Vice Chair	Aye
Bonnie J. Hite, 2nd District	Aye
Donald M. Wagner, 5 <sup>th</sup> District	Aye
Stephen K. Greenwood, Board of Supervisors	Aye
John B. Breeden, 3 <sup>rd</sup> District – Chairman	Aye

**Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented; Vice Chair Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 4. JOINT WORK SESSION MATTERS**

**4.a. King William High School Career Technical Education (CTE) Program – Ryllee Lankford, CTE Specialist and Andrew Perego, Assistant Principal**

Ms. Lankford described the programs available to Middle and High School students in King William County. Multiple programs are offered through the High School, Bridging Communities Career & Technical Center/Governor’s STEM Academy, and local business partners. An Emergency Medical Technician program is proposed for the 22-23 school year. There are currently 1,482 students enrolled in one or more CTE programs. Mr. Perego said a Comprehensive Local Needs Assessment will be completed to examine labor needs in the local community and needs in the school division.

Supervisor Garber asked how many programs are at the High School and how many have to leave the school. Ms. Lankford said only the Tech Ctr./Governor’s Academy, welding, and cosmetology students leave the school. She said the program is looking for more local business partners to offer programs.

Supervisor Garber asked if local businesses request what they want. Ms. Lankford said they have a co-op program and work with businesses where students are already employed. Sometimes they’ll get requests from businesses asking for students interested in an internship or summer job.

Supervisor Garber said someone from Nestle Purina asked what the Public Schools were doing regarding technical training. Ms. Lankford said they perform assessments to see if new programs and opportunities have a proven growth rate large enough for the CTE Program to invest money in.

EDA member Brown asked how they are interfacing with the Workforce Development Board. Ms. Lankford said this is the first year they’ve completed the assessment and they have an individual who comes in, Ms. Gray. Mr. Perego said they are still working to learn what’s out there. He said there used to be a push for college now it’s a push for developing the workforce. They are just getting started working with the WDB.

Vice Chair Hodges asked what grades participate in the program. Ms. Lankford said the official start is in 5<sup>th</sup> grade. In King William County, the program starts in 6<sup>th</sup> grade.

Supervisor Moskalski said they had a small engine student with them last summer through the Bridging Center who they since hired. He's been working with them for over a year now.

Chairman Moren asked if there were incentives for businesses and if background checks were performed. Ms. Lankford said she personally speaks with all interested businesses and vets them. She said students who intern for the businesses go through the same hiring process as any other employee. Mr. Perego said there is a lengthy process they go through to create school-business-work-based learning programs.

EDA Chairman Rhoads asked if some CTE programs were more utilized than others. Ms. Lankford said the agriculture program is big in King William County. The sports medicine program is growing. The CTE program utilization has been correlating with the areas of career growth in the state.

Planning Commission member Sluder asked if employers send people to the school to work with the students. Ms. Lankford said yes. It is their goal to expand those opportunities but it has been limited by COVID restrictions. She said some kids know what they want to do but she'd still like them to be exposed to a variety of options. She said they need the community's help to do this.

EDA member Campbell asked if they hold job fairs. Ms. Lankford said yes, but they've not been able to do them live due to COVID restrictions. They also have a job-shadowing program.

Planning Commission Chairman Breeden asked if there has been any growth in computer-related fields. Ms. Lankford said they are seeing more interest in the medical fields right now. There is about a 10% need for in-house computer learning.

Supervisor Moskalski said a recent MPPDC survey showed kids were leaving the area to pursue healthcare jobs and those over age 65 were also leaving the area because there is shortage of health care providers in the district.

Chairman Moren asked Ms. Lankford to describe the funding used to support this program. Ms. Lankford said they are primarily funded through Perkins and other state and federal grants based on needs. These funds cover equipment, organizations, and teacher professional development.

Chairman Moren asked the Planning Commission and Economic Development Authority to each assign a member to act as a liaison to the CTE program.

#### **4.b. Comprehensive Plan Update & Land Use Maps – Evie Slone, Hill Studio**

Ms. Slone went over the project timeline and said we are currently in the Draft Comprehensive Plan phase. She said the Comprehensive Plan is a guide for how the County invests public money, manages land use in the future, and uses the CIP for public facilities. She said the most in-depth portion of the Plan is the "King William County Today and Tomorrow" section. The Vision & Goals section contains the Vision - based on citizen and staff input and feedback, and the Goals are how the Vision will be implemented.

Public input is still being sought. Citizens can share their feedback by completing the Citizen Survey (link on the County website), emailing Sherry Graham, Director of Planning, at [sgraham@kingwilliamcounty.us](mailto:sgraham@kingwilliamcounty.us), and attending/speaking at the Public Hearing scheduled for March 10<sup>th</sup> at 7pm in the County Administration Building Board Room. Copies of the Draft Plan are available from the public library and Planning Department and can be downloaded from the County website.

There is advice on Rural Corridor Preservation along Route 360 which includes setbacks and coordinated entrances to businesses. A roundabout is recommended at the intersection of Routes 360 and 30 and focused growth in the Central Garage area. A Courthouse Village is recommended which could possibly include a higher-education partner and farmer's market. The possibility of a public/private venture to redevelop Commerce Park was given as an example.

For all potential ventures, Ms. Slone said developing relationships with implementation partners was essential to make these things a reality.

Ms. Slone said Future Land Use is key to implementation of the Comprehensive Plan. The Plan defines four Character Districts. The northern-most part of the County, "King's Forest", is marked by hilly, forested, and rural areas. "Crossing" is the area encompassing Central Garage and the Route 360/30 intersection. This area focuses on businesses and residential growth. The "Legacy" area continues to the southeast and contains grand farms and farmhouses and the Historic Courthouse area. The final Character District is the Town of West Point.

Ms. Slone stressed that the Comprehensive Plan is a guide, not a mandate, to manage future growth in the County.

EDA member Campbell asked what defined rural residential growth and where it would be located. Ms. Slone said these are smaller subdivisions which are low density and would be located where utilities are available. Mr. Campbell said he couldn't envision hotels being part of the Central Garage area. Ms. Slone said she thinks it's a great opportunity because there is no lodging in this area. She said it would be a smaller boutique hotel and probably not a large chain. Hill Studio's economist recommends investigating that further as there is a certain type of hotel that will fit the County.

EDA member Campbell asked if they had a vision of what the Prestley Park building could be used for as it is a landmark and the first thing you see as you enter King William County on Route 360 heading east. Ms. Slone said this is one of the most exceptional and striking entrances she's seen to a locality. She said it could possibly be a restaurant or brewery. It depends on the issues the building has. She suggested speaking with the owners or potential future owners about the importance and historical significance of Prestley Park. She also suggested an architectural study to provide options for use which then could be used to solicit a developer. Supervisor Garber said it was renovated and wasn't structurally suitable for a brewery. He suggested maybe a farmer's market.

Supervisor Garber asked if the ideas for Parks & Rec would require acquiring additional property. Ms. Slone said yes, depending on the County's concept for how it might be expanded. Mr. Garber said the Recreation Commission has talked about the possibility of a satellite park in the Courthouse

area, perhaps with an amphitheater. Chairman Moren said the Recreation Commission should send these recommendations and ideas to Ms. Graham.

EDA member Brown asked what rural commercial is. Ms. Slone said this is the corner grocery store, Exxon on Rte. 30, Mom & Pop businesses, etc. She said the Planning Commission is interested in hearing from the EDA on ways to preserve the agricultural history of the County. She said subdivisions do not pay the bills and support services are needed in addition to subdivisions.

EDA Chairman Rhoads said density is important and asked about the demand for commerce-type of businesses. Ms. Sloan said their partner, Arnett Muldrow, looked at retail, not industrial. She suggested the consultant hired by the EDA, RKG Associates, look at those types of businesses such as small warehousing and manufacturing.

EDA Chairman Rhoads asked about retail leakage and said RKG has a different view than that expressed in the draft Plan. EDA member Brown said RKG is saying to focus on the Mangohick area due to its proximity to I-95 with things such as warehousing, manufacturing, light industry, and healthcare. As far as where things should go, RKG is saying Mangohick whereas the Comp Plan is showing the 360 corridor. Mr. Rhoads said RKG was showing retail leakage of \$170 million and, if we anticipate a 20% recapture, the only business to focus on is restaurants and keeping residential areas very dense.

Planning Commission member Sluder said there is also a significant leakage of commuters and workers. He said a joint venture with the schools is important to develop the workforce in order to get industries in the County to hire people from within the County first to keep them here.

EDA Chairman Rhoads said RKG recommends targeting businesses with less than 50 employees, possibly a meat processing plant. The EDA is hoping to get some specific actionable objectives for development.

Planning Commission Chairman Breeden said the future land use maps need to reflect the EDA's findings as well. Chairman Moren suggested a joint meeting between the EDA and Planning Commission, possibly at the EDA's March 9<sup>th</sup> meeting.

Chairman Moren asked the cutoff date for comments for the Comprehensive Plan. Ms. Slone said by the end of March. She said the land use maps continue to be tweaked. Chairman Moren said the EDA and Planning Commission need to be on the same page. Mr. Brown said RKG took Hill's numbers and went further into economic development.

EDA member Holderied said he likes the proposed landscaping and walking trail ideas along Route 360 and asked how other counties pay for this. Ms. Slone said there is some funding available through DHCD categorized for revitalization plans. She said Aylett might be eligible for this. David Hill said there are also programs available through VDOT.

EDA Chairman Rhoads asked how dense development needs to be to support walking trails, etc. Ms. Slone said there is a median density residential table and 6-12 dwelling units per acre would be the maximum for King William County. She said other amenities need to be there too, not just

residences. Mr. Hill said the sidewalk metric is ½ mile radius from residential areas. He said they are not interested in developing sidewalks no one will use. You must look more at the specific development and develop a walking plan to suit the district. Mr. Rhoads asked if there is an opportunity on Sharon Road by the schools. Mr. Hill said yes. Ms. Slone said sidewalk use is changing dramatically. The focus is changing from recreational and scenic walks to being able to walk to amenities like shopping and restaurants rather than driving. Planning Commission member Wagner said the Plan addresses residential, mixed-use areas which can make a community a destination. Chairman Moren suggested this could be addressed more in-depth at the joint EDA/PC meeting.

The Planning Commission and Economic Development Authority Boards adjourned at this time.

## **Agenda Item 5. WORK SESSION MATTERS**

### **5.a. Borrowing Prospects for School Capital Projects – James Sanderson, Davenport & Company**

Mr. Sanderson presented scenarios for borrowing to address critical capital projects identified by King William County Public Schools over the following several years. The scenarios presented demonstrated the fiscal impact of the financing of certain types of projects by the County and ways to strategically add debt.

For the Hamilton-Holmes Middle School Project, Mr. Sanderson said the Schools are looking at available grant funding.

Mr. Sanderson said the short-term interest rates may be going up soon. Chairman Moren asked if inflation factors into it. Mr. Sanderson said yes, as does the current situation in the Ukraine.

The figures presented assumed funding projects over time through VPSA (Virginia Public School Authority) borrowings. Chairman Moren asked if there were alternative funding sources. Mr. Sanderson said yes but VPSA will be the lowest interest rate you can get. He said we could go to others if the timing doesn't work with VPSA but the interest rates could be a bit higher.

Supervisor Greenwood asked if it might be wise to borrow more now at the lower interest rate. Mr. Sanderson said yes; however we can only borrow what we expect to spend within the next three years. The figures shown also assumed a 20-year borrowing term but it could be done for longer.

Supervisor Garber asked Dr. White if the schools were asking to replace the track at the High School before. Dr. White said no, that was not included in the previous presentation, however the current track is crumbling. He said it is not an immediate need. The track may be unusable in five years.

Supervisor Garber asked where the shared garage with the County is proposed to be located. Dr. White said behind the current courtyard possibly.

Dr. White said they are looking at state contracts for the needed HVAC repairs which could provide lower pricing and allow them to do more repairs for the same amount as the previous ABM quote.

He said they are on a tight timeline to be able to get it done this summer while schools are closed. He said they prefer not to do it while school is in session but it could be done if necessary.

Chairman Moren asked if the needed materials were available for the repairs. Dr. White said they are very hard to get and they may have to do the repairs themselves in order to get it done this summer.

Supervisor Garber asked if the 20-year bond was within the life cycle of the new HVAC units. Dr. White said they have a 20-25-year life cycle. Vice Chair Hodges said he thought it was 15 years. Dr. White said it is, but they stretched it with internal maintenance efforts. Vice Chair Hodges said this could not be relied on. Mr. Sanderson said a tax analysis had to be done to determine what can be borrowed and for how long based on the equipment's life cycle.

Supervisor Garber asked how old the track is. Kathy Morrison, School Board President, said it was installed in 2003.

Chairman Moren asked if the County has a credit rating. Mr. Sanderson said King William County does not have one; it is a debt profile rating. The rating looks at fund balance, debt to assessed value, and how quickly you repay debt. He said the County is in a good position with all of these factors.

Supervisor Moskalski asked about the County's own development and infrastructure needs. Mr. Sanderson said the utilities projects should pay for themselves however, we should be prepared for a situation where connection fees are not as high as they are now.

Supervisor Moskalski asked about the other things discussed tonight with the Comprehensive Plan. Mr. Sanderson said the same analysis can be done for those needs. Mr. Hudgins said the school projects would be paid out of the school division's budget and the County's out of the County's budget. He said both were looked at separately with Davenport. Mr. Sanderson said the \$2 million decrease in debt would allow us to fund approximately \$25 million in projects.

Vice Chair Hodges asked if a decision was needed tonight. Dr. White said the School Board has to vote at their meeting tomorrow. Mr. Sanderson said no action is required of the Board tonight other than allowing the School Board to submit the application to VPSA. There was no obligation to the County until after VPSA approval was given. A Public Hearing would then need to be held on March 28<sup>th</sup>.

Supervisor Garber asked what about the other projects not covered by the initial \$5 million. Dr. White said they are hoping to be able to get more projects done with the \$5 million by utilizing state contract pricing.

Supervisor Greenwood asked if they could apply for more through VPSA initially and then decide on the exact amount once the application is approved. Mr. Sanderson said borrowing at the lower interest rate could save about \$20,000/year in interest. He said the School Board has to put a dollar amount in the application and the County can decide the amount on March 28<sup>th</sup>.

The general consensus of the Board was for the School Board to apply for \$6 million and the County will make their final decision after the March 28<sup>th</sup> Public Hearing.

**5.b. Sheriff's Department Annual Report – Jeff Walton, Sheriff**

Sheriff Walton presented the Department's Annual Report. He gave an agency overview, went over the department's goals and objectives, and outlined major work plan initiatives completed in 2021 and planned for 2022. The agency received certification through the Virginia Law Enforcement Professional Standards Commission (VLEPCS). Three new deputies joined the force and two deputies graduated from the Rappahannock Criminal Justice Academy. He went over the department's community involvement and recapped activity reports for the year.

The biggest growth the department has seen is in Court Security and prisoner transport due to the increase in jury trials. Traffic summons decreased due to less deputies being on the streets. The video magistrate system was moved into the existing secure inmate holding area and all deputies have been outfitted with body worn cameras which activate whenever they are on a call and have public contact. Seven deputies were promoted to new assignments within the department.

Chairman Moren noted the Compensation Board says the department needs two more positions. Sheriff Walton said he's not sure if they're funded positions.

Vice Chair Hodges asked if they've gotten any applicants since the video has gone out. Sheriff Walton said Sgt. Upshaw made a recruitment video as they're having a hard time getting recruits and applicants. Chairman Moren asked if salary is a factor. Sheriff Walton said yes. Supervisor Garber asked if we are losing people to other localities. Sheriff Walton said yes; other localities have better career development opportunities. He also said law enforcement officers in general have gotten a bad rap and it's difficult to get applicants.

**5.c. Fire & EMS Department Update – Stacy Reaves, Fire Chief**

This agenda item was cancelled due to time constraints.

**5.d. Acceptable Use Policy – Travis Wolfe, Systems Engineer**

This agenda item was cancelled due to time constraints.

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

Vice Chair Hodges made a motion to adopt Resolution 22-10 - Recognizing and Honoring February 2022 as Black History Month; seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye

Supervisor, 1st District: William L. Hodges – Vice Chair  
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman

Aye  
Aye

**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

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

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

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

**5.f. Appointment of Supervisor to the Planning Commission – Andrew McRoberts, County Attorney**

Mr. McRoberts provided information clarifying the statute regarding members of the Board of Supervisors serving on the Planning Commission. The statute says, “one member of the commission may be a member of the governing body of the locality ...” It also says the term of this appointment “shall be coextensive with the term of office to which he has been elected ...”

Supervisor Moskalski requested a Resolution be presented for Board consideration at the February 28, 2022 Regular Meeting to supersede the January resolution appointing Supervisor Greenwood to the Planning Commission with a December 31, 2022 term expiration date.

**Agenda Item 6. BOARD OF SUPERVISORS' REQUESTS**

Supervisor Garber asked for updates on the Sweet Sue solar facility and information on the VMRC permitting process.

Supervisor Greenwood had no requests.

Supervisor Moskalski had no requests.

Vice Chair Hodges said he'd like to bring the Deputies currently in the Police Academy up to the full salary like firefighters.

Chairman Moren had no requests

**Agenda Item 7. CLOSED MEETING**

This agenda item was cancelled due to time constraints.

**Agenda Item 8. ADJOURN OR RECESS**

Supervisor Moskalski made a motion to adjourn the meeting; seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

# AGENDA ITEM 7.a.ii.

February 22, 2022 Budget Work Session Draft  
Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
BUDGET WORK SESSION MEETING OF FEBRUARY 22, 2022**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 22nd day of February 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented; motion was seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 4. BUDGET WORK SESSION MATTERS**

County Administrator, Percy Ashcraft, introduced the meeting and explained the format of the meeting. The Director of Financial Services, Natasha Joranlien, will give an overview of each item. Representatives are present in person and via Zoom to answer any questions. The budgets presented are not recommendations from the County Administrator.

**4.a. Middle Peninsula Northern Neck Community Services Board Budget Presentation – Linda Hodges, Executive Director**

Ms. Hodges thanked the County for their Board representative, Mr. Matthew Kite.

Ms. Hodges said they are requesting an increase of \$3.73 to \$3.91 per person. Vice Chair Hodges asked what the total is. Ms. Hodges said it was \$60,000 last year and is based on the census. It's an approximately 5% increase which means this year's request is roughly \$69,637. Ms. Hodges said they probably would not meet the 10% match required by the state through their budget request but would have to go to in-kind donations to get to the required amount. She said there has been a 30% increase in psychiatric services and 40% increase in mental health services. The increase to the minimum wage also affected the increase in the budget request. They also had to train all staff in critical incident response. Their involvement with the Marcus Bill so far has included planning meetings to develop protocols. She said it is a major undertaking.

Ms. Hodges said the MPNN-CSB updated their mission statement, "Promoting Well-Being ... One Individual, One Family, One Community at a Time."

There were no questions from the Board.

#### **4.b. Bay Aging & Bay Transit Budget Presentation – Tinsley Goad, CFO and Ken Pollock, Transit Director**

Mr. Goad said Bay Aging is asking for level funding for FY23 and Bay Transit is asking for a 3% increase for a total of \$28,298 each from King William County, King & Queen County, and the Town of West Point. Bay Aging launched a new program to support caregivers with funds provided by the Bay Aging Foundation.

Mr. Pollock said Bay Transit has been operating in King William County since October, 2001. They are experiencing driver shortages, wage increases, and fuel cost increases. Ride levels have returned to almost pre-COVID rates. During COVID, they had suspended fares but those will begin again in April. They provide free masks and hand sanitizer on the buses and have installed plexiglass barriers between the rows of seats. They undertook a marketing campaign to make the public aware of the safety measures they instituted.

Mr. Pollock said there is a program called New Freedom Rides which will take citizens outside of their service area. This is funded by a federal grant.

Vice Chair Hodges asked the fare rate. Mr. Pollock said it is \$2 each way within the service area and the bus picks people up at their door. The fare for the bus which circulates within West Point only is \$0.50 and has fixed stops.

Vice Chair Hodges asked if the increase they are seeking includes West Point. Mr. Pollock said yes, they are requesting the increase from each locality.

Vice Chair Hodges said he has heard complaints that there are only 1 or 2 people on the bus all through the County. Mr. Pollock said that is a challenge they face with rural transportation. If someone needs a ride and there are no conflicting schedules, they will pick them up.

Vice Chair Hodges asked if they could use cheaper vehicles than a bus. Mr. Pollock said they are looking at smaller Ford Transit buses and have ordered some. They are waiting for them to arrive.

They've begun an Uber-like, micro transit pilot program in Gloucester. He said this sort of program may not work in King William due to the size of the County. The pilot program includes a smartphone app and there is about 1.5 years left in the trial period.

Chairman Moren asked if the new app would give people the ability to see where trips are already planned. Mr. Pollock said yes. Right now, the app only works in the Gloucester pilot program area.

Chairman Moren asked about the new Bay Aging program. Mr. Goad said they are able to offer telephonic support for caregivers through the Benjamin Rose Institute. The program is mainly for caregivers of people with dementia. Bay Aging pays the caregiver's costs, \$350, for a 30-60 day counseling program to help them with their own challenges they face as caregivers. This is funded through a separate source and not through the requested amount from the County.

Vice Chair Hodges asked if other services were available through other sources. Mr. Goad said not at this time, only through the Benjamin Rose Institute.

Vice Chair Hodges asked if the budget request has been presented to other counties yet. Mr. Goad said yes, in writing. The County is the third in-person presentation they have given so far.

#### **4.c. Bay Consortium Workforce Development Board (Virginia Career Works) - Jackie Davis, Executive Director**

Ms. Davis said the Bay Consortium covers sixteen jurisdictions and gave an overview of services offered.

Supervisor Garber asked if they have reached out to Nestle Purina. Ms. Davis said yes.

Supervisor Moskalski asked how they arrived at the per capita amount being requested. Ms. Davis said it includes the cost of one staff person's wages, benefits, travel, technology needs, etc. and uses census population figures.

Vice Chair Hodges said they cover a broad area. Ms. Hodges said she is currently the only staff person. They are hoping to add a second person who could focus on partner coordination.

Chairman Moren asked Mr. Ashcraft to publish the County's official population. Mr. Hudgins, Deputy County Administrator, said it is 17,810 per the latest census. Ms. Davis said she believes she used older census figures however she would not be updating her request to ask for more.

#### **4.d. Legal Aid Works - Ann H. Kloeckner, Executive Director**

Ms. Kloeckner was unable to be present.

#### **4.e. Comp Board Contributions Overview - Nita McInteer, Human Resources Manager**

Ms. McInteer presented the figures requested from the State Compensation Board by the Circuit Court Clerk, Sheriff, E911, Commissioner of the Revenue, Commonwealth's Attorney, and

Treasurer's office. She said the General Assembly appropriates the money but will not give a breakdown of what they're covering until May.

Supervisor Garber asked if the state is offering a 5% increase for Constitutional Officers. Ms. McInteer said she's not sure what they've decided yet. She has seen some discussion of a \$1,000 bonus.

Vice Chair Hodges asked who comes up with the request. Ms. McInteer said the Constitutional Officers enter their requests directly through the Comp Board system. She said the Commissioner of the Revenue receives a higher reimbursement for deputies than does the Treasurer's office.

Chairman Moren asked historically, how much do we get vs. what we ask for. Ms. McInteer said normally, the Constitutional Officers put in how much they think they will get. This year, they put in how much they want so it is difficult to tell.

Ms. Joranlien, Director of Financial Services, gave an overview of the budget requests made by the Constitutional Officers. She said she is trying to keep up better with the revenues actually received from the Comp Board. A 1.5% Cost of Living Adjustment (COLA) plus 2.5% merit increase has been requested. The Clerk of the Circuit Court has put in an increase request for her deputies only. The Treasurer is asking for a \$50,000 increase in salaries. The Commissioner of the Revenue is requesting one Assessor plus \$20,000 for part-time staff and \$23,841 in increases for existing staff.

#### **4.f. Commissioner of the Revenue Budget Presentation - Karena L. Funkhouser, Commissioner of the Revenue (Attachment A)**

Commissioner Funkhouser said she has three goals for her office: 1) to assist Pearson with the appraisal including new parcels and permit tracking; 2) create an Assessment Office to keep up with permits due to the rising cost of general reassessments and the limited number of contractors offering this service (it would be less expensive to have an inhouse office rather than paying a contractor); and 3) establishing a compliance department which could handle citizen complaints and reports from the State Department of Taxation which would address people not complying with business license regulations.

Vice Chair Hodges asked how many employees the Commissioner is asking for. Commissioner Funkhouser said she currently has three full-time employees and was authorized to have four last year.

Chairman Moren asked if it was unusual to spread a salary increase over fiscal years.

Vice Chair Hodges said the Board gave the Commissioner of Revenue's office an increase last year. Commissioner Funkhouser said the Board restored what was previously taken away from the last Commissioner. She is asking for an increase based on the whole salary, not just the County's portion.

Supervisor Moskalski said he wants to see a comparison of similar employees in the same pay bands to see if it is justifiable to increase them so much, especially as it's not being done on the other side of the house.

Chairman Moren asked where Ms. Ford could go from being a Master Deputy. Commissioner Funkhouser said nowhere. Vice Chair Hodges said she could run for Commissioner.

Supervisor Garber said he needs to see what other employees are getting to justify such large increases.

Commissioner Funkhouser said she would get that information and email it to the Board.

Supervisor Moskalski said Ms. McInteer should provide to the Commissioner and the Board examples of other employees doing similar work who are in the same pay band to justify compression alleviation. Ms. McInteer said Ms. Ford's salary was already adjusted for compression when the Board passed the last Salary & Classification study in 2020.

Vice Chair Hodges said you're going to see it across all departments.

Supervisor Moskalski said it needs to be done for all, not just for one and it needs to be determined if other departments have issues, not just the Commissioner's Office.

#### **4.g. Treasurer's Office Budget Presentation – Mary Sue Bancroft, Treasurer**

Ms. Bancroft said she eliminated the part-time position and went to a full-time position.

Supervisor Garber asked what sort of seniority the Treasurer's Office staff has. Ms. Bancroft said one has 3 years, one has 2 years, and the other has less than one year.

She said she wants to move one employee to a Chief Deputy Treasurer and get her salary in line with her duties which include access to sensitive information. She said her employees have to be deputized. She said these raises will bring them to the mid-level of their pay grades.

Supervisor Garber said he wants to see the percentage increase for each.

Chairman Moren asked who defined the level the Deputies were at. Ms. Bancroft said the Compensation Board.

Vice Chair Hodges asked the justification for the raise with so few years of service. Ms. Bancroft said because they have certifications.

Supervisor Garber asked if the increase for certifications came from the Compensation Board. Ms. Bancroft said it should. She said they are handling all payments inhouse and are no longer using a third party lockbox.

Supervisor Moskalski said he has the same request as he did for the Commissioner of Revenue's Office. Ms. Bancroft said her employees are deputies who have been sworn in and take an oath. She said they have more responsibilities than the average position with similar duties.

#### **4.h. Sheriff's Department Budget Presentation – Jeff Walton, Sheriff**

Supervisor Garber asked about the 5% salary increase. Sheriff Walton said the General Assembly was initially saying a 20% increase but it's now 4-5%. He said it's very difficult to fill positions when salaries aren't competitive. He said the Board approved a career development plan for the department in the past but it was never funded.

Sheriff Walton said his two Captains make about \$12,000 less than the Assistant Chiefs in the Fire & EMS Department even though they have many years of service. He said his records person also makes less than an equivalent position in Fire & EMS. He said he just learned about it in the last two weeks.

Supervisor Garber said he wants a comparison. Sheriff Walton said the Assistant Chief and Battalion Chief both make \$12,000 more than his Captains.

Vice Chair Hodges said fire department cadets begin at their starting salary whereas police cadets start at a lower salary which is then raised when they graduate the academy.

Sheriff Walton said he can absorb the cost currently because of being short-staffed.

Vice Chair Hodges said he didn't think the Board knew about the salaries for the Fire & EMS Assistant Chiefs.

Sheriff Walton said he makes \$113,459 and the Fire Chief makes \$93,000.

Supervisor Greenwood said he didn't think the salaries ever came to the Board.

[All salaries were presented to the Board at their daylong budget session on April 16, 2021 as part of the Fiscal Year 2022 Recommended Budget.]

Sheriff Walton said he'd like their years of service taken in to account.

Vice Chair Hodges asked if the \$211,628 budget increase he is asking for does what he wants. Sheriff Walton said yes.

Sheriff Walton said the Records Assistant has experienced an increase in workload due to FOIA requests for body camera data and crash reports. He said he is requesting two additional 911 Dispatchers and said they dispatch for all fire and police stations in the County and West Point and two people on a shift is not enough. He said he is not sure what will happen with Marcus Alert legislation. He has also included funds in the budget to purchase headsets for dispatchers.

Sheriff Walton said people keep saying the County is not growing but here are a lot of new houses going up and there are people in all of them.

Chairman Moren asked if retention is leveling out. Sheriff Walton said yes, the problem is they can't get people in the door. They currently have no applicants and when they do, they don't all make it

through the testing. He said he used to have 25-30 applicants for one position and now he's begging to get one or two. Applicants have to test including physical agility and background testing.

Sheriff Walton said the department needs career development and pay adjustments to compete with other localities. He said career development is a big draw for candidates. He also said he is leery of the Compensation Board because they will say there are positions but they don't fund them. He said they were allotted two more positions but they're unfunded.

Vice Chair Hodges said hopefully the raises will be funded by the Comp Board.

Supervisor Garber asked if the raise was for all Constitutional Officers and employees. Sheriff Walton said yes.

Vice Chair Hodges said the Comp Board is considering a \$1,000 bonus but bonuses don't impress employees because they can go away the next year.

Sheriff Walton said there are six jury trials scheduled in the next two months which is a lot of work and he needs personnel. He said the courthouse needs are growing.

Supervisor Moskalski said people keep saying we're not growing but the recent census information proves the County is growing.

Supervisor Garber asked if apartment buildings created an increase in calls. Sheriff Walton said some but not a lot, for both the Sheriff and EMS.

Vice Chair Hodges clarified that the funds do not affect him therefore it is not a conflict of interest for him to be involved in this discussion.

#### **4.i. Commonwealth's Attorney Budget Presentation - Matthew Kite, Commonwealth's Attorney**

Mr. Kite said the primary change to his budget this year is the shifting of the current part-time Records Assistant to full-time. He said his office is opening more than a file a day. The Records Manager chases down people to get information and reviews all body-worn camera data. Mr. Kite said the person currently in this position is extremely competent.

Supervisor Garber asked if they create a transcript. Mr. Kite said it is not a transcript. It is notes.

Mr. Kite said you can look up all Compensation Board requests at [scb.virginia.gov](http://scb.virginia.gov). He said the Comp Board does not capture all the work done in his office. The Commonwealth's Attorney Association is currently sponsoring a study to log hours to show the Comp Board exactly what they do. He said the Comp Board doesn't allow him to change position classifications and some are low. For example, the Deputy Commonwealth's Attorney is classified as Legal 1.

Mr. Kite said the Comp Board is not going to give more money and legislators know that. This is where the County supplements. The Comp Board doesn't cover materials and pays on a

reimbursement basis. He said that, traditionally, Commonwealth's Attorney raises track with what the state does and staff follows with County raises. His employees are on the County pay plan and compression has already been addressed.

#### **4.i.i. Victim/Witness Assistance – Matthew Kite, Commonwealth's Attorney**

Mr. Kite said his office routinely receives positive comments about the Victim/Witness Assistance people. The requested increase in the part-time person's salary is split with King & Queen County. The grant is written as 50/50 even though the vast majority of her work is done in King William County.

Vice Chair Hodges asked if Victim/Witness really needs a part-time person. Mr. Kite said yes. Victim outreach is vital for the preparation and presentation at jury trials. The part-time person maintains constant contact with victims to ensure their participation in the trial process.

#### **4.j. Circuit Court Budget Presentation – Tina Glazebrook, Interim Clerk of Circuit Court**

Ms. Glazebrook said she is requesting an increase for staff to be competitive. The Chief Deputy, Criminal Clerk, and Civil Clerk all participate in continued education. Karen Wallace will be a certified Chief Deputy Clerk soon. She said she just learned there is a statute which mandates the Circuit Court Clerk's salary.

#### **4.k. Revenue Projects – Natasha Joranlien, Director of Financial Services**

Ms. Joranlien provided revenue projections based on level tax rates from calendar year 2021.

Real Estate property tax is the largest source of revenue for the County and the FY22/23 projected revenue is \$14 million. Public Service tax is projected to total \$430,900, an 8% increase over the FY21/22 adopted budget. Personal Property tax projected revenue is \$5.3 million, an 8% increase which is attributed to an increase in vehicle book values. Machinery and Tools taxes are estimated to remain the same at \$2.1 million. Other Local Taxes is projected to bring in \$694,408.

State revenues are projected to decrease by \$55,000 to \$1.5 million. This projection is based on actuals from FY21. Compensation Board revenue is estimated to increase based on information submitted by each Constitutional Officer. The main component for the increase is due to a significant increase in support of nearly \$74,000 towards the Commonwealth's Attorney office.

State categorical aid revenues are projected to decrease by \$40,000. Recordation Tax is no longer distributed to the localities. The Commissioner of the Revenue and Clerk of Court offices are currently working with the state for clarification.

Federal aid revenues are projected to decrease by \$20,298 which is partially related to the SRO Grant program ending.

Exhibit B as provided reflects the outcome of a reduction in the Real Estate Tax Rate of \$0.01 which results in a reduction of General Fund overall revenue of \$181,948. A \$0.10 reduction to the

Personal Property rate (Exhibit C) would result in a reduction of General Fund overall revenue of \$194,490. She noted that we don't know how the value of cars may change in the future since the current increase was directly attributed to the pandemic. If car values go back down in the future, the rate may need to be raised again if it is lowered now.

Vice Chair Hodges asked how much the average homeowner would save if the Real Estate Tax rate was reduced by \$0.01. Ms. Joranlien said about \$20.

Chairman Moren asked if there were any other options. He asked if this was a B or C scenario and not a B and C scenario. Ms. Joranlien said not necessarily.

Supervisor Garber asked what a \$0.02 reduction would look like. Ms. Joranlien said double the \$0.01 reduction projections.

Ms. Joranlien noted the reduction lowers the County side only, not the school side. This cannot be done because of the split levy.

Supervisor Greenwood asked if the level tax rate was included in the current budget requests. Ms. Joranlien said the projections were for revenue only, not expenditures.

Chairman Moren asked if CARES and ARPA funds were considered revenue. Ms. Joranlien said yes, they are included in the projections presented for the General Fund only. There are other ARPA funds which are part of a separate budget which does not affect the General Fund.

Ms. Joranlien also noted that the SAFER grant was being applied for but was not included in these revenue projections.

Supervisor Moskalski said he wanted to know what the school penny would get us also. Ms. Joranlien said she has that information and will send it to the Board. She said with the reduction projections presented, the schools can still be funded because the revenue reductions do not apply to the schools due to the split levy.

Supervisor Greenwood asked how much a reduction in the Personal Property tax would benefit citizens. Ms. Joranlien said it's impossible to tell because of the varying values of people's property.

Ms. Joranlien said she can show three budget options with the school information also. Mr. Ashcraft said a big factor in reducing rates is how much the Board is going to do with the salary issues brought forth.

Supervisor Moskalski said he wanted to see what expenditures could be covered and what would need to be cut at each of the different tax rate reductions. He said we have to balance revenue growth with inflation.

Chairman Moren asked if any of the state surplus will trickle down. Supervisor Moskalski said no.

Ms. Joranlien said none of the Capital Funding is coming from FY23 revenue and we are trying to catch up with projects that have been put off in past years.

Mr. Ashcraft said the March 2<sup>nd</sup> Budget Work Session will primarily present County department requests and a few outside agencies. There will be three departments presented at the February 28<sup>th</sup> regular meeting – Social Services, CSA, and VJCCA. He said the salary increases need to be decided and they have to look at trends and shared agreements with other localities.

**Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS**

Vice Chair Hodges said they would try to do what they can with salaries but it may not be where everyone would like it to be.

Supervisor Moskalski thanked people for coming.

Supervisor Greenwood said he liked seeing the different scenarios.

Supervisor Garber said he wants to see comparisons between the Sheriff's Department and Fire & EMS. He said he likes the shorter budget meetings as compared to the previous all-day sessions.

Chairman Moren said he appreciated people coming out, especially in support of the Sheriff's Department accreditation. He instructed department heads to make it such that the Board can understand what they need with regard to the budget.

**Agenda Item 6. ADJOURN OR RECESS**

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Supervisor Moskalski. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

# AGENDA ITEM 7.a.iii.

February 28, 2022 Regular Meeting Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING OF FEBRUARY 28, 2022**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 28th day of February 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 3. MOMENT OF SILENCE**

The Chairman called for a moment of silence. Chairman Moren mentioned that Mrs. Rebecca Massey of West Point passed away that morning.

**Agenda Item 4. PLEDGE OF ALLEGIANCE**

The Chairman led the pledge of allegiance.

**Agenda Item 5. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented; motion was seconded by Vice Chair Hodges. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 6. PUBLIC COMMENT**

Chairman Moren opened the Public Comment period. There being no speakers, the Chairman closed the Public Comment period.

**Agenda Item 7. CONSENT AGENDA**

Consent Agenda items included:

- a. Approval of Minutes:
  - i. Draft Minutes of the January 24, 2022 Regular Meeting
  - ii. Draft Minutes of the January 31, 2022 Budget Work Session Meeting
- b. Approval of Expenditures – January 2022
- c. **Resolution 22-11** - Updating the Representative Appointment to the Middle Peninsula Chesapeake Bay Public Access Authority (MP-PAA)
- d. **Resolution 22-12** - Appropriating Department of Education HVAC Replacement & Improvement Grant Funds For King William County Public Schools Hamilton-Holmes Middle School (HHMS) HVAC Projects
- e. **Resolution 22-13** - Recognizing and Honoring March 2022 as Women's History Month

Chairman Moren pointed out the resolution recognizing and honoring March 2022 as Women’s History Month.

Supervisor Moskalski moved for approval of the Consent Agenda; motion was seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**RESOLUTION 22-11**

**UPDATING THE KING WILLIAM COUNTY APPOINTMENT TO SERVE ON THE MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Middle Peninsula Public Access Authority (MP-PAA) was created by the Virginia General Assembly on April 7, 2002, and ratified by participating localities on June 13, 2003, in recognition of shorelines as high priority natural areas and the need to set aside shorelines and other lands for access by citizens for various types of recreational activities; and

**WHEREAS**, member localities include the Counties of Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex and the Towns of Tappahannock, Urbanna, and West Point; and

**WHEREAS**, the MP-PAA provides for the appointment, by the respective member governing bodies, of a Primary and Alternate Representative from each member locality with such appointment and associated representation starting and ending at the pleasure of the governing body; and

**WHEREAS**, the King William County Board of Supervisors previously appointed Trenton L. Funkhouser to serve as the Primary Representative on January 24, 2011, with no term expiration, and Bret Schardein as the Alternate Representative on February 25, 2013, with no term expiration; and

**WHEREAS**, it is now necessary to update these appointments because these individuals are no longer employed by King William County and because the MP-PAA legal representative has asked for updated appointments which comply with the By-Laws of the MP-PAA by all member localities; and

**WHEREAS**, Virginia Code [§15.2-6604](#) states, “The governing body of each participating political subdivision shall appoint either one or two directors, one of whom shall be a member of the appointing governing body or its chief operating officer.”; and

**WHEREAS**, the MP-PAA By-Laws state King William County shall appoint one Director and that “The governing body of each member political subdivision may appoint an alternate whose term shall be the same as the director of each political subdivision.”

**NOW THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors appoints the King William County Administrator to serve as the County’s Primary Director on the Middle Peninsula Chesapeake Bay Public Access Authority, and the King William County Director of Planning to serve as the County’s Alternate, each for four-year terms expiring December 31, 2025, or until such time successors are appointed and qualified; and

**BE IT FURTHER RESOLVED** that the King William County Board of Supervisors may remove at any time, without cause, any Director appointed by it and appoint a successor Director to fill the remaining portion of the removed director's term.

**DONE** this 28th day of February, 2022.

**RESOLUTION 22-12**  
**APPROPRIATING DEPARTMENT OF EDUCATION HVAC REPLACEMENT & IMPROVEMENT**  
**GRANT FUNDS FOR KING WILLIAM COUNTY PUBLIC SCHOOLS HAMILTON-HOLMES**  
**MIDDLE SCHOOL (HHMS) HVAC PROJECTS**

**WHEREAS**, the Commonwealth of Virginia Department of Education accepted applications for an HVAC Replacement & Improvements Grant; and

**WHEREAS**, King William County Public Schools was awarded \$403,080 to assist with repairs of HVAC equipment at Hamilton-Holmes Middle School; and

**WHEREAS**, the King William County Public School Board approved the appropriation and expenditure of these funds at their February 15, 2022 meeting; and

**WHEREAS**, the King William County Board of Supervisors wishes to amend its FY2022 School budget to reflect the receipt and expenditure of these funds as follows:

Revenues: Virginia Department of Education Grant Award	\$403,080
Expenditures: HVAC Replacement & Improvement at HHMS	\$403,080

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors that the FY2022 Budget is amended via appropriation to reflect the above amounts within the King William County Public Schools Capital Improvement Fund for HVAC replacement and improvement work at Hamilton-Holmes Middle School.

**DONE** this 28th day of February, 2022.

**RESOLUTION 22-13**  
**RECOGNIZING AND HONORING MARCH 2022 AS WOMEN'S HISTORY MONTH**

**WHEREAS**, since 1987, Congress has passed resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month to commemorate and encourage the study, observance and celebration of the vital role of women in American history; and

**WHEREAS**, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our society in countless recorded and unrecorded ways; and

**WHEREAS**, the leadership of women in elected office serves as an example of community and civic engagement for girls and women in King William County; and

**WHEREAS**, women have played and continue to play critical economic, cultural, and social roles in every sphere of life by constituting a significant portion of the labor force working inside and outside of the home; and

**WHEREAS**, women have played a unique role throughout the history of society by providing the majority of the volunteer labor force; and

**WHEREAS**, women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

**WHEREAS**, women have served our country courageously in the military; and

**WHEREAS**, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

**WHEREAS**, additional education is needed to increase the knowledge of all citizens relative to the contributions of women and opportunities for girls and women to develop their leadership skills and to eliminate bias in education and the workforce;

**NOW THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors does hereby recognize and honor March 2022 as Women's History Month.

**DONE** this 28th day of February, 2022.

#### **Agenda Item 8. PRESENTATIONS**

##### **8.a. Accreditation Presentation to King William County Sheriff's Department**

Eric Smith with the Department of Criminal Justice Services said the Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation includes over 190 specific standards and required an inspection, audit, review, critique, and proofs of compliance over the past four years.

Sheriff McLaughlin of New Kent County presented Sheriff Walton with a plaque and read the proclamation of accreditation.

#### **Agenda Item 9. PUBLIC HEARING**

##### **9.a. Ordinance 01-22 – Approving Proffer Amendment 01-2022: McCauley Park LLC – Sherry Graham, Director of Planning**

##### **9.b. Resolution 22-14 - CUP-10-21: Owner/Applicant - McCauley Park LLC - Sherry Graham, Director of Planning**

Ms. Graham presented photos and information regarding the proffer amendment which is required to approve the Conditional Use Permit.

Vice Chair Hodges clarified the townhomes were for sale, not rent. Ms. Graham said yes, however the owner can rent their property out if they choose.

Ms. Graham said, according to the Commissioner of the Revenue's Office, the tax base on the apartments would have been \$53,000 per building whereas the townhomes will be \$25,000 on the land plus approximately \$250,000 per townhome.

Vice Chair Hodges asked if they were being required to put high speed internet connections in the townhomes. Ms. Graham said no. Supervisor Moskalski said he doesn't think you can make that a requirement. Chairman Moren said high speed internet is available in that area.

Supervisor Garber asked how the parcel across the street is zoned. Ms. Graham said it is business and industrial.

Vice Chair Hodges asked how many townhomes are connected in a row. Todd Rogers with McCauley Park, LLC said no more than five per building and there are firewalls between all units.

Supervisor Garber asked Mr. Rogers if they also own the parcels across the street. Mr. Rogers said yes.

Mr. Rogers said Breezeline (Atlantic Broadband) would be putting in high speed internet during construction.

Chairman Moren opened the Public Hearing. There being no speakers, Chairman Moren closed the Public Hearing.

Supervisor Moskalski made a motion to approve Ordinance 01-22 Approving Proffer Amendment 01-2022; Supervisor Garber seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**ORDINANCE 01-22  
PROFFER AMENDMENT 01-2022 ASSOCIATED WITH CONDITIONAL REZONING  
APPLICATION Z-02-01 - (Z-02-01 AMENDMENT) - OWNER: MCCAULEY PARK, LLC**

**WHEREAS,** McCauley Park, LLC applied for CUP 10-2021 to construct 120 Townhouses on tax map parcel 21-50, Section 2 requiring the Board of Supervisors to approve a Proffer Amendment for Tax Map Parcel 21- 50, Section Two, to amend the

existing Proffers initially approved on June 25, 2001, with re-zoning Z-02-1 and amended on September 25, 2017; and

**WHEREAS**, the Owner is requesting the following two proffer amendments:

**Proffer C.1. of Case Z-02-01 to hereby be amended and replaced with the following:** Density Restriction. No more than 120 (120) townhouse units may be developed within Parcel Two as shown on the McCauley Park Townhomes Preliminary Plan dated September 30, 2021.

**Proffer C.5. of Case Z-02-01 to hereby be amended and replaced with the following:** Exterior Walls. Visible portions of the exterior wall surfaces (exclusive of windows) about the foundation of multi-family buildings shall be of fiber cement board (Hardiplank) siding, brick, or brick veneer construction, vinyl siding, or cement siding; and

**WHEREAS**, all other conditions and proffers of Case Z-02-01 shall remain in full force and effect; and

**WHEREAS**, the King William County Planning Commission conducted a duly advertised public hearing on February 16, 2022 and voted to recommend approval of Proffer Amendment 01-2022; and

**WHEREAS**, the Board of Supervisors conducted a duly advertised public hearing on February 28, 2022 to consider the above proffer amendments associated with Conditional Zoning Application Z-02-01;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, that the Board of Supervisors of King William County, Virginia, approves the amended proffers as stated in the preambles above associated with Conditional Zoning Application Z-02-01 such amended proffers to be recorded in the Clerk's office of the Circuit Court of King William County.

**ADOPTED** this the 28th day of February, 2022.

Supervisor Moskalski made a motion to approve Resolution 22-14 Approving CUP-10-21; Vice Chair Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**RESOLUTION 22-14  
APPROVING CONDITIONAL USE PERMIT (CUP) 10-21  
TAX MAP PARCEL 21-50 – MCCAULEY PARK SUBDIVISION TOWNHOMES**

**WHEREAS**, the applicant is requesting a Conditional Use Permit to construct 120 townhouses in an area of the McCauley Park Subdivision that was previously approved for multi-family apartments, such property located on tax map parcel 21-50 is currently served by public water and sewer and consists of approximately 29.4 acres; and

**WHEREAS**, a goal in the current King William County Comprehensive Plan is to provide a variety of safe, decent, affordable, and quality housing opportunities, and to encourage the development of a variety of housing types to accommodate current and future citizens of varying ages, stations in life, and income levels; and

**WHEREAS**, King William County Code Article X, Section 86-456 states that a conditional use permit should be approved if it found that the location is appropriate and not in conflict with the comprehensive plan; the public health, safety, morals, and general welfare will not be adversely affected; adequate utilities and off-street parking facilities will be provided; necessary safeguards will be provided for the protection of surrounding property, persons, and the neighborhood values; and

**WHEREAS**, the King William County Planning Commission held a duly advertised public hearing on December 7, 2021 and voted 5-0 to recommend approval to the Board of Supervisors with the condition that the developer will meet all requirements listed in Section 86-162; and

**WHEREAS**, the King William County Board of Supervisors tabled consideration of CUP 10-21 via Resolution 21-91 on December 27, 2021 until such time as any necessary proffer amendments are considered by the King William County Planning Commission; and

**WHEREAS**, the King William County Planning Commission conducted a duly advertised public hearing on February 16, 2022 and voted to recommend approval of Proffer Amendment 01-2022; and

**WHEREAS**, the Board of Supervisors conducted a duly advertised public hearing on February 28, 2022 and voted to approve Ordinance 01-22 approving Proffer Amendment 01-2022;

**NOW, THEREFORE, BE IT RESOLVED**, the King William County Board of Supervisors hereby approves CUP 10-21, with the condition that the developer will meet all requirements listed in Section 86-162.

**DONE** this 28th day of February, 2022.

**Agenda Item 10. OLD BUSINESS**

**10.a. Resolution 22-15 – Clarification of Board Appointment to the King William County Planning Commission**

Mr. Ashcraft presented the resolution clarifying the Board appointment to the Planning Commission which was requested by the Board.

Vice Chair Hodges made a motion to approve Resolution 22-15; Supervisor Moskalski seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**RESOLUTION 22-15  
CLARIFICATION OF BOARD APPOINTMENT TO THE  
KING WILLIAM COUNTY PLANNING COMMISSION**

**WHEREAS**, Virginia Code section 15.2-2212 states one member of the Planning Commission may be a member of the governing body of the locality and the term of such member shall be coextensive with the term of office to which the member of the governing body has been elected; and

**WHEREAS**, the statute further says 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; and

**WHEREAS**, the Board of Supervisors appointed Stephen K. Greenwood to serve as the Board of Supervisors Representative on the King William County Planning Commission on January 10, 2022 via Resolution 22-03;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that Supervisor Stephen K. Greenwood's term expiration as the Board of Supervisors Representative on the King William County Planning Commission shall conclude on the same date his term in office concludes unless the Board decides at a future annual meeting to appoint someone else.

**DONE** this 28th day of February, 2022.

**Agenda Item 11. NEW BUSINESS**

**11.a. Authorizing the Advertisement of a Public Hearing Regarding Borrowing Prospects - Percy C. Ashcraft, County Administrator**

David O. White, Ed.D., Division Superintendent; Staci Longest, Director of Finance; and Tony Stone, Director of Operations for King William County Public Schools came forward. Dr. White said KWCPs had received a grant enabling them to begin the HVAC project at Hamilton Holmes Middle School. They were awaiting a letter of intent from the General Assembly for possible additional grant funds.

Ms. Longest said the School Board would like to hold a public hearing regarding the VPSA bond funding at the end of March.

Chairman Moren asked if the school fire panels have been updated to 804. Mr. Stone said yes.

Supervisor Moskalski made a motion to authorize a Public Hearing regarding KWCPs borrowing to fund capital improvements. Vice Chair Garber seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**11.b. Redistricting Recommendation – Gene Campbell, Redistricting Advisory Committee Chair**

Mr. Campbell thanked the members of the Redistricting Advisory Committee, staff, and Mr. McRoberts for their help in putting together the Redistricting recommendation. He said the committee held three meetings and received guidelines from Mr. McRoberts.

The 2020 census showed the population in King William County at 17,810. The committee was tasked with getting as close to possible in having five equal districts. He said they had to take some from Districts 3 and 4 because they had become too large and they had to add to District 2. He said they could only pick up and take away according to census blocks. 202 were taken from District 4 and moved to District 5; 20 were moved from District 4 to District 2; and 144 were moved from District 3 to District 2. He said the changes had to maintain concise and compact district lines. No changes were made to District 1 – West Point. All population numbers in the recommended map are within the guidelines.

Supervisor Garber said he thinks it’s a good plan and is fair.

Chairman Moren asked if all percentages were within reason. Mr. Campbell said yes, they are all within the necessary guidelines.

Supervisor Greenwood and Chairman Moren said they would like to see a more detailed map.

Chairman Moren asked what the next step is. Mr. Hudgins said a Public Hearing would need to be advertised and held. Then the map will be sent to the Office of the Attorney General for a Certificate of No Objection. An Open House is also scheduled for March 15<sup>th</sup> at 6pm to provide citizens a chance to see the map and ask questions prior to the Public Hearing.

### **11.c. Budget Overviews – Natasha Joranlien, Director of Finance**

Ms. Joranlien presented overviews of budgets for Social Services, Children’s Services Act (CSA), Community Connection (VJCCCA), and General Registrar.

#### **11.c.i. Social Services (DSS) – Letecia Loadholt, Director**

Ms. Joranlien said they were trying to base the DSS budget request on a formula calculated by Ms. Loadholt at a previous job. She said FY22 is going to be lower than budgeted and the FY23 request looks higher than usual because of the formula used. She said County Finance and DSS Finance have been working together to make sure the calculation is working currently month to month.

The Board had no questions.

#### **11.c.ii. Children’s Services Act (CSA) – Ann Porter, Program Coordinator**

Chairman Moren asked what has changed from last year. Ms. Porter said last year’s budget calculation took into account three different local match rates. This year, she calculated the budget using the base match rate. She thinks expenses may actually be less than projected but it all depends on the types of services needed in the coming year.

Supervisor Moskalski asked if there was an increase of children in certain areas. Supervisor Garber said there is no way of knowing and it can’t be predicted.

#### **11.c.iii. Virginia Juvenile Community Crime Control Act (VJCCCA)/Community Connection – Veda Frazier, Program Manager**

Ms. Frazier said there is a reduction in her request due to using funds left from FY22 due to being short-staffed. She said they have also seen a reduction in electronic monitoring fees due to COVID but these expenses are rising again.

Supervisor Garber said this is another program where predictions cannot be made.

Ms. Frazier said last year hurt them with not being able to recover fees and she’s grateful they had a balance to cover their expenses. She said unfortunately, children are back to doing naughty things now that COVID restrictions have eased.

Supervisor Garber said DSS is not involved at all with VJCCCA.

**11.c.iv. General Registrar – Alison Fox, General Registrar**

Ms. Fox said they will be experiencing an increase in wages and part-time staff.

Chairman Moren asked if there were a lot of changes due to new laws. Ms. Fox said yes, always.

Ms. Fox said she requested a part-time person last year and did not receive funding. The part-time person works 3 days per week.

Chairman Moren asked if those hours are increased during election times. Ms. Fox said she factored that into her request.

Ms. Fox said cybersecurity is also a large cost increase. It is mandated by the state and it has become such that they are unable to do it on their own anymore and have hired an outside consulting firm. This also covers them if they're audited by the state. The consultant they are using works with other counties and is approved by the state.

Chairman Moren asked if our IT department could take over next year. Ms. Fox said possibly, although the state is going to have more requirements next year. The consultant is on an annual contract.

**11.d. Capital Improvement Plan (CIP) for Schools and County – Natasha Joranlien, Director of Financial Services**

Ms. Joranlien presented the five-year CIP for the schools and county. The \$2.5 million shown for the Broadband Initiative includes \$2 million from ARPA, \$225,000 from the EDA, and \$275,000 from the County. The Brush Truck purchase shown for Fire & EMS is rolled over from FY22. The forecast balance in the Unassigned General Fund is based on unaudited financials.

Staci Longest, KWPCS Director of Finance discussed the Schools' CIP. The Bus Garage is needed because the buses are now larger than the garage. The County and Schools are looking at a possible joint venture. There is broken furniture which needs to be replaced. Cots need to be purchased for the PreK program and some office flooring needs to be replaced. Fifteen school buses are more than fifteen years-old and they are hoping to replace 2-3 buses per year. Service vehicle use has increased and they need three this year. Technology is replaced on a four-year cycle and a security camera is needed in the vestibule at AES.

Supervisor Moskalski asked about the Riverfront Development Plan. Mr. Ashcraft said the Comprehensive Plan outlines some easily upgraded projects along the river front as well as some upgraded amenities with the State Forests. He said staff has met with the Department

of Forestry representatives and their response was not what was hoped for. Mr. Hudgins said they are looking at a Riverfront Development Plan which will include all aspects – kayak, tubing, swimming, fishing, boating, road access, etc.

Chairman Moren said there may be funds with a grant program through the MPPDC.

Supervisor Garber asked if the gravel road to White’s Landing was state maintained. Mr. Hudgins said yes but he’s not sure where state maintenance ends.

Supervisor Garber asked who owns the property being discussed. Mr. Hudgins said King William County owns it. Chairman Moren added that it’s managed by the Department of Forestry. He said if anyone knows of other areas, please let them know.

## **Agenda Item 12. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR**

### **12.a. Administration Report – Percy C. Ashcraft, County Administrator**

Mr. Ashcraft provided the Board an updated copy of his report (Attachment A). He said mask restrictions are getting closer to being lifted. He said King William County is currently the highest transmission county in the Three Rivers Health District and encouraged people to get their COVID booster shots.

King William Little League has tentatively planned Opening Day for March 26<sup>th</sup> and will be inviting the Supervisors to throw the opening ball.

Dominion Energy and HRSD have both announced refunds coming to customers and the MPPDC has a Septic Tank Pump Out Assistance Program. All are covered in more detail on the County website.

Staff continues to look at possible grant funding available for projects.

## **Agenda Item 13. BOARD OF SUPERVISORS’ COMMENTS**

Supervisor Moskalski thanked people for coming. He congratulated the King William Sheriff’s Office, said he was proud of them, and said staff had done a good job on the budget. He said he continues to be inspired by the Ukrainian leadership.

Supervisor Greenwood thanked people for coming and congratulated the King William Sheriff’s Office.

Supervisor Garber congratulated the King William Sheriff’s Office. He said what is happening in the Ukraine is a travesty and to continue to pray for them.

Vice Chair Hodges thanked everyone for coming and said he was proud of the entire King William Sheriff’s Office and the hard work and unity of the staff. He said he’s had complaints

that there is a fee charged when paying by e-check through Edmunds. Mr. Ashcraft said he is looking into it. Vice Chair Hodges said with all the issues with Edmunds, people should not also be having to pay fees to pay by e-check.

Chairman Moren congratulated the King William Sheriff's Office. He said he's been to the Ukraine and asked for prayers for the people there.

**Agenda Item 14. CLOSED MEETING**

**14.a. Motion to Convene Closed Meeting**

Supervisor Moskalski made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the performance of a specific public employee; and 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; and in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the terms or scope of a public contract, because discussion in open session would adversely affect the bargaining position or negotiating strategy of the Board. Vice Chair Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**14.b. Motion to Reconvene in Open Session**

Supervisor Moskalski made a motion to reconvene in Open Session. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**14.c. Certification of Closed Meeting**

Vice Chair Hodges moved for adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; the motion was seconded by Supervisor Moskalski. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**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 28th day of February, 2022, 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 in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
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.

**DONE** this the 28th day of February, 2022.

**14.d. Action on Closed Meeting (if necessary)**

No action was taken as a result of the Closed Meeting.

**Agenda Item 15. APPOINTMENTS**

No appointments were made.

**Agenda Item 16. ADJOURN OR RECESS**

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

## ATTACHMENT A



# County Administrator's Report

February 28, 2022 Meeting of the Board of Supervisors (Revised)

## Meetings & Special Dates

### March

1. Planning Commission Meeting – March 1, 7 p.m.; Board Room.
2. Board of Supervisors Budget Work Session – March 2, 7 p.m.; Board Room.
3. Recreation Commission Meeting – March 3, 7 p.m.; Community Center
4. Board of Supervisors Joint Budget Meeting w/KWCPS – March 8, 7 p.m.; Board Room.
5. Economic Development Authority Meeting with Planning Commission – March 9, 7 p.m.; Board Room.
6. Comprehensive Plan Public Hearing – March 10, 7 p.m.; Board Room
7. Board of Supervisors Work Session & Presentation of Budget – March 14, 7 p.m.; Board Room
8. King William County School Board Meeting – March 15, 6 p.m.; Hamilton Holmes Middle School
9. Board of Zoning Appeals Meeting – March 23, 6:30 p.m.; Board Room
10. Wetlands Board Meeting – March 24, 7 p.m.; Board Room
11. Board of Supervisors Regular Meeting – March 28, 7 p.m.; Board Room

## Notes & Updates

1. Personnel
  - a. Katelynn Seay hired as Animal Control Deputy.
  - b. Barbara Trimmer hired as Planning Secretary.
  - c. Lauren Lechowicz hired as Juvenile Counselor.
  - d. Joseph Yancey hired as part-time medic firefighter.
2. The unemployment rate in King William County in December was 2.4 percent.
3. Staff is currently developing an Acceptable Use Policy for phones and other devices. It will be presented at the March 8th Work Session.
4. COVID-19 Update:
  - a. King William County is averaging five new cases per the most recent seven-day average as of February 22.
  - b. King William County residents have experienced 3,633 cases of COVID-19 since February, 2020 as of February 22. A total of 83 required hospitalization and 32 passed away.
  - c. The Virginia Dept of Labor & Industry and Health Board, which issued the VOSH Administrative Code requiring masks to be worn in the workplace in October 2021, met on February 17 to discuss repealing the Standard. They voted to repeal it, however, there is a 30 day public notice and

comment period before they can meet again and make a final ruling to repeal it. That 30 days will end until March 17.

5. The County newsletter is now being published weekly to complement the website, Facebook, Twitter, and County Administrator's blog to increase public awareness of matters happening within King William County. Residents can get on the distribution list by filling out the form on the website, or they can read it from our webpage.
6. In partnership with King William County Little League, the Ball Park on Route 30 is being spruced up for the start of the season. Opening Day is March 26 and all members of the Board of Supervisors will be asked officially soon to throw out the first balls.
7. The Utilities Department is either replacing or installing new meters to customers.
8. Staff has stepped up its enforcement of County ordinances relative to property maintenance and abandoned vehicles. Priorities are the Commerce Park and the two main arteries in and around King William – Route 360 and Route 30.
9. Middle Peninsula Planning Commission (MPPDC) is asking for priorities of its localities. Chairman Moren sent out a form on February 20 to members of the Board of Supervisors. Submittal is by March 13.
10. Staff is helping to fill vacancies on the Economic Development Authority (EDA). Please see if you know of someone in the legal or financial professions that might want to serve.
11. Forest Pro is making plans to add a new location in Central Garage. They are looking to fill positions of Service Manager, Parts Manager, & Parts Specialist/Receptionist.
12. Dominion Energy sent out a notice last week regarding offering refunds to its customers.
13. Hampton Roads Sanitary District also sent out a notice last week announcing it will be giving refunds back to its customers in King William who have unpaid balances. Customers will be notified via bill message. An estimated total of \$3,134.22 will be given out.
14. County Staff will soon send an update to the Board of Supervisors on the Sweet Sue solar project.
15. Senator Mark Warner has reached out to localities reminding them of grant opportunities as a result of the Infrastructure Investment and Jobs Act that President Biden signed on November 15. Staff is reviewing the possibilities and will be in touch with Senator Warner's Staff.
16. The Middle Peninsula Planning Commission also has sent the County a list of grant opportunities. County Staff is making a list of all grant opportunities and will be active in the application process.
17. Assistance is available to those whose time has come to pump out their septic tanks. The program is coordinated through the MPPDC. Visit [mppdc.com](http://mppdc.com) for more information.

# AGENDA ITEM 7.a.iv.

March 2, 2022 Budget Work Session Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
BUDGET WORK SESSION MEETING OF MARCH 2, 2022**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 2nd day of March 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Garber moved for the adoption of the amended agenda for this meeting as presented; motion was seconded by Supervisor Moskalski. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 4. BUDGET WORK SESSION MATTERS**

County Administrator, Percy Ashcraft, explained the format of the work session. The Director of Financial Services, Natasha Joranlien, will give an overview and representatives are present in person and via Zoom to answer any questions. The budgets presented are not recommendations from the County Administrator.

**4.a. Outside Organization Requests – Natasha Joranlien, Director of Financial Services**

Ms. Joranlien gave an overview of outside organization FY22 budgets and FY23 budget requests.

#### **4.a.i. Pamunkey Regional Library – Tom Shepley, Director**

Mr. Shepley thanked the King William County representative on the Library Board of Trustees, Ms. Mary Shipman.

Mr. Shepley said this is the largest budget request since he's been with the Library. Last year was flat funding. He said the library has 140 people currently making under the new minimum wage. He said the library closed branches in 2020 due to COVID and tried to reopen in July 2020. 65% of their staff is over 65 years-old and many elected not to come back, creating 45 vacancies. The majority of the budget request addresses the increase towards minimum wage, merit increases, and compression. He said the Library's reserve fund went from \$50,000 to zero and state aid has decreased. He said the Library provides internet hotspots for the public at a cost of \$46,000. Books and materials prices have been going up 9-10% each year.

He said that although people are not visiting the library as much, they are checking out more materials than ever before. King William County provides 10% of the Library's overall budget.

Chairman Moren asked what the shared costs among localities are. Mr. Shepley said the Director's salary and materials.

Vice Chair Hodges asked if the budget request included both branches. Mr. Shepley said yes, it covers both the West Point and Upper King William branches.

Supervisor Garber asked what West Point pays. Mr. Shepley said they provide the building and the cleaning and maintenance of the building. He said the Library has been renting the UKW branch and their rent has not increased in a few years. Supervisor Garber asked how much the rent is. Mr. Shepley said \$2,500/month.

Supervisor Greenwood asked if they used a County-owned building, would it help. Mr. Shepley said it would save the cost of rent but for the County, it would depend on how much the building costs them.

Supervisor Moskalski asked if they were giving an across-the-board salary increase. Mr. Shepley said no, it was merit-based only.

Vice Chair Hodges asked what would be the highest raise. Mr. Shepley said 2-3%.

Chairman Moren asked what hours the King William branch is open. Mr. Shepley said it is open 54 hours/week, Monday – Saturday. Chairman Moren asked what the impact would be of closing a few days. Mr. Shepley said they have found that customers do not shift their usage to another day. He said they'd have to cut a lot of hours to decrease the cost. He said Hanover County is covering most of the salary cost.

#### **4.a.ii. Thrive Virginia Budget Presentation – Gillian Barney, CEO**

Ms. Barney said Thrive Virginia (formerly Quin Rivers) provides critical services to the County such as emergency financial assistance, feeding children when schools are closed, and providing support to victims of domestic violence and sexual abuse. Services are provided free to users due to grants and County contributions. They are asking for \$5,000.

There were no questions from the Board.

#### **4.a.iii. Arts Alive – Ellen Davis, Board President**

Ms. Davis thanked the County for their past support and said they are trying to get back to normal after COVID. From 2020-2022 they held 7 concerts with 34% participation by KWC residents, a camp with 36% participating from KWC, and a drama camp with 54% participating from KWC. She said contributions are matched by the Virginia Museum of Fine Arts. Their goal is to keep prices down for consumers so they can afford to attend.

Supervisor Moskalski said his daughter participated in two programs and enjoyed them.

Chairman Moren asked if they work with Parks & Rec to bring things to this end of town. Ms. Davis said they do and will continue as things open up.

Vice Chair Hodges said they allow people to experience things they otherwise would not experience and that some of the performers go on to greater success.

Chairman Moren said he has issues with this being taxpayer funded.

#### **4.b. Regional Animal Shelter Budget Presentation – Lauri Betts, Manager**

Ms. Betts said they are asking for an additional full-time employee, repairs & maintenance on flooring, and the Homeward Trails program. She said the Shelter is shared with King & Queen County and the costs are split between both counties.

She said the Shelter has offered spay/neuter clinics, PALS and Working Whiskers Programs, and a Pet Food Pantry. They have not had a staff increase since 2011.

Ms. Betts said they are hoping to begin a Community Cats Program and Foster Program which will help increase live release rates. A grant from Homeward Trails is for the Community Cats Program. A representative is present and has spoken to the Sheriffs of both counties, both of whom support the program.

Alice Burton with Homeward Trails gave a presentation on the Community Cats program. She was Chief of Animal Control in Arlington, VA for 15 years and has seen the positive results of the program. The program focuses on TNR – Trap, Neuter, Release. She said there are positive effects in the community, complaints decrease, and shelter costs for euthanasia are reduced. She said

Homeward Trails chose to bring the program to the RAS because of Ms. Betts' experience and trained staff. They will be coming on April 3<sup>rd</sup> to spay/neuter 50 cats at no cost.

Ms. Burton said the program helps with fostering and adopting cats, takes work off Animal Control Officers, and saves money. It costs \$105 to euthanize an animal whereas it costs about \$50 to spay/neuter and do a health check. She said the County spent \$24,000 over the last two years on euthanizing.

Supervisor Garber asked if they still euthanize if they find something wrong during the health check. Ms. Burton said that is up to the veterinarian to make that decision but they will not put a sick cat back out in the community.

Supervisor Garber asked if King & Queen has agreed to the cost share yet. Ms. Betts said she doesn't know. Mr. Ashcraft said he spoke with their County Administrator who said they are level funding all outside agencies and there is no support from King & Queen for this program this year.

Chairman Moren asked what usage percentage is for King & Queen vs. King William. Ms. Betts said the populations are different and K&Q Animal Control only works 3 days/week. She said there is a big difference but she has no way of knowing exactly. She said K&Q is reactive, not proactive.

Chairman Moren asked if they can handle a surge of animals through this program. Ms. Betts said yes because it's managed. They work with the community caregivers. Ms. Burton said people like having community cats around but overpopulation is the problem. She said they have to be handled carefully when trapped. Ms. Betts said there would be planned clinics for the trapped cats. Homeward Trails is coming in to help and to work with the caregivers to properly train them.

Supervisor Garber asked if just King William could do it. Ms. Betts said if she offers a service, she has to offer it to all.

Supervisor Moskalski asked if the program was contingent on the new position. Ms. Betts said yes, her staff is already swamped.

Vice Chair Hodges asked what capacity they are at now. Ms. Betts said they are able to take in animals. They only have to close down when there are large animal seizures.

Chairman Moren asked Ms. Betts to describe the process used when euthanizing an animal. Ms. Betts said trained individuals perform them. The animal is tranquilized, then given a lethal injection. They are then cremated.

Supervisor Moskalski asked if this presentation had been given in King & Queen. Ms. Betts said they only talked over Zoom and they did not hear from Ms. Burton.

Supervisor Greenwood asked how much of a savings could be expected to offset the cost of the program. Ms. Betts said they had spent over \$14,000 for euthanizing in 2021. She said the savings would help in the long run. Ms. Burton said you also have to take into account how many of the cats are female.

#### **4.c. Outside Consultants & Contractors Expense**

Ms. Joranlien presented a listing of outside consultants and contractors with their FY22 information and FY23 expected expenditures.

Chairman Moren asked if the amount for lawn maintenance was a yearly figure. Ms. Joranlien said yes. Mr. Hudgins said they are in the process of getting a few other quotes but the current vendor hasn't raised costs in the last couple of years. Supervisor Garber asked if they provide lawn care only. Mr. Hudgins said yes. They will spread mulch or do other small jobs for an additional fee. Vice Chair Hodges asked if they trim shrubs. Mr. Hudgins said no.

#### **4.d. Benefits Overview - Nita McInteer, Human Resources Manager**

Ms. McInteer provided an updated summary of Annual Benefit Costs (Attachment A). She said she had just received more information from VRS but has not had a chance to calculate overall costs yet. She also has not received the employer vs employee split from Anthem.

Chairman Moren asked Ms. McInteer to email the information to the Board when she has it.

#### **4.e. Annual Leave Payout - Nita McInteer, Human Resources Manager**

Ms. McInteer said staff is recommending allowing employees with at least one hundred hours of accrued leave to request a once a year payout of 40 hours of that leave if they have also used at least 40 hours of annual leave in the previous 12 months. Ms. Joranlien said this money is normally set aside in case employees leave or retire. This would allow the balance to be slowly decreased rather than hitting all at once.

Supervisor Moskalski said he wants to see the numbers. Ms. Joranlien said it is included in the requests later this meeting.

#### **4.f. Salary Comparisons by Position - Nita McInteer, Human Resources Manager**

Per the Board's request on February 22, 2022, Ms. McInteer provided a comparison of salaries for the Commissioner of the Revenue's office, Treasurer's office, Sheriff's Office, and Fire & EMS. She also provided a copy of the Classification and Compensation Review the Board approved in February 2020.

Supervisor Garber asked if the Commissioner of the Revenue and Treasurer's office salaries were brought up in 2020. Ms. McInteer said yes.

Supervisor Moskalski said he wanted to see a comparison of duties between those two offices and other County departments. Ms. Joranlien said that was done in the 2020 study. Supervisor Moskalski said he'd take a closer look at it and come back with any questions.

Ms. McInteer said there are currently seven employees and one elected official who have over 20 years of service to the County.

Ms. McInteer provided a salary comparison between the Sheriff's Office and Fire & EMS. Fire Department recruits are paid \$42,500 upon hire and are required to sign an agreement stating they will provide at least three years of service to the County. If they leave within the three years, they must repay the cost of the training academy on a prorated basis. Salaries in both departments were included in the 2020 study and some employees were given raises to bring them to the minimum of their new scales. Sheriff's Deputies start at \$39,000 and are brought up to \$42,500 once they complete the Academy.

Chairman Moren asked what if the Fire Department recruits were terminated for cause. Ms. McInteer said they must repay training costs.

Supervisor Garber asked if the Sheriff's recruits sign agreements. Sheriff Walton said no.

Vice Chair Hodges asked if they had to pay back a prorated portion of the training if they dropped out of the academy. Ms. McInteer said yes.

#### **4.g. County Department Budget Presentations - Natasha Joranlien, Director of Financial Services**

Ms. Joranlien said the County was looking at giving salary increases of 1.5% for COLA and 2% for those earning merit increases. She noted that the department reports are where she created a leave payout line for informational purposes which Supervisor Moskalski had asked for earlier.

The Board of Supervisors draft budget increased by \$3,848. Vice Chair Hodges asked why they increased the Travel (Convention and Education) line item and if it was used last year. Ms. Joranlien said it was not fully used last year but it was assumed there would be more opportunity for training this year. Supervisor Moskalski said it makes sense to budget for it and have a cushion.

The County Administrator's draft budget increased by \$254,531, mainly due to salaries for the County Administrator and the addition of a Deputy County Administrator. Vice Chair Hodges asked who the proposed Summer Intern would report to. Mr. Ashcraft said to the County Administrator and Deputy County Administrator. He said they were thinking of someone working toward a Political Science or Public Administration degree. He'd like to offer the opportunity for a young person advocating for a career in government. He estimates they would work June-August for about 20 hours/week. He said this would be the first thing cut if things don't work out.

Financial & Management Services draft budget decreased by \$153,847 due to splitting out Human Resources and IT to their own departments. Chairman Moren asked if merit increases were being given across the board. Ms. Joranlien said no, it's based on performance review scoring. Vice Chair Hodges asked if we have a form for reviews. Ms. Joranlien said yes. Supervisor Garber asked what happens if the employee doesn't score well. Ms. Joranlien said the Department Head and the County Administrator would work on goals and areas of improvement to share with the employee. Supervisor Greenwood asked how many other counties give increases based on performance. Ms.

Joranlien said most do. He said the state doesn't do that. Supervisor Moskalski said the state is discussing doing it now.

The new Human Resources/Payroll draft budget was \$187,215 and includes the addition of one full-time employee. Mr. Ashcraft said he will be recommending that HR be an independent department reporting to the County Administrator. Chairman Moren asked if NEOGov was a one-time fee. Ms. Joranlien said it is an annual fee. She said performance evaluations can be done through NEOGov in the future. Vice Chair Hodges asked why there was a line item for legal. Ms. Joranlien said when VRSA has to represent the County at a grievance hearing, we incur a deductible. She said this line item was not in the budget before this year.

The Internal Services (IT) draft budget increased by \$112,245 and includes a request for a new position, new telephone system, and increased security costs. Vice Chair Hodges asked if a new full-time position had just been added. Ms. Joranlien said yes, in FY22. Chairman Moren asked about the security enhancements. Travis Wolfe, Systems Engineer, said Benjamin Shumaker, Information Technology Specialist, has been working on pulling back the County's dependency on Code Blue, maintaining our own firewall, and working with a new cybersecurity vendor which allows us to manage it ourselves. He said the changes put us in compliance with the state, especially for the General Registrar. Supervisor Moskalski asked how much this will offset spending. Mr. Wolfe said it is just over \$2,000 increase to do it internally and that number will decrease in subsequent years. Mr. Ashcraft said he will be recommending that IT be an independent department reporting to the County Administrator. Supervisor Greenwood said he thought the phone system was new. Mr. Wolfe said it is seven years old and analog. The County still uses copper lines which will no longer be supported. The new system would be cloud hosted using SEGRA's fiber lines. Employees will be able to use the phones from home or via their cell phone just as if they were at their desk. Chairman Moren asked what happens when the lines are cut. Mr. Wolfe said hopefully we can use All Points Broadband as a backup to SEGRA, or perhaps use APB as the main provider with SEGRA as a backup. Vice Chair Hodges asked if the new 911 lines were installed. Mr. Wolfe said they are in but not yet active. Those are through AT&T. Chairman Moren asked if text to 911 was active. Sheriff Walton said yes.

The Fire & EMS draft budget increased by \$208,392 and assumes the Academy will be covered by the SAFER grant. Chairman Moren asked when the discussion of the use of the next tranche of ARPA funding will be addressed. Ms. Joranlien said later tonight. There were no questions from the Board.

The Building Inspections draft budget increased by \$18,930 which mainly consists of COLA and merit increases. There were no questions from the Board.

The General Properties draft budget had an overall decrease of \$7,895. Chairman Moren said there has been a lot of activity around the Historic Courthouse and asked where the roof repair expense was. Mr. Hudgins said it is under CIP. He said they possibly need a French drain and those funds are also in CIP.

The Administration of Parks & Recreation draft budget increased by \$50,726. Ms. Joranlien pointed out that only the Administration of the program was paid from the General Fund. The outdoor speaker/projector system was moved from CIP to the budget for FY23. Chairman Moren asked how

successful the movies in the park program was. Kayla Huffman, Parks & Rec Manager, said they had good participation but it was not as much as they had hoped for. They hope to have better participation this year with COVID restrictions easing.

The Parks & Recreation Program Fund draft budget decreased by \$2,820. There were no questions from the Board.

Planning and Zoning draft budget decreased by \$27,250 mainly due to being fully staffed and no longer needing contract labor. Chairman Moren asked where we were at in identifying property which needs to be demolished and junk vehicles needing to be disposed of. Ms. Graham said they have contacted some owners but are having difficulty getting them to do it. She said they have been successful in getting a lot of things cleaned up. Liens can be placed on properties facing demolition. Supervisor Garber asked how you recoup liens. Mr. Ashcraft said it's a very slow process. He asked if you can sell the property to recover the lien. Mr. Ashcraft said yes, that's the Treasurer's decision. Supervisor Greenwood asked about the cars on the Import property. Ms. Graham said she has notified them and they move them for the inspection but then move them back. Supervisor Garber asked if there's a time limit and if they're fined per vehicle. Ms. Graham said they'll be coming back with a change to the Zoning Ordinance to address this. The fine depends on a judge's ruling. Supervisor Moskalski asked about the increase in the wage line item. Ms. Joranlien said the department is now fully staffed with the addition of the Zoning Administrator and Erosion & Sediment Inspector so those expenditures were moved out of the Contract Labor line item (1400) and into wages (1130).

Water & Sewer budgets were presented. Ms. Joranlien reminded the Board that these are not in the General Fund. There is a request for an additional position and a new vehicle to replace a high mileage vehicle. There were no questions from the Board.

#### **4.h. ARPA Budget Overview – Natasha Joranlien, Director of Financial Services**

Chairman Moren asked how long we had to use these funds. Ms. Joranlien said from 3/3/21 – 12/31/24.

Supervisor Moskalski asked what will happen if some of the allocations become obsolete. Ms. Joranlien said they would come to the Board to reallocate them.

Supervisor Greenwood asked about the Broadband allocations. Ms. Joranlien said \$2 million will come from ARPA, \$275,000 from infrastructure, and \$225,000 from an EDA rollover.

Chairman Moren said Breezeline has a contract with the FCC to support the rest of the County. They told him they are working on it feverishly.

Vice Chair Hodges asked if that included West Point. Chairman Moren said no, they have Cox.

#### **4.i. Tax Reduction Scenarios – Natasha Joranlien, Director of Financial Services**

Chairman Moren asked how to handle PPT with the increased vehicle values. Supervisor Moskalski said the Commissioner of the Revenue could potentially reduce the percentage of the fair market value of the vehicle which is taxed and the Board could potentially lower the tax rate. Supervisor Garber asked what about when the values go back down. Chairman Moskalski said the Commissioner of the Revenue could change the percentage of the fair market value of the vehicle which is taxed without the Board having to change the rate. He said he is reticent to do anything with PPT now. Chairman Moren asked if NADA adjusts values annually. Supervisor Garber said he thinks it's more often. Supervisor Garber said he prefers a Real Estate tax reduction. Vice Chair Hodges and Supervisor Moskalski said this is good information to have to see what we'll be giving up.

Supervisor Moskalski said the budget is showing an 8% increase and there is 8% inflation. With the reassessment still in progress, his feeling is there should be no reduction this year until we know more.

Vice Chair Hodges said this is not a good year to reduce.

Supervisor Greenwood said he sees a lot of wish list items in the budget.

Supervisor Moskalski said we are about \$1 million short expense-wise.

Chairman Moren asked about a slush fund. Supervisor Greenwood said it is not a slush fund.

Supervisor Moskalski said we have not funded County capital projects in a while. Supervisor Greenwood asked where we would be if we include CIP. Supervisor Moskalski said still at 20%.

Supervisor Garber said at the current tax rate we'll be \$1 million short with what's being asked for. Ms. Joranlien said if revenues are higher than projected, we will owe the schools their share.

Vice Chair Hodges asked if the majority of increases in salary were merit or COLA. Ms. Joranlien said she can give them a quick summary.

#### **Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS**

Supervisor Greenwood said he wants to see the summary Ms. Joranlien referenced.

Supervisor Garber said he also wants to see the summary and looks forward to the County Administrator's budget presentation.

Vice Chair Hodges said he'd like to honor Captain Scott Hamilton for rescuing a dog in distress which was mentioned in the paper. He said everybody's not going to be happy with the budget decisions.

Supervisor Moskalski had nothing to add.

Chairman Moren said this has been the most transparent and comprehensive top-to-bottom budget review he's been involved in.

**Agenda Item 6. CLOSED MEETING**

**6.a. Motion to Convene Closed Meeting**

Supervisor Moskalski made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the salary of specific public employees. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**6.b. Motion to Reconvene in Open Session**

Supervisor Moskalski made a motion to reconvene in Open Session. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**6.c. Certification of Closed Meeting**

Vice Chair Hodges moved for adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; the motion was seconded by Supervisor Moskalski. The Chairman called for any discussion. The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**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 2nd day of March, 2022, 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 in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
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.

**DONE** this the 2nd day of March, 2022.

**Agenda Item 6. ADJOURN OR RECESS**

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Supervisor Moskalski. The Chairman called for any discussion. All were in favor with none opposing. The meeting was adjourned.

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors



County of King William, Virginia

Nita F. McInteer  
Human Resources Manager

**BOARD OF SUPERVISORS**

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

**MEMORANDUM**

**DATE:** March 2, 2022  
**TO:** King William County Board of Supervisors  
**FROM:** Nita F. McInteer, Human Resources Manager  
**SUBJECT:** Annual Benefit Costs

**UPDATED 03-02-2022**

I would like to summarize the expected costs for FY23 for the recurring benefits provided to employees.

- Anthem rates have been received for FY23 and will be decreasing overall by 1%. I will not have the employer vs employee split until mid-March.
- Line of Duty Act (LODA) rates for all hazardous duty positions decreased by \$40.71 per person for FY 23 & FY24.
- The group life insurance rates for VRS were received today and they are remaining unchanged at 1.34%
- The short-term disability rate with VRS for Hybrid employees is increasing from .83% to .85%
- Out VRS contribution rate was also received today and will be increasing from 8% to 9.97%
- VRSA, our insurance provider is estimating an overall increase of 6% for FY23 based on increased property and vehicle costs as well as rising cyber insurance rates.
- The short-term and long-term disability insurance through Madison National Life for our VRS Plan 1, Plan 2, and Hazardous Duty employees will remain unchanged at \$1.96 per month per employee for short-term disability and \$0.42 per \$100 per month covered payroll.

180 Horse Landing Road #4 • King William, VA 23086  
(804) 769-4968 • nmcinteer@kingwilliamcounty.us

Attachment B  
Handout Provided to Board by Treasurer

**FY2023 Proposed Pay and Classification for Treasurer Positions**

	<u>Position</u>	<u>Grade</u>	<u>Scale</u>	<u>Current Salary</u>	<u>Years</u>
<b><u>Current:</u></b>	Deputy Treasurer	N10	\$32,995-\$51,672	\$36,225	2
	Deputy Treasurer	N10	\$32,995-\$51,572	\$39,330	3.3
	Deputy Treasurer	N10	\$32,995-\$51,572	\$34,500	>1
<b><u>Proposed:</u></b>	Deputy Treasurer I	N16	\$32,995-\$51,672		
	Deputy Treasurer II	N16	\$34,233-\$54,773		
	Deputy Treasurer III	N16	\$36,287-\$58,059		
	Chief Deputy Treas.	N16	\$40,772-\$65,235		

**Salaries Less than surrounding counties**

Greater incentive for personnel to seek opportunities in bordering Counties.

Pay Grade for Treasurer's office is N10 - whereas Fiscal Specialists start at N16.

Duties/responsibilities and risks of Treasurer's office far outweigh Fiscal Specialists (see included job descriptions of both)

Treasurer's Office Deputies are bonded and are insured for \$1M legal fees

Ongoing education and certificates are necessary in the Treasurer's Office

Proficient knowledge of Virginia Code 58.1

Deputies within the Treasurer's Office are critical associates as witnessed during the height of Covid 19 with mandatory (alternating) presence in the office.

Deputies in the Treasurer's Office are at greater risk for possible conflict/confrontation by disgruntled citizens. To include verbal assault and possible bodily harm. Hence live cameras needed as advised by auditors as well. A panic button within the Treasurer's office is installed and active for such possible threats. Constant training in dealing with heightened situations is critical.

Treasurer Deputies process ALL revenue for the County and can impact revenue with regard to enforcing penalty/interest and collection efforts. Including maintaining DMV stop holds, creation and mailing of delinquent letters and phone calls to citizens regarding delinquent accounts.

Effective communication with citizens on a daily basis in person, email and by phone is paramount

Treasurer Deputy positions should be at the same or higher grade level than Fiscal Specialists.

I have never witnessed other associates within the County who demonstrate such high work ethics as the deputies within the Treasurer's office. They are quick to jump in, take charge and perform duties that exceed their responsibilities (i.e. lock box payments/problem solving issues for other departments). They do not hesitate to work beyond their required hours (including weekends) to accomplish the most important task of making sure the County's revenue is recorded properly and expeditiously. They far exceeded the expectations during the conversion to Edmunds as well as State and local audits.

I am requesting their grade levels be changed to N16. I also request that Kim Lewis' title be that of Deputy Treasurer III and that Abbi Carlton be promoted to Chief Deputy Treasurer effective with the FY2023 Budget.

Because of the inequity of salaries within the County I have great concern of possibly losing valuable employees to other departments or outside of the County. We must do everything we can to retain the exceptional employees we have. My deputies consistently go above and beyond their responsibilities, but if not compensated accordingly that may not always be the case. I employ the Board of Supervisors to give great consideration for the much warranted changes I request for the Deputies of the Treasurer's office.

On February 28, 2022, the Treasurer's Office collected from one Personal Property Account past due for 2021 taxes, \$174,820.67 in penalty and interest. Likewise, penalty and interest from March 2021-January 2022 on another account garnered \$9714 in penalty and interest. Just a sample of what the Treasurer's office has done to ensure revenues owed (delinquent or otherwise) are enforced and collected in a timely manner.

Position	Grade	Scale	Current Salary	Years
Chief Deputy Commissioner	N14	\$40,772 - \$65,235	\$42,811.00	27
Deputy Commissioner I	N10	\$32,995 - \$51,672	\$36,225.00	2
Deputy Commissioner I	N10	\$32,995 - \$51,672	\$34,500.00	> 1
Deputy Treasurer	N10	\$32,995 - \$51,672	\$36,225.00	2
Deputy Treasurer	N10	\$32,995 - \$51,672	\$39,330.00	3
Deputy Treasurer	N10	\$32,995 - \$51,672	\$34,500.00	> 1
Fiscal Specialist	N16	\$28,743 - \$45,988	\$38,464.00	1.5
Financial Specialist I	N16	\$45,811 - \$73,298	\$40,000.00	3
Fiscal Specilaist II	N16	\$48,560 - \$77,696	\$49,576.50	3
Human Resources Manager	N19	\$54,562 - \$87,299	\$63,102.00	3.75
Facilities Coordinator	N9	\$30,467 - \$48,747	\$47,958.75	3.5
GIS Technician	N14	\$40,772 - \$65,235	\$53,003.00	24
Utilities Billing/Permit Tec	N12	\$36,287 - \$58,059	\$42,228.00	3
Planning Secretary	N9	\$30,467 - \$48,747	\$36,000.00	> 1
Parks & Rec Asst. Manager	N14	\$40,772 - \$65,235	\$42,199.02	2

\*  
 previously  
 N13

previously  
 Secretary  
 to be  
 inaccurate

Provided by H.R. 2/25/22

FY2021 PROPOSED PAY AND CLASSIFICATION SCHEDULE

POSITION TITLE/GRADE	WORKING TITLE	MINIMUM SALARY	MID SALARY	MAXIMUM SALARY	MIN HRLY RATE	MID HRLY RATE	MAX HRLY RATE
<b>Grade 10</b>							
Deputy I	Deputy Clerk I - Circuit Court	\$ 32,295	\$ 41,984	\$ 51,672	\$ 15.53	\$ 20.18	\$ 24.84
Deputy I	Deputy Commissioner I						
Deputy I	Assistant Registrar						
Deputy I	Deputy Treasurer I						
Deputy I	Facilities Technician II						
<b>Grade 11</b>							
Program Specialist III	Records Manager	\$ 34,233	\$ 44,503	\$ 54,773	\$ 16.46	\$ 21.40	\$ 26.33
Planning Technician	Planning Technician						
Deputy II	Deputy Clerk II - Circuit Court						
Deputy II	Deputy Commissioner II						
Deputy II	Deputy Treasurer II						
<b>Grade 12</b>							
Deputy III	Deputy Clerk III - Circuit Court	\$ 36,287	\$ 47,173	\$ 58,059	\$ 17.45	\$ 22.68	\$ 27.91
Deputy III	Deputy Treasurer III						
Deputy III	Deputy Commissioner III						
<b>Grade 13</b>							
Building Inspector	Building Inspector	\$ 39,464	\$ 50,063	\$ 61,542	\$ 18.49	\$ 24.04	\$ 29.59
Emergency Mgmt Coordinator	Emergency Mgmt Coordinator						
GIS Technician	GIS Technician						
<b>Grade 14</b>							
Executive Assistant - Clerk to the Board	Executive Assistant - Clerk to the Board	\$ 40,772	\$ 53,003	\$ 65,235	\$ 19.60	\$ 25.48	\$ 31.36
Administrative Services Coordinator	Administrative Services Manager						
Special Projects Assistant	Special Projects Assistant						
E&S/Zoning Officer	E&S/Zoning Officer						
GIS Analyst	GIS Analyst						
Deputy IV	Chief Deputy Treasurer						
Deputy IV	Chief Deputy Commissioner						
Deputy IV	Chief Deputy Clerk of the Courts						
Assistant Manager	Parks and Recreation Assistant Manager						
Assistant Manager	RAS Assistant Manager						
Assistant Manager	Facilities Assistant Manager						
<b>Grade 15</b>							
Plans Reviewer/Inspector	Plans Reviewer/Inspector	\$ 43,218	\$ 56,184	\$ 69,149	\$ 20.79	\$ 27.01	\$ 33.24

**FY2021 PROPOSED PAY AND CLASSIFICATION SCHEDULE**

POSITION TITLE/GRADE	WORKING TITLE	MINIMUM SALARY	MID SALARY	MAXIMUM SALARY	MIN HRLY RATE	MID HRLY RATE	MAX HRLY RATE
Grade 16	Fiscal Specialist	\$ 45,811	\$ 59,555	\$ 73,298	\$ 22.02	\$ 28.63	\$ 35.24
Grade 17	Legal Assistant	\$ 48,560	\$ 63,128	\$ 77,696	\$ 23.35	\$ 30.35	\$ 37.35
Grade 18		\$ 51,474	\$ 66,916	\$ 82,358	\$ 24.75	\$ 32.17	\$ 39.60
Grade 19	Building Official	\$ 54,562	\$ 70,931	\$ 87,299	\$ 26.23	\$ 34.10	\$ 41.97
	Zoning Administrator						
	Facilities Manager						
	RAS Manager						
	Parks and Recreation Manager						
	V/C/OCA Manager						
	Human Resources Manager						
	Victim Witness Manager						
	Utility Manager						
Grade 20		\$ 57,836	\$ 75,186	\$ 92,537	\$ 27.81	\$ 36.15	\$ 44.49
Grade 21		\$ 61,306	\$ 79,698	\$ 98,089	\$ 29.47	\$ 38.32	\$ 47.16
Grade 22	Systems Engineer	\$ 64,984	\$ 84,479	\$ 103,975	\$ 31.24	\$ 40.62	\$ 49.99
Grade 23	Deputy Commonwealth's Attorney Assessor of Real Estate	\$ 68,983	\$ 89,548	\$ 110,213	\$ 33.12	\$ 43.05	\$ 52.99



COUNTY OF KING WILLIAM, VIRGINIA  
TREASURER

JOB DESCRIPTION

<b>Job Title:</b>	Deputy I
<b>Position Class:</b>	Administrative
<b>Pay Grade:</b>	N13 Bumped down to N10?
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$30,910-\$43,274

**GENERAL DESCRIPTION:**

Under general supervision, the purpose of the position is to process tax and utility payments. Employees in this classification perform routine accounting work. Position is responsible for communicating with taxpayers, processing tax payments, and other payments, preparing daily deposits and transaction reports, and performing duties of chief deputy when needed. Performs related work as directed.

**ESSENTIAL FUNCTIONS:**

- Communicates with taxpayers in person and over telephone, answering questions and receiving payments.
- Prepares outgoing mail, notices, tickets and decals as related to department.
- Processes tax payments, Electronic Funds Transfer, credit card payments, permit and utility payments, bankruptcy and debt set-off payments.
- Help with DMV Stop Program.
- Process and reconcile lockbox payments.
- Prepares deposits and transaction reports daily.
- Serves as chief deputy in their absence.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED; supplemented by vocational/technical training in business finance; supplemented by up to one (1) year previous experience and/or training involving accounting; or an equivalent combination of education, training, and experience.

**OTHER POSITION REQUIREMENTS:**

- IRMS Training Certificate is required.

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

*The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.*

Search Services, Events, etc.

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Employment (<https://shenandoahcountyva.us/administration/category/employment/>) > Deputy Treasurer II

## Deputy Treasurer II

POSTED ON JULY 29, 2014

The Shenandoah County Treasurer's Office is accepting applications for the position of full time Deputy Treasurer II. Deputy is responsible for receiving and posting payments from the public and various county offices and agencies. Assists citizens regarding real estate, personal property, dog tags, etc. Must be able to communicate effectively, both orally and in writing in a highly interactive team oriented work environment. General knowledge of the principles, methods and practices of accounting; some knowledge of business and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and general public. Must be bondable. Any combination of education and experience equivalent to graduation from high school and some experience in local property tax, customer service and monetary transactions preferred. Salary range is on County Pay Scale Grade 12, starts at \$28,800 up to \$42,754. Benefits include Virginia Retirement System, Anthem Health and Delta Dental Insurance, paid vacation, holidays and sick leave. Applications and job description are available in the County Treasurer's office or may be obtained at: shenandoahcountyva.us or contact the Treasurer's Office, 600 N. Main St., Ste. 105, Woodstock, VA 22664 (540) 459-6180. Application deadline is August 15, 2014.

### Shenandoah County Treasurer is an Equal Opportunity Employer

- [Job Description Deputy Treasurer II \(http://shenandoahcountyva.us/administration/wp-content/uploads/sites/2/2014/07/Deputy-Treasurer-II-Job-Description.pdf\)](http://shenandoahcountyva.us/administration/wp-content/uploads/sites/2/2014/07/Deputy-Treasurer-II-Job-Description.pdf)

*This job posting is no longer active.*

← [Assistant Conservationist \(https://shenandoahcountyva.us/administration/2014/07/assistant-conservationist-librarian-assistant-part-time/\)](https://shenandoahcountyva.us/administration/2014/07/assistant-conservationist-librarian-assistant-part-time/)

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[The Virginia Freedom of Information Act \(FOIA\) \(https://shenandoahcountyva.us/administration/virginia-freedom-information-act-foia/\)](https://shenandoahcountyva.us/administration/virginia-freedom-information-act-foia/)

#### Contact Administration

9 600 North Main Street  
Suite 102  
Woodstock, VA 22664  
Map: <https://maps.google.com/?q=600+North+Main+Street%0D%0ASuite+102%0D%0AWoodstock%2C+VA++22664>  
M - F: 8:30am - 5pm  
tel: (540) 459-6165  
fax: (540) 459-6168  
 (<https://www.facebook.com/shenandoahcounty>)

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[EMPLOYEE ACCESS \(https://shenandoahcountyva.us/emp/overse/\)](https://shenandoahcountyva.us/emp/overse/) | [PRIVACY \(https://shenandoahcountyva.us/privacy-policy/\)](https://shenandoahcountyva.us/privacy-policy/)

## DEPUTY TREASURER III

### **General Definition of Work:**

Performs difficult technical and intermediate skilled accounting work assisting with the operation of the Treasurer's Office; does related work as required. Work is performed under the regular supervision of the Treasurer/Chief Deputy Treasurer/DIV

### **Essential Functions/Typical Tasks:**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public
- Operates computerized cash register system to handle payments and collection of various fees received from the public and various county offices and agencies (including but not limited to: Parks and Recreation; Sanitary Districts; Economic Development/Tourism; Sheriff's Department; Land Use; School Board; Animal Shelter and others); recording receipts; reconciling accounts; issues overpayments; assisting the public
- Processes ABC licenses
- Processes and accounts for mortgage company payments
- Maintains and processes tax change requests and payments from Titling Companies and Attorneys
- On a rotating basis, opens, and prepares office for the public
- Collects mail from drop box and internal collection site; opens, sorts and processes incoming mail
- Verifies and prepares deposits for various departments; encodes checks prior to depositing; takes deposits to bank on a rotating basis
- Counts and reconciles cash drawer daily
- Verifies and mails County and other departmental disbursement checks
- Assists department in the process of delinquent collections including mailings, phone calls etc.
- Prints out daily web payments; finds receipt numbers; customer names; social security numbers; releases DMV stops associated with payments
- Confers with taxpayers in resolving problems
- Corresponds with taxpayers in written and oral form; (email; in-person and telephone) drafts letters from origination to completion
- Participates in the issuance of tax notices, recording and receipting of tax remittances as required by law
- Processes payments received for business licenses and excise taxes, including lodging and utility; maintains accurate records; prepares balance due notices as necessary
- Processes Public Service; Mineral Rights; Roll Back and Supplemental bills
- Processes and prepares bills for animal licenses
- Collects/copies waste bill payments
- Assists tax collectors researching accounts to provide information to begin collection processes
- Processes outgoing mail
- Answers questions from citizens regarding real estate, personal property, dog tags, etc.
- Checks tax bill information in preparation for distribution; verifies with Commissioner of the Revenue's office assessing information; assists in the preparation mailing of supplemental bills
- Maintains payment plans
- Maintains Volunteer Fire Department vehicle license fee exemptions
- Issues DMV stops on customers who do not keep up with payment agreements
- Collects, accounts for, releases and maintains DMV stop accounts
- Maintains veterinarian documents for dog tag renewals.
- Assists with various accounting functions
- Notary Public
- Assists with all office filing and record keeping – maintains records to assist in the preparation of the State Budget
- Assists Treasurer on various projects as needed

**Knowledge, Skills and Abilities:**

Considerable knowledge of the following: Bookkeeping and accounting practices and procedures; budget and finance; general office maintenance (recording keeping, filing, indexing etc.); Personal computer operations and various software applications; the laws and regulations governing tax collection in the County; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public. Computer format and data entry in the County system. Prior experience in local government – specifically in collections or finance. Knowledge of AS400.

**Education and Experience**

Any combination of education or experience equivalent to graduating with an Associate's Degree or higher in the field of Accounting or Business Administration along with 3 or more years of experience that demonstrates the ability to perform the essential functions of the classification of the position. Desirable experience in local property tax, customer service and monetary transactions. Preference given to those with previous local government experience.

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

DIII is required to be a member of the Treasurer's Association of Virginia.

Ability to obtain Master Deputy Treasurer Certification through the Weldon Cooper Center for Public Service within 3 years of application of such. This Certification Program is designed to advance the professionalism of the local governmental Treasurer and her staff in the Commonwealth of Virginia. Local government finance, like many other professions, requires special study, knowledge, and skills. The constituency served by the Treasurer and her staff deserves a high level of professional competence. This Certification Program sets forth the regulations and standards that recognize professional attainment.

The Certification Program will:

- Assure the public of the basic knowledge and competency of the local Deputy Treasurer
- Assure the local Deputy Treasurer of reasonable professional recognition
- Assure professional advancement and acknowledgement of the competency of the local Deputy Treasurer by his colleagues in the field of municipal finance.

Must be bondable.

**Supplemental Information:**

This is a classification specification and not an individualized job description. A class specification defines the general characteristics and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in the classification.



**Independent Accountants' Report on Applying Agreed-Upon Procedures**

Bobbie Tassinari, County Administrator  
County of King William  
180 Horse Landing Road 4  
King William, VA 23086

We have performed the procedures highlighted below which were agreed upon by you, solely to assist you in reviewing the operations, internal controls and policies and procedures of County of King William, Virginia Treasurer's office and Commissioner of Revenue (COR)'s office as of September 3, 2020. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the County of King William, Virginia. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. The following describe the procedures we performed as well as our observations:

**Procedures Performed**

- Reviewed all written and unwritten policies and procedures in the Treasurer's office.
- Interviewed all employees in the treasurer's office (excluding the Treasurer) as to job responsibilities, the extent of cross training and segregation of duties, as applicable.
- Unable to interview or make any inquiries of employees in the Commissioner of Revenue's office. The Commissioner of Revenue declined to participate in the process and thus we interviewed the current Special Projects Assistant in the King William County Finance Department, who is a former Deputy Commissioner of Revenue in King William COR office, as to her knowledge of the operations of the COR office.
- Performed an in-depth review of internal controls in the Treasurer's office. All significant transaction areas were reviewed including but not limited to:
  - Cash Receipts, collections, and write-offs
  - Bank reconciliations
  - Wire transfers
  - Journal entries
  - Void transactions
  - Single signature checks
- Performed a detailed review of prepared bank reconciliations at June 30, 2020
- Tested 25 transactions billed or collected in the COR office and recalculated the billing or payment (sample included business licenses and meals taxes only)
- Obtained 5 year listing from BAI of building permits issued by King William County, obtained 5 year listing of certificates of occupancy issued by the Town of West Point and tested 25 new construction and improvements to ensure that they were properly and timely added to the real estate assessment.

Address  
401 Southlake Blvd, Suite C-1  
North Chesterfield, VA 23236  
(804) 378-4200

### Procedures Performed (Continued)

- Tested 4 single signature checks issued in the treasurer's office
- Tested 10 revenue transactions that were voided in the treasurer's office
- Tested 2 of 2 wire transfers made during the FY20 fiscal year in the treasurer's office
- Performed a detailed analysis of FY20 property tax collections and delinquent balances based on the following formula (Original tax levy/Delinquent taxes at beginning of year + supplements - exonerations - delinquent taxes at year end = tax collections for the year)

### Observations and Recommendations - Treasurer's Office

#### Bank Reconciliations

Bank reconciliations are prepared by the Treasurer on a bi-monthly basis, in the middle and at the end of each month. Currently there is no formalized review and approval process for the bank reconciliations. The Treasurer performs a consolidated reconciliation of 3 different bank accounts together to include: C&F checking and investment sweep account, C&F money market savings and C&F CARES Act account. Reconciliations are prepared manually on green bar paper in pencil.

#### Recommendation

We recommend the bank reconciliation be reviewed by an individual independent of the cash receipt and disbursement functions (Finance Director) and their review be documented with a "reviewed by" date and signature. We recommend that all bank accounts be reconciled on an individual basis to create a better audit trail and a less cumbersome reconciliation. Consideration should be given to automating the bank reconciliation process as well.

#### Approval and Documentation - Wire Transfers

We noted that wire transfers can be initiated, approved and posted by one individual. We also noted that there was a lack of adequate support documentation on hand to support the wire transfers tested.

#### Recommendation

We recommend that a dual process be established where one individual in the treasurer's office initiates the wire transfer in the banking system and another individual approves and posts the transaction to the accounting system. Adequate supporting documentation indicating the amount, date and purpose of the wire transfer should be retained on file to document the transaction.

#### Segregation of Duties - Voided Revenue Transactions

During our review of procedures, we noted that all four Treasurer's Office personnel can void revenue transactions in the accounting system.

#### Recommendation

We recommend that only the Treasurer and Chief Deputy Treasurer have authorization to complete voids in the accounting system or another individual outside of the Treasurer's office formally review logs of voided revenue transactions on a regular basis.

#### Segregation of Duties - Removing of penalties and interest

During our review of procedures, we noted that all four Treasurer's Office personnel can remove penalties and interest from tax accounts in the BAI accounting system.

Recommendation

We recommend that only the Treasurer and Chief Deputy Treasurer have authorization to remove penalties and interest from tax accounts in the BAI accounting system.

Segregation of Duties - Single signature checks

Single signature checks (Treasurer's checks) can be issued by 3 of the 4 employees in the Treasurer's office on the C&F bank account and by all 4 employees in the Treasurer's office on the Sona Bank account.

Recommendation

We recommend that only the Treasurer and Chief Deputy Treasurer have authorization to issue single signature checks.

General ledger

During our review of tax collections in FY20, we noted that multiple tax years are being classified as current year tax collections. It appears that real estate current year collections include tax years 2017 through 2020 and personal property current year collections include tax years 2017 through 2019. In addition, it appears that there are Uncollected Meals Tax and Business License Tax balances being reported in Fund 999 Treasurer's Accountability Fund.

Recommendation

We recommend that tax collections be properly separated and reported in the general ledger. Consideration should be made as to reporting all collections separately by tax year and tax type. Also, since meals tax and business license tax revenues are self-assessed, it is unclear why there are uncollected meals tax and business license tax balances. The postings to Fund 999, Treasurer's Accountability Fund, for these taxes should be researched and corrected by Finance staff.

Segregation of Duties - Mail Receipts

Mail payments to the County are sent to a separate P.O. box that is monitored daily by the Treasurer's office. The Treasurer or the Chief Deputy Treasurer picks up the mail each day from the post office. The mail is brought into the Treasurer's office and sorted by one individual and given to the cashiers to process. The Treasurer and Deputy Treasurer both have a key to the P.O. box and there is an extra key in the safe in the Treasurer's office.

Recommendation

We recommend that whoever is opening the mail from the P.O. box prepare a receipt/check log indicating date, who the amount was received from, purpose, and amount. The person opening the mail should sign the log. The cashier should review and sign the log as well noting accuracy, completeness and reconciliation to amounts being posted to the accounting system and deposited to the bank. This process will improve the audit trail over mail receipts.

Physical Security

The Treasurer's office does not have security cameras installed to monitor the cash registers and the combination to the safe in the Treasurer's office is known to all employees in the Treasurer's office.

Recommendation

We recommend that the lock to the safe in the Treasurer's office be changed and cameras be installed in the Treasurer's office. The combination to the new lock should be only be provided to a limited number of staff to increase security. The Treasurer's office should also consider the remote deposit of funds to the bank since the bank is physically located in the Town of West Point. This would allow check deposits to be made immediately.

Observations and Recommendations - Commissioner of Revenue's Office

Personal Property tax returns

The Code of Virginia Section 58.1-3518 requires every taxpayer owning personal property on January 1 of each year to file an annual personal property return with the Commissioner of Revenue having jurisdiction. This is typically accomplished by the local COR sending out personal property returns to taxpayers to confirm that the personal property on file is still taxable. Inquiry revealed that annual personal property filings are not sent to taxpayers for filing as required by State Code. This situation ultimately leads to a significant number of personal property tax abatements/exonerations during the year. It should be noted that there is a business personal property return for 2020 on the County's website under the Commissioner of Revenue.

Recommendation

We recommend that the Commissioner of Revenue establish a process requiring citizens of King William County to review their personal property tax returns annually and confirm any changes directly to the COR as required by State Code.

Meals Tax ordinance Compliance

The King William County Meals tax ordinance Sec. 70-328 states that the remitters of meals tax "shall make out a report upon such form and setting forth such information as the commissioner of the revenue may prescribe and require, showing the amount of food charges collected and the tax required to be collected, and shall sign and deliver such report to the treasurer with a remittance of such tax." Currently remittances are received/mailed directly to the COR office and the payment is subsequently remitted to the treasurer.

During our review of meals tax, we also noted that penalties were not being charged on late remittances. According to Article VIII, Section 70-328 of the King William County Code of Ordinance, meals tax "reports and remittance shall be made on or before the 20<sup>th</sup> day of each month..." According to Article VIII, Section 70-337 of the King William County Code of Ordinance, "If any seller whose duty is to do so shall fail or refuse to file any report required by this article within the time and in the amount specified in the this article or by the commissioner pursuant to this article or fails to remit to the county treasurer the tax required to be collected and paid under this article within the time and in the amount specified in this article, there shall be added to such tax by the county treasurer a penalty in the amount of ten percent if the failure is not for more that 30 days, with an additional ten percent of the total amount of tax owed for each additional 30 days or fraction thereof during which the failure continues, not to exceed 25 percent in the aggregate, with a minimum penalty of \$2.00." Of the 11 meals tax receipts examined engagement, 4 remittances indicated that the money was received on April 22, 2020, with a due date of April 20, 2020. None of these 4 tested had any penalties added. Per the

Deputy Commissioner of Revenue, these were not charged penalties because the envelope received in the mail was stamped by the post office prior to 4/20.

Recommendation

We recommend that the meals tax return and payment be mailed directly to the treasurer as prescribed by the County ordinance referenced above. We also recommend that penalties be assessed to meals tax payments received after the 20<sup>th</sup> of the month as prescribed by the County ordinance.

Business License Tax payments

During our review of business license tax payments, we noted that, at times, interest is not being assessed on delinquent business license payments. According to Article I, Sec. 18-39 (e) of the King William County Code of Ordinance, "Interest shall be charged on the late payment of the tax from the due date until the date paid..."

During our review of business license tax payment, we noted that payment for penalties are being posted as payment for business license tax in the general ledger. This is because the penalties assessed by the Commissioner's Office are reported on the same general ledger code in BAI as the Business License Tax revenue. This is causing the business license tax collections to appear to be higher than actual. We recommend that the COR Office classify and report the penalties in a separate line in BAI, so they are accurately reported.

Recommendation

We recommend that the COR Office assess interest on late payments on a consistent basis when payments are received after 30 days from the due date of the tax. We also recommend that the COR Office report the income from penalties on late business license taxes in a separate line in BAI, so they are accurately reported.

Revenues received by the Commissioner of Revenue's office

Certain revenues to include meals tax, business license tax, consumer utility tax and bank franchise tax revenue from taxpayers are received by mail or in person in the Commissioner of Revenue's office. These funds are transmitted (walked over) to the Treasurer's office when received. The custody of the funds is not established until the funds are given to the Treasurer's office.

Recommendation

RFC recommends that all collection and receipting of funds be handled directly by the Treasurer's office and that all checks mailed in by taxpayers be routed directly to the Treasurer rather than the COR office.

Assessing of New Construction and Improvements

We tested 25 new construction and improvements over the last 5 years within the County of King William and the Town of West Point to ensure that the new construction or improvement had been added to the tax rolls on a timely basis. Historic communication of this information to the COR were via email based on when building permits and certificates of occupancy were issued by the Town and the County. We noted 4 exceptions in our sample of building improvements that had not been added to the tax rolls.

Recommendation

We recommend that the COR establish improved procedures to identify and assess new construction and improvements within the Town and the County. The communication of this information to the COR may improve with the new integrated accounting system as well as with the establishment of the Assessor's office. There needs to be an improved process of follow up and reconciliation to ensure that all new construction and improvements are properly assessed on a current basis.

Observations and Recommendations - General

Cross-Training

During the course of our inquiries it was noted that there are several processes for which only one employee is trained in the office.

Recommendation

We recommend that the County Treasurer and Commissioner of Revenue consider cross-training staff for all financial processes. This will reduce the risk of inefficiencies in the event of any turnover of County staff in either office.

Documentation of Processes and Procedures

For many areas the actual practical working processes and procedures are not documented in writing in a way that someone could follow if need be.

Recommendation

We recommend that all routine financial related processes and procedures be documented in writing in such a manner that an individual coming into the County not familiar with such procedures could easily follow the steps. This will reduce the risk of inefficiencies in the event of any turnover of County staff and allow for uniformity in office operations.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the accompanying information. Accordingly, we do not express such an opinion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the County of King William, Virginia and is not intended to be and should not be used by anyone other than these specified parties.

Richmond, Virginia  
September 8, 2020



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF FINANCIAL SERVICES**

**JOB DESCRIPTION**



<b>Job Title:</b>	<b>Fiscal Specialist</b>
<b>Position Class:</b>	Administrative
<b>Pay Grade:</b>	<del>N9</del> <b>N16</b> <i>went up significantly?</i>
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$30,467-\$48,747

**GENERAL DESCRIPTION:**

Under general supervision, performs data entry and administrative support for the Finance Department. Candidate must be detail oriented. A general knowledge of Accounts Payable and basic finance is preferred. Performs intermediate skilled clerical work processing accounts payable information including entering, reconciling and filing invoices, forms and paperwork and related records. Performs related work as required.

The Finance Department provides support services in the areas of billings, payroll and benefits, personnel management, accounts payables and receivables, budget, financial reports, grants, debt service, property and liability insurance programs, and fixed assets. Employee must exercise independent judgment, initiative, and attention to detail.

This position is a full time (minimum 35 hours per week) salaried position. The position reports to and serves under the direction of the King William Director of Finance.

**ESSENTIAL FUNCTIONS:**

- Ensure day-to-day payment processing is completed within established standards.
- Processes accounts payable at mid-month and end-of-month setting up vendors within the financial software as needed.
- Processes invoices by verifying coding, purchase orders, recording codes and checking for duplication
- Research any supplier/vendor variances or payment issues or delays that prevent payment processing.
- Initiates and monitors purchase order actions and documentation; communicates with various county offices and outside vendors regarding purchases, payments, or reimbursements.
- Orders and maintains office supplies.

- Opens and distributes mail.
- Performs back-up of accounting software.
- Reviews financial requests for compliance with County and Court purchasing procedures.
- Stays up-to-date with current departmental procedures and processes.
- Maintains organized email records, meeting notes, meeting handouts, and digital files for future referencing.
- Serves as back up for other positions within the Finance Department.
- Responds to a range of inquiries regarding financial transactions; researches and resolves problems.
- Prepares and processes remittances to appropriate agencies/third party vendors.
- Ability to effectively communicate with the county staff and the general public and provide excellent customer service.
- Attention to detail and accuracy, good problem solving and analysis skills.
- Ability to work independently and in a team environment, well-organized and able to manage multiple projects or priorities.
- Assists and provides detailed financial information to the auditors and Director of Financial Services as required.
- Assists Director of Finance Services and County Administrator with the budget development process.
- Responds to a range of inquiries regarding financial transactions; researches and resolve problems.
- Prepare Revenue Transmittals and provide deposits to Treasurer

**SECONDARY FUNCTIONS:**

Secondary functions may be assigned to the position by the Director of Finance.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

- Experience in a professional office environment. Accounting, Business, Finance or related education and/or experience preferred Related experience in local government a plus.
- Experience and/or training that include office procedures, use of modern office equipment and computer software.
- Experience using an automated financial management system, and Microsoft Office products. Minimum of intermediate skill using Excel.

**PREFERRED TRAINING AND EXPERIENCE:**

Preferred Accounting or Financial certifications.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF FINANCIAL SERVICES**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Fiscal Specialist II</b>
<b>Position Class:</b>	Administrative
<b>Pay Grade:</b>	<del>N13</del> <i>N16</i> <i>went up</i>
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$38,464-61,542

**GENERAL DESCRIPTION:**

Under general supervision, performs data entry and administrative support for the Finance Department. Candidate must be detail oriented. A general knowledge of Accounts Payable and basic finance is preferred. Performs intermediate skilled clerical work processing accounts payable information including entering, reconciling, and filing invoices, forms and paperwork and related records. Performs related work as required.

The Finance Department provides support services in the areas of billings, payroll and benefits, personnel management, accounts payables and receivables, budget, financial reports, grants, debt service, property and liability insurance programs, and fixed assets. Employee must exercise independent judgment, initiative, and attention to detail.

This position is a full time (minimum 35 hours per week) salaried position. The position reports to and serves under the direction of the King William Director of Finance.

**ESSENTIAL FUNCTIONS:**

- Prepares, enters, and posts adjusting entries to the general ledger in accordance with GAAP requirements. Codes revenues for posting to the general ledger for the Treasurer's office in accordance with County requirements/regulations.
- Maintain general ledger and chart of accounts withing the financial system
- Reconciliation of balance sheet general ledger accounts
- Provide monthly reports to departments for revenue/expenditures. Review actual revenue/expenditures vs. budgeted revenue/expenditures.
- Processes accounts payable at mid-month and end-of-month setting up vendors within the financial software as needed.
- Processes invoices by verifying coding, purchase orders, recording codes and checking for duplication

- Research any supplier/vendor variances or payment issues or delays that prevent payment processing.
- Initiates and monitors purchase order actions and documentation; communicates with various county offices and outside vendors regarding purchases, payments, or reimbursements.
- Processes state and local sales tax to schools and tracks transfers to the schools to ensure compliance with appropriated budget.
- Responsible for end of year close out within the financial system
- Orders and maintains office supplies.
- Opens and distributes mail.
- Performs back-up of accounting software.
- Stays up-to-date with current departmental procedures and processes.
- Maintains organized email records, meeting notes, meeting handouts, and digital files for future referencing.
- Serves as back up for other positions within the Finance Department.
- Responds to a range of inquiries regarding financial transactions; researches and resolves problems.
- Prepares and processes remittances to appropriate agencies/third party vendors.
- Ability to effectively communicate with the county staff and the general public and provide excellent customer service.
- Attention to detail and accuracy, good problem solving and analysis skills.
- Ability to work independently and in a team environment, well-organized and able to manage multiple projects or priorities.
- Assists and provides detailed financial information to the auditors and Director of Financial Services as required.
- Monitors and engages in day-to-day activities for accounts receivable, payroll, and accounts payable.
- Assists Director of Finance Services and County Administrator with the budget development process.
- Responds to a range of inquiries regarding financial transactions; research and resolve problems.
- Prepare Revenue Transmittals and provide deposits to Treasurer

#### **SECONDARY FUNCTIONS:**

Secondary functions may be assigned to the position by the Director of Finance.

#### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

- Experience in a professional office environment. Accounting, Business, Finance, or related education and/or experience preferred. Related experience in local government a plus.

- Experience and/or training that include office procedures, use of modern office equipment and computer software.
- Experience using an automated financial management system, and Microsoft Office products. Minimum of intermediate skill using Excel.

**PREFERRED TRAINING AND EXPERIENCE:**

Preferred Accounting or Financial certifications.

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*

DRAFT

# AGENDA ITEM 7.a.v.

March 8, 2022 Joint Budget Work Session w/KWCPS  
Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
JOINT BUDGET WORK SESSION WITH KING WILLIAM COUNTY PUBLIC SCHOOL BOARD  
MARCH 8, 2022**

A joint budget work session meeting of the Board of Supervisors of King William County, Virginia, with the King William County Public School Board was held on the 8th day of March 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The Board of Supervisors members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

The School Board members were polled:

5 <sup>th</sup> District, Mark P. Lee	Present
2 <sup>nd</sup> District, Kathy H. Morrison	Present
3 <sup>rd</sup> District, Lindsey Catlett	Present
4 <sup>th</sup> District, Terry S. Stone	Present
At Large, Veda G. Frazier – Chair	Present

**Agenda Item 3. REVIEW AND ADOPTION OF MEETING AGENDA**

Vice Chair Hodges moved for the adoption of the agenda for this meeting as presented; motion was seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

## **Agenda Item 4. BUDGET WORK SESSION MATTERS**

### **4.a. King William County Public Schools FY23 Budget Presentation – David O. White, Ed.D., KWPCS Superintendent, and Staci Longest, KWPCS Director of Finance**

Dr. White went over the presentation provided (Attachment A). Also present were Stacy Johnson, Assistant Superintendent, and Tony Stone, Director of Operations.

#### **4.b. General Discussion**

Supervisor Garber asked the balance in the School Reserve Fund. Ms. Longest said approximately \$700,000 which they plan to use for Capital Projects.

Vice Chair Hodges asked what percentage of the population does the PreK program reach. Dr. White said not a lot. He said Kindergarten students are arriving ill equipped for school, both emotionally and developmentally.

Chairman Moren asked how this has been evaluated. Dr. White said by teachers. The children don't know how to do things like line up or use scissors.

Supervisor Moskalski asked how many dual enrollment teachers they have right now. Dr. White said they work with Rappahannock Community College to get teachers qualified to teach dual enrollment. Ms. Johnson said they had a qualified math teacher but that person left.

Vice Chair Hodges asked if the salaries shown in the presentation are current. Dr. White said yes. Vice Chair Hodges asked about the number of resignations doubling. Ms. Longest said they have 11 teachers who are leaving after this school year, 2 left during the school year, and 8 left to pursue better pay and more flexibility.

Supervisor Garber asked if this was a trend. Dr. White said yes, many are leaving the profession or choosing to teach from home. Ms. Longest said Virtual Virginia opportunities were expanded for students which meant the number of virtual teachers needed grew as well.

Vice Chair Hodges said he's heard that virtual is not that great. It is only good for some kids. Dr. White said some excel, others aren't disciplined enough to do the work with the limited supervision virtual affords.

Supervisor Garber asked how many students are now homeschooled. Ms. Longest said it peaked at 150 but some are starting to come back.

Chairman Moren asked if that effects federal funding. Ms. Longest said it effects their ADM.

Supervisor Garber asked the actual enrollment figures. Ms. Longest said 2,031. It was 2,017 last year and 2,158 pre-pandemic. She said the FY23 budget is based on 2,000 students.

Supervisor Greenwood asked if raises would help retention. Dr. White said some but teachers are also leaving due to stress.

Supervisor Garber asked why King William was higher than Hanover at Step 30. Ms. Stone said Hanover has more steps above 30. She said it is hard to compare because of the varying steps among school districts but you can compare starting salary with confidence. They are competing with other localities based on starting salary.

Chairman Moren said the retention challenge is not unique to teaching and asked what is their fallback. Dr. White said they use an outside company to provide substitutes but that has not been reliable. They have a 60-70% fill rate so if a teacher is needed and none are available, others have to cover down. Students are not receiving instruction when there is no substitute available.

Chairman Moren asked if pay was really the issue. Dr. White said it is part of it. Stress and job flexibility were also causing people to leave and leave for better pay.

Chairman Moren asked if they had brought mental health experts in to help with the stress. Dr. White said they have a program available through their health benefits. He said the stress is caused by what they face every day as well as the issues from the pandemic. He said teachers, staff, and nurses were getting cursed out by parents when they enforce the quarantine protocols. Ms. Morrison said students had to miss 10-14 days while in quarantine and teachers had to offer in-home instruction plus catch those students up when they returned to school.

Supervisor Garber asked about speech services. Dr. White said it is required. They use an agency and it is currently being done online. Supervisor Garber asked if they are charging the same fee for online service. Dr. White said they are actually charging more. Ms. Longest said they used to pay \$65/hour pre-pandemic for someone to come in-house and now it is \$90-100/hour plus they've had to hire a paraprofessional to make sure the computer moves from kid to kid to ensure they're getting the services they're supposed to.

Chairman Moren said he had researched Mastery Connect and was impressed by it. He asked if that will help. Dr. White said it will not be fully implemented this year. It helps make sure kids are caught up and are learning and the information is current. He said it's amazing the amount of data it provides. The information is shared and available to teachers and staff so all are kept in the loop. He said there are challenges caused by pacing. Small group remediation has to be created and then they have to find a time to provide it when the student will not miss out on other instruction.

Ms. Johnson provided homeschool rates. There are currently 195 homeschooled students representing 113 families. Last year there were 234 students representing 130 families. Pre-pandemic there were 158 homeschooled students representing 85 families.

Supervisor Moskalski asked how the homeschool numbers will affect enrollment. He said the student population growth has not kept pace with the overall County growth. Ms. Stone said there has been a drop in live birth rates over the last ten years. Graduating classes are much larger than the Kindergarten classes entering the system as they leave. She said the numbers were rising pre-

pandemic. Supervisor Moskalski said many expected student numbers would rise in the next 5-7 years due to an increase in births after the pandemic but that does not seem to be the case.

Supervisor Garber said he's heard each new house has 1.93 students. Supervisor Moskalski said that is only true for houses with children, not all houses. Ms. Frazier said people seem to be waiting longer to have children and many are choosing not to have them at all.

Ms. Frazier pointed out that the County also lost teachers to Virtual Virginia.

Chairman Moren asked if the system were fluid enough to adapt to the changes in student population. Dr. White said yes because the district is small enough to be able to move resources where they are needed. He said the elementary and primary schools are purely driven by numbers. The middle and high school are driven by the course needs of the student population.

Supervisor Garber asked what the tuition is for Virtual Virginia. Dr. White said they pay about \$4,000 per student and it is based on the Composite Index. Ms. Stone said there is no flexibility with in-person instruction due to fixed costs like heat, electricity, buses, etc.

Vice Chair Hodges asked if the school division is responsible for the cost if students choose Virtual Virginia. Dr. White said yes.

Supervisor Garber asked how many students attending KWPS pay tuition. Ms. Longest said 13.

Chairman Moren asked how ARPA affected the division. Dr. White said they have used it for goods and services and supplies. They have not used it to fund salaries because they knew it was not an ongoing thing. For positions added due to grant funds, they have made it very clear to the employee that the position is grant funded and may be cut if/when the grant funding ends. Chairman Moren asked if they were getting a second tranche. Ms. Longest said they are not getting more and the regulations were very specific as to what the money could be used for.

Supervisor Greenwood asked how many teachers are in each step. Ms. Longest said she would pull a report and let him know. Vice Chair Hodges said it didn't really matter since the steps don't match other school divisions. Dr. White said the steps did not reflect true tenure.

Chairman Moren said teacher contracts seem to be convoluted. Ms. Stone said the idea of contracts is strongly held across the state and nation. She said it outlines the number of days and is overly complex but very much protected.

Ms. Stone said King William County is keeping pace with our neighbors and not falling too far behind other localities. Supervisor Moskalski said we fell behind at one point but have caught up. He said the great recession brought incredible damage to public employee salaries so it's understandable that people are walking away to the private sector. Ms. Stone said once you leave state or federal money on the table, you can't get it back. Supervisor Moskalski said the Board is trying to be more consistent annually in order not to fall behind.

Ms. Frazier said we have to make it so people want to come to King William County to live, work, and stay.

Mr. Ashcraft mentioned the joint garage project. He said he is hopeful the County and School Division can cooperate and work together to make it happen. Dr. White said the current garage doesn't fit the buses. It also has a pit which is no longer in compliance with guidelines which say it should have a lift instead. He said there is a possibility that the mechanics can work on both buses and County vehicles, however, they might not be certified to work on specialty vehicles such as Fire & EMS vehicles.

Chairman Moren asked about contracting out bus services. Dr. White said it's never been a cost effective option and he doesn't know of anyone doing it. Ms. Stone said the employees come in contact with the children every day and the company may not do the same background checks the Division would do on their drivers. Also, if the contractor can't fill a position, you're out of luck. Mr. Lee said they are looking at getting more fuel efficient vehicles. Dr. White said there are grants available for electric buses. Ms. Longest said she and Mr. Stone have submitted a lot of grant applications and are continuously looking for more.

Mr. Moren said the only action item left is for the Division to provide the number of employees in each step.

**Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS**

Supervisor Greenwood had nothing to add.

Supervisor Moskalski had nothing to add.

Vice Chair Hodges had nothing to add.

Supervisor Garber said to continue to pray for the Ukraine as things have gotten worse. He said this was a good presentation.

Chairman Moren said he appreciated everyone's effort and he's optimistic we can make it happen.

**Agenda Item 6. ADJOURN OR RECESS**

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Vice Chair Hodges. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

DRAFT

# King William County Public Schools

FY22-23 BUDGET WORK SESSION  
MARCH 8, 2022

## 6 C's of the KWCPS BUDGET

- ▶ Celebrations
- ▶ Community
- ▶ Collaboration
- ▶ Challenges
- ▶ Cost
- ▶ Capital



## CELEBRATIONS



- ▶ DECA- 2021-2022 Program of Work Preferred Award
- ▶ DECA Honor Society Membership- Jake Galgano and Regan Richardson
- ▶ All-State Band - Gabby Carter
- ▶ KWHS FFA- State Fair- Senior Team- 1st Place & Junior Team - 2nd Place
- ▶ KWHS Golf - 3rd place in State & Region 2A Champions
- ▶ KWHS Cheer - 3rd place in State & Region 2A Champions
- ▶ KWHS 2x Class 2 Wrestling State Champion- Austin Weeks
- ▶ Heather Galgano (HHMS)- 2021 SOI. Item and Test Review Committee
- ▶ Heather Ludwig (KWHS)- Received the U.S. Dept. of Education Institutional Resilience and Expanded Postsecondary Opportunity Grant



## CELEBRATIONS cont'd

### KWHS 2021 Football Team

- ▶ Record of 13-1
- ▶ District, Regional and State Champions
- ▶ Class 2 Coach of the Year- Scott Moore
- ▶ Class 2 Offensive Player of the Year- Demond Claiborne
- ▶ Class 2 All-State Team- Jayveon Robinson, Tre Robinson, Chase Rosso, PJ Holmes, Conner Gulasky, and Wylie Johnson
- ▶ All-Academic Team - John Fulks, Connor Gulasky, Chase Rosso, Derek Baker, Trenton Johnson, Jake Galgano, Aiden Schools, Isaiah Stockwell, and Romeo White



## COMMUNITY

### Giving Back to the **CommUnity**

- ▶ HHMS Veterans Day Celebration
- ▶ Play for Kamdyn
- ▶ Toys for Tots
- ▶ Ballin' for Micah



## COMMUNITY Cont'd

- ▶ Virginia Preschool Initiative
  - ▶ Quality preschool program for 30-36 at-risk four-year-olds who do not have access to a sufficient preschool experience
- ▶ King William Parks & Recreation
  - ▶ After-School Program
  - ▶ Basketball and Pickleball
  - ▶ Summer Program
    - ▶ Additional weeks - Summer 2022
- ▶ King William Raiders
  - ▶ Youth football and cheer program
  - ▶ Practice and game field
  - ▶ Utilities



## COLLABORATION

- ▶ This year, we have seen a return to a more traditional learning environment with in-person instruction five days a week.
- ▶ Staff and students has been working diligently to address unfinished learning due to the pandemic.
- ▶ KWCPS has implemented Mastery Connect, an online assessment tool that allows administrators and teachers to have immediate access to student data to guide instructional practices and make data informed decisions.
- ▶ In addition to building-level data meetings (principals and teachers), KWCPS has implemented monthly division-level data meetings (Superintendent, Asst. Superintendent, Director of Curriculum and Instruction, Director of Special Programs, and Principals) to monitor student progress across the division.
- ▶ KWCPS will transition to Canvas, a new learning management system.



## CHALLENGES

- ▶ Recruitment and retention
- ▶ Providing raises for staff
- ▶ Cost of doing business
- ▶ Funding Capital Plan



## CHALLENGES Cont'd

### RECRUITMENT & RETENTION

**Who represents our teaching staff?**

Prior to the Pandemic, 73% of instructional staff had spent their entire career in King William

**Who is leaving?**

Double the number of teacher resignations over the past two years

**Why are they leaving?**

Teachers are leaving the profession altogether due to the increased stress and workload from the pandemic. They are securing jobs with greater compensation packages, increased flexibility, and less public criticism.

**Who are we recruiting?**

Provisionally Licensed Teachers and Career-Switchers

## COSTS (Staff Retention/Recruitment)

**5% Raises:** \$1,000,675 (9% raise for custodian staff- due to Minimum wage increase)

**State SOQ:** \$505,944

**Variance:** \$494,731

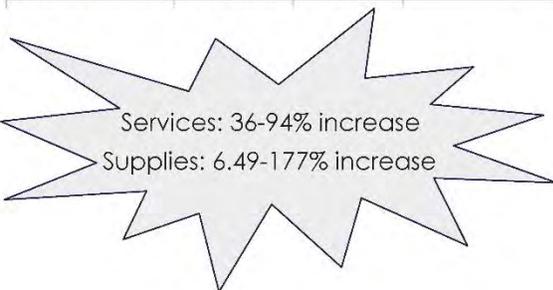
**Peers:** Caroline - 10%; Essex - 5%; Mathews - 5%; Middlesex - 5%; Northumberland - 6.25%; Westmoreland - 10%; King George - 5.9% plus step; K&Q - 5%; West Point - 5%; Richmond Co.- 6.7% plus step; Spotsylvania - 7 to 12%; Fredericksburg City - 7%, Stafford - 12 to 15%; Hanover 5%, New Kent 5%, Bridging Communities - 5%; and CBGS - 5%

## COSTS (Comparison w/ Other Divisions)

Teacher Scales by County														
Steps	King William		Caroline Co.		New Kent		King & Queen		West Point		Hanover		Essex	
	Teacher	w/ Masters	Teacher	w/ Masters	Teacher	w/ Masters	Teacher	w/ Masters	Teacher	w/ Masters	Teacher	w/ Masters	Teacher	w/ Masters
0	46,822	49,062	43,311	45,061	45,914	49,128	42,889	45,064	48,001	50,001	46,982	49,801	42,970	44,970
15	50,280	52,520	52,862	54,612	53,067	54,904	49,842	52,017	56,110	58,110	52,411	55,556	49,887	51,887
30	66,660	68,900	66,962	68,712	62,531	64,368	59,278	61,453	68,678	70,678	59,693	63,274	58,436	60,436
	KWPCS are above the salary of the entity													
	KWPCS is below the salary of the entity													
	KWPCS is within \$1,000 of the salary of the entity													

## COSTS: Increased Cost of Supplies/ Services

Services	Pre Pandemic	Pandemic	Increase in Expenses
Speech Services	195,000.00	380,180.00	185,180.00
Substitute Teachers	140,400.00	191,520.00	51,120.00



Product Description	Product Code	Current Price	Past Price	% Increase - 2020
Gloves	SZGNPR-L	145.54	52.50	177.22%
Roll Towels	VON50880-BP	40.45	33.50	20.75%
Toilet Paper	VONPR470	42.49	39.90	6.49%
Hand Soap	HIL39403	41.10	37.70	9.02%
Urinal Screen	BD621	20.78	17.85	16.41%
Window Cleaner	HIL80225	89.77	82.20	9.21%
Disinfectant	HIL82425	91.04	80.96	12.45%
Sanitizer	HIL82525	66.58	59.20	12.47%
General Cleaner	HIL83725	78.57	69.80	12.56%
Floor Stripper	HIL15207	71.60	64.64	10.77%
Bowl Cleaner	HIL10704	34.65	30.45	13.79%
Liners	RSC404822	39.90	26.82	48.77%
Liners	RSC303710	23.40	20.85	12.23%

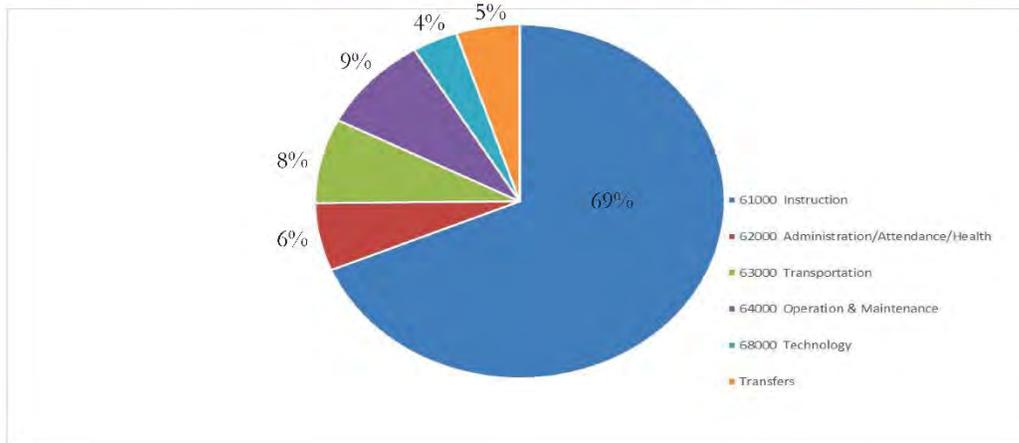
# COSTS: Increase to Budget

	Budget for Approval FY23	FY22 Approved Budget
<b>REVENUES</b>		
State Sales Tax	\$ 2,780,510	\$ 2,505,939
State Revenues	13,244,790	11,792,931
Federal Revenues	1,776,589	2,675,548
Local Revenue	10,275,784	10,253,465
Other Revenue	139,250	177,151
Debt Service Transfer	1,538,112	1,560,430
Request to Local Government	888,340	-
	<b>\$30,643,375</b>	<b>\$28,965,464</b>
<b>EXPENDITURES</b>		
61000 Instruction	\$21,036,214	\$19,406,160
62000 Administration/Attendance/Health	1,895,902	1,745,055
63000 Transportation	2,374,663	2,197,226
64000 Operation & Maintenance	2,695,036	2,253,586
68000 Technology	1,103,447	1,803,007
Transfers	1,538,112	1,560,430
	<b>\$30,643,375</b>	<b>\$28,965,464</b>
<b>Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>

## Total Increase over Level Funding:

Staff Retention & Recruitment	\$ 494,731
Federal Mandates	\$ 361,832
Increase in doing business	\$ 385,732
Internal Cuts through Attrition	\$ (353,955)
	<b>\$ 888,340.00</b>

# COSTS: Breakdown of Expenses



# CAPITAL

King William County Public Schools  
Preliminary Capital Improvements Plan FY 2023-2027

2022-2027

Project	Facility	Comments	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
<b>FACILITIES and EQUIPMENT (Not including HHMS Remodel):</b>								
Replacement of HVAC units	AES, CSPS	AES FY23, CSPS FY25 & KWHS FY25	5,000,000		2,500,000			Financing
Roofing	CSPS	FY25 CSPS			800,000			Financing
Replacement of HVAC units	HHMS	HHMS FY23	1,300,960					HVAC Grant & School Funding?
Classroom & Cafeteria Furniture, Flooring	All Schools	FY22-KWHS (guidance & Main Office) FY22-	100,000	75,000	100,000	75,000	100,000	School Reserve Funds
Bus Garage	KWHS	Consideration of Bus Garage			750,000			Financing
Parking Lot Paving, Sealing, and Painting	AES, CSPS	Lack of deferred maintenance has provided a	230,000	75,000	250,000	50,000	75,000	Undecided
Playground Replacement	CSPS/AES	Replacement of Playground equipment	80,000		90,000			School Reserve Funds
Replacement of Treatment Plant Components	HHMS			350,000				Financing
<b>High School Athletics:</b>								
Band Uniforms	KWHS	Band Uniforms over 17 years old	45,000					School Reserve Funds
Gator for dragging of fields	KWHS	request from Athletic Director	10,000					School Reserve Funds
Repair & Replace Track	KWHS			1,200,000				Financing
<b>VEHICLES:</b>								
School Bus Replacement	Division	Two/Three new buses per year	200,000	300,000	200,000	300,000	200,000	School Reserve Funds
Special Needs School Bus Replacement	Division	SPED bus		120,000			120,000	School Reserve Funds
Maintenance Vans	Division	Maintenance Vans	80,000				32,000	School Reserve Funds
New and Replacement Service Vehicles	Division	Transporting students ; increased need-3 this yr	75,000	50,000	50,000	50,000	50,000	School Reserve Funds
<b>TECHNOLOGY:</b>								
Network Infrastructure/ Replacement of IT	HHMS	Replacements and Upgrades/ smart boards		75,000	75,000			School Reserve Funds
Replace 1 to 1 computers at KWHS	KWHS	1-to-1 initiative			375,000			VPSA Grant/ School Reserve
Replace 1 to 1 computers at HHMS	Division	1-to-1 initiative					350,000	VPSA Grant/ School Reserve
Replacement of Instructional Computers	Division	replacements as needed			75,000		75,000	School Reserve Funds
Cooling systems for Server Rooms	Division	replace cooling systems in server rooms	8,000					School Reserve Funds
Security Camera/ door security	Division	much needed to secure buildings	15,000	15,000	15,000	15,000	15,000	School Reserve/ Security Grant
<b>Yearly Totals</b>			<b>7,123,960</b>	<b>2,260,000</b>	<b>5,280,000</b>	<b>490,000</b>	<b>1,017,000</b>	
		From School Reserve Fund	823,000	710,000	855,000	490,000	667,000	
		KWCPS- Grant Funded	1,300,960	-	375,000	-	350,000	
		Capital Project Financing	5,000,000	1,550,000	4,050,000	-	-	
		<b>Totals</b>	<b>7,123,960</b>	<b>2,260,000</b>	<b>5,280,000</b>	<b>490,000</b>	<b>1,017,000</b>	

## Thank you! Any Questions?



# AGENDA ITEM 7.b.

Approval of Expenditures - February 2022



Natasha L. Joranlien  
 Director of Financial Services

Board of Supervisors  
 William L. Hodges, First District  
 Travis J. Moskalski, Second District  
 Stephen K. Greenwood, Third District  
 C. Stewart Garber, Jr., Fourth District  
 Edwin H. Moren, Jr., Fifth District

**MEMO**

DATE: March 28, 2022  
 TO: King William County Board of Supervisors  
 FROM: Natasha Joranlien, Director of Financial Services  
 SUBJECT: Monthly Expenditures - February 2022

**County Administration Expenditures (excluding Payroll)**

Checks and ACH processed	<b>1,371,855.12</b>
Transfer from Treasurer to Schools	<b>805,940.58</b>

**County Administration Payroll**

Payroll Net	358,718.74
Employer Benefit Portion	133,722.58
Employer State Unemployment	3,389.08
Employer FICA/Med Portion	37,293.54
County Costs	<b>533,123.94</b>
<i>Employee Portion of Taxes</i>	<i>97,108.72</i>
<i>Employee Portion of Benefits</i>	<i>56,024.37</i>
	<b>686,257.03</b>

**ARPA Funds (Fund 215)**

<b>Comprehensive Services Act</b>	<b>-</b>
	<b>34,166.75</b>

**Department of Social Services Expenditures (excluding Payroll)**

Checks and ACH processed	<b>5,616.35</b>
Christmas Dreams	<b>879.29</b>

**DSS Payroll**

Payroll Net	49,751.28
Employer Benefit Portion	17,537.29
Employer State Unemployment	931.43
Employer FICA/Med Portion	5,028.43
DSS Costs	<b>73,248.43</b>
<i>Employee Portion of Taxes</i>	<i>11,454.09</i>
<i>Employee Portion of Benefits</i>	<i>7,397.87</i>
	<b>92,100.39</b>

**TREASURER MANUAL CHECKS ISSUED**

<i>Expenses</i>	<i>427.46</i>
<i>Refunds</i>	<i>2,582.89</i>
<i>Pass Thru</i>	<i>1,111.93</i>
	<b>4,122.28</b>

Total County Administration, ARPA, Social Services, CSA, & Treasurer Manual Checks	<b>2,828,952.74</b>
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# AGENDA ITEM 7.c.

**Resolution 22-17** - Approving the County  
Acceptable Use Policy



**RESOLUTION 22-17**

**AMENDMENT TO THE KING WILLIAM COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL REGARDING THE ADDITION OF AN ACCEPTABLE USE POLICY**

**WHEREAS**, The Board of Supervisors adopted the King William County Personnel Policies and Procedures Manual (Manual) by Resolution 15-53 on December 14, 2015 effective January 1, 2016; and

**WHEREAS**, the Board amended the Manual by Resolution 18-66 on October 22, 2018 effective November 1, 2018; Resolution 19-54 on August 26, 2019 effective September 1, 2019; Resolution 20-09 on February 24, 2020 effective July 1, 2020; Resolution 20-28R on May 18, 2020 effective March 1, 2020; and Resolution 21-76 on October 25, 2021 effective November 1, 2021; and

**WHEREAS**, a well-protected computer network enables King William County to easily handle the increasing dependence on the Internet; and

**WHEREAS**, successfully protecting the computer network integrates information that is secure from all aspects of the organization, protects the employee and the organization, and reduces risks including attacks, compromise of network systems and services, and legal issues; and

**WHEREAS**, County staff has recommended and presented to the Board of Supervisors an "Acceptable Use Policy" attached herein as Exhibit A which the Board reviewed and discussed on March 14, 2022 and March 28, 2022;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that the attached Acceptable Use Policy is approved for all employees, contractors, consultants, temporary employees, and other workers requiring access to the King William County network; and

**BE IT FURTHER RESOLVED** that the attached Acceptable Use Policy is approved for incorporation into the King William County Personnel Policies and Procedures Manual.

**DONE** this 28th day of March, 2022.

**EXHIBIT A**

**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.

KING WILLIAM COUNTY  
ACCEPTABLE USE POLICY (AUP)

- 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.

KING WILLIAM COUNTY  
ACCEPTABLE USE POLICY (AUP)

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

KING WILLIAM COUNTY  
ACCEPTABLE USE POLICY (AUP)

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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KING WILLIAM COUNTY  
ACCEPTABLE USE POLICY (AUP)

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.
    - (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 7.d.

**Resolution 22-18** - Proclamation Celebrating the  
320th Anniversary of King William County



**RESOLUTION 22-18**

**COMMEMORATION OF THE THREE-HUNDRED-TWENTIETH ANNIVERSARY OF THE ESTABLISHMENT OF KING WILLIAM COUNTY**

1  
2  
3  
4       **WHEREAS**, on October 2, 1701, the Virginia House of Burgesses passed and Governor  
5 Frances Nicholson assented to the enabling act creating a distinct county from the Pamunkey  
6 Neck portion of King and Queen County, which is the land that lies between the Mattaponi  
7 and Pamunkey Rivers; and

8       **WHEREAS**, effective April 11, 1702, the area known as Pamunkey Neck became King  
9 William County, the twenty-fourth county then existing in Virginia; and

10       **WHEREAS**, King William County was named for William of Orange, the reigning  
11 monarch of England, Scotland, and Ireland, known as King William III, who ruled from 1689-  
12 1702; and

13       **WHEREAS**, King William County Courthouse, circa 1725, is considered one of the  
14 finest examples of early colonial brickwork and courthouse design and is the oldest  
15 courthouse in continuous use in the United States and the oldest public building in Virginia;  
16 and

17       **WHEREAS**, Lieutenant Governor Alexander Spotswood and the Knights of the Golden  
18 Horseshoe embarked in 1716 on their expedition to the Blue Ridge Mountains from Chelsea  
19 Plantation in King William County; and

20       **WHEREAS**, King William County was home to Carter Braxton, III, signer of the  
21 Declaration of Independence, from 1777-1786; and

22       **WHEREAS**, King William County was the birthplace in 1898 of Lieutenant General  
23 Lewis B. "Chestly" Puller, the most decorated U.S. Marine in the Corp's history; and

24       **WHEREAS**, King William County is the home of three Native American tribes – the  
25 Mattaponi, the Pamunkey, and the Upper Mattaponi – which were part of Chief Powhatan's  
26 Confederacy and is also home to the only two Native American reservations in Virginia – the  
27 Mattaponi and the Pamunkey – which are also the two oldest reservations in the United  
28 States; and

29           **WHEREAS**, during the 1720's two counties, Caroline and Spotsylvania, were formed  
30 in part from King William County; and

31           **WHEREAS**, King William County held a Tricentennial Celebration with numerous  
32 activities throughout 2002 to celebrate King William County's three hundredth anniversary  
33 milestone; and

34           **WHEREAS**, King William County's three hundred twentieth anniversary will take  
35 place on April 11, 2022 and will be celebrated with a birthday cake in the County  
36 Administration Building, tours of the King William Historical Society Museum, and an  
37 Archaeology Day at the Tavern site next to the Historic Courthouse;

38           **NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors  
39 joins with the good citizens of King William County in the commemoration and celebration  
40 of the County's three hundred twentieth birthday; and

41           **BE IT FURTHER RESOLVED** that the King William County Board of Supervisors hereby  
42 acknowledges and commemorates the significant role that King William County has played  
43 in the history and development of the Commonwealth of Virginia and the United States of  
44 America; and

45           **BE IT FURTHER RESOLVED** that the King William County Board of Supervisors hereby  
46 acknowledges and expresses their appreciation to the King William Historical Society for  
47 their efforts in preserving, discovering, and presenting the history of the County and for  
48 contributing their knowledge in order to educate the public; and

49           **BE IT FINALLY RESOLVED** that a copy of this Resolution expressing the sense of the King  
50 William County Board of Supervisors on this matter shall be conveyed to the citizens of King  
51 William County and members of the King William Historical Society and shall be spread upon  
52 the meeting minutes of said Board of Supervisors.

53           **DONE** this 28th day of March, 2022.

# AGENDA ITEM 8.a.

Proclamation Presentation to the King William  
County Historical Society



# AGENDA ITEM 9.a.

**Ordinance 02-22** - Approving the Proposed Redistricting Maps - Amending Ordinance 12-05 to Adjust the Boundary Lines of the Second, Third, Fourth, and Fifth Election Districts and Updating King William County Code Article II School Board, Division 2 Elections, §54-52 - Election Districts Enumerated, and §54-55 - Enumeration of Polling Places



**ORDINANCE 02-22**

**AMENDING ORDINANCE 12-05 TO ADJUST THE BOUNDARY LINES OF THE SECOND, THIRD, FOURTH, AND FIFTH ELECTION DISTRICTS AND UPDATING KING WILLIAM COUNTY CODE ARTICLE II SCHOOL BOARD, DIVISION 2 ELECTIONS, SECTIONS 54-52 ELECTION DISTRICTS ENUMERATED, AND 54-55 ENUMERATION OF POLLING PLACES**

**WHEREAS**, the King William County Board of Supervisors adopted Ordinance 12-05 on June 25, 2012 which delineated King William County’s Election District Boundaries; and

**WHEREAS**, decennial redistricting is required following the U.S. Census Bureau’s 2020 Census in accordance with Virginia Code §24.2-304.1(B) and §24.2-304.1(C); and

**WHEREAS**, populations within each district have changed since the 2010 Census causing inequal apportionment between the districts; and

**WHEREAS**, adjustments of boundaries are required to bring each district’s population within acceptable equality parameters;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of King William County this 28th day of March, 2022 that Ordinance 02-22 amending Ordinance 12-05 is hereby enacted to read as follows:

**AN ORDINANCE TO PROVIDE FOR THE APPORTIONMENT OF MEMBERS OF THE KING WILLIAM COUNTY BOARD OF SUPERVISORS, TO ALTER BOUNDARY LINES OF THE ELECTION DISTRICTS, AND TO DESIGNATE EACH ELECTION DISTRICT AND PRECINCT**

**Section 1.** Pursuant to the authority contained in the Code of Virginia, 1950, as amended, the Election Districts of King William County, Virginia, are hereby altered and established as set forth in this Ordinance.

**Section 2.** The Election Districts with populations set forth are as follows:

<u>DISTRICT</u>	<u>POPULATION</u>
First Election District	<del>3,306</del> 3,414

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28	Second Election District	<del>3,067</del> 3,671
29	Third Election District	<del>3,235</del> 3,600
30	Fourth Election District	<del>3,058</del> 3,411
31	Fifth Election District	<del>3,269</del> 3,714

32 **First Election District**

33 ***-West Point Precinct***

34 The boundaries of the West Point Precinct shall be the corporate limits of the Town of West  
35 Point as described in an order of the Circuit Court of King William County entered on the  
36 ninth day of December, 1963, and of record in the clerk's office of that Court in Chancery  
37 Order Book 13, page 216 and as those limits were enlarged by the voluntary boundary  
38 agreement approved on the twenty-third day of August, 1999, by the Board of Supervisors of  
39 King William County and approved on the eighth day of September, 1999, by the Town  
40 Council of the Town of West Point.

41 **Second Election District**

42 ***-Courthouse Precinct***

43 **From the intersection of the Pamunkey River and an unnamed tributary of the Pamunkey**  
44 **River which forms the boundary of Census Blocks 3015 and 3037, then following the**  
45 **boundary of the aforementioned Census Blocks easterly to its intersection with the boundary**  
46 **between Census Blocks 3015 and 3041, then following the boundary between Census Blocks**  
47 **3041 and 3037 easterly to its intersection with East River Road (Rt. 600). 2201 and 2212,**  
48 **approximately 350 yards southwest of the terminus of Green Level Road, then following the**  
49 **boundary of the aforementioned Census Blocks to its intersection with Green Level Road,**  
50 **then northeasterly following the centerline of Green Level Road to its intersection with Mt.**  
51 **Olive Cohoke Road (Rt. 632), then northwesterly following the centerline of Mt. Olive-**  
52 **Cohoke Road northeasterly to its intersection with Jacks Creek Road (Rt. 629) continuing**  
53 **northeasterly along the centerline of Jacks Creek Road to its intersection with Acquinton**  
54 **Church Road (Rt. 618), then northwesterly following the centerline of Acquinton Church**  
55 **Road to its intersection with East River Road (Rt. 600). Then following northerly along the**  
56 **centerline of East River Road (Rt. 600) to its intersection with King William Road (Rt. 30).**  
57 **Then following the centerline of King William Road (Rt. 30) northwesterly until its**

58 intersection with Indian Church Road (Rt.XX) at the boundary between Census Blocks 4028  
59 and 4030. Then following the boundary of Census Block 4030 northerly then easterly along  
60 an unnamed tributary of the Mattaponi River which forms the boundary of Census Block  
61 4030 until its intersection with an unnamed tributary of the Mattaponi River forming the  
62 boundary between Census Blocks 4012 and 4011. Then following the boundary of the  
63 aforementioned Census Blocks northerly to its intersection with West River Road (Rt. 600).  
64 Then following the center line of West River Road (Rt. 600) northerly to its intersection with  
65 Poplar Landing Road. Then following the centerline of Poplar Landing Road northeasterly to  
66 its intersection with Aylett Creek. Then following the centerline of Aylett Creek southerly to  
67 its intersection with the Mattaponi River. ~~Then crossing King William Road (Rt. 30) and~~  
68 ~~continuing along the centerline of West River Road (Rt. 600) to its intersection of census~~  
69 ~~block 4070 and following an unnamed tributary of the Mattaponi River. Then following that~~  
70 ~~boundary westerly to its intersection with the Mattaponi River. Then following the~~  
71 ~~centerline of the Mattaponi River downstream, southeasterly to its intersection with the~~  
72 ~~Mattaponi Indian Reservation's southern boundary which is the boundary between Census~~  
73 ~~Blocks 2062 2012 and 2041 2019, then following that boundary westerly to its intersection~~  
74 ~~with Indian Town Road (Rt. 625), then following the centerline of Indian Town Road~~  
75 ~~southerly to its intersection with East Rose Garden Road (Rt. 626), then following the~~  
76 ~~centerline of East Rose Garden Road (Rt. 626) westerly to its intersection with King William~~  
77 ~~Road. Then following centerline of West Rose Garden Road (Rt. 626) to its intersection with~~  
78 ~~Powhatan Trail (Rt. 633), and then along the centerline of Powhatan Trail to the Pamunkey~~  
79 ~~River. Then following the centerline of the Pamunkey River northwesterly to its intersection~~  
80 ~~with unnamed tributary of the Pamunkey River which forms the boundary of Census Blocks~~  
81 ~~3015 and 3037.~~

82 ***-Sweet Hall Precinct***

83 From the Mattaponi Indian Reservation's southern boundary which is the boundary between  
84 Census Blocks 2062 2012 and 2041 2019, then following the centerline of the Mattaponi  
85 River downstream, southeasterly to its intersection with the unnamed tributary of the  
86 Mattaponi River that forms the West Point Town boundary between Census Blocks 1007 and  
87 1003. ~~boundary of Census Blocks 1011 and 1007, then following that boundary southerly to~~  
88 ~~its intersection with Geron Lane, then following the centerline of Geron Lane to its~~

89 intersection with Chelsea Road (Rt. 635), then following the centerline of Chelsea Road  
90 northwesterly to its intersection with the West Point town boundary then following the town  
91 boundary southwesterly to its intersection with VFW Road (Rt. 636) then following the  
92 centerline of VFW Road southeasterly to its southern intersection with the West Point town  
93 boundary Then following the town boundary southwesterly to its intersection with the  
94 Pamunkey River, then northwesterly following the centerline of the Pamunkey River to  
95 Lester Manor Landing, then following the centerline of Powhatan Trail (Rt. 633) to its  
96 intersection with West Rose Garden Road (Rt. 626), then following the centerline of West  
97 Rose Garden Road northeast to its intersection with King William Road (Rt. 30). Then  
98 following the centerline of King William Road, northwesterly, to its intersection with East  
99 Rose Garden Road, then following the centerline of East Rose Garden Road, northerly, to its  
100 intersection with Indian Town Road, then following the centerline of Indian Town Road,  
101 northerly, to its intersection with the Mattaponi Indian Reservation's southern boundary  
102 which is the boundary between Census Block ~~2005 and 2087~~ 2012 and 2019.

103 **Third Election District**

104 ***-Aylett Precinct***

105 From the confluence of Herring Creek and the Mattaponi River, westerly along the centerline  
106 of Herring Creek, then westerly along the centerline of Millwood Rd. (Rt. 607) to the  
107 intersection with Upshaw Rd. (Rt. 608), then following the centerline of Upshaw Road to the  
108 intersection with Vessels Road (Rt. 659). Then southerly along the centerline of Vessels  
109 Road (Rt. 659) along boundary line of census block ~~3018~~ 3011 to centerline of Cherry Hill  
110 Drive (Rt. 1225) to its intersection with King William Road (Rt. 30) Then southeasterly along  
111 the centerline of King William Road (Rt. 30) to its intersection with ~~West River Road (Rt.  
112 600)~~ Indian Church Road (Rt. XX) at the boundary between Census Blocks 4028 and 4030.  
113 Then following the boundary of Census Block 4030 northerly then easterly along an  
114 unnamed tributary of the Mattaponi River which forms the boundary of Census Block 4030  
115 until its intersection with an unnamed tributary of the Mattaponi River forming the  
116 boundary between Census Blocks 4012 and 4011. Then following the boundary of the  
117 aforementioned Census Blocks northerly to its intersection with West River Road (Rt. 600).  
118 Then following the center line of West River Road (Rt. 600) northerly to its intersection with  
119 Poplar Landing Road. Then following the centerline of Poplar Landing Road northeasterly to

120 its intersection with Aylett Creek. Then following the centerline of Aylett Creek southerly to  
121 its intersection with the Mattaponi River.. Then following West River Road (Rt. 600) to its  
122 intersection of census block 4070 and following an unnamed tributary to the Mattaponi  
123 River. Then following that boundary westerly to its intersection with the Mattaponi River.  
124 Then following the Mattaponi River northwesterly to the confluence of Herring Creek.

125 **Fourth Election District**

126 ***-Manquin Precinct***

127 From the intersection of King William Road (Rt. 30) and Cherry Hill Drive (Rt. 1225) westerly  
128 following the centerline of King William Road (Rt. 30) and Cherry Hill Drive (Rt. 1225) to the  
129 intersection with Enfield Road (Rt. 610), then southerly along the centerline of Enfield Road  
130 to the intersection with unnamed road that is the boundary for Census Blocks ~~1003~~ 1037 and  
131 1004, ~~Census Block 1008, and Census Block 1010,~~ then following the boundary between  
132 Census Blocks 1037 and 1004 westerly then southerly to its intersection with Webb Creek  
133 which forms the boundary between Census Blocks 1004 and 1036. Then following the  
134 centerline of Webb Creek westerly to its intersection with an unnamed road forming the  
135 boundary of Census Blocks 1032 and 1036, then following said unnamed road southerly to  
136 its intersection with Dabneys Mill Rd (Rt. 604). of the boundary of Census Block 1036 said  
137 unnamed road westerly to its intersection with another unnamed road that serves as the  
138 boundary for Census Blocks 1054, 1055 and 1057, then southerly to its intersection with  
139 Dabneys Mill Road, following the centerline of Dabneys Mill Road (Rt. 604) to its intersection  
140 with Mehixon Creek Lane, then following Mehixon Creek Lane to Mehixon Creek, then to its  
141 confluence with the Pamunkey River. Then following Dabneys Mill Rd southerly to its  
142 intersection with the boundary of Census Blocks 1052 and 1053, then following this  
143 boundary southerly to the Pamunkey River. Then following the centerline of the Pamunkey  
144 River southerly to the intersection of Census Blocks 3015 and 3037, then following the  
145 boundary of the aforementioned Census Blocks easterly to its intersection with the boundary  
146 between Census Blocks 3015 and 3041, then following the boundary between Census Blocks  
147 3041 and 3037 easterly to its intersection with East River Road (Rt. 600). Then following  
148 northerly along the centerline of East River Road (Rt. 600) to its intersection with King  
149 William Road (Rt. 30). Then following the centerline of King William Road (Rt. 30)  
150 northwesterly until its intersection with ~~2201 and 2212,~~ then following the boundary of the

151 ~~above~~ mentioned Census Blocks to its intersection with Green Level Road (Rt. 621), then  
152 northeasterly following the centerline of Green Level Road to its intersection with Mt. Olive-  
153 Cohoke Road (Rt. 632). Then following northwesterly along the centerline of Mt. Olive-  
154 Cohoke Road (Rt. 632) to its intersection with Jacks Creek Road (Rt. 629) continuing  
155 northeasterly along the centerline of Jacks Creek Road to its intersection with Acquinton  
156 Church Road (Rt. 618). Then following northwesterly along the centerline of Acquinton  
157 Church Road to its intersection with East River Road (Rt. 600). Then following northerly  
158 along the centerline of East River Road (Rt. 600) to its intersection with King William Road  
159 (Rt. 30). Then following the centerline of King William Road (Rt. 30), northwesterly, to its  
160 intersection with Kelley Lane (Rt. 612). Then northwesterly following the centerline of  
161 Kelley Lane (Rt. 612) to its intersection with Cherry Hill Drive (Rt. 1225).

162 **Fifth Election District**

163 ***-Mangohick Precinct***

164 From the intersection of the county boundary with Caroline County and the Mattaponi River,  
165 downstream along the centerline of the Mattaponi River, then westerly along the centerline  
166 of Herring Creek, then westerly along the centerline of Millwood Rd. (Rt. 607) to the  
167 intersection with Upshaw Rd. (Rt. 608), then following the centerline of Upshaw Rd. to the  
168 intersection with Vessels Road (Rt. 659), then following centerline of Vessels Road (Rt. 659)  
169 and along the boundary line of Census Block ~~3018~~ 3011 to centerline of Cherry Hill Drive (Rt.  
170 1225) and to its intersection with King William Road (Rt. 30). Then following the centerline  
171 of King William Road (Rt. 30) westerly to its intersection with Enfield Road (Rt. 610). Then  
172 southerly following Enfield Rd. to the intersection with unnamed road that is the boundary  
173 for Census Block 1010, Census Block 1008, and Census Block 1003, then following said  
174 unnamed road to its intersection with another unnamed road that serves as the boundary for  
175 Census Blocks 1057, 1055 and 1054, then southerly to its intersection with Dabneys Mill  
176 Road, following the centerline of Dabneys Mill Road to its intersection with Mehixon Creek  
177 Lane, then following Mehixon Creek Lane to Mehixon Creek, then to its confluence with the  
178 Pamunkey River. Then southerly along the centerline of Enfield Road to the intersection with  
179 unnamed road that is the boundary for Census Blocks 1037 and 1004, then following the  
180 boundary between Census Blocks 1037 and 1004 westerly then southerly to its intersection  
181 with Webb Creek which forms the boundary between Census Blocks 1004 and 1036. Then

182 following the centerline of Webb Creek westerly to its intersection with an unnamed road  
183 forming the boundary of Census Blocks 1032 and 1036, then following said unnamed road  
184 southerly to its intersection with Dabneys Mill Rd (Rt. 604). Then following Dabneys Mill Rd  
185 southerly to its intersection with the boundary of Census Blocks 1052 and 1053, then  
186 following this boundary southerly to the Pamunkey River. Then upstream northwesterly  
187 along the centerline of the Pamunkey River to its intersection with the county boundary with  
188 Caroline County, and then returning to the origin, following the county boundary, at the  
189 intersection of the county boundary with Caroline County and the Mattaponi River.

190 **Precinct Voting Locations**

191 First – West Point Armory

192 110 Thompson Ave – **“West Point”**

193 Second-A – VFW Post #8356

194 1658 VFW Road – **“Sweet Hall”**

195 Second-B – King William Admin. Bldg.

196 180 Horse Landing Road – **“Courthouse”**

197 Third – King William Vol. Fire & Rescue **Fire and EMS – Station 1**

198 7936 Richmond-Tappahannock Hwy. – **“Aylett”**

199 Fourth – King William High School

200 80 Cavalier Drive – **“Manquin”**

201 Fifth – Mangohick Vol. Fire Dept.

202 3493 King William Road – **“Mangohick”**

203 **Section 3.** One supervisor shall be elected from each Election District as set forth  
204 by this Ordinance by the qualified votes of such district.

205 **Section 4.** Map references are based on Census Bureau digital data incorporated  
206 in the King William County geographic information system.

207            **Section 5.**    Should any section or provision of this Ordinance be decided to be  
208 invalid or unconstitutional, such decision shall not affect the validity or constitutionality of any  
209 other section and provisions of this Ordinance.

210            **Section 6.**    This Ordinance shall be in full force and effect upon certification of no  
211 objection to be received from the Office of the Attorney General of Virginia.

212    **BE IT FURTHER ORDAINED AND ENACTED** by the Board of Supervisors of King William  
213 County this 28th day of March, 2022 that County Code Article II School Board, Division 2  
214 Elections, Sections 54-52 Election Districts Enumerated, and 54-55 Enumeration of Polling  
215 Places are hereby amended as follows:

216    **Sec. 54-52. - Election districts enumerated.**

217    The election districts with populations set forth are as follows:

218    Second election district:	2144	3,671
219    Third election district:	2132	3,600
220    Fourth election district:	2271	3,411
221    Fifth election district:	2125	3,714
222    At-large election district:	8672	14,396

223    **Sec. 54-55. - Enumeration of polling places.**

224    The polling places shall be as follows:

- 225    (1)    Election district two: Precinct A—VFW Post #8356  
226            Precinct B—~~American Legion Post #314~~ King William County Admin. Building
- 227    (2)    Election district three: ~~King William County Administration Building~~ King William  
228    Fire & EMS – Station 1
- 229    (3)    Election district four: King William High School
- 230    (4)    Election district five: ~~Mangohick Baptist Church~~ Mangohick Volunteer Fire Dept.

231    **ADOPTED** this the 28<sup>th</sup> day of March, 2022.

# AGENDA ITEM 9.b.

**Resolution 22-19** - Authorizing the Issuance of a  
General Obligation School Bond - James Sanderson,  
Davenport & Co.

**RESOLUTION 22-19**

**A RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO \$7,205,000 MAXIMUM PRINCIPAL AMOUNT OF A GENERAL OBLIGATION SCHOOL BOND OF THE COUNTY OF KING WILLIAM, VIRGINIA TO BE SOLD TO THE VIRGINIA PUBLIC SCHOOL AUTHORITY FOR PURPOSES OF FINANCING THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF PUBLIC SCHOOL FACILITIES AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF**

Be it resolved by the Board of Supervisors of the County of King William, Virginia:

**WHEREAS**, the Board of Supervisors (**the “Board of Supervisors”**) of the County of King William, Virginia (**the “County”**), has determined that it is necessary and expedient to borrow an amount not to exceed \$7,205,000 and to issue its general obligation school bond (**as more specifically defined below, the “Local School Bond”**) for the purpose of financing school capital projects, including, but not limited to, HVAC projects within district school buildings and other capital improvements to school facilities (**together, the “Project”**);

**WHEREAS**, the County held a public hearing, duly noticed, on March 28, 2022, on the issuance of the Local School Bond in accordance with the requirements of Section 15.2-2606, Code of Virginia 1950, as amended (**the “Virginia Code”**);

**WHEREAS**, the School Board of the County (**the “School Board”**) has, by resolution, requested the Board of Supervisors to authorize the issuance of the Local School Bond and consented to the issuance of the Local School Bond;

**WHEREAS**, Virginia Public School Authority (**“VPSA”**) has offered to purchase the Local School Bond along with the local school bonds of certain other localities with a portion of the proceeds of certain bonds to be issued by VPSA in the spring of 2022 (**the “VPSA Bonds”**);

**WHEREAS**, the Bond Sale Agreement (as defined below) shall indicate that \$6,875,000 is the amount of proceeds requested (**the “Proceeds Requested”**) from VPSA in connection with the sale of the Local School Bond;

**WHEREAS**, VPSA's objective is to pay the County a purchase price for the Local School Bond which, in VPSA's judgment, reflects the Local School Bond's market value (**the “VPSA Purchase Price Objective”**), taking into consideration such factors as the amortization schedule the County has requested for the Local School Bond relative to the amortization schedules requested by other localities, the purchase price to be received by VPSA from the sale of the VPSA Bonds and other market conditions relating to the sale of the VPSA Bonds; and

**WHEREAS**, such factors may result in the Local School Bond having a purchase price other than par and consequently (i) the County may have to issue the Local School Bond in a principal amount that is greater than or less than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (ii) if the maximum authorized principal amount of the Local School Bond set forth in section 1 below does not exceed the Proceeds

Requested by at least the amount of any discount, the purchase price to be paid to the County, given the VPSA Purchase Price Objective and market conditions, will be less than the Proceeds Requested.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF KING WILLIAM, VIRGINIA:**

1. **Authorization of Bonds and Use of Proceeds.** The Board of Supervisors hereby determines that it is advisable to contract a debt and issue and sell its general obligation school bond in an aggregate principal amount not to exceed \$7,205,000 (**the “Local School Bond”**) for the purpose of financing the Project, which is for public school purposes of the County. The Board of Supervisors hereby authorizes the issuance and sale of the Local School Bond in the form and upon the terms established pursuant to this Resolution.

2. **Sale of the Local School Bond.** The sale of the Local School Bond, within the parameters set forth in paragraph 4 of this Resolution, to VPSA is authorized. Given the VPSA Purchase Price Objective and market conditions, the County acknowledges that the limitation on the maximum principal amount of the Local School Bond set forth in paragraph 1 of this Resolution restricts VPSA's ability to generate the Proceeds Requested, however, the Local School Bond may be sold for a purchase price not lower than 95% of the Proceeds Requested. The Chairman or Vice-Chairman of the Board of Supervisors (**together, the “Chairman”**), the County Administrator, or any of them (**each a “Delegate”**) and such other officer or officers of the County as either may designate are hereby authorized and directed to enter into an agreement with VPSA providing for the sale of the Local School Bond to VPSA (**the “Bond Sale Agreement”**). The Bond Sale Agreement shall be in substantially the form submitted to the Board of Supervisors at this meeting, which form is hereby approved, with such completions, insertions, omissions and changes not inconsistent with this Resolution as may be approved by the County officer executing the Bond Sale Agreement.

3. **Details of the Local School Bond.** The Local School Bond shall be dated 16 days prior to the date of its issuance and delivery or such other date designated by VPSA; shall be designated “General Obligation School Bond, Series 2022”; shall bear interest from its dated date payable semi-annually on each January 15 and July 15 beginning January 15, 2023 (each an “Interest Payment Date”), at the rates established in accordance with paragraph 4 of this Resolution; and shall mature on July 15 in the years (each a “Principal Payment Date”) and in the amounts acceptable to a Delegate (the “Principal Installments”), subject to the provisions of paragraph 4 of this Resolution.

4. **Interest Rates and Principal Installments.** Each Delegate is hereby authorized and directed to accept the interest rates on the Local School Bond established by VPSA, provided that each interest rate shall be five one-hundredths of one percent (0.05%) over the interest rate to be paid by VPSA for the corresponding principal payment date of the VPSA Bonds, a portion of the proceeds of which will be used to purchase the Local School Bond, and provided further that the true interest cost of the Local School Bond does not exceed five and fifty one-hundredths percent (5.50%) per annum. The Interest Payment Dates, Principal Payment Dates and the Principal Installments are subject to change at the request of VPSA. Each Delegate is hereby authorized and directed to accept changes in the Interest Payment Dates, the Principal Payment Dates and the Principal Installments at the request of VPSA based on the final term to maturity of the VPSA Bonds, requirements imposed on VPSA by the nationally-recognized rating agencies and the final principal amount of the Local School Bond;

provided, however, that the principal amount of the Local School Bond shall not exceed the amount authorized by this Resolution and the final maturity of the Local School Bond shall not exceed 30 years from the date of the issuance and delivery of the Local School Bond. The execution and delivery of the Local School Bond as described in paragraph 8 hereof shall conclusively evidence the approval and acceptance of all of the details of the Local School Bond by the Delegate as authorized by this Resolution.

5. **Form of the Local School Bond.** The Local School Bond shall be initially in the form of a single, temporary typewritten bond substantially in the form attached hereto as Exhibit A.

6. **Payment; Paying Agent and Bond Registrar.** The following provisions shall apply to the Local School Bond:

(a) For as long as the VPSA is the registered owner of the Local School Bond, all payments of principal, premium, if any, and interest on the Local School Bond shall be made in immediately available funds to VPSA at, or before 11:00 a.m. on the applicable Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption, or if such date is not a business day for Virginia banks or for the Commonwealth of Virginia, then at or before 11:00 a.m. on the business day next succeeding such Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption.

(b) All overdue payments of principal and, to the extent permitted by law, interest shall bear interest at the applicable interest rate or rates on the Local School Bond.

(c) U.S. Bank Trust Company, National Association, Richmond, Virginia, is designated as Bond Registrar and Paying Agent for the Local School Bond. The County may, in its sole discretion, replace at any time the Bond Registrar with another qualified bank or trust company as successor Bond Registrar and Paying Agent for the Local School Bond. The County shall give prompt notice to VPSA of the appointment of any successor Bond Registrar and Paying Agent.

7. **Redemption or Prepayment.** Unless otherwise directed by VPSA, the Principal Installments of the Local School Bond held by VPSA coming due on or before July 15, 2032, and the definitive bond for which the Local School Bond held by VPSA may be exchanged that mature on or before July 15, 2032, are not subject to prepayment or redemption prior to their stated maturities. The Principal Installments of the Local School Bond held by VPSA coming due on or after July 15, 2033, and the definitive bond(s) for which the Local School Bond held by VPSA may be exchanged that mature on or after July 15, 2033, are subject to prepayment or redemption at the option of the County prior to their stated maturities in whole or in part, on any date on or after July 15, 2032, upon payment of the prepayment or redemption prices (expressed as percentages of Principal Installments to be prepaid or the principal amount of the Local School Bond to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

<b><u>Dates</u></b>	<b><u>Prices</u></b>
July 15, 2032 through July 14, 2033	101%
July 15, 2033 through July 14, 2034	100½
July 15, 2034 and thereafter	100

Provided, however, that the Principal Installments of the Local School Bond shall not be subject to prepayment or redemption prior to their stated maturities as described above without first obtaining the written consent of VPSA or other registered owner of the Local School Bond. Notice of any such prepayment or redemption shall be given by the Bond Registrar to VPSA or other registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

If VPSA refunds the VPSA Bonds in the future and such refunding causes the Local School Bond to be deemed refunded, the prepayment or redemption of the Local School Bond will be subject to VPSA approval and subject to similar prepayment or redemption provisions as set forth above that correspond to the call period of the VPSA Bonds issued in part to refund the Local School Bond.

8. **Execution of the Local School Bond.** The Chairman or Vice-Chairman and the Clerk or any Deputy Clerk of the Board of Supervisors are authorized and directed to execute and deliver the Local School Bond and to affix the seal of the County thereto.

9. **Pledge of Full Faith and Credit.** For the prompt payment of the principal of and premium, if any, and the interest on the Local School Bond as the same shall become due, the full faith and credit of the County are hereby irrevocably pledged, and in each year while any portion of the Local School Bond shall be outstanding there shall be levied and collected in accordance with law an annual ad valorem tax upon all taxable property in the County subject to local taxation sufficient in amount to provide for the payment of the principal of and premium, if any, and the interest on the Local School Bond as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

10. **Use of Proceeds Certificate and Tax Compliance Agreement.** The Chairman, the County Administrator and such other officer or officers of the County or the School Board as either may designate are hereby authorized and directed to execute and deliver on behalf of the County a Use of Proceeds Certificate and Tax Compliance Agreement (**the “Tax Compliance Agreement”**) setting forth the expected use and investment of the proceeds of the Local School Bond and containing such covenants as may be necessary in order to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (**the “Code”**), and applicable regulations relating to the exclusion from gross income of interest on the VPSA Bonds. The Board of Supervisors covenants on behalf of the County that (i) the proceeds from the issuance and sale of the Local School Bond will be invested and expended as set forth in such Tax Compliance Agreement and that the County shall comply with the other covenants and representations contained therein and (ii) the County shall comply with the provisions of the Code so that interest on the VPSA Bonds will remain excludable from gross income for federal income tax purposes.

11. **State Non-Arbitrage Program; Proceeds Agreement.** The Board of Supervisors hereby determines that it is in the best interests of the County to authorize and direct the County Finance Director, the County Administrator or the Assistant County Administrator to participate in the State Non-Arbitrage Program in connection with the Local School Bond. The Chairman of the Board of Supervisors, the County Administrator, the Assistant County Administrator and such officer or officers of the County as either may designate are hereby authorized and directed to execute and

deliver a Proceeds Agreement with respect to the deposit and investment of proceeds of the Local School Bond by and among the County, the other participants in the sale of the VPSA Bonds, the VPSA and the investment manager, substantially in the form submitted to the Board of Supervisors at this meeting, which form is hereby approved, and to take such other action as may be necessary for participation in the State Non-Arbitrage Program.

12. **Continuing Disclosure Agreement.** The Chairman of the Board of Supervisors, the County Administrator and such officer or officers of the County as either may designate are hereby authorized and directed to execute a Continuing Disclosure Agreement, as set forth in Appendix D to the Bond Sale Agreement, setting forth the reports and notices to be filed by the County and containing such covenants as may be necessary in order to show compliance with the provisions of the Securities and Exchange Commission Rule 15c2-12, under the Securities Exchange Act of 1934, as amended, and directed to make all filings required by Section 4 of the Bond Sale Agreement should the County be determined by the VPSA to be a MOP (as defined in the Bond Sale Agreement).

13. **Refunding.** The Board of Supervisors hereby acknowledges that VPSA may issue refunding bonds to refund any bonds previously issued by VPSA, including the VPSA Bonds issued to purchase the Local School Bond, and that the purpose of such refunding bonds would be to enable VPSA to pass on annual debt service savings to the local issuers, including the County. Each of the Delegates is authorized to execute and deliver to VPSA such allonge to the Local School Bond, revised debt service schedule, IRS Form 8038-G or such other documents reasonably deemed necessary by VPSA and VPSA's bond counsel to be necessary to reflect and facilitate the refunding of the Local School Bond and the allocation of the annual debt service savings to the County by VPSA. The Clerk of Board of Supervisors is authorized to affix the County's seal on any such documents and attest or countersign the same.

14. **Effectiveness and Filing of Resolution.** The appropriate officers or agents of the County are hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Clerk of the Circuit Court of the County of King William, Virginia. The filing of this Resolution with the Clerk of the Circuit Court of the County of King William, Virginia shall be deemed to be the filing of an initial resolution or ordinance with such Court for all purposes of the Act. Any resolutions inconsistent herewith previously adopted by the Board of Supervisors are amended to be consistent with this Resolution.

15. **Election to Proceed under Public Finance Act.** In accordance with Section 15.2-2601 of the Virginia Code, the Board of Supervisors elects to issue the Local School Bond under the provisions of the Public Finance Act of 1991, Chapter 26 of Title 15.2 of the Virginia Code.

16. **Further Actions and Ratification.** The members of the Board of Supervisors and all officers, employees and agents of the County are hereby authorized to take such action and enter into and execute such documents, instruments and agreements as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Local School Bond, including execution of a Paying Agent Agreement with the Bond Registrar and Paying Agent for the Local School Bond. All actions of the officers, employees and agents of the County or the School Board of the County previously taken in furtherance of the purposes of this Resolution, including submitting a financing application to VPSA in connection with the Local School Bond **(the "VPSA**

*Proposed for Adoption by King William County Board of Supervisors*

*March 28, 2022 Regular Meeting*

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**Application**”), are hereby approved, confirmed and ratified.

17. **Effective Date.** This Resolution shall take effect immediately.

\* \* \*

**DONE** this 28<sup>th</sup> day of March, 2022.

The vote on the foregoing was as follows:

Supervisor, 2nd District: Travis J. Moskalski  
Supervisor, 3rd District: Stephen K. Greenwood  
Supervisor, 1st District: William L. Hodges – Vice Chair  
Supervisor, 4th District: C. Stewart Garber, Jr.  
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman

ATTEST:

\_\_\_\_\_  
Edwin H. Moren, Jr., Chairman  
King William County Board of Supervisors

\_\_\_\_\_  
Christine H. Branch  
Deputy Clerk to the Board of Supervisors

The undersigned Clerk of the Board of Supervisors of the County of King William, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Board of Supervisors held on March 28, 2022, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing Resolution, a quorum was present.

**WITNESS MY HAND** and the seal of the Board of Supervisors of the County of King William, Virginia, this 28th day of March, 2022.

\_\_\_\_\_  
Clerk, Board of Supervisors of  
the County of King William, Virginia

[SEAL]

EXHIBIT A

(FORM OF TEMPORARY BOND)

NO. TR-1

\$ \_\_\_\_\_

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA  
COUNTY OF KING WILLIAM  
General Obligation School Bond  
Series 2022**

**Dated Date: May \_\_\_ [16 days prior to issuance], 2022**

**Issue Date: May \_\_, 2022**

The **COUNTY OF KING WILLIAM, VIRGINIA** (the “County”), for value received, hereby acknowledges itself indebted and promises to pay to the **VIRGINIA PUBLIC SCHOOL AUTHORITY** the principal amount of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), in annual installments in the amounts set forth on Schedule I attached hereto payable on July 15, 202\_ and annually on July 15 thereafter to and including July 15, 20\_ (each a “Principal Payment Date”), together with interest from the dated date of this Bond on the unpaid installments, payable semi-annually on January 15 and July 15 of each year, commencing on January 15, 2023 (each an “Interest Payment Date”; together with any Principal Payment Date, a “Payment Date”), at the rates per annum set forth on Schedule I attached hereto, subject to prepayment or redemption as hereinafter provided. Both principal of and interest and premium, if any, on this Bond are payable in lawful money of the United States of America.

For as long as the Virginia Public School Authority is the registered owner of this Bond, U.S. Bank Trust Company, National Association, as bond registrar and paying agent (the “Bond Registrar”), shall make all payments of principal, premium, if any, and interest on this Bond, without the presentation or surrender hereof, to the Virginia Public School Authority, in immediately available funds at or before 11:00 a.m. on the applicable Payment Date or date fixed for prepayment or redemption. If a Payment Date or date fixed for prepayment or redemption is not a business day for banks in the Commonwealth of Virginia or for the Commonwealth of Virginia, then the payment of principal, premium, if any, or interest on this Bond shall be made in immediately available funds at or before 11:00 a.m. on the business day next succeeding the scheduled Payment Date or date fixed

for prepayment or redemption. Upon receipt by the registered owner of this Bond of said payments of principal, premium, if any, and interest, written acknowledgment of the receipt thereof shall be given promptly to the Bond Registrar, and the County shall be fully discharged of its obligation on this Bond to the extent of the payment so made. Upon final payment, this Bond shall be surrendered to the Bond Registrar for cancellation.

The full faith and credit of the County are irrevocably pledged for the payment of the principal of and the premium, if any, and interest on this Bond. The Resolution adopted by the Board of Supervisors authorizing the issuance of this Bond provides, and Section 15.2-2624, Code of Virginia 1950, as amended, requires, that there shall be levied and collected an annual tax upon all taxable property in the County subject to local taxation sufficient to provide for the payment of the principal, premium, if any, and interest on this Bond as the same shall become due which tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

This Bond is duly authorized and issued in compliance with and pursuant to the Constitution and laws of the Commonwealth of Virginia, including the Public Finance Act of 1991, Chapter 26, Title 15.2, Code of Virginia 1950, as amended, a Resolution duly adopted by the Board of Supervisors of the County and a Resolution duly adopted by the School Board of the County to provide funds for capital projects for school purposes.

This Bond may be exchanged without cost, on twenty (20) days written notice from the Virginia Public School Authority, at the office of the Bond Registrar on one or more occasions for one or more temporary bonds or definitive bonds in fully registered form in denominations of \$5,000 and whole multiples thereof, and; in any case, having an equal aggregate principal amount having principal installments or maturities and bearing interest at rates corresponding to the maturities of and the interest rates on the installments of principal of this Bond then unpaid. This Bond is registered in the name of the Virginia Public School Authority on the books of the County kept by the Bond Registrar, and the transfer of this Bond may be effected by the registered owner of this Bond only upon due execution of an assignment by such registered owner. Upon receipt of such assignment and the surrender of this Bond, the Bond Registrar shall exchange this Bond for definitive bonds as hereinabove provided, such definitive Bonds to be registered on such registration books in the name of the assignee or assignees named in such assignment.

The principal installments of this Bond coming due on or before July 15, 2032 and the definitive bonds for which this Bond may be exchanged that mature on or before July 15, 2032, are not subject to prepayment or redemption prior to their stated maturities. The principal installments of this Bond coming due on or after July 15, 2033, and the definitive bonds for which this Bond may be exchanged that mature on or after July 15, 2033, are subject to prepayment or redemption at the option of the County prior to their stated maturities in whole or in part, on any date on or after July 15, 2032, upon payment of the prepayment or redemption prices (expressed as percentages of principal installments to be prepaid or the principal amount of this Bond to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

<u>Dates</u>	<u>Prices</u>
July 15, 2032 through July 14, 2033	101%
July 15, 2033 through July 14, 2034	100½
July 15, 2034 and thereafter	100

Provided, however, that the principal installments of this Bond shall not be subject to prepayment or redemption prior to their stated maturities as described above without the prior written consent of VPSA or other registered owner of this Bond. Notice of any such prepayment or redemption shall be given by the Bond Registrar to VPSA or other registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

If VPSA refunds its bonds issued in part to purchase this Bond in the future and such refunding causes this Bond to be deemed refunded, the prepayment or redemption of this Bond will be subject to VPSA approval and subject to similar prepayment or redemption provisions as set forth above that correspond to the call period of the VPSA bonds issued in part to refund this Bond.

All acts, conditions and things required by the Constitution and laws of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, form and manner as so required, and this Bond, together with all other indebtedness of the County, is within every debt and other limit prescribed by the Constitution and laws of the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the Board of Supervisors of the County of King William, Virginia has caused this Bond to be issued in the name of the County of King William, Virginia, to be signed by its Chairman or Vice-Chairman, its seal to be affixed hereto and attested by the signature of its Clerk or any of its Deputy Clerks, and this Bond to be dated May [16 days prior to the closing date] \_\_\_\_\_, 2022.

**COUNTY OF KING WILLIAM, VIRGINIA**

(SEAL)

ATTEST:

\_\_\_\_\_  
Clerk, Board of Supervisors of the  
County of King William, Virginia

\_\_\_\_\_  
Chairman, Board of Supervisors of the  
County of King William, Virginia

**ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

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(PLEASE PRINT OR TYPEWRITE NAME AND ADDRESS, INCLUDING ZIP CODE, OF ASSIGNEE)

PLEASE INSERT SOCIAL SECURITY OR OTHER IDENTIFYING NUMBER OF ASSIGNEE: \_\_\_\_\_

the within Bond and irrevocably constitutes and appoints

\_\_\_\_\_ attorney to exchange said Bond for definitive bonds in lieu of which this Bond is issued and to register the transfer of such definitive bonds on the books kept for registration thereof, with full power of substitution in the premises.

Date: \_\_\_\_\_

\_\_\_\_\_

Registered Owner

Signature Guaranteed:

\_\_\_\_\_  
(NOTICE: Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Bond Registrar which requirements will include Membership or participation in STAMP or such other "signature guarantee program" as may be determined by the Bond Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

(NOTICE: The signature above must correspond with the name of the Registered Owner as it appears on the front of this Bond in every particular, without alteration or change.)

SCHEDULE I



# AGENDA ITEM 11.a.

**Resolution 22-20** - Recognition and Appreciation of  
Emergency Management Professionals During  
Emergency Management Professionals Week

**RESOLUTION 22-XX**

**RECOGNITION AND APPRECIATION OF EMERGENCY MANAGEMENT PROFESSIONALS  
DURING EMERGENCY MANAGEMENT PROFESSIONALS WEEK**

**WHEREAS**, the Commonwealth of Virginia has established a state program of emergency management and requires localities to have emergency management programs to address the array of threats and hazards to which the people of the Commonwealth are vulnerable; and

**WHEREAS**, emergency management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters and acts of terrorism and other man-made disasters; and

**WHEREAS**, emergency management professionals play an under-recognized yet indispensable role in providing the leadership, management, and operational skills necessary to enable their communities, organizations, and agencies to develop emergency plans and procedures, ensure personnel are adequately trained and exercise plans, provide emergency warnings, notifications, and alerts, and acquire resources to protect lives and property and enhance resiliency to emergency events; and

**WHEREAS**, emergency management professionals direct or support emergency operations, maintain dedicated emergency operations centers in 24/7 readiness, and actively serve operationally throughout the cycle of emergency events; and

**WHEREAS**, emergency management professionals communicate and coordinate with a broad network of partners at the federal, state, regional, and local levels of government, in the private sector, and at nongovernmental organizations and with the general public; and

**WHEREAS**, emergency management professionals possess extensive knowledge of the hazards and risks that threaten the Commonwealth and its communities, the specific programs and strategies available to address them, applicable federal, state, and local laws and compliance guidelines, and the roles of critical partners essential to effective preparedness, response, and disaster recovery; and

30           **WHEREAS**, emergency management professionals assist allied professionals in the  
31 medical community and in emergency response, business, nonprofit, and faith  
32 organizations to achieve preparedness, response, and recovery capabilities; and

33           **WHEREAS**, a well-prepared and resilient community is the ultimate goal of  
34 emergency management; and

35           **WHEREAS**, emergency management professionals serve as the critical link between  
36 government and those they serve; public outreach and public education undergird the  
37 effectiveness of all emergency management efforts; and

38           **WHEREAS**, the Senate of the Commonwealth of Virginia has designated the third  
39 week in March as Emergency Management Professionals Week in Virginia;

40 **NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors is  
41 proud to honor the service and commitment of King William County emergency management  
42 professionals and recognize their contributions to the lives, health, and safety of all who live,  
43 visit, and do business in the County.

44 **DONE** this 28th day of March, 2022.



# AGENDA ITEM 11.b.

**Resolution 22-21** - Declaring April 2022 as Child Abuse Prevention Awareness Month and Wear Blue Day (April 1st) - Letecia Loadholt, Director of Social Services

**RESOLUTION 22-21**

**PROCLAIMING APRIL 2022 AS NATIONAL CHILD ABUSE PREVENTION MONTH AND  
DECLARING APRIL 1, 2022 AS NATIONAL WEAR BLUE DAY TO RAISE AWARENESS**

**WHEREAS**, in state fiscal year 2021, 52,263 children were reported as possible victims of abuse or neglect in Virginia; and

**WHEREAS**, 55 children died as a result of abuse or neglect and 22 cases are pending investigation as of December 15, 2021 in the Commonwealth of Virginia; and

**WHEREAS**, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

**WHEREAS**, our children are our most valuable resources and will shape the future of King William County and the world; and

**WHEREAS**, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

**WHEREAS**, prevention remains the best defense for our children and families;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of King William County, Virginia does hereby proclaim April 2022 as NATIONAL CHILD ABUSE PREVENTION

27 MONTH and urges all citizens to recognize this month by striving to improve the quality of  
28 life for all children and families; and

29 **BE IT FURTHER RESOLVED** that the Board of Supervisors of King William County, Virginia  
30 does hereby declare Friday, April 1, 2022 as NATIONAL WEAR BLUE DAY and urges all  
31 citizens to wear blue to help raise awareness about child abuse and neglect and bring  
32 attention to prevention efforts and resources available to children, families, caregivers, and  
33 educators.

34 **DONE** this 28th day of March, 2022.

DRAFT



# AGENDA ITEM 11.c.

**Ordinance 03-22** - Dangerous Dog Legislation  
Update - Andrew McRoberts, County Attorney

**ORDINANCE 03-22**

**AN ORDINANCE TO AMEND KING WILLIAM COUNTY CODE CHAPTER 10, ARTICLE II, DIVISION 3 (CODE SECTIONS 10-91, ET SEQ.) TO CONFORM THE COUNTY CODE'S DANGEROUS DOG ORDINANCES TO STATE CODE**

**WHEREAS**, in 2021, the General Assembly amended and reenacted Virginia Code §§3.2-6540 and 3.2-6542, and adopted new Virginia Code sections numbered 3.2-6540.01 through 3.2-6540.04, 3.2-6541.1, 3.2-6542.1, 3.2-6542.2, 3.2-6543.1, 3.2-6562.2, and 18.2-52.2 relating to dangerous dogs; and

**WHEREAS**, King William County regulates dangerous dogs as permitted by §3.2-6543.1 of the Code of Virginia (1950), as amended, in County Code Chapter 10, Article II, Division 3, and the recent state code amendment requires that its local parallel dangerous dog ordinances be amended.

**NOW, THEREFORE, BE IT ORDAINED** that the Board of Supervisors of King William County, Virginia, does this 28th day of March, 2022, amend the King William County Code Chapter 10, Article II, Division 3 as follows:

DIVISION 3. - DANGEROUS, VICIOUS OR DESTRUCTIVE DOGS AND NUISANCE ANIMALS

Sec. 10-91. - Control of dangerous or vicious dogs; investigation, summons, and hearing.

(a) The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dangerous dog Dog, in addition to its common meaning, means includes a canine or a hybrid canine as defined in § 3.2-6581 of the Code of Virginia (1950), as amended. crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat; however, when a dog attacks or bites a dog or cat, the attacking or biting dog shall not be deemed dangerous if: (i) No serious physical injury as determined by a licensed veterinarian has occurred as a result of the attack or bite; (ii) both dogs are owned by the same person; (iii) if such attack or bite occurs on the property of the attacking or biting dog's owner or custodian; or (iv) for other good cause as determined by the court. No dog shall be found to be a dangerous dog as a result of biting, attacking or inflicting injury on another dog while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event. No dog that has bitten, attacked, or inflicted injury

33 on a person shall be found to be a dangerous dog if the court determines, based on the totality of the  
34 evidence before it, that the dog is not dangerous or a threat to the community.

35  
36 ~~Vicious dog means a canine or canine crossbreed that has (i) killed a person; (ii) inflicted serious injury to a~~  
37 ~~person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment~~  
38 ~~of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by a court or,~~  
39 ~~on or before July 1, 2006, by an animal control officer as authorized by ordinance, that it is a dangerous~~  
40 ~~dog, provided that its owner has been given notice of that finding.~~

41  
42 ~~(b) Any law enforcement officer or animal control officer who (i) has reason to believe that an animal a~~  
43 ~~canine or canine crossbreed within his jurisdiction is a dangerous dog or vicious dog and (ii) is located in~~  
44 ~~the jurisdiction where the animal resides or in the jurisdiction where the act was committed may shall apply~~  
45 ~~to a magistrate serving the jurisdiction for the issuance of a summons requiring the owner or custodian, if~~  
46 ~~known, to appear before a general district court at a specified time. The summons shall advise the owner of~~  
47 ~~the nature of the proceeding and the matters at issue.~~

48  
49 ~~(c) No law-enforcement officer or animal control officer shall apply for a summons pursuant to subsection~~  
50 ~~(b) if, upon investigation, the officer finds (i) in the case of an injury to a companion animal that is a dog or~~  
51 ~~cat, that no serious injury has occurred as a result of the attack or bite, that both animals are owned by the~~  
52 ~~same person, or that the incident originated on the property of the attacking or biting dog's owner or (ii) in~~  
53 ~~the case of an injury to a person, that the injury caused by the dog upon the person consists solely of a~~  
54 ~~single nip or bite resulting only in a scratch, abrasion, or other minor injury. In determining whether serious~~  
55 ~~injury to a companion animal that is a dog or cat has occurred, the officer may consult with a licensed~~  
56 ~~veterinarian.~~

57  
58 ~~(d) A law-enforcement officer or animal control officer who applies for a summons pursuant to subsection~~  
59 ~~(b) shall provide the owner with written notice of such application. For 30 days following such provision of~~  
60 ~~written notice, the owner shall not dispose of the animal other than by surrender to the animal control officer~~  
61 ~~or by euthanasia by a licensed veterinarian. Following such provision of written notice, an owner who elects~~  
62 ~~to euthanize a dog that is the subject of a dangerous dog investigation shall provide documentation of such~~  
63 ~~euthanasia to the animal control officer.~~

64  
65 ~~(e) If a law enforcement officer an animal control officer successfully makes an application for the issuance~~  
66 ~~of a summons, he shall contact the local animal control officer and inform him of the location of the dog and~~  
67 ~~the relevant facts pertaining to his belief that the dog is dangerous or vicious.~~

68  
69 ~~(f) Following the issuance of a summons following an application pursuant to subsection (b) above, anThe~~  
70 ~~animal control officer shall may confine the animal until such time as the evidence shall be is heard and a~~  
71 ~~verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal~~  
72 ~~in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until~~  
73 ~~such time as the evidence shall be is heard and a verdict rendered. Upon being served with a summons for~~  
74 ~~a dangerous dog, the owner shall not dispose of the animal, other than by euthanasia, until the case has~~  
75 ~~been adjudicated. The court, through its contempt powers, may compel the owner, custodian or harborer of~~  
76 ~~the animal to produce the animal and to provide documentation that it has been, or will be within three~~  
77 ~~business days, implanted with electronic identification registered to the owner. The owner shall provide the~~  
78 ~~registration information to the animal control officer.~~

79

80 (g) Nothing in this section shall prohibit an animal control officer or law-enforcement officer from securing a  
81 summons for a hearing to determine whether a dog that is surrendered but not euthanized is a dangerous  
82 dog.

83  
84 (h) Unless good cause is determined by the court, the evidentiary hearing pursuant to the dangerous dog  
85 summons shall be held not more than 30 days from the issuance of the summons. The procedure for  
86 appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury, if any, shall be as  
87 provided in Article 4 (§ 19.2-260 et seq.) of Chapter 15 of Title 19.2 of the Code of Virginia (1950), as  
88 amended. The prosecution shall be required to prove its case beyond a reasonable doubt. The court shall  
89 determine that the animal is a dangerous dog if the evidence shows that it (i) killed a companion animal that  
90 is a dog or cat or inflicted serious injury on a companion animal that is a dog or cat, including a serious  
91 impairment of health or bodily function that requires significant medical attention, a serious disfigurement,  
92 any injury that has a reasonable potential to cause death, or any injury other than a sprain or strain or (ii)  
93 directly caused serious injury to a person, including laceration, broken bone, or substantial puncture of skin  
94 by teeth. Unless good cause is determined by the court, the appeal of a dangerous dog finding shall be  
95 heard within 30 days.

96  
97 (i) If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall

98 (1) Shall order the animal's owner to comply with the provisions of this section, § 10-91.1, and §§  
99 3.2-6542 and 3.2-6542.1 of the Code of Virginia (1950), as amended.

100 (2) May order the owner of the animal to pay restitution for actual damages to the person injured by  
101 the animal or whose companion animal was injured or killed by the animal. Such order shall not preclude  
102 the injured person from pursuing civil remedies, including damages that accrue after the original finding that  
103 the animal is a dangerous dog; and

104 (3) May order the owner to pay all reasonable expenses incurred in caring and providing for such  
105 dangerous dog from the time the animal is taken into custody until such time as the animal is disposed of or  
106 returned to its owner.

107  
108 (j) If after hearing the evidence, the court decides to defer further proceedings without entering an  
109 adjudication that the animal is a dangerous dog, it may do so, notwithstanding any other provision of this  
110 section. A court that defers further proceedings shall place specific conditions upon the owner of the dog,  
111 including the requirement that the owner provide documentation that the dog has been, or will be within  
112 three business days, implanted with electronic identification registered to the owner. The registration  
113 information shall be provided to the animal control officer. If the owner violates any of the conditions, the  
114 court may enter an adjudication that the animal is a dangerous dog and proceed as otherwise provided in  
115 this section. Upon fulfillment of the conditions, the court shall dismiss the proceedings against the animal  
116 and the owner without an adjudication that the animal is a dangerous dog. finds that the animal is a  
117 dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If,  
118 after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal  
119 euthanized in accordance with the provisions of Code of Virginia, § 3.2-6562.

120  
121 (k) ~~(c) No canine or canine crossbreed animal shall be found by the court to be a dangerous dog; or vicious~~  
122 dog solely

123 (1) Solely because it is a particular breed; nor shall the ownership of a particular breed of canine  
124 or canine crossbreed be prohibited.

125 No animal shall be found to be a dangerous dog or vicious dog if (2) If the threat, injury or damage  
126 was sustained by a person who was: (i) committing, at the time, a crime upon the premises occupied by the  
127 animal's owner or custodian; (ii) committing, at the time, a willful trespass upon the premises occupied by

128 the animal's owner or custodian; or provoking, tormenting, or physically abusing the animal, or can be  
129 shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times. ~~No~~

130 ~~(3) If the animal is a police dog that was engaged in the performance of its duties as such at the~~  
131 ~~time of the acts act complained of, shall be found to be a dangerous dog or a vicious dog. No animal which,~~

132 ~~(4) If at the time of the acts complained of, the animal was responding to pain or injury, or was~~  
133 ~~protecting itself, its kennel, its offspring, a person or its owner or owner's property, shall be found to be a~~  
134 ~~dangerous dog or a vicious dog.~~

135 ~~(5) As a result of killing or inflicting serious injury on a dog or cat while engaged with its owner as~~  
136 ~~part of lawful hunting or participating in an organized, lawful dog handling event; or~~

137 ~~(6) If the court determines based on the totality of the evidence before it, or for other good cause,~~  
138 ~~that the dog is not dangerous or a threat to the community.~~

139  
140 ~~(l) If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian~~  
141 ~~shall be responsible for complying with all requirements of this section, §§ 10-91.1, 10-91.2, 10-91.3, 10-~~  
142 ~~91.4, and §§ 3.2-6542 and 3.2-6542.1 of the Code of Virginia (1950), as amended.~~

143  
144 ~~(d)The owner of any animal found to be a dangerous dog shall, within ten days of such finding,~~  
145 ~~obtain a dangerous dog registration certificate from the local animal control officer for a fee of \$50.00, in~~  
146 ~~addition to other fees that may be authorized by law. The animal control officer shall also provide the owner~~  
147 ~~with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to~~  
148 ~~the animal's collar and ensure that the animal wears the collar and tag at all times. All certificates obtained~~  
149 ~~pursuant to this subsection shall be renewed annually for the same fee and in the same manner as the~~  
150 ~~initial certificate was obtained. The animal control officer shall provide a copy of the dangerous dog~~  
151 ~~registration certificate and verification of compliance to the state veterinarian.~~

152 ~~(e)All certificates or renewals of dangerous dog registration required to be obtained under this~~  
153 ~~section shall only be issued to persons 18 years of age or older who present satisfactory evidence of the~~  
154 ~~animal's current rabies vaccination, if applicable; that the animal has been neutered or spayed; and that the~~  
155 ~~animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence~~  
156 ~~or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is~~  
157 ~~constructed. In addition, owners who apply for certificates or renewals under this section shall not be issued~~  
158 ~~a certificate or renewal thereof unless they present satisfactory evidence that their residence is and will~~  
159 ~~continue to be posted with clearly visible signs warning both minors and adults of the presence of a~~  
160 ~~dangerous dog on the property, and the animal has been permanently identified by means of a tattoo on~~  
161 ~~the inside thigh or by electronic implantation.~~

162 ~~(f)While on the property of its owner, an animal found to be a dangerous dog shall be confined~~  
163 ~~indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape~~  
164 ~~or direct contact with or entry by minors, adults, or other animals. The structure shall be designed to~~  
165 ~~provide the animal with shelter from the elements of nature. When off its owner's property, an animal found~~  
166 ~~to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the~~  
167 ~~animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or~~  
168 ~~another animal.~~

169 ~~(g)If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal~~  
170 ~~guardian shall be responsible for complying with all requirements of this section.~~

171 ~~(h)The owner of any dog found to be dangerous shall register the animal with the Commonwealth~~  
172 ~~of Virginia Dangerous Dog Registry, as established under the Code of Virginia, § 3.2-6542, within 45 days~~  
173 ~~of such a finding by any appropriate court. The owner shall also cause the local animal control officer to be~~  
174 ~~promptly notified of: (i) the names, addresses, and telephone numbers of all owners; (ii) all of the means~~  
175 ~~necessary to locate the owner and the dog at any time; (iii) any complaints or incidents of attack by the dog~~

176 upon any person or cat or dog; (iv) any claims made or lawsuits brought as a result of any attack; (v) tattoo  
177 or chip identification information or both; (vi) proof of insurance; and (vii) the death of the dog.

178 (i) After an animal has been found to be a dangerous dog, the animal's owner shall immediately,  
179 upon learning of same, notify the county animal control authority if the animal is loose or unconfined; bites a  
180 person or attacks another animal; is sold, given away, or dies; or has been moved to a different address.

181 (j) The owner of any animal that has been found to be a dangerous dog who willfully fails to comply  
182 with the requirements of this section shall be guilty of a Class 1 misdemeanor.

183 (k) All fees collected pursuant to this section, less the costs incurred by the animal control authority  
184 in producing and distributing the certificates and tags required by this section, shall be paid into a special  
185 dedicated fund in the county treasury for the purpose of paying the expenses of any training course  
186 required under the Code of Virginia, § 3.2-6556.

187 (l) All certificates or renewals thereof required to be obtained under this section shall only be issued  
188 to persons 18 years of age or older who present satisfactory evidence that the animal has been neutered or  
189 spayed.

190 (m) All certificates or renewals thereof required to be obtained under this section shall only be  
191 issued to persons who present satisfactory evidence that the owner has liability insurance coverage, to the  
192 value of at least \$100,000.00 that covers animal bites.

193 (n) Notwithstanding the provisions of subsection (b) of this section, an animal control officer may  
194 determine, after investigation, whether a dog is a dangerous dog. If the animal control officer determines  
195 that a dog is a dangerous dog, he may order the animal's owner to comply with the provisions of this  
196 section. If the animal's owner disagrees with the animal control officer's determination, he may appeal the  
197 determination to the General District Court for a trial on the merits.

198 (Ord. of 2-23-2009)

199

200 10-91.1. - Obligations of officer and owner following dangerous dog finding.

201

202 (a) After an animal is found to be a dangerous dog pursuant to § 10-91, the local animal control officer or  
203 treasurer shall provide the owner with a uniformly designed tag that identifies the animal as a dangerous  
204 dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag  
205 at all times.

206

207 (b) Within 30 days of the finding that an animal is a dangerous dog pursuant to § 10-91, the owner shall:

208 (1) Provide documentation that the animal has been neutered or spayed;

209 (2) Provide documentation that the animal has been implanted with electronic identification  
210 registered to the owner. The registration information shall be provided to the animal control officer;

211 (3) Present satisfactory evidence to the animal control officer of liability insurance coverage, to the  
212 value of at least \$100,000, that covers animal bites. The owner may obtain and maintain a bond in surety to  
213 the value of at least \$100,000 in lieu of liability insurance;

214 (4) Pay to the local governing body a fee of \$150 and under the direction of the animal control  
215 officer complete a dangerous dog registration certificate issued by the Department pursuant to § 3.2-6542  
216 of the Code of Virginia (1950), as amended. No dangerous dog registration certificate required to be  
217 obtained under this section shall be issued to any person younger than 18 years of age; and

218 (5) Post the residence where the animal is housed with clearly visible signs warning both minors  
219 and adults of the presence of a dangerous dog on the property. Such signs shall remain posted at all points  
220 of entry to the home and yard as long as the animal remains on the property.

221

222 (c) Any dangerous dog not confined inside a locked enclosure constructed pursuant to subsection (d) shall  
223 be (i) confined inside the owner's residence or (ii) if outdoors, controlled by a physical leash employed by

224 the responsible adult owner and securely muzzled in a manner that does not cause injury to the animal or  
225 interfere with the animal's vision or respiration but prevents it from biting a person or another animal.

226  
227 (d) Any owner of a dangerous dog who keeps the dog outdoors and not within the immediate physical  
228 presence of its owner shall, within 30 days of the finding that an animal is a dangerous dog, cause to be  
229 constructed a secure, locked enclosure of sufficient height and design to prevent escape by the animal or  
230 entry by or direct physical contact with any person or other animal. While so confined within the structure,  
231 the animal shall be provided for according to § 3.2-6503 of the Code of Virginia (1950), as amended.

232  
233 (e) The owner of a dog found to be dangerous shall cause the local animal control officer to be promptly  
234 notified of (i) any change in the manner of locating the owner or the dog at any time; (ii) any transfer of  
235 ownership of the dog to a new owner, including the name and address of the new owner; (iii) any instance  
236 in which the animal is loose or unconfined; (iv) any complaint or incident of attack or bite by the dog upon  
237 any person or cat or dog; (v) any claim made or lawsuit brought as a result of any attack; and (vi) the  
238 escape, loss, or death of the dog.

239  
240 (f) Unless for good cause shown, the owner of a dangerous dog shall notify the animal control officer at  
241 least 10 days prior to moving or relocating the animal and the officer shall update the dangerous dog  
242 registry accordingly.

243  
244 (g) Any dangerous dog not reclaimed by the owner from the animal control officer within 10 days of notice  
245 to do so by such animal control officer shall be considered abandoned and may be disposed of according  
246 to the provisions of § 3.2-6546 of the Code of Virginia (1950), amended.

247  
248 (h) Any contract or agreement for the use of real property, including a recorded restrictive covenant,  
249 condominium instrument of a condominium created pursuant to the Virginia Condominium Act (§ 55.1-1900  
250 et seq. of the Code of Virginia (1950), amended), declaration of a common interest community as defined in  
251 § 54.1-2345 of the Code of Virginia (1950), as amended, or cooperative instrument of a cooperative  
252 created pursuant to the Virginia Real Estate Cooperative Act (§ 55.1-2100 et seq. of the Code of Virginia  
253 (1950), amended), may prohibit the keeping of a dangerous dog or otherwise impose conditions that are  
254 more restrictive than those provided in subsection (b).

255  
256 (i) The owner of a dog found to be dangerous shall maintain the liability insurance coverage or bond in  
257 surety required by subdivision (b)(3) as long as he owns the dangerous dog and shall submit a certificate of  
258 insurance or evidence of such bond to the animal control officer on an annual basis.

259  
260 10-91.2. - Notice of dangerous dog finding; penalty.

261  
262 (a) Any releasing agency transferring or releasing for adoption within the Commonwealth an animal found  
263 to be a dangerous dog pursuant to § 10-91 shall notify in writing the receiving party of the requirements of  
264 this section and §§ 10-91, 10-91.1, 10-91.3, and 10-91.4.

265  
266 (b) Any releasing agency transferring or releasing for adoption outside the Commonwealth an animal found  
267 to be a dangerous dog pursuant to § 10-91 shall notify the appropriate animal control officer in the receiving  
268 jurisdiction that the animal has been so adjudicated.

269  
270 (c) Any owner of an animal found to be a dangerous dog in another state shall, upon bringing such animal  
271 to reside within the Commonwealth, notify the animal control officer of the jurisdiction in which the owner  
272 resides that the animal has been so adjudicated.

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(d) Any owner who disposes by surrender to a releasing agency, gift, sale, transfer, or trade of an animal found to be a dangerous dog pursuant to § 10-91 shall notify the receiver in writing that the animal has been so adjudicated. A violation of this subsection is a Class 3 misdemeanor.

10-91.3. - Violation of law by owner of dangerous dog; penalty.

(a) If an owner of an animal previously found to be a dangerous dog pursuant to either § 10-91 or § 3.2-6540 of the Code of Virginia (1950), as amended, is charged with a violation of § 10-91, 10-91.1, 10-91.2, or 10-91.4, the animal control officer shall confine the dangerous dog until such time as evidence shall be heard and a verdict rendered pursuant to § 10-91. Unless good cause is determined by the court, such evidentiary hearing shall be held within 30 days of the issuance of the summons. The court, through its contempt powers, may compel the owner of the animal to produce the animal.

(b) Upon conviction, the court may

(1) order the dangerous dog to be disposed of pursuant to § 3.2-6562 of the Code of Virginia (1950), as amended, or

(2) grant the owner up to 30 days to comply with the requirements of § 10-91.1, during which time the dangerous dog shall remain in the custody of the animal control officer until compliance has been verified. If the owner fails to achieve compliance within the time specified by the court, the court shall order the dangerous dog to be disposed of pursuant to § 3.2-6562 of the Code of Virginia (1950), as amended. Further, the court may order the owner to pay all reasonable expenses incurred in caring and providing for such dangerous dog from the time the animal is taken into custody until such time that the animal is disposed of or returned to the owner.

(c) Any owner of a dangerous dog who is charged with a violation pursuant to subsection A and is found to have willfully failed to comply with the requirements of § 10-91, 10-91.1, 10-91.2, or 10-91.4 is guilty of a Class 1 misdemeanor. The court may determine that a person convicted under this subsection shall be prohibited from owning, possessing, or residing on the same property with a dog.

10-91.4. - Subsequent attack or bite by dangerous dog; penalty.

(a) Any owner of an animal found to be a dangerous dog pursuant to § 10-91, when such finding arose out of a separate and distinct incident, is guilty of a:

(1) Class 2 misdemeanor if such dog attacks and injures or kills a cat or dog that is a companion animal belonging to another person; or

(2) Class 1 misdemeanor if such dog bites a human being or attacks a human being causing bodily injury.

(b) The provisions of subsection (a) shall not apply to any animal that at the time of the act complained of was responding to pain or injury, was protecting itself, its kennel, its offspring, a person, or its owner's property, or was a police dog engaged in the performance of its duties at the time of the attack.

(c) The court may determine that a person convicted under this section shall be prohibited from owning, possessing, or residing on the same property with a dog.

**DONE** this the 28th day of March, 2022.

# AGENDA ITEM 11.d.

**Resolution 22-22** - Budget Amendment -  
Appropriating Additional Funding from Unassigned  
Funds to the Office of the Treasurer for Additional  
Temporary Employee Wages

**RESOLUTION 22-22**

**BUDGET AMENDMENT – APPROPRIATING ADDITIONAL FUNDING FROM UNASSIGNED FUNDS TO THE OFFICE OF THE TREASURER FOR TEMPORARY EMPLOYEE WAGES**

**WHEREAS**, the King William County office of the Treasurer (Treasurer) engaged a temporary employee from Accountemps (a Robert Half Company) to assist in reconciling past bank records; and

**WHEREAS**, the King William County Board of Supervisors appropriated funds to the Treasurer’s Office in the amount of \$18,216.18 on August 23, 2021 via Resolution 21-67 for the engagement of that temporary employee; and

**WHEREAS**, the King William County Board of Supervisors appropriated additional funds to the Treasurer’s Office in the amount of \$4,000.00 on November 29, 2021 via Resolution 21-89 for the continued engagement of that temporary employee; and

**WHEREAS**, the Treasurer incurred additional unbudgeted expense in retaining that temporary employee to assist with the reconciliation of bank records; and

**WHEREAS**, the services of Accountemps were disengaged on February 11, 2022 leaving a balance owed of \$18,814.24 above the amounts already allocated (total cost of engagement - \$41,030.42);

**NOW THEREFORE, BE IT RESOLVED BY** the King William County Board of Supervisors that \$18,814.24 be appropriated to the office of the Treasurer from Unassigned Funds for the balance owed to Accountemps.

**DONE** this 28th day of March, 2022.

# AGENDA ITEM 11.e.

**Resolution 22-23** - Budget Amendment -  
Appropriating Additional Funding from Unassigned  
Funds to the Office of the Treasurer for TACS



# KING WILLIAM COUNTY

FOUNDED 1702 IN VIRGINIA 180 HORSE LANDING RD. SUITE 103 • KING WILLIAM, VIRGINIA 23086

MARY SUE BANCROFT  
County Treasurer

Telephone  
(804) 769-4931  
treasurer@kingwilliamcounty.us

March 17, 2022

To: King William County Board of Supervisors  
Percy Ashcraft, County Administrator

From: Mary Sue Bancroft, Treasurer

Subject: Budget Adjustment Request  
Taxing Authority Consulting Services (TACS) payments

I would like to request the following from the unassigned funds.

1. Additional expenditure incurred for tax collection assistance from TACS in their efforts to bring delinquent properties to tax sale.

Initially requested funds from the FY22 Budget have been exceeded due to efforts by TACS for the preparation of upcoming Tax Land Sales. The expenditures were not factored in the FY22 budget. In addition to the exceeded amount of \$8,498.46 I anticipate approximately another \$3k by the end of June 2022 for TACS efforts. Bringing the total requested to \$12,498.46. However, this may change as circumstances warrant. i.e. title search difficulties.

Mary Sue Bancroft





# AGENDA ITEM 11.f.

**Resolution 22-24 - KWCPS Vehicle Purchases Using Split-Levy Funds - Staci M. Longest, Director of Finance - King William County Public Schools**



# King William County Public Schools

P.O. Box 185  
18548 King William Road  
King William, Virginia 23086



Phone  
(804) 769-3434

Fax  
(804) 769-3312

To: School Board Chair and Members

From: Staci Longest, Director of Finance  
Anthony Stone, Director of Operations and Transportation

Subject: Vehicle purchases using Split-Levy Funds

We are asking for approval to move forward with purchasing vehicles for transport needs at the district. The number of vehicles we are using to transport students out of the County have increased significantly in the past few years. We are currently in need of adding three and replacing one vehicles to our fleet. We are hoping to purchase used vehicles with low miles using the state contracted vendors. With the used car market changing daily, we are hoping to move forward with your approval not to exceed \$180,000; ensuring we use the least amount possible to meet the need.

**RESOLUTION 22-XX**

**BUDGET AMENDMENT – KING WILLIAM COUNTY PUBLIC SCHOOLS**

**APPROVAL FOR USE OF SCHOOL RESERVE FUNDS**

**WHEREAS**, on February 15, 2022, the King William County School Board approved the purchase of three additional vehicles and replacement of one vehicle in the King William County Public School fleet at a cost not to exceed \$180,000; and

**WHEREAS**, King William County Public Schools hopes to purchase used vehicles with low mileage ensuring the use of the least possible amount to meet the need; and

**WHEREAS**, the Board of Supervisors wishes to approve the use of King William County Public Schools' School Reserve Funds for the above stated purpose in an amount not to exceed \$180,000; and

**WHEREAS**, with such approval, King William County Public Schools will then attain quoted pricing using state or cooperative contracts, complete a purchase order with the County Finance Director's approval, make the purchases, and send the invoices to the County Finance Department for approval;

**NOW THEREFORE, BE IT RESOLVED BY** the King William County Board of Supervisors that no more than \$180,000 from the KWCPs Reserve Fund is hereby approved and is directed to be transferred to the KWCPs Capital Fund for the above stated purposes.

**DONE** this 28th day of March, 2022.



# AGENDA ITEM 12.a.

Administration Report - Percy C. Ashcraft, County  
Administrator





# County Administrator's Report

*March 28, 2022 Meeting of the Board of Supervisors*

## Meetings & Special Dates

### April

1. Planning Commission Meeting – April 5, 7 p.m.; Board Room.
2. Recreation Commission Meeting – April 7, 7 p.m.; Community Center
3. Founder's Day Lunch on the Lawn – April 11, 11-2 p.m.; Historical Society Museum
4. Board of Supervisors Meeting and Budget Public Hearing – April 11, 7 p.m. – Board Room.
5. Economic Development Authority Meeting – April 13, 7 p.m.; Board Room.
6. King William Social Services Board Meeting – April 18, 7 p.m.; DSS Community Room.
7. King William School Board Meeting – April 19, 6 p.m.; Hamilton Homes Middle School.
8. Economic Development Authority Planning Work Session – April 23, 9 a.m. – 1 p.m.; Board Room.
9. Commonwealth Transportation Board Public Meeting – April 25, 4 p.m.; James Monroe High School in Fredericksburg.
10. Board of Supervisors Meeting – April 25, 7 p.m.; Board Room.

## Notes & Updates

1. Personnel
  - a. Madison Bristow & Raine Cook hired as part-time attendants at the Animal Shelter.
  - b. Brianna Croxton hired as full-time dispatcher.
  - c. Sherry Lipscomb hired as part-time dispatcher.
  - d. Collin Taylor resigned as attendant at the Animal Shelter.
2. The unemployment rate in King William County stayed the same in January at 2.4 percent.
3. The County newsletter is now being published weekly to complement the website, Facebook, Twitter, and County Administrator's blog to increase public awareness of matters happening within King William County. Residents can get on the distribution list by filling out the form on the website, or they can read it from our webpage.
4. County Staff will soon be sitting down with representatives of the Historic Society to visit the agreement between the two and make recommendations to the Board of Supervisors.
5. County Staff will also be reviewing the agreement with the Social Services Department and make recommendations to the Board of Supervisors.

6. Leading up to Earth Day on April 22, emphasis will be placed by County Staff on sprucing up County grounds and offices, which includes disposing of outdated materials.
7. Replacing the roof at the Old County Jail is now underway.
8. The IT Division is still working to resolve matters between Vision and the Commissioner of the Revenue's Office. Progress seems to be being made with Edmonds.
9. John Montoya from VML/VACo is onsite to assist with completing reconciliations that will be used to complete the FY '21 audit.
10. The week of May 23 will be the foliage test for the upgrade of the Public Safety Radio System. If that goes well, the system could possibly go live in late June or early July.
11. County Staff is beginning to work with our financial consultant, Davenport, on details for a fall borrowing of funds that will include the new Water Tower and Well Station.
12. Completing the update to the Comprehensive Plan is on track. Public hearings still need to be held by the Planning Commission and the Board of Supervisors.
13. County Staff will provide another update on the Sweet Sue solar farm project at its April 11 Work Session.
14. Deputy County Attorney, Steve Hudgins, is heading a County Staff committee to compile a list of grants and application deadlines that might be suitable and affordable. Each grant that has a match will always be brought before the BOS before submitting.
15. The Recreation Commission is hosting a community survey seeking priorities on future recreation projects. The link to the survey is on Facebook and the County website and went out in the March 22<sup>nd</sup> edition of the County Newsletter.

# AGENDA ITEM 12.b.

## Board Information

# AGENDA ITEM 12.b.i.

Animal Activities Report - February 2022

Regional Animal Shelter  
Animal Activities Report  
February 2022

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total		
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	
Month	9	25	0	0	0	3	0	4	0	0	9	32	
KW Animal Control	5	12	0	0	0	0	0	0	0	0	5	12	
K & Q Animal Control	6	10	0	0	1	1	4	7	0	0	11	18	
King William Citizens	3	5	0	0	0	0	3	15	0	0	6	20	
King & Queen Citizens	0	0	0	0	0	0	0	0	0	0	0	0	
Trans in from Releasing Agency	23	52	0	0	1	4	7	26	0	0	31	82	
<b>Disposition (Dogs)</b>	<b>Reclaimed</b>	<b>Adopted</b>	<b>Transferred</b>	<b>Euthanized</b>	<b>Other</b>	<b>Total</b>							
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
9	14	9	16	10	37	3	15	0	0	31	82		
<b>Cats Received</b>	<b>Stray</b>	<b>Seized</b>	<b>Bite Cases</b>	<b>Surrendered</b>	<b>Other</b>	<b>Total</b>							
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
8	12	0	0	0	0	0	0	0	0	0	8	12	
KW Animal Control	0	0	0	0	0	0	2	6	0	0	2	6	
K & Q Animal Control	1	1	0	0	0	0	11	16	0	0	12	17	
King William Citizens	0	0	0	0	0	0	7	9	0	0	7	9	
King & Queen Citizens	0	0	0	0	0	0	0	0	0	0	0	0	
Trans in from Releasing Agency	9	13	0	0	0	0	20	31	0	0	29	44	
<b>Disposition (Cats)</b>	<b>Reclaimed</b>	<b>Adopted</b>	<b>Transferred</b>	<b>Euthanized</b>	<b>Other</b>	<b>Total</b>							
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
0	1	2	3	25	32	2	8	0	0	0	29	44	
Feral Cats	Month	YTD	<b>Other Species Handled</b>		<b>Month</b>	<b>YTD</b>							
	0	2											
<b>Other Received Explanation</b>													
<b>Other Disposition Explanation</b>													
Animals On Hand	3/1/22												
Dogs	13	Cats	6	Other Species	0								



20201 King William Road  
P.O. Box 215  
King William, Virginia 23086  
804-769-4983 Fax: 804-769-4993

### February 2022 Animals Euthanized Explanation

#### Cats Euthanized: 2

- 1 severely injured stray picked up by King William Animal Control and euthanized by a veterinarian
- 1 picked up stray by King William Animal Control, with widespread hair loss and sores, pregnant, unclaimed. Rescues uninterested.

#### Dogs Euthanized: 3

- 1 King William Animal Control stray senior Beagle with tumors on the toes, all 4 legs, mammary, and on the top of the head.
- 1 Pit Bull the owner surrendered to King & Queen Animal Control due to aggression to other animals.
- 1 King & Queen Animal Control senior stray, injured Hound. Unable to stand. Veterinarian diagnosed femur fracture requiring @ \$2,500. - \$3,000. FHO surgery. Dog was unclaimed. Veterinarian recommended euthanasia for humane purposes.

***SPAY/NEUTER SAVES LIVES***

# AGENDA ITEM 12.b.ii.

Building Department Report - February 2022

King William County

**BUILDING DEPARTMENT REPORT**

	<b>JANUARY 2022</b>	<b>FEBRUARY 2022</b>
TOTAL PERMITS ISSUED	56	67
BUILDING INSPECTIONS COMPLETED	287	463
NEW COMMERCIAL PERMITS	1	1
NEW DWELLINGS	11	15
CERTIFICATE OF OCCUPANCY	7	12
PLAN REVIEW	11	28

# AGENDA ITEM 12.b.iii.

Fire & EMS Department Report - March 28, 2022



Stacy Reaves, Fire Chief

## King William Fire & Emergency Services Department Report March 28, 2022

- The Recruits continue to progress well. They are currently within the projected training timeline and should enter the field before the end of summer.
  - One recruit has additionally completed their Paramedic program.
- 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 is in service and performing well. The engine build has a projected delivery of September.
- The EOC is being established at Station 1 and the backup will be in the County Administration building in the 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.
- We are working towards creating a CERT - Citizens Emergency Response Team. Assistant Chief Jones has begun his training as the instructor for the program. He will finish his certifications April 21<sup>st</sup>. We hope to begin recruiting volunteers for CERT late second/early 3<sup>rd</sup> quarter of the year.
- All Command staff has completed ICS 300 and 400.
- Lieutenant Crump will be completing the Metro Richmond Public Safety Academy March 18, 2022.
- Assistant Emergency Manager Bartol has completed several classes towards earning the VDEM EM Certification. She has finalized several state and federal grant cycles and beginning to work on new grants now. She has developed a policy to manage grant funds shared with the volunteer organizations to ensure timely reporting and receiving fund revenues. She is continuing to work on improving safety alerting and county disaster preparedness. She is working to draft the new EOP and will soon begin organizing the development of the COOP with the direction from the CA.
- Next month Battalion Chief Brown will assist Chesterfield Fire and EMS with their officer's promotional process.



# KING WILLIAM C O U N T Y F I R E & E M S



Stacy Reaves, Fire Chief

## February 2022 Calls based on reports in reporting software:

	MVFD	KWFE	WPVFR	District Totals
Fire	7	19	22	48
EMS	11	95	50	156
Total	18	114	72	204

	KWFE
Possible Life Threat	33
MVA	4
MVA Extrication	0
MVA Pedestrian	0
MVA no injuries	5
Cardiac Arrest	3
ROSC	1
Structure Fire	1
Total	47

## Year to Date 2022 Calls based on reports in reporting software:

Year to Date 2022 Calls by Report				
	MVFD	KWFE	WPVFR	District Totals
Fire	11	42	47	100
EMS	39	189	90	318
Total Calls	50	231	137	418



# AGENDA ITEM 12.b.iv.

Planning & Zoning Reports - February 2022



# AGENDA ITEM 12.b.v.

Sheriff's Office Activity Report - February 2022



**King William Sheriff's Office**  
**351 Courthouse Lane, Suite 160**  
**King William, VA 23086**  
**J. S. Walton, Sheriff**

## Sheriff's Office Activity

**February 1, 2022 – February 28, 2022**

Calls for Service	906
Incident Reports	80
Traffic Summons	52
Warrants Served	72
Civil Papers Served	473
13B-Simple Assault	3
18.2-119-TRESPASS: AFTER BEING FORBIDDEN TO DO SO	1
18.2-152.4-COMPUTER TRESPASS: ALTER FUNDS TRANSFER	1
18.2-186.4-IDENTITY THEFT: USE ID TO COERCE OR HARASS	1
18.2-266-DWI: 1ST OFF, BAC .15-.20%	1
18.2-266-DWI: 1ST OFF, BAC >.20%	1
18.2-266-DWI: 1ST OFFENSE	2
18.2-429-ANNOYING RINGING W/ OR W/O INTENT TO CONVERSE	1
18.2-56.1-FIREARM: RECKLESS HANDLING	1
18.2-57-ASSAULT: (MISDEMEANOR)	3
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER	5
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER, 3RD+ OFFENSE	1
18.2-83-BOMB/BURN THREAT: ACCUSED >=15Y	1
18.2-95-GRAND LARCENY: >=\$1000 NOT FROM A PERSON	1
19.2-152.4:1-BAIL/PRETRIAL SERV:NEW ARREST VIOL (CONTEMPT)	2
19.2-306-PROBATION: VIOLATION ON FELONY OFFENSE	1
23G-Theft of Motor Vehicle Parts or Accessories	2
26A-False Pretenses/Swindle/Confidence Game	3
290-Destruction/Damage/Vandalism of Property	5
4.1-322-ALCOHOL: INTERDICTED PERSON DRUNK IN PUBLIC	1
90F-Family Offenses, Nonviolent	3
90I-Runaway	2
90Z-All Other Offenses	2
ANIMBD-ANIMAL BITE DOG/CANINE	2
CIVILD-CIVIL DISTUBANCE/VERBAL DISPUTE	1
DOA-DEAD ON ARRIVAL/DECEASED PERSON	3
FOUND-FOUND PROPERTY	2
JUVI-JUVENILE ISSUE	3
MENTAL-MENTAL SUBJECT	1
OVERDOS-OVERDOSE	1
SUIC-SUICIDE	1
SUICA-SUICIDE ATTEMPT	1
SUSP-SUSPICIOUS PERSON	1
WARR-WARRANT SERVICE	14
** TOTAL **	80

# AGENDA ITEM 12.b.vi.

Utilities Department Report- February 2022

**KING WILLIAM UTILITY DEPARTMENT  
MONTHLY ACTIVITY REPORT - FEBRUARY 2022**

**PROJECTS**

<b>ITEM</b>	<b>STATUS</b>	<b>NOTES</b>
Industrial Park Water System	Ongoing	Submittals have been turned into DEQ
Kennington Office Warehouse	Started 1/25/2021	Building is under construction.
McCauley Park Sec. 2	Under Construction	All water lines installed. Tied into Project 100%
Central Crossings Sec 2B	Under Construction	Water and Sewer being installed; Water line being pressure tested
DEQ Withdrawl Permit : Central Garage System	Ongoing	Submittals have been turned into DEQ for evaluation
Kennington Section 2B	Under Review	Not yet started
Kennington Section 2C	Under Review	Not yet started

**INFRASTRUCTURE GROWTH**

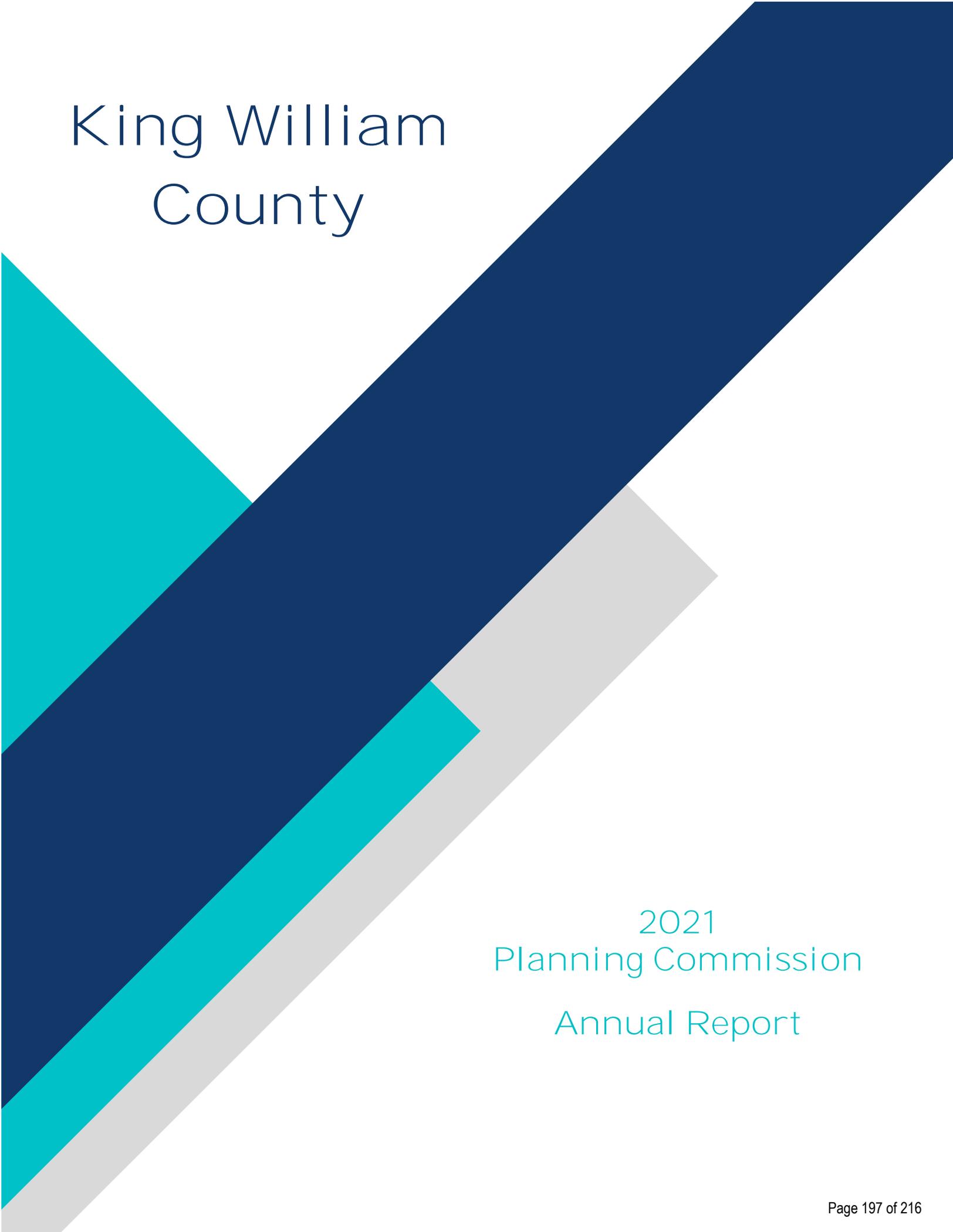
	<b>MONTHLY</b>	<b>FYTD</b>
Water Connections	3	70
Sewer Connections	3	70
Water Meter Sales	2	49

**SERVICE AND REPAIRS**

	<b>MONTHLY</b>	<b>FYTD</b>
Miss Utility tickets	75	581
Repair items addressed	0	9
Flow Tests	0	3
Customer Transfers (Manual meter reads)	12	88
Replace defective meters	18	63
Manual Meter reads after Electronic Billing Reads	0	108
Bac't Samples per month	8	60
Number of inspection per working project	26	169
DEQ readings using Levelogger	2	14
Daily Water Usage Readings (3 wells)	20	159
Weekly Well Inspections (4 wells)	17	123

# AGENDA ITEM 12.b.vii.

Planning Commission Annual Report



# King William County

## 2021 Planning Commission Annual Report

# Message from the Planning Commission

It is our pleasure to present to the Board, the 2021 Annual Report of the King William County Planning Commission. This report contains a summary of our accomplishments towards our goals for 2021, a list of our official actions taken, meetings held and our future goals for the year 2022. In the Summer of 2021, the Board made the decision to realign the Planning Commission to have a representative from each district in the County. Mr. Matt Sluder took on the role for the Fourth District Commissioner. The Planning Commission would like to thank former Chairman Ms. Rhoads for her hard work and dedication, and we look forward to the new perspective Mr. Sluder will bring to the Commission.

## Introducing Our Planning & Zoning Staff

Planning Director, Sherry Graham

Planning Secretary, Vacant

Zoning Administrator, Christina Grover

Zoning/Environmental Compliance Officer, Andy Lewis

## King William County Annual Population Growth Rate

United States Census Bureau. [2021]. *King William County Virginia Population 2021*. Retrieved 2021-09-10, from World Population Review. <https://worldpopulationreview.com/us-counties/va/king-william-county-population>

### Planning Department Activity

#### Permits

Residential Land Disturbance – 171

Zoning Permits – 327

#### Subdivision Plat Reviews

Family Subdivisions – 5

Exempt Subdivisions – 2

Single Lot Subdivisions – 15

Minor Subdivisions - 13

### 2021

Population  
17,606  
Growth Rate  
1.32%

### 2020

Population  
17,377  
Growth Rate  
1.34

### 2019

Population  
17,148  
Growth Rate  
1.35%

---

In the year 2010 the Census Population was 15,999. This indicates a growth rate of 10.04% based on the 2021 population estimate.

# 2021 Planning Commission

Chairman, Janie Rhoads (January - June 2021)  
Chairman, John Breeden (July - December 2021 Served as  
Commissioner prior)  
Vice-Chairman, Stephen Greenwood  
Bonnie Hite  
Don Wagner  
Matt Sluder (June - December 2021)

## 2021 Goals & Accomplishments

Moving into the year 2021, one of the primary goals for the King William County Planning Commission was to complete the update of the Zoning and Subdivision Ordinances by end of the year. A draft copy of the ordinance was presented and adopted by the Board of Supervisors on September 27, 2021. The updated changes became effective on October 27, 2021. The Planning Commission also worked with Hill Studio throughout the year to develop a draft of the updated Comprehensive Plan. Several surveys were offered to citizens to obtain feedback of components that were critical elements they wanted implemented in the plan. Public workshops were offered to provide updates to the public. The Planning Commission had Hill Studio present critical demographic and market assessments in joint meetings between the Board of Supervisors, Planning Commission, and EDA as part of their finding for the Comprehensive plan study. The Planning Commission is nearing presenting a draft copy of the updated comprehensive plan once they evaluate the Future Land Use Map.

## 2021 Activity: Approved CUP Permits

CUP-04-21  
K.W. Sand & Gravel

CUP-05-21  
James Chester

CUP-06-21  
Chris Quann

CUP-07-21  
Coastal Farm Service

CUP-08-21  
Mark Steward

CUP-09-21  
James & Helen Prince

CUP 10-21  
McCauley Townhomes

## 2021 Activity: Withdrawn/Denied CUP Permits

CUP 01-21 through 03-21  
Vernon Holmes (Withdrawn)

CUP 11-21 through 13-21  
Vernon Holmes (Denied)

## 2021 Activity: Approved Rezoning Requests

Z01-21  
Forest Pro Inc.

Z02-21  
Steve Adams, Inc.

# Duties of the Planning Commission

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
4. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
5. Review the zoning regulations and the zoning district map to correct deficiencies, encourage improved building practices and bring in accordance with the objective of the comprehensive plan;
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. If deemed advisable, establish an advisory committee or committees;

## 2021 Meetings

### Regular Meetings

January 5, 2021  
February 2, 2021  
March 3, 2021  
April 27, 2021  
August 3, 2021  
September 7, 2021  
October 5, 2021  
November 9, 2021  
December 7, 2021

### Public Forums

#### Public Forums/ Stakeholder Meetings

January 26, 2021  
January 28, 2021  
February 24, 2021  
May 26, 2021  
June 7, 2021

### Work Sessions

March 24, 2021  
April 12, 2021  
May 17, 2021  
June 21, 2021  
July 19, 2021  
August 24, 2021  
November 30, 2021  
December 7, 2021

## MOVING FORWARD

The Planning Commission anticipates having a draft of the updated Comprehensive plan to the Board of Supervisors in the first quarter of 2022 along with an updated Future Land Use Map.

After the draft has been reviewed and then possibly adopted by the Board of Supervisors, the Planning Commission may need to make minor modifications to the Subdivision /Zoning ordinance to match the updated plan.



# AGENDA ITEM 12.b.viii.

Synopsis from Middle Peninsula Planning District  
Commission (MPPDC) Meeting - February 2022





COMMISSIONERS

Essex County  
*Hon. Edwin E. Smith, Jr.*  
*Hon. John C. Magruder*  
*Ms. Sarah Pope*

Town of Tappahannock  
*Hon. Fleet Dillard*

Gloucester County  
*Hon. Ashley C. Chriscoe*  
*(Vice-Chairman)*  
*Hon. Kenneth W. Gibson*  
*Dr. William G. Reay*  
*Ms. Carol Steele*

King and Queen County  
*Hon. Sherrin C. Alsop*  
*Hon. R. F. Bailey*  
*Mr. Thomas J.*  
*Swartzwelder*  
*(Chairman)*

King William County  
*Hon. Ed Moren, Jr.*  
*Hon. Travis J. Moskalski*  
*(Treasurer)*  
*Mr. Otto O. Williams*  
*Mr. Percy Ashcraft*

Town of West Point  
*Hon. James Pruett*  
*Mr. John Edwards*

Mathews County  
*Hon. David Jones*  
*Hon. Melissa Mason*  
*Mr. Harry Meeks*

Middlesex County  
*Hon. Wayne H. Jessie, Sr.*  
*Hon. Reggie Williams, Sr.*  
*Mr. Gordon E. White*

Town of Urbanna  
*Hon. Marjorie Austin*

Secretary/Director  
*Mr. Lewis L. Lawrence*

**TO: Middle Peninsula County Administrators and Town Managers  
Assistant Co. Administrators and Assistant Town Managers  
County Board of Supervisors  
Town Council Members  
MPPDC Board of Commissioners  
Planning Directors  
Economic Development Authority Members**

**FROM: Lewie Lawrence, MPPDC Executive Director**

**DATE: February 25, 2022**

**RE: Synopsis of MPPDC Meeting of February 25, 2022**

In an effort to bring broader awareness to the work of the Middle Peninsula Planning District Commission to all elected officials and locality administrators and to alert you as to items that may require local participation or input, after each monthly meeting MPPDC staff will transmit a quick update on items discussed at the PDC meeting.

We hope this is of benefit to you. Please do not hesitate to contact me or my staff if you have any questions or want more information on any of the topics discussed.

Thank you.

Attachment

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## ***Middle Peninsula Planning District Commission Meeting***

**7:00 P.M.**

**Wednesday, February 23, 2022**

**125 Bowden Street**

**Saluda VA 23149**

I. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, February 23, 2022 at 7:00 p.m. In the absence of MPPDC Chairman Swartzwelder, MPPDC Vice-Chairman Chriscoe welcomed newly appointed Commissioners David Jones and Harry Meeks, representing Mathews County, and everyone in attendance.

II. Approval of January Minutes

III. Approval of Financial Report for January

IV. Executive Director's Report on Staff Activities for the month of February

V. MPCBPAA Update

None

VI. MPA Update

MPA Vice-Chair, Ashley Chriscoe reported he is still waiting on a confirmation from the IRS to determine next steps and schedule a meeting.

VII. MPPDC Public Relations/Communications Update

Stephanie Heintz, Consociate Media provided updates on the following topics: The Launch of the New PAA Website [www.vacoastalwilds.com](http://www.vacoastalwilds.com); Fight-the-Flood; Septic Pumpout Assistance; and Commuter Assistance Program.

VIII. Public Comment

None

### **AGENDA ITEMS FOR DISCUSSION**

IX. Committee Appointments

OPD & Budget Committee

The Commission unanimously approved keeping the current slate of officers.

Nominating Committee

The Commission unanimously approved keeping the current slate of officers.

X. Building A Better America – Bipartisan Infrastructure Law – Curt Smith, MPPDC Deputy Director

MPPDC Deputy Director, Curt Smith gave a PowerPoint Presentation providing an overview of the Infrastructure Investment and Jobs Act (IIJA). Topics reviewed were: Purpose of the IIJA; Types of Funding Opportunities Created by the IIJA; Upcoming NOAA Funding Opportunities; and Electric Vehicle and Energy Infrastructure. Links were also provided to the IIJA Guidebook and Summary: [https://www.whitehouse.gov/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA\\_FINAL.pdf](https://www.whitehouse.gov/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA_FINAL.pdf)

<https://www.nlc.org/article/2021/08/10/what-the-senate-infrastructure-bill-means-for-local-governments/>

XI. **CDBG Regional Priorities – Lewie Lawrence, MPPDC Executive Director**  
MPPDC Executive Director, Lewie Lawrence stated the CDBG Regional Priorities is a requirement DHCD places on PDCs. The Commission was provided with a handout defining each of the 5 different core areas the state provides funding for. The top three priorities identified by the Commission were: Comprehensive Community Development; Public Infrastructure; and Economic Development - Business District Revitalization. The two moderate priorities identified were: Housing - Housing Rehabilitation and Community Service Facility. These five CDBG Regional Priorities were unanimously approved as presented.

XII. **General Assembly Update – Robert Crockett, Advantus Strategies**  
Robert Crockett of Advantus Strategies, the lobbyist for the MPPDC, provided an update on legislation and activities in the General Assembly. Mr. Crockett provided some general information on this year’s General Assembly. In the House of Delegates, there were 1,593 bills introduced. Of that total, 766 bills survived. In the Senate, there were 898 bills introduced, totaling almost 2,500 bills this Session, compared to 1,744 bills in the 2021 Session. Mr. Crockett concluded with reports on MPPDC legislative initiatives, legislation that would modify the way flood fund money is managed and distributed, solar legislation, and general budget activity. An increase in state funding for dredging projects in Rural Coastal Virginia is anticipated. Mr. Crockett will continue to provide updates and was thanked for his invaluable work for the MPPDC.

MPPDC Executive Director, Lewie Lawrence provided an informational handout of a Legislative Update by David Blount, Executive Director of the VA Association of Planning District Commissions.

XIII. **MPPDC Audit Approval – Heather Modispaw, MPPDC CFO**  
MPPDC Chief Financial Officer, Heather Modispaw presented the Commission with the year end June 30, 2021 audit performed by Dunham, Aukamp & Rhodes, PLC. Ms. Modispaw reported it was a clean audit with no findings. The Commission unanimously accepted the audit report as presented.

XIV. **Other Business**  
None

XV. **Adjournment**

# AGENDA ITEM 12.b.ix.

VDOT Transportation Briefing - March 2022



## Fredericksburg

### King William County Board of Supervisors March 2022 VDOT Transportation Briefing

#### **Construction Projects Underway**

UPC 116636 - Eltham Bridge Inspections Project underway, the purpose of the project is to identify specific areas for any needed future rehabilitation efforts.

UPC 116589 - Edge line rumble strips underway Routes 30 and 360 countywide

UPC 106179 – Route 600 Turn lane addition at Route 360, underway

#### **Asphalt Paving Route 2022**

Route 30 – From 0.14 mile east Route 360 (Richmond/Tappahannock Hwy) to 0.17 mile east Route 600 (East River Road) 2.68 miles

#### **Cape Seal Routes 2022**

Route 1007 – From Route 1108 (C Street) to Route 30 (King William Avenue) 0.13 miles

Route 1008 – From End State Maintenance to Route 30 (King William Avenue) 0.2 miles

Route 1012 – From Route 1108 (C Street) to Route 30 (King William Avenue) 0.13 miles

Route 1022 – From Route 1108 (C Street) to Route 30 (King William Avenue) 0.12 miles

Route 1023 – From Route 1108 (C Street) to Route 30 (King William Avenue) 0.13 miles

Route 1024 – From Route 1108 (C Street) to Route 30 (King William Avenue) 0.12 miles

Route 1108 – From Route 1207 (14<sup>th</sup> Street) to Route 30 (King William Avenue) 0.24 miles

Route 1108 – From Route 1108 (C Street) to Route 1007 (Lynndale Street) 0.31 miles

Route 1118 – From Kent Street to Route 1108 (Kirby Street) 0.08 miles

Route 1118 – From Route 1108 (Kirby Street) to Route 30 (King William Avenue) 0.07 miles

Route 1122 – From Intersection Kent Street/ESM to Intersection Route 30 (Main Street) 0.16 miles

Route 1207 – From Intersection Route 30/33 (Main Street/14<sup>th</sup> Street) to Intersection Kent Street/ESM 0.17 miles

**Resurfacing Route 2022**  
**Surface Treatment Route**  
Route 629 – Jacks Creek Road

**Construction Projects**

**Upcoming Unpaved Road Projects on Secondary Six Year Plan:**

As a reminder the board prioritized seven roads on the six-year plan, they are listed in priority order below.

Route 634 Kentucky Road – UPC 114818 – March 2023

Route 633 Sandy Point Road – UPC 114819 – March 2024

Route 624 Trimmers Shop Road – UPC 114820 – March 2024

Route 617 W. Spring Forest Road – UPC 115626 – March 2025

Route 621 Green Level Road – UPC 115628 – March 2027

**Construction Projects Next 24 Months**

None

**Bridge Projects next 24 Months**

UPC 118975 – Route 629 over Jacks Creek – Spring 2023

**Traffic Engineering Requests**

Completed: Pavement markings refreshed for Hamilton Holmes Middle School; letters and arrows.

**Supervisor Requests**

None

**Meetings of Significance**

- Attended Board of Supervisors work session

**Maintenance Operation Highlights**

**Completed Projects**

- Routes 30 and 360 Shoulder Repair
- Paving /Surface Treatment Prep (Shoulder Pulling)
- Routes 600 and 604 to county line Brush Cutting/Sight Distance
- Dead Tree Removal countywide
- Guardrail Brush Cutting countywide
- Daylighting Signs countywide

- Sign Repair countywide
- Unpaved road maintenance countywide
- Patch potholes countywide

### **Upcoming Projects**

- Route 640 Ditching
- West Point High School Bus Loop paving
- Route 33/30 West Point Crosswalk repair
- Brush Cutting Guardrails
- Sign Repairs/Daylighting signs countywide
- Unpaved Road maintenance throughout the county
- Continue to patch potholes Countywide

### **Land Use Highlights**

- Site Plan reviews completed: 4
- Subdivision reviews completed: 0
- Average number of days per review: 15.8
- Number of permits issued: 9
- Number of permits completed: 2

### **Contact for questions or concerns:**

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**VIRGINIA IS FOR LOVERS,  
NOT LITTER**

# AGENDA ITEM 14.a.

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the terms or scope of a public contract, because discussion in open session would adversely affect the bargaining 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 14.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]