



County of King William, Virginia

**BOARD OF SUPERVISORS  
REGULAR MEETING OF JUNE 27, 2022 - 7:00 PM  
KING WILLIAM COUNTY ADMINISTRATION BUILDING  
KING WILLIAM, VIRGINIA**

**A M E N D E D 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. May 9, 2022 Work Session Draft Minutes
    - ii. May 23, 2022 Regular Meeting Draft Minutes
  - b. Approval of Expenditures - May 2022
  - c. **Resolution 22-47** - Directing the Treasurer to Issue a Business License Tax Overpayment
8. **Presentation**
  - a. Taxing Authority Consulting Services (TACS) Presentation - John A. Rife, Attorney
9. **Old Business**
  - a. Lease Agreement with the King William Historical Society - Percy C. Ashcraft, County Administrator
  - b. Recreation Expansion Plan Discussion - Percy C. Ashcraft, County Administrator
  - c. DSS Personnel Discussion - Percy C. Ashcraft, County Administrator

## 10. New Business

- a. **Resolution 22-48** - Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding - Sherry Graham, Director of Planning
- b. Regional Jail In-House Road Crew - Jeff Walton, Sheriff
- c. **July 18, 2022 Special Work Session w/Planning Commission - Percy C. Ashcraft, County Administrator**

## 11. Administrative Matters from County Administrator

- a. Administration Report - Percy C. Ashcraft, County Administrator **(Updated)**
- b. Six-Month Work Plan - Percy C. Ashcraft, County Administrator
- c. Board Information
  - i. Animal Activities Report
  - ii. Building Department Report
  - iii. Fire & EMS Department Report
  - iv. Sheriff's Department Activity Report
  - v. Utilities Department Report
  - vi. Synopsis from MPPDC Meeting
  - vii. VPPSA Drop Off Recycling Reports
  - viii. **VDOT Transportation Briefing**

## 12. Board of Supervisors' Comments

## 13. Closed Meeting

- a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the **employment** and performance of specific public employees and the appointment of individuals to Boards and Commissions and in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

## **14. Appointments**

- a. **Resolution 22-49** - Appointment(s) to the Board of Zoning Appeals
- b. **Resolution 22-50** - Appointment(s) to the Economic Development Authority Board
- c. **Resolution 22-51** - Appointment to the Planning Commission
- d. **Resolution 22-52** - Appointment(s) to the Recreation Commission
- e. **Resolution 22-53** - Appointment(s) to the Wetlands Board
- f. **Resolution 22-XX** - Appointment(s) to the Social Services Advisory Board (Tentative)

## **15. 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.i.**

May 9, 2022 Work Session Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
WORK SESSION MEETING OF MAY 9, 2022**

A work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 9th day of May 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

**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. PUBLIC HEARING**

**4.a. Resolution 22-34 - Adoption of the Virginia Department of Transportation (VDOT) Secondary Six-Year Road Plan FY2023-FY2028 – Ronald Peaks, Assistant Residency Administrator/Saluda**

Mr. Peaks went over the plan provided.

Vice Chair Hodges asked if the small flags currently on Route 30 are where reflectors will be placed. Mr. Peaks said no, it is temporary striping. Permanent reflectors will be installed.

Vice Chair Hodges asked if the rumble strips have been installed long enough for there to be data on their effectiveness. Mr. Peaks said VDOT has seen a 31-51% reduction in serious crashes. He said it is a statewide initiative to have them on every primary road.

Supervisor Garber asked if rural unpaved was different to what was included on this plan. Mr. Peaks said this is that plan. A road must have 50 vehicles per day on average in the annual daily count to be eligible. Supervisor Garber asked how often they count. Mr. Peaks said every five years.

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

Supervisor Moskalski made a motion to approve Resolution 22-34. Supervisor Garber seconded. 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 22-34**  
**ADOPTION OF THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)**  
**SECONDARY SIX-YEAR ROAD PLAN FY2023 THROUGH FY2028**

**WHEREAS**, Section 33.2-331 of the 1950 Code of Virginia, as amended, provides the opportunity for each County to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan; and

**WHEREAS**, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2023 through 2028) as well as the Construction Priority List (FY2022) on May 9, 2022, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

**WHEREAS**, representatives from the Saluda Residency of the Virginia Department of Transportation, appeared before the Board and recommended approval of the Six-Year Plan and budget for Secondary Roads (2023 through 2028) and the Construction Priority List (2023) for King William County,

**NOW, THEREFORE, BE IT RESOLVED**, that since said Plan and budget appears to be in the best interest of the Secondary Road System in King William County, and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2023 through 2028) and Construction Priority List (2023) are hereby approved as presented at the public hearing.

**DONE** this 9th day of May, 2022.

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

### **5.a. General Reassessment Update - Fred Pearson, Pearson's Appraisal Service, Inc.**

Mr. Pearson presented a progress report (Attachment A) and said they feel comfortable with the software and reviewed some sales. They know how to set up the tables and enter the land values. So far, it looks like 2020-2021 land values have increased around 40%, home values in the County increased around 54%, and home values in West Point increased around 41%. He said the values would probably be higher in 2021-2022. He also said the Circuit Court Clerk's office says transfers have slowed down recently. He said they have the current Commissioner of the Revenue files.

Supervisors Garber and Greenwood said they have not gotten door tags yet. Mr. Pearson said he will check to see if the appraisers have visited their addresses yet.

### **5.b. Sweet Sue Solar Facility Update - Crystal B. Bright, Dominion Energy**

Ms. Bright said there were no updates since their last report. The SCC approved their permit in March. (Attachment B)

Supervisor Garber asked if they had a statewide exemption for County building permits. Ms. Bright said yes.

Ms. Graham, Director of Planning, said Dominion has not yet responded to comments from the County, Bowman, or DEQ. They also have not submitted their bond or letter of credit. Ms. Graham will forward the comments to the Board of Supervisors.

### **5.c. Memorandum of Understanding with the King William Historical Society - Percy C. Ashcraft, County Administrator (Moved to June 13, 2022 Work Session)**

### **5.d. King William Fire & EMS Water Rescue Program - Stacy Reaves, Fire Chief**

Chief Reaves went over the need for a Water Rescue Program in the County and plans to develop one using \$50,000 donated to Fire & EMS by the estate of Charles Strickler Hunter, III.

Chief Reaves said there is currently no water rescue coverage immediately available in the center of the County. West Point has a boat that is designed for deeper water. Having a water rescue program would benefit the County as well as West Point, Caroline, Hanover, King & Queen, and New Kent, who all border King William on the rivers.

Personnel would be properly trained with state standard training. Proper personal protective equipment and rescue equipment would be purchased, as well as an inflatable hard-bottomed boat, motor, and trailer. Chief Reaves said maintenance costs on the boat are minimal and grants can be used to help pay for it.

Vice Chair Hodges questioned if training and all the equipment purchases could be done for \$50,000. Chief Reaves said yes. He had quotes for all. The boat, trailer, a couple of kayaks, and paddles would cost \$23,000.

Vice Chair Hodges asked if those being trained will be current personnel. Chief Reaves said yes, ten people would be trained. They would then cycle through annually until all personnel are trained.

Supervisor Garber asked how many people the boat will hold. Chief Reaves said four plus the patient. They can also possibly use a skid to haul a patient.

Vice Chair Hodges said there are not as many points of entry to the rivers as you'd think. Chief Reaves agreed and said there is nothing close.

Supervisor Moskalski asked if the training was included in the operating budget. Chief Reaves said yes, everyone in Station One will be trained.

Supervisor Garber said this was a very nice gift.

Supervisor Moskalski asked what the next required step is. Mr. Ashcraft said it would be brought back for approval at the May 23, 2022 regular meeting.

#### **5.e. All Hazards Mitigation Plan Discussion - Sherry Graham, Director of Planning**

Ms. Graham said the current Middle Peninsula All Hazards Mitigation Plan expired on February 1, 2022. The Middle Peninsula Planning District Commission (MPPDC) has been funded through FEMA and VDEM to assist and guide participating localities in updating their regional plan. Essex, Gloucester, and West Point have already approved it. A resolution will be brought for the Board's approval at the May 23, 2022 regular meeting.

#### **5.f. Authorization to Sign Debris Monitoring Agreement with VPPSA - Steve Hudgins, Deputy County Administrator**

Mr. Hudgins presented the debris monitoring agreement between the County and VPPSA which has been updated to include new vendors.

Supervisor Moskalski made a motion to authorize the County Administrator to sign the agreement. Vice Chair Hodges seconded the motion. The Chairman called for any discussion. With no discussion and no opposition, the motion was approved.

#### **5.g. Convenience Site Update - Steve Hudgins, Deputy County Administrator**

Mr. Hudgins provided information and conceptual sketches for the proposed VPPSA high school transfer site expansion. He said expansion of the site appears to be the best option.

Vice Chair Hodges asked how much the studies will cost. Mr. Hudgins said they have not priced that yet as they wanted the Board's input on how to proceed.

Supervisor Garber asked if a second entrance could be created. Mr. Hudgins said no, but they could possibly improve the current turn lane which would alleviate the backup on Route 30. He said a second entrance could possibly be considered if the current bus garage area is moved in the future.

Supervisor Greenwood said the County received ten additional acres in the area. Mr. Hudgins said yes, Sketch 2 shows that area. He said they could not get DEQ to approve an expansion plan in the past because it would cross the RPA buffer zone and wetlands minimally. However, DEQ recently gave confirmation that it meets the requirements allowing for local administrative approval for such a crossing.

Supervisor Garber said there are 10-12 graves behind the transfer station. Mr. Hudgins said they are not located on our property.

Mr. Hudgins said contractors don't want to put a price on the project until they know they can obtain the necessary materials.

Chairman Moren asked about creating a new site. Mr. Hudgins said it would cost much more.

Supervisor Greenwood asked if some of the expansion work could be done ourselves. Mr. Hudgins said possibly.

Supervisor Moskalski said he recommends focusing on the Central Garage site and not the Epworth site.

Supervisor Garber said an increase at the Epworth site could cause other traffic problems.

Chairman Moren said he would like staff to continue considering the Epworth site but not make it a priority.

#### **5.h. Finance 3rd Quarter Update - Natasha Joranlien, Director of Financial Services**

Ms. Joranlien provided an updated report (Attachment C). She said the report is based on postings made to the General Ledger which have not been reconciled by the Treasurer's office. She said they have found deposits before that were never posted to the General Ledger. She said revenues are on target with projections.

General Fund Revenues: BPOL is more than expected, Food & Beverage taxes is for February only, and there has been an increase in courthouse fines.

General Fund Expenditures: on target for year-end.

Cash Flow Pattern: Ms. Joranlien said to keep in mind there are still bills to pay. This shows cash flow, not a balance.

Capital Projects Summary: Ms. Joranlien said the amounts shown are rolling forward. If nothing is done, it remains in the capital fund.

Utilities Summary: There was growth in both the water and sewer funds. Chairman Moren asked if it's doubled from last year. Ms. Joranlien said yes. She said these funds will help pay for the Central Garage water tower project.

ARPA Funding: Ms. Joranlien said initial reporting was due April 30, 2022 and was submitted April 25, 2022. Chairman Moren asked if anything is contingent on the second paycheck. Ms. Joranlien said it is for broadband. Chairman Moren asked if the contract was approved, do we pay a lump sum. Mr. Hudgins said it will be invoiced as it goes.

Social Services: Ms. Joranlien said there should not be another request for additional local funding this fiscal year as there was last fiscal year. They expect monthly expenses to increase. She is working with DSS to get an estimate on remaining funds.

Looking Ahead: Ms. Joranlien said the auditors will not even come to begin FY '22 audit work until the bank reconciliation work from July 2021 to present is complete. The FY '21 audit remains incomplete pending completion of bank account reconciliations.

Chairman Moren said he likes the visibility of this report. Supervisor Moskalski said he also likes the format.

In future quarterly reports, Chairman Moren asked Ms. Joranlien to provide notes on anything over 100%.

**5.i. Recreation Study Discussion: Rec Park, Riverfront Development, School Property Upgrades - Percy C. Ashcraft, County Administrator; Steve Hudgins, Deputy County Administrator; and Sherry Graham, Director of Planning**

Mr. Ashcraft gave a slide presentation about recreation in the County. He said youth sports build character and success later in life. The state health rankings are from 2022 and the source is the Robert Johnson Wood Foundation. County staff will meet with someone from Queenfield Golf Club soon to discuss ways to work together. Mr. Ashcraft thanked Dr. White for the good relationship with the School Board. He said the goals in the new Comprehensive Plan are attainable. He said the County's Parks & Recreation programs are growing. There were ten t-ball teams this year.

The FY '23 capital funding recommendation includes \$50,000 for continued improvements at Recreation Park. They would like to attract all-star and travel ball. It also includes \$25,000 for the construction of walking trails and a fishing pond at the Recreation Park which used to be there but have been neglected; and \$100,000 for a partnership with the Department of Forestry to make improvements at Sandy Point and Zoar State Forests. A team is visiting there this week.

Chairman Moren asked who is heading this up. Mr. Ashcraft said himself, Mr. Hudgins, Ms. Graham, and Ms. Huffman, Parks & Recreation Manager.

Supervisor Garber asked if anyone has reached out to Newport News about the properties they are selling. Mr. Ashcraft said not yet. Supervisor Garber said Newport News is handling some properties themselves and turned others over to a realty company.

Chairman Moren suggesting putting a place on the website for public comment. Mr. Ashcraft said the process would be the same as it was for the Comprehensive Plan and will include public stakeholders and citizen input.

Mr. Ashcraft asked if the Board was agreeable for staff to move forward. The general consensus of the Board was for staff to move forward.

**5.j. Administration Building & Courthouse Security System Update - Travis Wolfe, Systems Engineer**

Mr. Wolfe said he has received quotes for the security system update for the VJCCCA building, Museum, Administration Building, and Courthouse to add cameras and card access entry. Staff's current ID cards would also become their access cards. The same mother system the Courthouse currently has could be used. The Sheriff would be responsible for access to the Courthouse and IT would be responsible for other buildings. The historic courtroom will not be touched.

Vice Chair Hodges asked if there is a plan for parking lot lighting at the Administration Building. Mr. Wolfe said he has not been involved in any lighting discussions. Mr. Hudgins said Dominion changed all the bulbs in the current parking lot light fixtures and they cannot get any brighter. He said they are considering additional lights or possibly different ones.

**5.k. Resolution 22-35 - Adoption Approval of Fiscal Year 2023 Budget - Natasha Joranlien, Director of Financial Services**

Mr. Ashcraft said the budget presented has been months in the planning. It will begin July 1, 2022 and considers the remarks and suggestions provided by the Board. It is responsive to the needs of the citizens. What's not included in the budget is tax increases. The real estate tax rate has decreased from \$0.86 to \$0.835 resulting in savings to taxpayers of \$400,000. The Board has also expressed a desire to decrease the amount owed in personal property taxes. The budget enhances the quality of life and every sector of the community benefits. There is an investment in public safety which should see improved response times. It maintains quality programming and education in KWCPs. It funds Constitutional Offices and outside organizations including the Department of Social Services, Health Dept., Regional Animal Shelter, Regional Planning Commission, and the library. The Capital Program includes an aggressive approach to expanding broadband in the County, expanding public water for housing and economic development, and expanding recreation. The budget invests in the County's employee base to ensure proficient and efficient services. A 24% cash reserve shows the responsibility the County has to be aware that unusual circumstances happen and addresses the peaks and valleys in the County's cash flow.

He said the increase the budget appears to show is misleading because it includes ARPA funds and County accounts are not reconciled. He said the budget is balanced and responsible and staff recommends adoption.

Ms. Joranlien presented Resolution 22-35 approving the fiscal year budget beginning July 1, 2022 and ending June 30, 2023 for King William County, Virginia. She also presented additional summary information (Attachment D).

Vice Chair Hodges said it hurts but he doesn't want to fund the increase for the library. He believes we must be responsible with spending.

Supervisor Garber said he was on board until inflation went up to 8.5%. He is against the new positions. He said there are 11 dispatchers in 2022 and they are asking for two more when they still have \$26,000 for overtime and \$16,000 for part-time dispatchers.

Vice Chair Hodges said the Board has already voted on the positions.

Supervisor Greenwood said it is a bad time and COVID is coming back. He thinks there should not be an unassigned fund balance. He said people are complaining they can't pay their bills and the Board doesn't need to find a way to spend citizens' money just because they have it.

Supervisor Moskalski said it is a good document and it is unfortunate that the Board will split the vote. He would like to fund the library increase but accepts that we can't. He said the Board was faced with more difficult decisions this year than anticipated. He is happy to have what we have. He said the unassigned fund will be transformative.

Chairman Moren said the library wanted a 30% increase in one year. People want broadband. He commended Mr. Ashcraft and staff for their hard work in producing the budget. He said this is the most transparent and detailed budget process he's experienced to date. He thought the work with the schools was good and he is pleased.

Supervisor Moskalski made a motion to approve Resolution 22-35 approving the fiscal year budget beginning July 1, 2022 and ending June 30, 2023 for King William County, Virginia. Vice Chair Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

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

Resolution 22-35 passed and the fiscal year 2023 budget was approved.

**RESOLUTION 22-35**  
**APPROVING THE FISCAL YEAR BUDGET BEGINNING JULY 1, 2022 AND**  
**ENDING JUNE 30, 2023 FOR KING WILLIAM COUNTY, VIRGINIA**

**WHEREAS**, Section 15.2-2503 of the 1950 Code of Virginia, as amended, provides that the governing body of the County shall prepare and approve an annual budget; and

**WHEREAS**, the County Administrator has submitted to the King William County Board of Supervisors a proposed annual budget for the County for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as required by 15.2-1541; and

**WHEREAS**, the recommendation of the County Administrator regarding the educational budget submitted by the King William County School Board for FY 2023 contains estimated availability of funding from the Federal government in the amount of \$1,776,589; from the state government in the amount of \$16,025,300; from current local appropriations in the amount of \$11,164,124 for operations and \$1,538,112 for debt service; and from other revenue in the amount of \$139,250; and

**WHEREAS**, the Board held a duly advertised Public Hearing on April 11, 2022 and has reviewed citizen comments, analyzed, deliberated, and made necessary revisions to create a budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, this 9<sup>th</sup> day of May, 2022, that there is hereby approved for informative and fiscal planning purposes only, the annual budget for FY 2023 as submitted and as amended by the Board briefly summarized below:

<u>General Fund:</u>		
General Government	2,745,004	
Judicial Administration	815,698	
Public Safety	7,425,415	
Public Works	2,008,773	
Health & Welfare	965,218	
Parks, Recreation & Cultural	709,859	
Community Development	728,255	
Non-Departmental	163,564	
Contingency	65,000	
Education	11,164,124	
Transfer to West Point (Transfer + Local Sales Tax)	561,038	
Capital/Debt Service	2,676,402	
<b>Total General Fund:</b>		<b>\$ 30,028,350</b>

Special Reserve Funds	\$ 3,710,621
Capital Projects Fund:	\$13,683,636
Debt Service Fund:	\$ 3,044,269
Proprietary Fund:	\$ 1,418,030
School Operating Fund:	\$30,643,375
Less County Support	<u>\$12,702,236</u>
	<b>\$69,826,045</b>

School Cafeteria Fund:	\$ 1,095,000
School Textbook Fund:	\$ 640,000
School Health Self-Insurance Fund:	\$ 4,405,000
School Regional Alternative Education Fund:	\$ 650,000
School Adult Education Fund:	\$ 315,000
	\$ 7,105,000

DONE this 9th day of May, 2022.

**5.k. Resolution 22-36 - Appropriation Approval of Fiscal Year 2023 Budget - Natasha Joranlien, Director of Financial Services**

Ms. Joranlien presented Resolution 22-36 approving the appropriation of the fiscal year 2023 budget.

Supervisor Moskalski made a motion to approve Resolution 22-36 approving the appropriation of the fiscal year 2023 budget. 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.	Nay
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Nay
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

Resolution 22-36 passed and the fiscal year 2023 budget was appropriated as presented.

**RESOLUTION 22-36  
 APPROPRIATING FUNDS FOR THE FISCAL YEAR BUDGET BEGINNING JULY 1, 2022 AND  
 ENDING JUNE 30, 2023 FOR KING WILLIAM COUNTY, VIRGINIA**

**WHEREAS**, the Board of Supervisors of King William County, Virginia, has heretofore prepared and, on May 9, 2022, adopted a budget for informative and fiscal planning purposes for the fiscal year beginning July 1, 2022; and

**WHEREAS**, it is now necessary to appropriate sufficient funds for the contemplated expenditures contained in the Budget and to set forth the Board’s desired administration of those funds;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, this 9<sup>th</sup> day of May 2022:

**SECTION 1. GENERAL FUND.** That the amounts herein named aggregating \$30,028,350 are hereby appropriated in the General Fund for the following functions subject to the conditions hereinafter set forth in this Resolution for the fiscal year (FY) beginning July 1, 2022 and ending June 30, 2023, as follows:

<u>General Fund:</u>		
General Government	2,745,004	
Judicial Administration	815,698	
Public Safety	7,425,415	
Public Works	2,008,773	
Health & Welfare	965,218	
Parks, Recreation & Cultural	709,859	
Community Development	728,255	
Non-Departmental	163,564	
Contingency	65,000	
Education	11,164,124	
Transfer to West Point (Transfer + Local Sales Tax)	561,038	
Capital/Debt Service	2,676,402	
<b>Total General Fund:</b>		<b>\$ 30,028,350</b>

**SECTION 2. SCHOOL OPERATING FUND.** That a local appropriation to the School Operating Fund in the amount of \$11,164,124 for operations and \$1,538,112 for debt service; is hereby made and an additional appropriation in the amount of \$17,941,139 is hereby made for the fiscal year beginning July 1, 2022 and ending June 30, 2023, subject to and contingent upon the availability of funding from the Federal government in the amount of \$1,776,589 and from the Commonwealth in the amount of \$16,025,300, and from other revenues in the amount of \$139,250. All such appropriations are subject to the conditions hereinafter set forth in this Resolution.

**SECTION 3. SCHOOL RESERVE FUND.** That an appropriation to the School Reserve Fund in the amount of \$470,000 is hereby made for the fiscal year beginning July 1, 2022 and ending June 30, 2023, subject to and contingent upon the availability of funding from the school fund balance. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

**SECTION 4. SCHOOL CAFETERIA FUND.** That an appropriation to the School Cafeteria Fund in the amount of \$1,095,000 is hereby made, subject to and contingent upon the availability of funding from the Federal government in the amount of \$475,000 and from the Commonwealth in the amount of \$7,500, and from USDA funding in the amount of \$60,079, and from charges for services in the amount of \$550,671, and from recovered costs in the amount of \$1,750. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

**SECTION 5. SCHOOL TEXTBOOK FUND.** That an appropriation to the School Textbook Fund in the amount of \$640,000 is hereby made, subject to and contingent upon the availability of funding from the Commonwealth in the amount of \$183,664, and Federal funding in the amount of \$10,000, and from prior year Textbook fund reserves in the amount of \$446,336 for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

**SECTION 6. SCHOOL HEALTH SELF-INSURANCE FUND.** That an appropriation to the School Health Self-Insurance Fund in the amount \$4,405,000 is hereby made for the fiscal year beginning July 1, 2022 and ending June 30, 2023, subject to and contingent upon the availability of funding from the

Interest on Bank Deposits of \$15,000 and from collections of Net Premium Income of \$4,390,000. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 7. SCHOOL REGIONAL ALTERNATIVE EDUCATION FUND. That an appropriation to the School Regional Alternative Education Fund in the amount of \$650,000 is hereby made for the fiscal year beginning July 1, 2022 and ending June 30, 2023, subject to and contingent upon the availability of funding from the Commonwealth. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 8. SCHOOL ADULT EDUCATION FUND. That an appropriation to the School Adult Education Fund in the amount of \$315,000 is hereby made for the fiscal year beginning July 1, 2022 and ending June 30, 2023, subject to and contingent upon the availability of funding from the Federal government in the amount of \$192,000, and from the Commonwealth in the amount of \$84,000, and from payments from another locality in the amount of \$39,000. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 9. SPECIAL REVENUE FUNDS. That the amounts hereinafter named aggregating \$3,710,620 or so much thereof as may be necessary, are hereby appropriated to the various Special Revenue Funds subject to the conditions hereinafter set forth in this Resolution, and subject to and contingent upon the availability of funding from the sources hereinafter shown for each fund, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as follows:

Special Revenue Funds:			
	Virginia Public Assistance Fund:	<u>Funds</u>	<u>Appropriation</u>
	Recovered Cost	\$ 2,000	
	State Support	\$ 375,306	
	Federal Support	\$ 557,932	
	Local Support (Transfer from General Fund)	\$ 248,967	
	Total VPA Fund:		\$ 1,184,205
	Regional Animal Shelter Fund:		
	Charges for Services	\$ 6,500	
	Donations	\$ 39,600	
	Recovered Cost (King & Queen Co./Rest)	\$ 165,564	
	State Support	\$ 600	
	Local Support (Transfer from General Fund)	\$ 163,564	
	Total RAS Fund:		\$ 375,828
	Asset Forfeiture Funds:		
	State Support	\$ 6,000	
	Total AF Fund:		\$ 6,000
	Four-For-Life Funds:		
	State Support	\$ 19,603	
	Total Four-For-Life Fund:		\$ 19,603
	Fire Program Funds:		
	State Support	\$ 42,000	
	Total Fire Program Funds:		\$ 42,000
	Victim Witness Fund:		
	Recovered Cost (King & Queen County)	\$ 6,773	
	State Support	\$ 105,307	
	Local Support (Transfer from General Fund)	\$ 6,773	
	Total Victim Witness Fund:		\$ 118,853

Special Revenue Funds (Cont'd)		
EMS Revenue Recovery Fund:		
	Recovered Costs (Insurance Claims & Private Pay)	
		\$ 160,654
		\$ 160,654
VJCCCA		
	Recovered Cost (Electronic Monitoring Fees)	\$ 32,000
	Other Localities Support (Charles City, Middlesex, K&Q, & New Kent)	\$ 48,400
	State Support	\$ 40,014
	Local Support (Transfer from General Fund)	\$ 18,850
	Use of Fund Balance	\$ 54,510
		\$ 193,774
Proffers Fund		
	Cash Proffers	\$ 200,000
	Use of Fund Balance	\$ 249,164
		\$ 449,164
Comprehensive Services Act Fund:		
	Charges for Services	\$ 2,500
	State Support	\$ 683,451
	Local Support (Transfer from General Fund)	\$ 456,938
	Total CSA Fund:	\$ 1,142,889
Project Lifesaver Fund:		
	Local Support (Donations)	\$ 5,500
	Total Lifesaver Fund	\$ 5,500
DARE Fund:		
	Local Support (Donations)	\$ 900
	Total DARE Fund	\$ 900
Sheriff's Donation Fund		
	Local Support (Donations)	\$ 1,250
	Total Sheriff's Donation Fund	\$ 1,250
Employee Recognition Fund		
	Rebate from BOA per State Contract	\$ 10,000
	Total Employee Recognition Fund:	\$ 10,000
Total Special Revenue Funds:		
		\$ 3,710,620

**SECTION 10. CAPITAL PROJECTS FUND.** That the amounts herein named aggregating \$13,683,636 or so much thereof as may be necessary, are hereby appropriated to the Capital Project Fund subject to the conditions hereinafter set forth in this Resolution, and subject to and contingent upon availability of funding from the sources shown in the approved Capital Improvements Plan (CIP) for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as follows:

Capital Projects Funds:				
	Capital Improvements Plan (CIP):		<u>Funds</u>	<u>Appropriation</u>
	Transfer from Unassigned Fund		\$ 1,559,636	
	Capital Financing		\$ 8,568,810	
	Capital Fund 310		\$ 1,295,190	
	Proffers Fund		\$ 200,000	
	ARPA		\$ 2,000,000	
	Departmental Reserve Funds		\$ 60,000	
	Total Capital Projects Funds:			\$ 13,683,636

**SECTION 11. DEBT SERVICE FUND.** That the amounts herein named aggregating \$3,044,269 or so much thereof as may be necessary, are hereby appropriated to the Debt Service Fund subject to the conditions hereinafter set forth in this Resolution for the purposes hereinafter mentioned for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as follows:

		<u>Funds</u>	<u>Appropriation</u>
Debt Service Funds			
	General Government Debt Transfer from General Fund	\$ 1,311,638	
	Transfer from EMS Recovery Fund	\$ 145,354	
	Transfer from Proffers Fund	\$ 49,164	
	School Debt Transfer from the School Tax District Revenue in the General Fund	\$ 1,538,112	
	Total Debt Service Funds		\$ 3,044,269

**SECTION 12. PROPRIETARY FUNDS.** That the amounts herein named aggregating \$1,418,030 or so much thereof as may be necessary, are hereby appropriated to the Proprietary Funds subject to the conditions hereinafter set forth in this Resolution for the purposes hereinafter mentioned for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as follows:

Proprietary Funds:		<u>Funds</u>	<u>Appropriation</u>
Water Utility Fund:			
	Charges for Services	\$ 563,254	
	Prior Year Reserves	\$ 195,000	
	Total Water Utility Fund:		\$ 758,255
Sewer Utility Fund:			
	Charges for Services	\$ 400,000	
	Prior Year Reserves	\$ -	
	Total Sewer Utility Fund:		\$ 400,000
Parks & Recreation Program Fund:			
	Charges for Services	\$ 259,775	
	Prior Year Reserves	\$ -	
	Total Parks & Recreation Program Fund:		\$ 259,775
Total Proprietary Funds:			\$ 1,418,030

**SECTION 13.** Monies are hereby appropriated for the fiscal year 2023 in the various funds for the purpose of liquidating encumbered purchase transactions and for continuing capital and special projects as of June 30, 2023, not to exceed the applicable fund balance/net assets/net position as recorded in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of the allocation of all such appropriations.

**SECTION 14.** Additional funds received for the following items are hereby appropriated for the purposes and to the programs for which received:

- (A) Insurance recoveries and other payments received for damage to County vehicles or property;
- (B) Refunds or reimbursements made to the County for which the County has expended funds directly related to that refund or reimbursement;
- (C) Contributions and donations received for specific programs or purposes.

**SECTION 15.** All of the monies appropriated as shown by the items contained in Section 1 through Section 14 are appropriated upon the following terms, conditions, and provisions:

(A) All appropriations are declared to be maximum, conditional, and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein only in the event the revenues collected from the anticipated non-local sources are sufficient to pay the appropriations in full; otherwise, said appropriation shall be deemed to be payable only in an amount equal to actual non-local revenue received. The County Administrator is authorized to make transfers to the various funds for which there are transfers budgeted. The County Administrator shall transfer funds only as needed up to the amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.

(B) No department, agency or individual receiving an allocation of the appropriations made by this Resolution shall exceed the amount of such allocation except with the prior consent and approval of the Board of Supervisors or, as set forth in paragraph (D) of this Section 15, the County Administrator where so authorized.

(C) Nothing in this Resolution shall be construed as authorizing any reduction to be made in the amount appropriated in this Resolution for the payment of interest on or the retirement of any debt of King William County, including debt incurred for school purposes.

(D) The County Administrator is authorized to redistribute appropriations within, but not between, the several funds under the control of the Board of Supervisors as may be necessary to best meet the needs and interests of King William County, except that transfers of funds from payroll items to non-payroll items or vice versa and transfers of capital projects funds between individual projects as set forth in the approved Capital Improvements Program may only be made by the Board of Supervisors.

(E) Annual appropriated contributions to non-governmental entities in excess of \$25,000 shall be disbursed on a quarterly basis in July, October, January, and April with the amount disbursed not to exceed one-quarter of the total appropriation unless otherwise agreed by the Board.

(F) The County Treasurer, upon receipt of a written order from the County Administrator, is authorized to advance monies between the several County Funds under his/her custody provided; however, that the total advanced to any particular fund, plus the amount of monies disbursed from that fund, does not exceed the annual appropriation for said fund.

(G) To the extent such authorization is required, the County School Board is authorized to create such additional funds as it may deem necessary to account for its operations and to transfer the monies appropriated by this resolution for school purposes to such additional funds. Any such transfers shall not affect the status of such monies at year-end or the reversion thereof as otherwise provided by law.

(H) No funds appropriated to the King William County Economic Development Authority within the Capital Improvement Plan for fiscal year 2023 or prior years shall be disbursed without prior authorization of this Board.

**SECTION 16.** The County Administrator and specific employees designated by him/her in writing are hereby authorized as signers of drafts on the Petty Cash account available to allow emergency/immediate expenditures, not to exceed \$5,000, necessary in daily County operations.

**SECTION 17.** In accordance with the provisions of Senate Bill 488 which was adopted by the General Assembly of the Commonwealth of Virginia during the 2014 regular session and signed by the Governor of Virginia which created a special school tax district and established the taxing and appropriation authority of the King William County Board of Supervisors with respect to such special tax district and the county school division, the Board of Supervisors hereby designates the following local sources and amounts for the support of county school division operations and debt for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Special School Tax District Property Tax Levies

	\$ 9,851,906
County Share of Local 1% Sales Tax	\$ 1,180,330
Utilities Gross Receipts	\$ 45,000
Business License Taxes	\$ 420,000
Motor Vehicle License Tax	\$ 425,000
Consumer Utility Tax	\$ 260,000
Bank Net Capital Tax	\$ 120,000
Food & Beverage Tax	\$ 400,000
Total School Appropriation*	<u>\$ 12,702,306</u>

\*Includes funds designated for debt service and operational activities.

The designation of these specific revenue sources for FY 2023 shall in no way restrict the Board of Supervisors in future appropriations. The appropriation of prior-year funds to the King William School Division derived from property taxes in the special tax district is not a part of the current year appropriation unless an amount from such source is specifically shown in the above listing. Should total receipts from the sources listed in this section exceed the amount estimated above, the excess shall be deemed property tax receipts. Such revenues shall be retained as fund balance for the special tax district and will be available for future appropriation by the Board of Supervisors for school operation or capital purposes. Should total receipts from the sources listed in this section be less than the amount estimated above, the Board will appropriate additional funds from sources designated in a future resolution as necessary to cover any gap in local funding. The appropriation of state or federal revenue is not addressed, as such revenues are not local revenues covered by Senate Bill 488.

**SECTION 18.** Notwithstanding any other provision of this Resolution, the County Administrator is authorized to allocate the monies set aside in the approved FY 2023 budget and appropriated in the General Fund for employee pay adjustments to those departments, agencies, functions, or funds as necessary to carry out the plan of adjustment presented to this Board.

**SECTION 19.** All resolutions and parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**DONE** this 9th day of May, 2022.

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

Supervisor Garber said he'd like staff to reach out to Newport News on their parcel prices.

Supervisor Greenwood said he'd like to push forward with the VPPSA site and look into the Newport News sites. He said their agreement was to sell the parcels back for what they paid for them but that doesn't seem to be happening. He said he has nothing against other board members and holds no animosity. He thanked people for coming.

Supervisor Moskalski said he'd like a quarterly broadband update.

Vice Chair Hodges said he's proud that Board members all voted their conscience and he's not angry with anyone. He thanked people for coming.

Chairman Moren said the VDHCD contract for the VATI broadband grant was due to be signed May 20<sup>th</sup>.

**Agenda Item 7. CLOSED MEETING**

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

Vice Chair Hodges made a motion to convene a 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)(8) to consult with legal counsel on a specific legal matter regarding possible restructuring which requires the provision of legal advice by counsel. The motion was seconded by Supervisor Greenwood. 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

**7.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

**7.c. Certification of Closed Meeting**

Supervisor Moskalski 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 Greenwood. 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 9th day of May, 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 9th day of May, 2022.

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

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

**Agenda Item 8. ADJOURN OR RECESS**

Supervisor Moskalski made a motion to adjourn the meeting; seconded by Supervisor Garber. With no discussion and no opposition, the meeting was adjourned.

COPY TESTE:

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Edwin H. Moren, Jr., Chairman  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

DRAFT

## ATTACHMENT A

Reassessment progress as of 5/6/22

- On April 12, 2022, we traveled to New Kent County to ask questions dealing with the Vision software. New Kent County has been working with the Visions software for the past ten years.
- Vision has created the new 2023 Reassessment work file as of 5/2/22. As of that day any changes the Commissioner's office makes to their live file will need to be copied into the 2023 reassessment file. The Commissioner and Pearson's are currently having discussions on how this task of making copied entries into both real-estate file will work.
- All tables and rates have been copied over from the test Reassessment file to the new file.
- All depreciation tables have been updated to the 2023 reassessment year.
- We have created new depreciation tables for manufactured homes that did not previously exist in the Visions software.
- The preliminary vacant land sales study has been completed with all sales through January of 2022
- The preliminary Improved sales study has been completed with using sales through September 23, 2022.
- New Construction field visits have been ongoing.
- The onsite field review is ongoing. As of 5/6/22 we have completed 8,781 field visits out of 11,741 total parcels. The County's onsite field review is 75% completed at this time.
- Currently, we are ready to start inputting changes in data into the new 2023 reassessment file. Pearson's is looking to employ a third full time data entry clerk to assist with the reassessment.
- In the month of May, we will Mailing income and expense letters to commercial properties with a building value over \$400,000. We will be sending site visit letters to larger industrial properties.

DRAFT

**King William 2020 & 2021 Home Sales as of 5/9/2022**

	Current	Sale	2022 Values	
Home Sales Mangohick State Rd	10,036,145	15,730,175	64%	0.00%
Home Sales Mangohick Private Rd.	3,115,185	5,177,410	60%	0.00%
Home Sales Acqinton State Rd	10,929,760	17,326,680	63%	0.00%
Home Sales Acqinton Private Rd	7,102,288	10,722,797	66%	0.00%
Home Sales West Point State Rd	6,090,010	9,572,751	64%	0.00%
Home Sales West Point Private Rd	2,272,500	3,652,250	62%	0.00%
<b>Total For County Home Sales</b>	<b>39,545,888</b>	<b>62,182,063</b>	<b>64%</b>	<b>0.00%</b>
<b>County Percent of Proposed Increase</b>				<b>54%</b>
Home Sales Town of West Point State Rd	17,811,436	25,412,705	70%	0.00%
<b>Total for Town of West Point Home Sales</b>	<b>17,811,436</b>	<b>25,412,705</b>	<b>70%</b>	<b>0.00%</b>
<b>Town of West Point Proposed Increase</b>				<b>41%</b>
Waterfront Home Sales	3,048,800	3,684,750	83%	0.00%
Kennington Home Sales	4,994,138	7,387,323	68%	0.00%
Parkwood Home Sales	3,273,400	4,893,950	67%	0.00%
Central Crossing Home Sales	5,097,856	7,864,625	65%	0.00%
Marle Hill Home Sales	3,126,860	4,763,770	66%	0.00%
Venter Heights Home Sales	1,145,200	2,056,450	56%	0.00%
Manquin Farms Home Sales	1,229,300	1,950,300	63%	0.00%
Cedar Crest Home Sales	3,203,400	4,994,253	64%	0.00%
Oak Springs Home Sales	3,449,300	5,959,300	58%	0.00%
McCauley Park Home Sales	5,038,012	6,873,820	73%	0.00%
Woodruff Home Sales	1,903,700	2,562,530	74%	0.00%
Townhouse Duplex	11,177,950	15,150,337	74%	0.00%
	398,870	459,000	87%	0.00%
<b>Total For Neighborhoods</b>	<b>47,086,786</b>	<b>68,600,408</b>	<b>69%</b>	<b>0.00%</b>
<b>Total</b>	<b>\$ 104,444,110</b>	<b>\$ 156,195,176</b>	<b>66.87%</b>	<b>0.00%</b>

\*\*As we get 2022 sales, we will not be using the 2020 sales.

2020 & 2021 Vacant Land Sales as of 5/9/22

Re-Caps Category	2022 VAL	Sale Price	Ratio	2023 VAL	Ratio	# of Sales
-10AC State Rd.	906,930	1,170,533	77%			23
10-50AC State Rd.	1,398,238	2,118,490	66%			18
50-100 AC State Rd.	882,650	1,359,850	65%			5
+100AC State Rd.	744,912	1,245,000	60%			3
-10AC Private Rd.	942,600	1,324,008	71%			21
10-50AC Private Rd.	824,159	1,233,096	67%			9
50-100AC Private Rd.						0
+100AC Private Rd.	537,900	725,000	74%			1
Mattaponi Waterfront	1,331,704	1,681,500	79%			8
Pamunkey Waterfront	521,000	1,305,400	40%			2
McCauley	1,585,900	1,892,679	84%			14
Kennington	954,000	1,485,000	64%			15
West Point	141,100	169,500	83%			5
Totals Overall	10,771,093	15,710,056	69%			124
						Percent of Proposed Increase 40%

## **Dominion Energy**

### **Sweet Sue Project Update – May 2022**

Approved Permits (Approval Dates):

- SCC CPCN (March 15<sup>th</sup>, 2022)

Permits in Process (Anticipated Dates):

- Virginia DEQ Stormwater (May 15<sup>th</sup>, 2022)
- County Land Disturbance (May 15<sup>th</sup>, 2022)
- Conform with statewide utility exemption from county building permits

Anticipated Construction Dates

- Commence Construction (May 2022)
- Commercial Operation (Q4, 2023)



**ATTACHMENT C**



# QUARTERLY FINANCIAL REPORT

FOR QUARTER ENDING 03/31/2022

GENERAL FUND REVENUES	FY2022 REVENUE as of March 31, 2022					FY2021 Revenue as of March 31, 2021				
	Adopted	Amended	Amended Budget	YTD Revenue	% of Budget	Adopted	Amended	Amended Budget	YTD Revenue	% of Budget
REAL ESTATE	12,958,929	-	12,958,929	6,501,579	50.17%	12,465,597	-	12,465,597	6,291,585	50.47%
PUBLIC SERVICE CORP TAX CURRENT	397,200	-	397,200	430,905	108.49%	329,350	-	329,350	449,571	136.50%
PERSONAL PROPERTY TAXES	4,919,977	-	4,919,977	4,448,623	90.42%	4,190,987	-	4,190,987	3,905,903	93.20%
MACHINERY & TOOLS TAX	2,113,235	-	2,113,235	2,128,540	100.72%	1,955,791	-	1,955,791	2,044,078	104.51%
PENALTIES & INTEREST ON TAXES	290,000	-	290,000	626,331	215.98%	275,000	-	275,000	389,994	141.82%
LOCAL SALES TAX	1,571,468	-	1,571,468	1,148,675	73.10%	1,136,170	-	1,136,170	995,992	87.66%
CONSUMER'S UTILITY TAXES	220,000	-	220,000	192,946	87.70%	220,000	-	220,000	185,724	84.42%
UTILITIES GROSS RECEIPTS TAXES	45,000	-	45,000	40,353	89.67%	50,000	-	50,000	37,312	74.62%
BPOL	420,000	-	420,000	472,381	112.47%	372,500	-	372,500	443,830	119.15%
MOTOR VEHICLE LICENSES	425,000	-	425,000	400,193	94.16%	425,000	-	425,000	421,732	99.23%
BANK STOCK TAXES	120,000	-	120,000	-	0.00%	104,000	-	104,000	-	0.00%
TAXES ON RECORDATION & WILLS	250,000	-	250,000	340,403	136.16%	226,000	-	226,000	280,004	123.90%
GAMES OF SKILL	-	-	-	3,456	0.00%	-	-	-	22,608	0.00%
FOOD & BEVERAGE TAXES	400,000	-	400,000	388,362	97.09%	225,000	-	225,000	310,547	138.02%
INTEREST & PENALTY BPOL & MEALS TA	-	-	-	7,403	0.00%	-	-	-	638	0.00%
ANIMAL LICENSES	5,000	-	5,000	4,129	82.58%	5,000	-	5,000	3,197	63.94%
LAND USE FEES	30,000	-	30,000	13,762	45.87%	29,500	-	29,500	13,560	45.96%
TRANSFER FEES	700	-	700	1,014	144.90%	500	-	500	637	127.44%
BUILDING & PLANNING REVENUES	350,000	-	350,000	313,998	89.71%	277,000	-	277,000	432,395	156.10%
COURTHOUSE FINES	72,500	-	72,500	75,692	104.40%	75,000	-	75,000	63,646	84.86%
INTEREST ON BANK DEPOSITS	110,000	-	110,000	35,109	31.92%	105,500	-	105,500	32,559	30.86%
USE OF PROPERTY	69,370	-	69,370	54,665	78.80%	60,000	-	60,000	50,068	83.45%
SHERIFF'S FEES	4,800	-	4,800	11,446	238.46%	5,500	-	5,500	2,928	53.23%
COMMONWEALTH'S ATTORNEY FEES	1,500	-	1,500	2,227	148.44%	1,500	-	1,500	924	61.61%
LOC REV AGREEMENT	4,928	-	4,928	4,864	98.71%	3,500	-	3,500	3,444	98.40%
MISCELLANEOUS	29,100	-	29,100	10,206	35.07%	8,000	-	8,000	14,446	180.58%
RECOVERED COSTS	47,379	35,977	83,356	45,562	54.66%	48,800	-	48,800	10,689	21.90%
NON CATEGORICAL AID	1,535,706	-	1,535,706	1,365,503	88.92%	1,534,631	-	1,534,631	1,365,594	88.99%
CONSTITUTIONAL OFFICERS & GENERAL R	1,404,157	-	1,404,157	1,002,357	71.38%	1,370,885	-	1,370,885	857,742	62.57%
OTHER CATEGORICAL AID	121,500	-	121,500	102,522	84.38%	112,300	-	112,300	97,185	86.54%
FEDERAL AID-PUBLIC SAFETY	65,500	348	65,848	24,690	37.49%	61,500	-	61,500	56,385	91.68%
USE OF UNASSIGNED GEN FUND	135,000	61,131	196,131	196,131	100.00%	-	363,431	363,431	-	0.00%
<b>TOTAL</b>	<b>28,117,949</b>	<b>97,456</b>	<b>28,215,405</b>	<b>20,394,029</b>	<b>72.28%</b>	<b>25,674,511</b>	<b>363,431</b>	<b>26,037,942</b>	<b>18,784,916</b>	<b>72.14%</b>

GENERAL FUND EXPENDITURES	FY2022 Expenses as of March 31, 2022			FY2021 Expenses as of March 31, 2021		
	Amended Budget	YTD Expense	% of Budget	Amended Budget	YTD Expense	% of Budget
BOARD OF SUPERVISORS	86,218	60,776	70.49%	80,767	59,328	73.46%
COUNTY ADMINISTRATOR	356,959	272,941	76.46%	427,225	173,874	40.70%
FINANCIAL & MANAGEMENT SVCS	526,010	359,422	68.33%	502,387	382,274	76.09%
INFORMATION TECHNOLOGY	264,675	222,508	84.07%	174,794	169,770	97.13%
LEGAL SERVICES	212,000	67,067	31.64%	220,000	104,351	47.43%
COMMISSIONER OF THE REVENUE	349,991	242,849	69.39%	288,855	190,867	66.08%
ASSESSOR	126,700	37,568	29.65%	-	85,905	0.00%
TREASURER	302,718	225,585	74.52%	282,090	195,269	69.22%
ELECTORAL BOARD & OFFICIALS	85,539	22,809	26.67%	65,121	85,454	131.22%
REGISTRAR	174,705	134,761	77.14%	145,012	121,336	83.67%
CIRCUIT COURT	27,275	14,194	52.04%	27,275	6,464	23.70%
GENERAL DISTRICT COURT	10,850	4,697	43.29%	10,550	3,778	35.81%
J & DR COURT	10,757	4,732	43.99%	10,757	1,784	16.58%
CLERK OF THE CIRCUIT COURT	310,332	244,269	78.71%	331,120	231,404	69.89%
COMMONWEALTH'S ATTORNEY	385,667	287,280	74.49%	322,777	253,310	78.48%
SHERIFF	2,365,723	1,542,164	65.19%	2,093,906	1,446,688	69.09%
EMERGENCY 911 SYSTEM	764,093	487,908	63.85%	783,341	557,323	71.15%
PUBLIC SAFETY RADIO SYSTEM	451,756	294,736	65.24%	39,269	67,436	171.73%
ANIMAL CONTROL	163,880	97,311	59.38%	159,723	94,611	59.23%
MEDICAL EXAMINER SERVICES	300	120	40.00%	300	100	33.33%
WEST POINT VOLUNTEER FIRE DEPT	287,412	225,562	78.48%	334,431	238,087	71.19%
MANGOHICK VOLUNTEER FIRE DEPT	96,160	79,414	82.59%	129,181	121,974	94.42%
WALKERTON VOLUNTEER FIRE DEPT	39,320	29,490	75.00%	57,727	45,363	78.58%
MUTUAL AID PARTNERS	12,225	12,225	100.00%	12,805	12,297	96.03%
FIRE & EMS	1,517,045	1,159,761	76.45%	1,353,729	839,755	62.03%
REGIONAL SECURITY CENTER	1,061,169	828,076	78.03%	864,713	668,870	77.35%
JUVENILE DETENTION HOMES	52,667	20,001	37.98%	57,058	21,806	38.22%
J&DR DISTRICT COURT SERVICES UNIT	7,110	4,382	61.63%	8,160	4,248	52.06%
BUILDING INSPECTIONS	182,488	112,948	61.89%	183,158	121,762	66.48%
REFUSE COLLECTION	671,765	555,630	82.71%	643,963	484,783	75.28%
REFUSE DISPOSAL	286,493	160,904	56.16%	273,768	198,270	72.42%
LITTER PREVENTION	5,000	2,799	55.98%	5,000	1,706	34.12%
GENERAL PROPERTIES	933,520	678,771	72.71%	794,763	600,470	75.55%

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continued	GENERAL FUND EXPENDITURES	FY2022 Expenses as of March 31, 2022			FY2021 Expenses as of March 31, 2021		
	Description	Amended Budget	YTD Expense	% of Budget	Amended Budget	YTD Expense	% of Budget
	THREE RIVERS HEALTH DISTRICT	149,112	149,112	100.00%	140,000	105,000	75.00%
	OTHER HEALTH	42,293	42,293	100.00%	43,274	16,340	37.76%
	COMMUNITY SERVICE BOARD	60,624	45,468	75.00%	60,624	45,468	75.00%
	RAPPANHANNOCK COMMUNITY COLLEGE	8,808	8,808	100.00%	8,808	8,808	100.00%
	ADMIN OF PARKS & RECREATION	161,402	109,983	68.14%	103,297	60,764	58.82%
	ARTS ALIVE	9,500	9,500	100.00%	9,500	9,500	100.00%
	AFID GRANT	24,969	8,609	34.48%	-	-	0.00%
	PAMUNKEY REGIONAL LIBRARY	444,597	333,448	75.00%	444,597	333,448	75.00%
	PLANNING	519,509	325,693	62.69%	434,330	240,579	55.39%
	MID PENINSULA REGIONAL AIRPORT	30,000	30,000	100.00%	30,000	30,000	100.00%
	MPPDC SUPPORT	22,757	18,471	81.17%	30,614	23,729	77.51%
	ECONOMIC DEVELOPMENT	34,290	10,200	29.75%	27,500	3,710	13.49%
	3 RIVERS SOIL/WATER CONS. DIST.	5,000	5,000	100.00%	5,000	5,000	100.00%
	SUPPLEMENT TO VA TECH AGENTS	41,936	13,824	32.96%	41,936	11,842	28.24%
	CONTINGENCY	75,000	-	0.00%	-	-	0.00%
	TOWN OF WP PORTION OF LOCAL SALES TAX	383,649	284,849	74.25%	321,034	212,946	66.33%
	TOWN OF WP AGREEMENT	167,240	84,155	50.32%	164,768	79,843	48.46%
	TRANSFER TO DSS FUND	226,334	95,998	42.41%	204,240	209,485	102.57%
	TRANS TO REGIONAL ANIMAL SHELTER	159,474	159,474	100.00%	142,394	142,394	100.00%
	TRANSFER TO SCHOOL FUND	10,253,465	7,835,643	76.42%	9,549,802	7,757,364	81.23%
	TRANSFER TO VICTIM WITNESS	5,309	5,309	100.00%	4,472	4,472	100.00%
	TRANSFER TO CSA FUND	424,041	212,083	50.01%	462,419	229,959	49.73%
	TRANSFER TO CIP	17,848	17,675	99.03%	210,000	210,000	100.00%
	TRANSFERS - DEBT SERVICE	2,823,980	2,823,980	100.00%	2,740,571	2,740,571	100.00%
	TRANSFER TO VJCCCA FUND	18,850	18,850	100.00%	18,850	18,850	100.00%
	<b>Grand Total</b>	<b>28,238,509</b>	<b>21,142,086</b>	<b>74.87%</b>	<b>25,881,755</b>	<b>20,090,788</b>	<b>77.63%</b>

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In Summary, the County's revenues and expenditures are consistent with budgeted estimates.

- RE Tax Revenues – largest GF revenue sources; 1<sup>st</sup> half was due 12/5/21 collections at 50.17%; good indicator that we will meet target; 2<sup>nd</sup> half due 6/24/2022
- Expenditures are on target – similar in comparison to prior year.

**King William Cash Flow Pattern for General Fund**

King William County Cash Flow Pattern for General Fund	
	General Fund Balance
Jul-21	\$ 3,416,358
Aug-21	\$ 1,999,073
Sep-21	\$ 2,137,238
Oct-21	\$ 1,297,398
Nov-21	\$ 3,969,683
Dec-21	\$ 4,531,910
Jan-22	\$ 5,724,779
Feb-22	\$ 5,897,828
Mar-22	\$ 6,196,897

\*As of 4/28/22, county and school banking accounts have not been reconciled by the Treasurer's Office

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PROJECT	FY22 BUDGET	03/31/22	
		YTD EXPENSE	% of Budget
<b>GENERAL</b>			
RADIO REPLACEMENT	230,000	-	0.00%
HVAC	100,000	25,619	25.62%
VEHICLE REPLACEMENT	97,372	50,850	52.22%
IT-SERVERS,SOFTWARE,COMPUTERS	25,000	24,795	99.18%
MCALISTER	50,000	-	0.00%
360 COMPLEX RENO	30,000	438	1.46%
ROOFING PROJECTS	175,000	-	0.00%
MOTOROLA PROJECT CHANGE ORDERS	25,000	5,387	21.55%
<b>PARKS &amp; REC</b>			
FENCING AROUND SOCCER FIELD	8,000	-	0.00%
Gravel @ 360 COMPLEX	10,000	4,041	40.41%
NEW LAWN MOWER	15,000	9,000	60.00%
<b>FIRE/EMS</b>			
AMBULANCE/ENGINE	150,000	150,000	100.00%
LIFPACKS	60,000	60,000	100.00%
Gravel @ Station 1	25,000	-	0.00%
BRUSH/FR TRUCK	30,000	-	0.00%
TURN OUT GEAR FIRE/EMS	45,500	6,031	13.26%
WPVFR	30,000	-	0.00%
MANGO HICK	30,000	-	0.00%
FOUNTAIN BLEU WELL&PUMP	904,000	-	0.00%
WATER PROJECTS -M.U.P	6,761,328	-	0.00%
	<b>8,801,200</b>	336,162	

**Capital Projects Summary**

- Invoices for Parks & Recreation Soccer field and gravel expected to post with April 2022 expenses for completion of project.
- Still awaiting availability of Facilities Vehicle for purchase

Prior Years Remaining Capital Fund Balance not appropriated in FY22			
Well/Pump House	\$ 535,190		
Broadband	\$ 225,000		
Infrastructure	\$ 1,048,506		
Historical Building	\$ 36,894		
	\$ 1,845,590		

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PROFFERS							
Fund Balance as of 7/1/2021			\$ 554,184	Fund Balance a of 7/1/2020			\$ 214,457
			3/31/2022				3/31/2021
	FY22 Budget	FY22 YTD			FY21 Budget	FY21 YTD	
REVENUES	200,000	313,224			200,000	229,988	
EXPENSES	200,000	200,000			200,000	30,000	
<i>Capital Expenditures</i>					<i>Capital Expenditures</i>		
FUND BALANCE			667,407.64				414,445.16

- FY2023 Capital Budget includes utilizing \$200,000 (VPPSA site \$175K & Recreation Park Expansion \$25K)

*Proffers cash is collected from developers to go towards public facilities and infrastructure needs to serve the new development.*

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### Utilities Summary

WATER FUND							
Fund Balance as of 7/1/2021			\$ 620,444	Fund Balance a of 7/1/2020			\$ 389,061
			3/31/2022				3/31/2021
	FY22 Budget	FY22 YTD			FY21 Budget	FY21 YTD	
REVENUES	671,168	654,189			563,655	487,631	
EXPENSES	671,168	266,060			563,655	293,288	
<i>Capital Expenditures</i>					<i>Capital Expenditures</i>		
FUND BALANCE			1,008,572.87				583,404.25
SEWER FUND							
Fund Balance as of 7/1/2021			\$ 1,072,019	Fund Balance a of 7/1/2020			\$ 579,471
			3/31/2022				3/31/2021
	FY22 Budget	FY22 YTD			FY21 Budget	FY21 YTD	
REVENUES	400,000	488,000			477,971	464,000	
EXPENSES	400,000	-			477,971	114,389	
FUND BALANCE			1,560,019.00				929,082.56

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## Looking Ahead

- *FY2022 “Budget to Actual” monitoring will continue and preparation being made for year-end*
- *Purchase Order cutoff of May 13 communicated to Department Heads and staff*
- *Preliminary FY2022 audit work cannot be scheduled until status of bank reconciliation completion from July 2021 to date is established.*
- *FY2021 audit remains incomplete; pending completion of bank account reconciliations*

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## ATTACHMENT D

GENERAL FUND EXPENDITURES SUMMARY						
FY 2023 RECOMMENDED BUDGET						
Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Adopted	FY23 Recommended	FY22 to FY23
BOARD OF SUPERVISORS	80,636	66,804	81,795	86,218	90,066	4.46%
COUNTY ADMINISTRATOR	211,020	249,507	274,364	482,959	723,785	49.86%
FINANCE DEPARTMENT	444,762	416,337	572,288	526,010	431,669	-17.94%
HUMAN RESOURCES/PAYROLL	-	-	-	-	189,014	100.00%
INFORMATION TECHNOLOGY SVC	147,836	149,762	215,362	264,675	305,771	15.53%
LEGAL SERVICES (County Attorney)	71,168	187,131	126,084	212,000	153,000	-27.83%
COMMISSIONER OF THE REVENUE	276,461	284,503	365,582	330,092	328,949	-0.35%
ASSESSOR	91,426	121,530	COMBINED WITH COR			0.00%
TREASURER	232,888	255,406	261,115	262,377	238,137	-9.24%
BOARD OF ELECTIONS	48,858	57,982	53,151	85,539	88,059	2.95%
GENERAL REGISTRAR	108,936	124,640	161,603	174,955	196,555	12.35%
COURTS (Regional Circuit Court, Gen Dist Court, Juv Dom Rel Court)	35,669	36,229	36,977	48,882	49,747	1.77%
CLERK OF THE CIRCUIT COURT	273,595	283,378	331,721	310,332	332,398	7.11%
COMMONWEALTH'S ATTORNEY	320,602	302,565	338,712	385,667	426,780	10.66%
SHERIFF'S OFFICE	1,761,195	1,714,183	1,835,149	2,365,723	2,600,816	9.94%
EMERGENCY COMMUNICATIONS (E-911)	694,756	700,488	756,444	764,093	832,194	8.91%
WEST POINT PD&TOWN MOTOROLA RADIO SERVICE - Moving exp to Public Safety Radio System Department	46,179	47,757	-	-	-	0.00%
ANIMAL CONTROL	94,047	126,905	125,723	163,880	176,085	7.45%
MEDICAL EXAMINER	100	80	120	300	300	0.00%
FIRE AND EMERGENCY SERVICES	515,565	1,168,028	1,232,384	1,517,045	1,698,470	11.96%
PUBLIC SAFETY RADIO SYSTEM includes support/maintenance for Sheriff/Fire & EMS/Volunteer Fire/EMS, WPPD, & WP Admin	-	-	429,220	451,756	453,757	0.44%
VOLUNTEER FIRE PROGRAMS (Life Care)	22,639	-	-	-	-	0.00%
KING WILLIAM VOLUNTEER FIRE	137,606	-	-	-	-	0.00%
WEST POINT VOLUNTEER	336,191	350,060	279,120	287,412	341,024	18.65%
MANGO HICK VOLUNTEER FIRE	133,377	141,538	95,320	96,160	98,457	2.39%
WALKERTON VOLUNTEER FIRE	61,665	61,706	39,320	39,320	39,320	0.00%
MATTAPONI VOLUNTEER RESCUE	55,706	-	-	-	-	0.00%
FIRE SUPPORT SERVICES (MedFlight, Peninsula EMS Council, Dept of Forestry)	12,511	12,460	12,297	12,225	13,644	11.61%
CORRECTION & DETENTION (Adult, Pre-trial, Juvenile)	949,830	864,630	976,455	1,128,086	1,152,497	2.16%
PLANNING AND ZONING	370,999	484,996	407,803	519,509	410,533	-20.98%
BUILDING AND DEVELOPMENT SERVICES	177,564	186,362	167,417	182,488	203,001	11.24%
ECONOMIC DEVELOPMENT & TOURISM	6,228	50,475	8,710	34,290	56,250	64.04%
VPPSA	865,515	866,168	901,324	958,259	1,077,498	12.44%
LITTER PREVENTION GRANT	1,919	6,654	6,993	5,000	5,000	0.00%

Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Adopted	FY23 Recommended	FY22 to FY23
GENERAL PROPERTIES	765,167	792,204	788,709	931,520	926,275	-0.56%
HEALTH DEPARTMENT	140,000	140,000	140,000	140,000	158,224	13.02%
CONTRIBUTIONS (Other Outside Agencies)	593,966	617,123	612,822	658,575	664,401	0.88%
PARKS AND RECREATION ADMINISTRATION	219,001	219,261	76,722	161,402	205,018	27.02%
NON DEPARTMENTAL (Contingency, Tax Levy, etc.)	735,515	825,892	593,804	625,889	626,038	0.02%
TRANSFERS - GENERAL FUND	18,558,401	13,936,556	13,333,384	13,911,453	14,735,619	5.92%
<b>TOTAL</b>	<b>\$ 29,599,499</b>	<b>\$ 25,849,300</b>	<b>\$ 25,637,995</b>	<b>\$ 28,124,091</b>	<b>\$ 30,028,350</b>	<b>6.77%</b>

GENERAL FUND REVENUE SUMMARY						
FY 2023 RECOMMENDED BUDGET						
Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Adopted	FY23 Proposed	FY22 to FY23
REAL PROPERTY	12,406,951	12,665,938	13,042,551	13,356,129	14,026,265	5.0%
PERSONAL PROPERTY	3,621,378	3,730,983	4,118,922	4,919,977	5,301,665	7.8%
MACHINERY AND TOOLS	1,721,401	1,893,476	2,044,078	2,113,235	2,131,846	0.9%
OTHER LOCAL TAXES	3,331,453	3,600,382	4,025,338	3,451,468	3,991,468	15.6%
PERMITS AND FEES	321,688	415,953	599,913	386,700	435,900	12.7%
OTHER LOCAL REVENUE	797,420	618,109	816,222	628,577	293,610	-53.3%
COMPENSATION BOARD	1,287,819	1,348,799	1,346,714	1,404,157	1,523,570	8.5%
OTHER STATE AID	492,992	497,212	510,588	453,075	364,500	-19.5%
PPTRA	1,204,131	1,204,131	1,204,131	1,204,131	1,203,773	0.0%
FEDERAL AID	54,374	45,997	75,471	65,500	45,202	-31.0%
USE OF UNASSIGNED FUND				135,000	221,050	63.7%
TRANSFER FROM ARPA					489,500	0.0%
<b>TOTAL</b>	<b>\$ 25,239,607</b>	<b>\$ 26,020,980</b>	<b>\$ 27,783,928</b>	<b>\$ 28,117,949</b>	<b>\$ 30,028,350</b>	<b>6.8%</b>

\*The totals may vary from Budget Print out due to date selected for printing, budget amendments and adjusting entries

**AGENDA ITEM 7.a.ii.**

May 23, 2022 Regular Meeting Draft Minutes

**DRAFT MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING OF MAY 23, 2022**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 23rd day of May 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.

**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 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 6. PUBLIC COMMENT**

Chairman Moren opened the Public Comment period.

Peter Mason of District 2 said he understands Zebulon’s Grotto has a Conditional Use Permit (CUP) application in process and asked why the County is entertaining issuing a CUP on a property which has so many violations. He said there were over 30 cars going in and out of the property the previous weekend and 8-10 tents were present. Mr. Mason said the owner continues not to care about the law and he assumes the owner plans to do even more given how he’s pushed the limit already. He said he is concerned about Memorial Day weekend. He said he heard gunfire or firecrackers at 3am on Sunday. He did not call the police.

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

**Agenda Item 7. CONSENT AGENDA**

Consent Agenda items were:

- a. Approval of Minutes:
  - i. March 28, 2022 Regular Meeting Draft Minutes
  - ii. April 11, 2022 Public Hearing & Work Session Draft Minutes
  - iii. April 25, 2022 Public Hearing & Regular Meeting Draft Minutes
- b. Approval of Expenditures - April 2022
- c. **Resolution 22-37** – Appropriating School Nutrition Funds for King William County Public Schools

Supervisor Garber moved for approval of the Consent Agenda; motion was 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

**RESOLUTION 22-37  
 APPROPRIATING ADDITIONAL FUNDING FOR KING WILLIAM COUNTY PUBLIC SCHOOLS  
 FISCAL YEAR 2022 SCHOOL CAFETERIA BUDGETS**

**WHEREAS**, the King William County School Board at the April 19, 2022 School Board meeting amended its nutrition budget to reflect increases in expenses as well as revenue resulting in a net increase in revenue in the amount of \$72,377.82; and

**WHEREAS**, the King William County Board of Supervisors wishes to amend the Fiscal Year 2022 School Operating budget and School Cafeteria budget to reflect these budget amendments.

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors that the FY2022 Budget is amended via the appropriation of \$72,377.82 to the School Cafeteria fund as delineated in the attached School Board budget amendment.

**DONE** this the 23rd day of May 2022.

**Agenda Item 8. PUBLIC HEARINGS**

**8.a. Resolution 22-38 - Subordination Agreement Between King William County and King William Little League, Inc. - Andrew R. McRoberts, County Attorney**

Mr. McRoberts said King William County Little League is purchasing lights for a field at King William Rec Park and the financing company they are using requires a subordination agreement from the County as the owner of the property.

Vice Chair Hodges asked for confirmation that this does not allow the County to take possession. Mr. McRoberts said that is correct.

Supervisor Garber asked if the financier can put a lien. Mr. McRoberts said only on the lights.

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

Supervisor Moskalski made a motion to approve Resolution 22-38. 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

**RESOLUTION 22-38  
AUTHORIZATION TO SIGN SUBORDINATION AGREEMENT WITH MUSCO FINANCE, LLC IN  
RELATION TO LIGHTING IMPROVEMENT FINANCING BY KING WILLIAM LITTLE LEAGUE,  
INC.**

**WHEREAS**, King William Little League, Inc. (the “Borrower”) is seeking to finance lighting improvements to the baseball fields located at King William Recreation Park in Aylett, Virginia (the “Premises”) through Musco Finance, LLC (the “Lender”); and

**WHEREAS**, Lender requires a Subordination Agreement from King William County in order to finance Borrower’s purchase of lighting equipment; and

**WHEREAS**, King William County is the owner, landlord, or mortgagee of the real estate located at the Premises; and

**WHEREAS**, the following described equipment (the "Equipment") is or will be installed on or affixed to the Premises:

Musco Lighting system consisting of:

- 4 - pre-cast concrete bases
- 2 - 70' galvanized steel poles
- 2 - 60' galvanized steel poles
- 8- Total Light Control™ TLC-LED-1500 factory-aimed and assembled luminaires
- 11 - Total Light Control'M TLC-LED-900 factory-aimed and assembled luminaires
- 5 - Total Light Control'M TLC-BT-575 factory-aimed and assembled luminaires
- Electrical component enclosures
- Pole length wire harnesses
- 12 - pennant kits
- Control-Un~ control and monitoring system
- LED dimming

Built to the following specifications:

- Driver input voltage: 240
- Phase to pole: 1
- Structural integrity is based upon IBC 2018, 115 mph, exposure C
- Light levels: 50 footcandles infield, 30 footcandles outfield for Field 5; and

**WHEREAS**, King William County claims a lien or other interest in or has leased or otherwise granted the right to occupy to the Borrower, all or a portion of the Premises; and

**WHEREAS**, Lender has loaned or will loan or advance money for purchase of the Equipment to, or has obtained or will obtain a security interest in the Equipment from the Borrower.

**NOW, THEREFORE, BE IT RESOLVED** and agreed to by the Board of Supervisors of King William County as follows:

1. The interest of the Lender in the Equipment shall at all times be superior to any interest King William County (the "County") may now or hereafter have in the Equipment and the County hereby subordinates any lien it may have in the Equipment, whether such lien is statutory or by agreement, to the lien of Lender whether or not the Equipment is deemed a fixture to the Premises, and the County agrees that the Equipment is and shall at all times remain personal property notwithstanding that it may be installed on or affixed to the Premises.
2. Lender may inspect the Equipment on the Premises and may remove the Equipment from the Premises without further consent of the County. Lender shall pay for the cost of repairing any physical injury to the Premises caused by removal of the Equipment but not for any diminution in value of the Premises caused by absence of the removed Equipment or by any necessity of replacing the removed Equipment.
3. The Equipment may remain on the Premises free of charge for a period of 30 days following written notice from the County to Lender directing removal.
4. Lender may extend the time for payment or change in any other way the obligations of the Borrower to Lender without affecting the agreements of the County hereunder.

5. This agreement shall be binding upon and inure to the benefits of the estate, heirs, successors and assigns of the County and the successors and assigns of Lender; and

**BE IT FURTHER RESOLVED** that the County Administrator of King William County, Virginia is authorized to sign the Subordination Agreement with Musco Finance, LLC and do all things necessary to give this resolution effect.

**DONE** this 23rd day of May, 2022.

**8.b. Resolution 22-39 - Amend the FY 2021-2022 Operating Budget and Appropriate Funding for King William County Public Schools 2022 General Obligation Bond Capital Projects - James E. Sanderson, Jr., Senior Vice President - Davenport & Company LLC**

Mr. Sanderson said the bond has been closed on and the interest rates locked in. The FY 2021-2022 budget now needs to be amended to appropriate the funds. This is required by statute because the amount is greater than 1% of the budget.

Supervisor Garber asked the interest rate. Mr. Sanderson said 3.54%.

Vice Chair Hodges asked if this appropriates the full amount. Mr. Sanderson said yes.

Supervisor Garber asked if the term was 20 years. Mr. Sanderson said yes.

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

Supervisor Moskalski made a motion to approve Resolution 22-39. 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

**RESOLUTION 22-39**

**AMEND THE FY 2021-2022 OPERATING BUDGET & APPROPRIATE FUNDING FOR KING WILLIAM COUNTY PUBLIC SCHOOLS 2022 GENERAL OBLIGATION BOND CAPITAL PROJECTS**

**WHEREAS**, the Board of Supervisors of King William County, Virginia approved the issuance of a General Obligation Bond to fund School Capital Improvements via Resolution 22-19 on March 28, 2022; and

**WHEREAS**, the Board of Supervisors of King William County, Virginia recommends an amendment to the FY 2021-2022 Capital Fund Budget for the Cost of Issuance and the School Capital Projects approved for Bond funding in the amount of \$6,663,123; and

**WHEREAS**, the Board of Supervisors of King William County, Virginia must appropriate funding for the School Capital Projects with the intention that this funding be assigned to these projects and carried forward to future Fiscal Years until completion; and

**WHEREAS**, the Board of Supervisors of King William County, Virginia held a duly advertised Public Hearing to receive public comment on this matter on May 23, 2022;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, that the FY 2021-2022 Budget is hereby amended, and funds appropriated in the amount of \$6,663,123 for the 2022 General Obligation Bond funded School Capital Projects.

**BE IT FURTHER RESOLVED** that the County Administrator of King William County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

**DONE** this 23rd day of May, 2022.

**8.c. Resolution 22-40 - Adopt the King William County Comprehensive Plan - Blueprint 2041 -Sherry Graham, Director of Planning**

Ms. Graham went over a summary of the process of forming the Comprehensive Plan as well as the Plan itself. There were no questions from the Board.

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

Supervisor Greenwood made a motion to approve Resolution 22-40. Supervisor Garber seconded the motion. The Chairman called for any discussion.

Vice Chair Hodges asked about the Scenic River designation and resulting regulations with the waterways. Steve Hudgins, Deputy County Administrator, said that was not in the Comprehensive Plan.

Vice Chair Hodges said he thought it was crazy to even think about installing a roundabout at the intersection of Routes 360 & 30. Supervisor Moskalski said Hill Studio said it might be a dream plan and is just a general development concept. Supervisor Greenwood said VDOT wouldn't approve it for a long time anyway since they just completed significant improvements at the intersection. He said there are some roundabouts in Colonial Heights and elsewhere.

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 22-40**

**REPLACE THE 2016 KING WILLIAM COUNTY COMPREHENSIVE PLAN AND ADOPT A NEWLY REVISED COMPREHENSIVE PLAN - BLUEPRINT 2041**

**WHEREAS**, the County of King William has a Comprehensive Plan that was adopted on November 21, 2016 and §15.2-2229 of the Code of Virginia provides for the amendment of Comprehensive Plans; and

**WHEREAS**, in accordance with §15.2-2229 of the Code of Virginia the King William County Planning Commission conducted a duly advertised Public Hearing on May 3, 2022, to receive public comment and consider a recommendation to the Board of Supervisors to adopt the newly revised Comprehensive Plan - Blueprint 2041; and

**WHEREAS**, the Planning Commission voted to recommend approval of the newly revised King William County Comprehensive Plan - Blueprint 2041 with no provisions; and

**WHEREAS**, the Board of Supervisors conducted a duly advertised Public Hearing on May 23, 2022 to receive public comment and consider adoption of the newly revised Comprehensive Plan - Blueprint 2041; and

**WHEREAS**, the Board of Supervisors believes that public general welfare as well as good planning practices are served by updating the King William County Comprehensive Plan;

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with §15.2-2229 of the Code of Virginia, the Board of Supervisors hereby adopts the newly revised King William County Comprehensive Plan - Blueprint 2041 in the form presented to the Board on this date.

**DONE** this 23rd day of May, 2022.

**8.d. Ordinance 06-22 - Repealing County Code Chapter 10, Article II, Division 3, Sections 10-91 through 10-93 Regarding Dangerous Dogs - Andrew R. McRoberts, County Attorney**

Mr. McRoberts said the General Assembly amended the dangerous dog provisions in State Code. Sheriff Walton recommended the repeal of the County’s parallel ordinance and simply enforcing the State Code provisions. This will eliminate the need to change the County Code in the future if the State Code changes again. The current County Code is word-for-word the same as the old State Code.

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

Supervisor Garber made a motion to approve Ordinance 06-22. Supervisor Moskalski 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

**ORDINANCE 06-22**

**AN ORDINANCE TO REPEAL KING WILLIAM COUNTY CODE CHAPTER 10, ARTICLE II, DIVISION 3, SECTIONS 10-91 THROUGH 10-93 REGARDING DANGEROUS DOGS**

**WHEREAS**, §3.2-6543.1 of the Code of Virginia (1950), as amended, allows the governing body of any locality to enact an ordinance regulating dangerous dogs that is parallel to Code of Virginia § 3.2-6540, 3.2-6540.01, 3.2-6540.02, 3.2-6540.03, or 3.2-6540.04; and

**WHEREAS**, the King William County Board of Supervisors adopted such parallel ordinance on February 23, 2009 in County Code Chapter 10, Article II, Division 3, Sections 10-91 through 10-93; and

**WHEREAS**, the King William County Board of Supervisors now desires to remove such parallel code from the County Code and adhere to the Code of Virginia §3.2-6540 through 3.2-6544, 3.2-6562.2, and 18.2-52.2 relating to dangerous dogs; and

**WHEREAS**, the King William County Board of Supervisors conducted a duly advertised public hearing on May 23, 2022 to receive public comment and consider the above action;

**NOW, THEREFORE, BE IT ORDAINED** that the Board of Supervisors of King William County, Virginia, does this 23rd day of May, 2022, repeal King William County Code Chapter 10, Article II, Division 3, Sections 10-91 through 10-93 and thereby adheres to the Code of Virginia §3.2-6540 through 3.2-6544, 3.2-6562.2, and 18.2-52.2 relating to dangerous dogs.

**DONE** this the 23rd day of May, 2022.

**Agenda Item 9. PRESENTATION**

**9.a. All Points Broadband Update - Tom Innes, VP of Business Development (via Zoom)**

Mr. Innes went over the timeline and history of the County’s broadband project (Attachment A). He said the agency has not finalized the VATI contract with the Department of Housing and Community Development (DHCD). It is expected to be executed by June 15, 2022. All Points will be providing access to currently unserved locations remaining in the County. These are areas with no access to 24mb service via wire. Breezeline is also doing parts of the County under a different project award.

All service levels will be eligible for the Affordable Connectivity Program. If you qualify for federal assistance, you will also qualify for this. All Points is also working on identifying other discount programs.

Vice Chair Hodges said he didn’t understand the map shown. Chairman Moren said the blank portion in the middle shows the area belonging to Breezeline.

Supervisor Garber asked how many homes are currently served. Supervisor Moskalski said the red lines are data lines and the green dots are drops.

Vice Chair Hodges asked if it matters how far a home is from the line. Mr. Innes said there is no limit during the first year. After that, the fee includes 500 ft.

Supervisor Moskalski asked if burying lines would have an additional cost. Mr. Innes said if the current power lines are aerial, there would be an extra cost. If they are already buried, there would be no additional cost.

Supervisor Greenwood said Breezeline does not cover all the areas shown on the map. Chairman Moren said the Board will talk about that shortly as part of another agenda matter. Supervisor Moskalski said Breezeline also has an RDOF grant.

Supervisor Garber asked if there is a map showing roads. Chairman Moren said APB will give more detail once they have an approved plan. Mr. Innes said you can see it on the Commonwealth's website and follow the progress as it goes along.

Vice Chair Hodges asked if we have a contract with APB explaining what they'll cover. Chairman Moren said the fiber will follow the REC/Dominion lines. Vice Chair Hodges asked if Cable TV will also be available. Chairman Moren said no, but people will have access to streaming services. Mr. Innes said Voice Over IP (VOIP) phone services will be offered and they have a third party who can help people recreate other content.

**9.b. All Points Broadband Grant Administration Agreement - Steve Hudgins, Deputy County Administrator**

Mr. Hudgins said DHCD didn't come out with a contract until last Friday. The contract covers everything to make the grant happen. Staff is asking Board approval for the County Administrator to sign the contract.

Supervisor Moskalski made a motion to approve the County Administrator signing the DHCD contract. 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

**Agenda Item 10. OLD BUSINESS**

**10.a. Resolution 22-41 - Creating the King William Fire & EMS Water Rescue Program, Approval for the Appropriation and Expenditure of Donated Funds, and Statement of Appreciation for a Gift from the Estate of Charles S. Hunter, III - Stacy Reaves, Fire Chief**

Chief Reaves presented Resolution 22-41 creating the King William Fire & EMS Water Rescue Program as presented to and discussed with the Board during the May 9, 2022 Work Session.

Vice Chair Hodges asked where the department would get the personnel to put both on the water and in the ambulance. Chief Reaves said it depends on the situation. He said there are three personnel members on shift at the present and that will go up to five once the recruits graduate in July.

Chairman Moren asked if Mangohick would be participating. Chief Reaves said they can if they want to be trained. He said West Point has some people already trained and he wouldn't turn help away as long as personnel was properly trained.

Supervisor Garber made a motion to approve Resolution 22-41. Supervisor Moskalski 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 22-41**  
**CREATION OF THE KING WILLIAM COUNTY FIRE & EMS WATER RESCUE PROGRAM,**  
**APPROVAL FOR THE APPROPRIATION AND EXPENDITURE OF DONATED FUNDS, AND**  
**STATEMENT OF APPRECIATION FOR A GIFT FROM**  
**THE ESTATE OF CHARLES S. HUNTER, III**

**WHEREAS**, there have been 72 water-related incidents dispatched in King William County, which is bordered by the Mattaponi and Pamunkey Rivers and contains 43 streams, since January 2017; and

**WHEREAS**, an efficient Water Rescue Program includes properly trained personnel; proper personal protective equipment for cold and abrasive environments; rescue equipment including ropes, victim harnesses, victim PFDs, lights, GPS, etc.; and

**WHEREAS**, startup costs for the program include one outboard powered rescue boat and trailer with two paddle boats for shallow and obstructed areas; ten qualified and trained rescuers to spread across the shifts; and all necessary equipment, personal protective equipment, and Victim Rescue Equipment estimated at approximately \$50,000; and

**WHEREAS**, a donation was given to King William County Fire & EMS from the estate of Charles S. Hunter, III which will fund 100% of the proposed Water Rescue Program;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that the King William County Fire & EMS Water Rescue Program is hereby approved; and

**BE IT FURTHER RESOLVED** that the above described donation of funds is hereby appropriated for and the expenditure of such funds approved for use for said program; and

**BE IT FINALLY RESOLVED** that the Board of Supervisors of King William County expresses their gratitude for the generous gift given by Mr. Hunter and offers their deepest condolences to his family and friends.

**DONE** this 23rd day of May, 2022.

**10.b. Resolution 22-42 - Adopting the All-Hazards Mitigation Plan - Sherry Graham, Director of Planning**

Ms. Graham said the Plan was done through the Middle Peninsula Planning District Commission funding through FEMA and VDEM. She said most other localities have already adopted the Plan.

Supervisor Moskalski made a motion to approve Resolution 22-42. Supervisor Greenwood 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 22-42**

**RESOLUTION TO ADOPT THE MIDDLE PENINSULA REGIONAL ALL HAZARDS MITIGATION PLAN**

**WHEREAS**, the County of King William, Virginia has experienced severe damage from a host of hazards such as flooding from hurricanes, nor’easters, wildfires, winter storms, tornadoes, and lightning on many occasions in the past century that have resulted in property losses, loss of life, economic hardships, and threats to public health and safety for all community residents, and

**WHEREAS**, the first Middle Peninsula Regional All Hazards Mitigation Plan (“the Plan”) was undertaken as a regional planning project with all nine (9) jurisdictions participating in its development and adoption in 2006, 2011, and 2016; and

**WHEREAS**, all nine (9) Middle Peninsula jurisdictions and federally recognized Tribes in the region participated in the update of the Plan within the Federal Emergency Management Agency’s required 5-year period; and

**WHEREAS**, the Plan update recommends many mitigation strategies that will help protect the residents and their property from the adverse effects of hazards that face King William County; and

**WHEREAS**, the Plan update was reviewed at a meeting of the King William County Board of Supervisors held on May 9, 2022, as required by law;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, that:

1. The Middle Peninsula Regional All Hazards Mitigation Plan update is hereby adopted as the official Plan for the County of King William, Virginia; and
2. The respective officials/staff identified in the implementation section of the Plan update are encouraged to implement the mitigation strategies and report on their activities, accomplishments, and progress to the King William County Board of Supervisors; and
3. The County Administrator and Board of Supervisors will report status updates on mitigation strategies to the Middle Peninsula Planning District Commission and the Federal Emergency Management Agency on an annual basis.

**DONE** this 23rd day of May, 2022.

**Agenda Item 11. NEW BUSINESS**

**11.a. Resolution 22-43 - Appropriating Additional Funds to KWCPs for FY '22 for Fuel - Natasha Joranlien, Director of Financial Services**

Ms. Joranlien said King William County Public Schools has requested additional funding be appropriated to their FY '2022 operating budget in the amount of \$100,000 to offset the increase in fuel expenses.

Vice Chair Hodges asked if this amount would carry them through June 30, 2022. Ms. Joranlien said it should carry them through the end of this financial year. She said she and Ms. Longest, KWCPs Director of Finance, look over actual revenues vs. what has already been appropriated monthly.

Supervisor Moskalski made a motion to approve Resolution 22-43; Vice Chair Hodges 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

**RESOLUTION 22-43  
 APPROPRIATING ADDITIONAL FUNDING FOR KING WILLIAM COUNTY PUBLIC SCHOOLS  
 FISCAL YEAR 2022 FOR FUEL EXPENSE**

**WHEREAS**, King William County Public Schools (KWCPs) has incurred increased fuel expenses over what was budgeted for FY '2022; and

**WHEREAS**, revenues available to KWCPs as of April 30, 2022 include:

Motor Vehicle License Revenue	\$421,508.93
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Food & Beverage Tax	<u>\$429,660.12</u>	
Total	\$851,169.05	and

**WHEREAS**, the FY '2022 Budget appropriated \$725,000 of these revenues to KWPCS, leaving a balance of \$126,169.05; and

**WHEREAS**, KWPS has requested additional funding be appropriated to their FY '2022 Operating Budget in the amount of \$100,000 to offset the increase in fuel expenses; and

**WHEREAS**, the King William County Board of Supervisors wishes to approve and appropriate additional funding in the amount of \$100,000 to the FY '2022 School Operating budget as requested by KWPCS;

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors that the FY '2022 School Operating Budget is amended via an appropriation of an additional \$100,000 to offset the increase in fuel expenses.

**DONE** this 23rd day of May, 2022.

**11.b. Broadband Conference Summary - Steve Hudgins, Deputy County Administrator and Edwin H. Moren, Jr., Chairman of the Board of Supervisors**

Chairman Moren provided an overview of topics discussed at the Broadband Together 2022 conference which he and Mr. Hudgins attended May 18-19, 2022. He said Virginia is leading Broadband development in the nation.

Mr. Hudgins went over the Commonwealth Connection map located at <https://commonwealth-connection.com/>. He said the data currently on the site is from last year. The information is sent to the state by ISPs. The FCC information is from 2020. Chairman Moren says the data on the FCC site shows King William County as being fully covered. This inaccurate information is what prompted the Commonwealth to create this site and begin updating the information. Supervisor Moskalski said this inaccurate FCC information was a barrier to the County in the past because federal money wasn't open to us due to their definition of rural. Chairman Moren said the site is under development and will get better. This is the site Mr. Innes referred to in his presentation. Supervisor Moren said the speed test shown on the site measures where the user is accessing the site from at that moment. It is not saying that is the speed available to the locality.

**11.c. FCC Affordable Connectivity Program - Edwin H. Moren, Jr., Chairman of the Board of Supervisors**

Chairman Moren provided information on the FCC's Affordable Connectivity Program. The program provides a discount towards monthly internet service and a one-time discount of up to \$100 for the purchase of a laptop, desktop computer, or tablet from participating providers for eligible households and those living on qualifying tribal lands. If you have received a federal Pell Grant during the current award year, you are also eligible for the discounts. Breezeline and Verizon

Wireless both participate in the program as will All Point Broadband. More information can be found at <https://affordableconnectivity.gov/> which is also where people can enroll.

Vice Chair Hodges said some discounts are available for people with disabilities. Chairman Moren said individual providers may offer a program.

Chairman Moren said DHCD also has a Line Extension Customer Assistance Program (LECAP) designed to support the extension of existing broadband networks to low-to-moderate income residents. <https://dhcd.virginia.gov/lecap>

**11.d. Resolution 22-44 - Reorganization of the King William County Social Services Board and Establishment of the King William County Social Services Advisory Board - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft said the Director of Social Services resigned and left her position. He noted a correction needed to be made to the resolution presented deleting the end of line 12 and all of line 13, “and be governed by...”

Virginia Code §63.2-302 states the local board of Social Services for an individual county shall be, at the discretion of the governing body of the county, either a local government official or a local board consisting of residents of the county. King William currently has a local board which hires the Director of Social Services and provides oversight for the department. The County desires to move the department under the oversight of the Board of Supervisors by establishing the County Administrator as the local Social Services Board. When a local government official is the county board, State Code also requires the creation of an advisory board. The Advisory Board has no authority but monitors what’s going on in the community.

Mr. Ashcraft said right now, DSS follows all state policies except for two holidays and inclement weather procedures. Staff recommends the adoption of Resolution 22-44 which establishes the County Administrator as King William County’s local board of Social Services, eliminates the current Social Services Board, and establishes a Social Services Advisory Board. Staff will come back to the Board of Supervisors on June 13, 2022 with employee personnel policy recommendations. He said it is not the County’s intention to take anything away.

Vice Chair Hodges asked if we should wait until the personnel issues were determined. Supervisor Moskalski said he thinks we should know that first to make sure we don’t misunderstand what we’re getting into. He said he doesn’t want to rush in. Supervisor Garber said the intent of Resolution 22-44 is just a first step and defines the local board of Social Services. He said this is something that needs to be done quickly.

Vice Chair Hodges said we don’t know about personnel benefits. Supervisor Garber said we do know. The main difference is the roll-over of leave. He said no one is affected adversely. He said the courts are currently not happy with King William DSS.

Supervisor Moskalski said he has a bad feeling that we don’t have the full picture.

Supervisor Garber said the only way to regain the confidence of the courts is to do something now. The main issue is oversight of the department and providing an island for employees to bring grievances.

Mr. McRoberts said the Board of Supervisors has the authority to decide who is the local board of Social Services for King William County.

Supervisor Moskalski said he is concerned about benefits management and especially, if there are limits to the authority that can be exercised there.

Supervisor Garber said that the current Social Services Board appointed the County Administrator as interim Director of Social Services and can also dismiss him whenever they want.

Supervisor Moskalski asked if we are confident we have the resources to become the HR manager for the department. Mr. Ashcraft said yes.

Vice Chair Hodges asked why we aren't just bringing the department under the County's personnel policy. Mr. Ashcraft said he is concerned some senior employees may lose some accrued leave.

Mr. Ashcraft said passing the resolution would make the County Administrator the local board of Social Services immediately and give him authority. For now, the benefits would stay the same as they are currently.

Vice Chair Hodges asked if employees are compensated differently. Mr. Ashcraft said it is similar to Constitutional Officers and the Compensation Board. He said many other localities have switched to this model and it's working for them. He said 85% of the funding comes from the State Department of Social Services. It does not come from the Compensation Board.

Mr. Ashcraft gave the example of Governor Northam's desire to remove teleworking and bring state employees back to the office. Social Services doesn't fall under that currently. They have their own internal policy and have been continuing to telework. He said the State governs funding things and the locality governs other things. As interim, he has frozen teleworking and brought employees back to the office. Supervisor Garber said people go to DSS because they need help. Teleworking is a problem because no one is physically there to help them.

Supervisor Greenwood asked what happens with the Director. Mr. Ashcraft said they would be just like any other Department Head and would report to him.

Vice Chair Hodges asked if the Advisory Board would have a Board of Supervisors member. Mr. Ashcraft said if the Board wants it to. Supervisor Garber said the current members were asked to submit a community service application if they wanted to stay. There would be no compensation. There would be no Advisory Board until the Board of Supervisors appoints members to it.

Chairman Moren asked if there's anything that can't be done regarding HR. Mr. Ashcraft said some benefits will be lost. Supervisor Garber said the County also offers some benefits DSS staff currently do not have.

Supervisor Garber made a motion to approve Resolution 22-44; Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

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

**RESOLUTION 22-44R**  
**REORGANIZATION OF THE KING WILLIAM COUNTY SOCIAL SERVICES BOARD AND ESTABLISHMENT OF THE KING WILLIAM COUNTY SOCIAL SERVICES ADVISORY BOARD**

**WHEREAS**, the Virginia Code § 63.2-302 states the local board of Social Services serving a single county shall be, at the discretion of the governing body of the county, either a local government official or a local board consisting of residents of the county; and

**WHEREAS**, the King William County Board of Supervisors desires the King William County Board of Social Services to be the County Administrator; and

**WHEREAS**, the King William County Board of Supervisors desires that all employees of the King William County Department of Social Services report to the local DSS Director, who is appointed and supervised by the King William County County Administrator ~~and be governed by the King William County Personnel Policies and Procedures~~; and

**WHEREAS**, the Virginia Code § 63.2-305 states if the governing body of the county designates, under the provisions of Virginia Code § 63.2-302, a local government official as constituting the local board, such governing body shall appoint a board to serve in an advisory capacity to such local government official with respect to the duties and functions imposed upon him by state law; and

**WHEREAS**, the King William County Board of Supervisors desires to create the advisory board as required by Virginia Code § 63.2-305;

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors as follows:

**BE IT RESOLVED** that the County Administrator of King William County, Virginia is hereby designated as the County’s Local Board of Social Services as permitted by Virginia Code § 63.2-302, effective immediately, with the powers and duties of such a board as stated therein and elsewhere in Chapter 3 of Title 63.2 of the Code of Virginia (1950), as amended; and

**BE IT FURTHER RESOLVED** that the current King William County Social Services Board is hereby eliminated, effective immediately; and

**BE IT FURTHER RESOLVED** that all employees of the King William County Department of Social Services shall report to the local DSS Director, who is appointed and supervised by the King William County County Administrator; and

**BE IT FURTHER RESOLVED** that the King William County Social Services Advisory Board is hereby established in accordance with Code of Virginia § 63.2-305, effective immediately, with the powers and duties as stated therein and elsewhere in Chapter 3 of Title 63.2 of the Code of Virginia (1950), as amended; and

**BE IT FURTHER RESOLVED** that the King William County Social Services Advisory Board shall consist of five citizen members to be appointed by the King William County Board of Supervisors, plus the County Administrator as an *ex officio* member, with initial appointments of citizen members as follows: (i) one member for a term of one year; (ii) one member for a term of two years; (iii) one member for a term of three years, and (iv) two members for terms of four years, and subsequent appointments for a term of four years each, except that appointments to fill vacancies that occur during terms shall be for the remainder of these unexpired terms; and

**BE IT FINALLY RESOLVED** that the King William County Board of Supervisors thank each of the members of the outgoing King William County Social Services Board for their service to the County and to its citizens.

**DONE** this 23rd day of May, 2022.

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

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

Mr. Ashcraft provided the Board with an updated copy of his monthly report.

**12.b. Consideration of Special Meeting for FOIA and Parliamentary Procedure Training - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft said the County would like to present FOIA and parliamentary procedure training for all County Boards and Commissions and their staff liaisons. Chairman Moren said to also look for online resources. Supervisor Moskalski said in-person is more engaging and interactive. He asked if it would be done during a Work Session. Mr. Ashcraft said it would be offered on a different night. Staff will look at dates and coordinate with the Board.

**Agenda Item 13. BOARD OF SUPERVISORS' COMMENTS**

Vice Chair Hodges said VDOT has started paving the crosswalks in West Point. He said the first Food Truck event at the Pavilion will be Friday night.

Supervisor Moskalski said it was nothing personal with the DSS matter, he just has a bad feeling about it. He reminded the Board that he would not be at the next Work Session.

Supervisor Greenwood said the Zoom numbers seem to be dwindling and thanked people for coming. He said there was an accident and garage fire on Route 30. He said COVID is coming back, be careful, and get your boosters.

Supervisor Garber said COVID is on the rise. He wished people a happy Memorial Day. He said the DSS resolution was needed and thanked people for coming.

Chairman Moren said he is proud of where the County is with Broadband expansion and thanked people for coming.

**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 appointment of individuals to Boards and Commissions. 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.b. Motion to Reconvene in Open Session**

Supervisor Moskalski made a motion to reconvene in Open Session. Supervisor Garber 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

**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 Greenwood. 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

**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 23rd day of May, 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 23rd day of May, 2022.

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

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

**Agenda Item 15. APPOINTMENTS**

**15.a. Resolution 22-45 - Appointment to the Wetlands Board**

Supervisor Garber moved for adoption of Resolution 22-45 appointing Stephanie Pollard to the Wetlands Board of Directors for a five-year term ending September 30, 2027; the motion was seconded by Supervisor Moskalski. 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

**RESOLUTION 22-45  
APPOINTMENT TO THE WETLANDS BOARD OF DIRECTORS**

**WHEREAS**, there are currently at least two vacancies on the Wetlands Board of Directors; and

**WHEREAS**, Stephanie Pollard of District 1 has expressed interest in an appointment to the Wetlands Board of Directors; and

**WHEREAS**, the Board of Supervisors now desires to make an appointment to this position;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that Stephanie Pollard is appointed to the Wetlands Board of Directors for a five-year term ending September 30, 2027.

**DONE** this 23rd day of May, 2022.

**15.b. Resolution 22-46 - Appointment to the Pamunkey Regional Library Board of Trustees for West Point**

Supervisor Greenwood moved for adoption of Resolution 22-46 appointing John B. Edwards, Jr. to the Pamunkey Regional Library Board of Trustees for the remainder of a four-year term ending June 30, 2025; 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

**RESOLUTION 22-46**

**APPOINTMENT TO THE PAMUNKEY REGIONAL LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, the second term of Mary Montague Sikes representing the Town of West Point on the Pamunkey Regional Library Board of Trustees ended June 30, 2021; and

**WHEREAS**, the Code of Virginia §42.1-39 states no appointive member shall be eligible to serve more than two successive terms; and

**WHEREAS**, the Town of West Point has recommended the appointment of John B. Edwards, Jr. to fill the vacancy on the Pamunkey Regional Library Board; and

**WHEREAS**, the Board of Supervisors now desires to make an appointment to this position;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of King William, Virginia that John B. Edwards, Jr. be appointed to the Pamunkey Regional Library Board of Trustees for the remainder of a four-year term ending June 30, 2025.

**DONE** this 23rd day of May, 2022.

**Agenda Item 16. 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, 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

COPY TESTE:

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Edwin H. Moren, Jr., Chairman  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

## **AGENDA ITEM 7.b.**

Approval of Expenditures - May 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: June 27, 2022  
 TO: King William County Board of Supervisors  
 FROM: Natasha Joranlien, Director of Financial Services  
 SUBJECT: Monthly Expenditures - May 2022

**County Administration Expenditures (excluding Payroll)**

Checks and ACH processed	<b>686,975.69</b>
Transfer from Treasurer to Schools	<b>905,940.58</b>

**County Administration Payroll**

Payroll Net	360,615.75
Employer Benefit Portion	133,689.88
Employer State Unemployment	332.91
Employer FICA/Med Portion	37,671.96
County Costs	<b>532,310.50</b>
<i>Employee Portion of Taxes</i>	<i>98,455.41</i>
<i>Employee Portion of Benefits</i>	<i>58,538.47</i>
	<b>689,304.38</b>

**ARPA Funds (Fund 215)**

<b>Comprehensive Services Act</b>	<b>-</b>
	<b>153,929.82</b>

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

Checks and ACH processed	<b>34,374.10</b>
Special Welfare	-

**DSS Payroll**

Payroll Net	36,970.13
Employer Benefit Portion	16,289.72
Employer State Unemployment	158.80
Employer FICA/Med Portion	3,811.68
DSS Costs	<b>57,230.33</b>
<i>Employee Portion of Taxes</i>	<i>8,533.89</i>
<i>Employee Portion of Benefits</i>	<i>8,081.18</i>
	<b>73,845.40</b>

**TREASURER MANUAL CHECKS ISSUED**

<i>Expenses</i>	<i>517.29</i>
<i>Refunds</i>	<i>1,462.23</i>
<i>Pass Thru</i>	<i>1,551.47</i>
	<b>3,530.99</b>

Total County Administration, ARPA, Social Services, CSA, & Treasurer Manual Checks	<b>2,374,292.01</b>
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## **AGENDA ITEM 7.c.**

**Resolution 22-47** - Directing the Treasurer to Issue a Business License Tax Overpayment



King William  
County  
Est. 1702

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

**TO: Board of Supervisors**

**FROM: Karena L. Funkhouser, Commissioner of the Revenue**

**DATE: June 16, 2022**

**SUBJECT: Refund of 2022 Business License Tax Overpayment**  
[Identifying information has been redacted to protect the privacy of the payee due to the refund amount.]

██████████ had a contract to provide engineering and construction services in King William County beginning on September 1, 2020 in the amount of \$19,664,074.20.

██████████ filed a 2020 Business License Application estimating gross receipts of \$12,318,105.00. ██████████ paid \$19,708.97 based on the contractor rate of \$0.16 per \$100.

██████████ applied for the 2021 Business License and estimated gross receipts for 2021 at \$7,345,969.00. ██████████ paid \$11,744.00 with the application based on the contractor rate of \$0.16 per \$100.

In February 2022, ██████████ submitted an **undated** business license application showing gross receipts of \$18,090,949.00 and paid \$28,945.52. This application was processed as a 2022 Business License.

On May 24, 2022, I received the letter from the Finance Director of ██████████ requesting a refund of the \$28,945.52 less \$30.00 for the 2022 Business License Fee. The letter states the Business License Application processed for 2022 was filed in error by an employee no longer with the company. ██████████ will receive no payment in 2022 on this contract. ██████████ performed minor follow-up work in 2022 and is only required to pay the minimum \$30.00 fee for the 2022 Business License.

The memo I sent to the County Attorney seeking refund approval and to the County Administrator included the letter from the ██████████ Finance Director, two pages from the ██████████ Contract verifying the amount, payment and abatement records from Edmunds and copies of the Business License Applications received. ██████████ paid the entire business license tax of \$31,462.52 in 2020 and 2021 based on the total gross receipts from the contract of \$19,644,074.20. ██████████ is due a refund of \$28,915.52.

I hereby certify that this assessment was erroneous. Thank you for your consideration.

**KING WILLIAM COUNTY, VIRGINIA  
REFUND SHEET**

Date: June 14, 2022

Name: Energy EPC US, LLC

Address: 1201 Wilson Blvd., Suite 2200  
Arlington, VA 22209

Reason: Energy only required to pay the minimum license fee of \$30.

Tax Corrected	Subject of Taxation	Year	Value	Value Overassessed	Rate	Refund
Business License	B0003561	2022	\$18,090,950.00	\$18,090,950.00	\$0.16 / \$100	\$28,915.52
<b>Total Refund</b>						<b>\$28,915.52</b>

*Karena L. Fink*  
\_\_\_\_\_  
Commissioner of the Revenue

\_\_\_\_\_  
Board of Supervisors

*Andrew R. McRobert*  
\_\_\_\_\_  
County Attorney

**RESOLUTION 22-47**

**A RESOLUTION DIRECTING THE TREASURER OF KING WILLIAM COUNTY TO ISSUE A BUSINESS LICENSE TAX REFUND DUE TO OVERPAYMENT**

**WHEREAS**, the Commissioner of the Revenue has determined an overpayment of business license tax in the amount of \$28,915.52 has been made by ██████████ (“the taxpayer”); and

**WHEREAS**, the Commissioner of the Revenue has determined that the taxpayer paid all taxes due based on an erroneous estimation of gross receipts on their 2022 Business License application and is entitled to a refund of excess taxes paid. Such refund has been consented to by the County Attorney as provided for in Section 58.1-3981 of the Code of Virginia; and

**WHEREAS**, the Board is required to direct the Treasurer to issue a tax refund for erroneous tax payments for amounts exceeding \$2,500;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of King William County directs the Treasurer to issue a refund of \$28,915.52 to ██████████

**DONE**, this the 27th day of June, 2022.

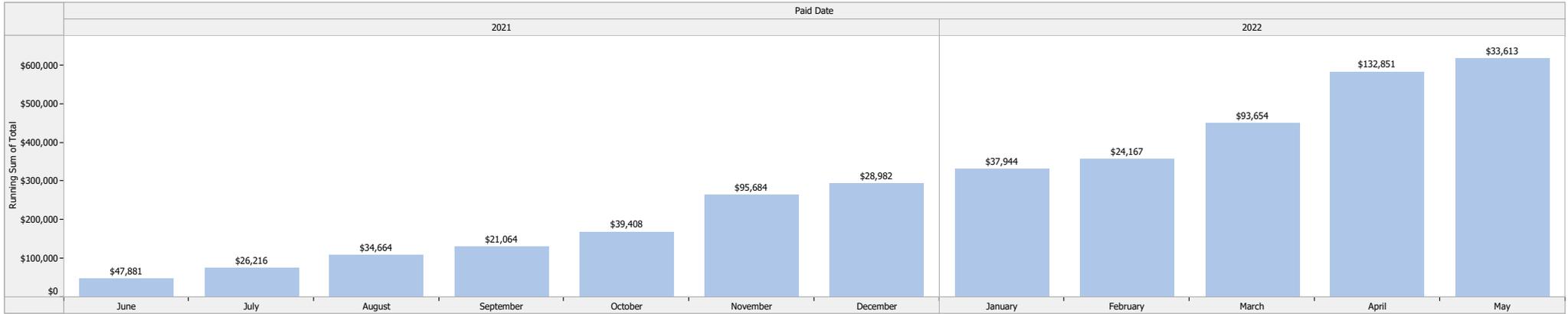
## **AGENDA ITEM 8.a.**

Taxing Authority Consulting Services (TACS) Presentation - John A. Rife, Attorney

# Client Portfolio Collection Report

Client	Account Type	Last Assigned Date	Accounts Referred	Referred Amount	Cancelled Amount	Adjustments	Total Paid	Balance	Accounts Active	Percent Collected
King William County Real Estate	KW-RE	5/9/2022	271	\$3,124,202	\$18,946	(\$1,104,102)	\$1,032,432	\$968,723	178	51.59%

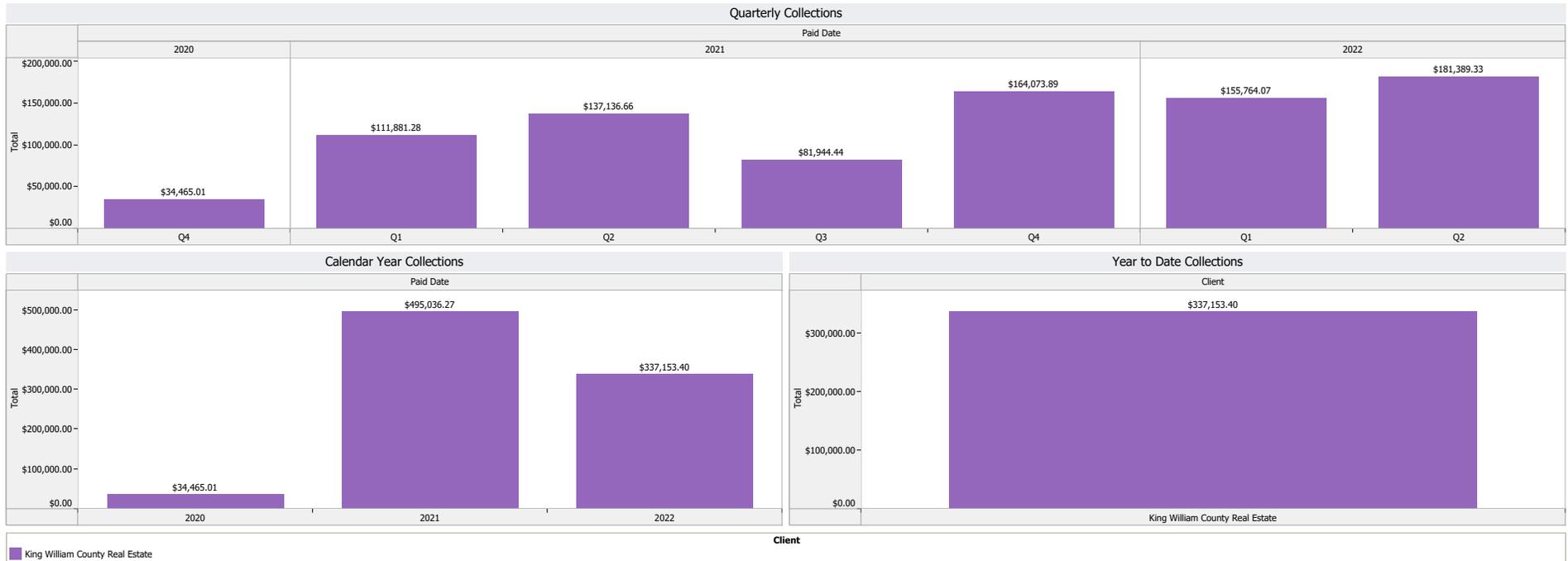
**Sum of Amount Collected**



Portfolio summary includes costs recovered and direct payments but no collection fee.  
 Chart provides running sum of amounts collected without any costs of litigation, collection fees or direct payments to locality added.

King William County Real Estate

## Client Collections Over Time



Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance
Pre-Lit Payment Plans			44-48	1	\$4,577
			4729	1	\$146
			6-45	1	\$3,131
			44-29D	1	\$9,009
			20-22	1	\$2,717
			20-22C	1	\$3,943
			8534	1	\$100
			54-87A	1	\$1,837
			29-7-5	1	\$4,851
			44-98	1	\$3,593
			45-26	1	\$3,454
			22-B-2-A-7	1	\$3,092
			6-60A	1	\$2,355
			35-25	1	\$2,164
			37-29A	1	\$2,051
			35-14H	1	\$1,998
			18-58C	1	\$1,593
			13-61D	1	\$604
			13-61E	1	\$954
	Pre Lit Title Ordered			28-7-10	1
			11-62B	1	\$911
			62-31	1	\$254
			52-42A	1	\$26,804
			2711	1	\$325
			63-A4-6-4-12	1	\$2,995
			69-A2-1-14-1534	1	\$1,352
			69-A2-1-14-1545	1	\$1,352
			69-A2-1-15-1531	1	\$819
			69-A2-1-16-1516	1	\$1,876
			69-A2-1-21-1870	1	\$1,352
			69-A3-1-08-1642	1	\$4,159
			5260	1	\$325
			5297	1	\$325
			6533	1	\$325
			6536	1	\$325
			6539	1	\$325

Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance	
Pre Lit Title Ordered			6542	1	\$325	
			6545	1	\$325	
			28-22A	1	\$14,044	
			143	1	\$300	
			39-16	1	\$5,921	
			672	1	\$325	
			6-43B	1	\$10,249	
			2231	1	\$325	
			44-107	1	\$9,586	
			22-6	1	\$5,881	
			1418	1	\$325	
	Pre-Lit Title Review			21-40G	1	\$2,073
				44-58	1	\$982
			44-58A	1	\$11,396	
			54-30	1	\$6,730	
			3870	1	\$325	
			44-122	1	\$7,426	
			2049	1	\$325	
			44-42A	1	\$14,453	
			363	1	\$200	
			37-11F	1	\$8,567	
			3614	1	\$300	
			45-10F	1	\$7,895	
Pre-Lit 3965				10148	1	\$146
			4-12C	1	\$6,105	
			3808	1	\$325	
			52-25B	1	\$2,490	
			44-97	1	\$4,280	
			2016	1	\$170	
			44-2-4	1	\$9,581	
			10968	1	\$325	
			45-22	1	\$6,873	
			10987	1	\$325	
		38-108C	1	\$5,493		
		661	2	\$200		
		27-31A	1	\$8,736		

Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance
Pre-Lit 3965			62-B-3	1	\$6,883
			1118	1	\$325
			45-23A	1	\$5,387
			2830	1	\$230
			63-A4-6-6-21	1	\$3,985
			5895	1	\$200
			27-33	1	\$198
LIT Suit Filed			26-62	1	\$4,074
			2566	1	\$194
LIT Affidavits Decree Order Filed			29-17A	1	\$6,517
			2629	1	\$537
			21-82	1	\$16,913
			1585	1	\$794
			25-30A	1	\$12,924
			4830	1	\$1,465
			37-2A	1	\$11,473
			3216	1	\$1,158
			54-30B1	1	\$7,880
			2889	1	\$1,029
			44-30	1	\$6,919
			4224	1	\$580
			62-A-3-1	1	\$5,115
			3911	1	\$1,186
			13-22	1	\$3,515
LIT Decree of Sale Prep			543	1	\$947
			25-54	1	\$123
			26-9	1	\$32,518
			26-9C	1	\$17,226
			26-13	1	\$16,726
			4405	1	\$986
			4406	1	\$174
			4408	1	\$130
			11580	1	\$174
			22-8A	1	\$36,602
			1586	1	\$2,214
			30-43	1	\$21,704

Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance
LIT Decree of Sale Prep			2107	1	\$2,440
			44-108	1	\$17,248
			18-66	1	\$12,745
			4520	1	\$1,343
			7-31C	1	\$5,318
			443	1	\$216
			4-19	1	\$3,203
			1880	1	\$1,277
LIT Payment Plans			20-22D	1	\$5,556
			5-6-2	1	\$2,467
LIT Appraisal Ordered			21-31A	1	\$11,867
			105	1	\$2,412
			21-5-4	1	\$10,571
NJS Auction Prep			7479	1	\$836
			69-A2-1-11-1582	1	\$310
			69-A2-73-1181	1	\$113
			7101	1	\$101
			7103	1	\$101
			7104	1	\$101
			7105	1	\$101
			7106	1	\$101
			18-43	1	\$1,923
			2179	1	\$145
			44-87	1	\$224
			2202	1	\$130
			69-A1-51-706	1	\$177
			6488	1	\$145
			14-4-1A	1	\$191
		8177	1	\$107	
		6500	1	\$145	
		6863	1	\$145	
NJS Title Order			69-A2-1-13-1550	1	\$410
			69-A2-1-13-1555	1	\$246
			69-A2-1-13-1556	1	\$246
			69-A2-1-13-1561	1	\$410
			69-A2-1-14-1539	1	\$819

Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance			
NJS Title Order			69-A2-1-14-1540	1	\$819			
			69-A2-1-16-1507	1	\$246			
			69-A2-1-16-1508	1	\$246			
			69-A2-1-19-1897	1	\$164			
			69-A2-1-20-1880	1	\$192			
			69-A2-1-20-1888	1	\$164			
			69-A2-1-46-1910A	1	\$210			
			69-A2-95-1452	1	\$410			
			69-A2-95-1457	1	\$240			
			69-A2-96-1447	1	\$410			
			5107	1	\$130			
			5472	1	\$130			
			6527	1	\$130			
			6528	1	\$130			
			6529	1	\$130			
			6530	1	\$130			
			6531	1	\$130			
			6532	1	\$130			
			6534	1	\$130			
			6535	1	\$130			
			6540	1	\$130			
			6541	1	\$130			
			6729	1	\$130			
			6730	1	\$130			
			6748	1	\$130			
			6772	1	\$130			
			6869	1	\$130			
						69-A2-1-21-1859	1	\$358
						69-A2-1-21-1865	1	\$358
						69-A2-1-21-1866	1	\$547
						69-A2-1-21-1867	1	\$547
						6543	1	\$100
						6544	1	\$130
						6680	1	\$130
						6682	1	\$130
						69-A1-51-703	1	\$360

Name	Last Name	First Name	Reference2	Number of Records	Sum Of Account Balance
NJS Title Order			6489	1	\$130
Pre-Lit Bankruptcy Hold			35-7B	1	\$501
			35-7C	1	\$7,470
			35-7D	1	\$416
			18-39A	1	\$11,593
			27-39A	1	\$4,676
<b>Grand Total</b>				<b>187</b>	<b>\$595,974</b>

# Litigation Bin Tracking (Summary Report)

6/16/2022 2:42:12 AM

Name	Number of Records	Sum Of Account Balance	Unique Count Debtors
Pre Lit Initial Ad	50	\$140,695	16
Pre Lit Title Ordered	36	\$90,279	14
Pre-Lit Title Review	20	\$69,739	9
Pre-Lit 3965	23	\$53,193	9
LIT Suit Filed	2	\$4,267	1
LIT Affidavits Decree Order Filed	17	\$78,952	8
LIT Decree of Sale Prep	19	\$172,364	7
Pre-Lit Payment Plans	46	\$54,335	19
LIT Appraisal Ordered	4	\$25,686	2
LIT Payment Plans	4	\$8,103	2
NJS Auction Prep	30	\$4,676	7
NJS Title Order	48	\$10,271	3
Pre-Lit Bankruptcy Hold	9	\$24,755	4
<b>Grand Total</b>	<b>308</b>	<b>\$737,316</b>	<b>101</b>

**PORTFOLIO COLLECTION REPORT KEY**

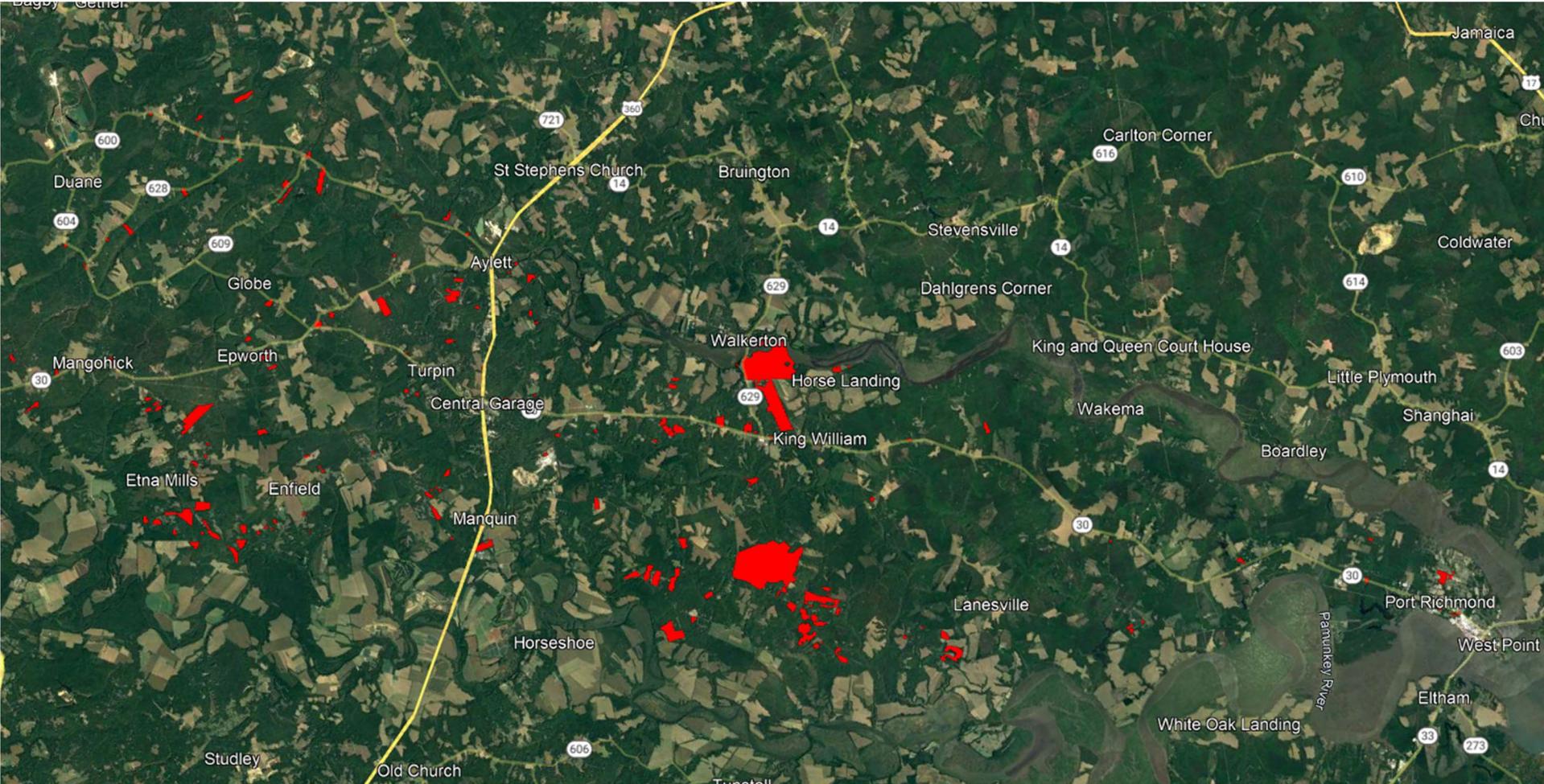
<b>Referred Accounts</b>	Number of unique debtors referred (does not reflect number of parcels)
<b>Amount Referred</b>	Total portfolio assigned for collection including collection fees
<b>Cancelled Amount</b>	Amount recalled or withdrawn per client due to statute of limitation or manual recall
<b>Amount Adjusted</b>	Adjustments made to loaded accounts; adjustments to fees, correction of balances and automated withdraws or recalls
<b>Total Paid</b>	Sum of amounts paid including collection fees
<b>Balance Amount</b>	Remaining amount due in collections including collection fees
<b>Active Accounts</b>	Number of unique debtors with obligations due (does not reflect number of unique parcels)
<b>Percent Collected</b>	Percentage of collection of amounts referred less cancelled and adjusted accounts

**LITIGATION TRACKING REPORT KEY**

<b>Pre Lit Initial Ad</b>	Parcel has been advertised prior to litigation
<b>Pre Lit Title Ordered</b>	A title report has been ordered on the real estate
<b>Pre Lit Title Review</b>	Title has been received and is under review for preparation of legal documents
<b>Pre Lit 3965</b>	The required <u>30 day</u> letter notices have been mailed
<b>LIT Suit Filed</b>	Lawsuit has been filed with the Court and papers are out for service of process
<b>LIT Affidavits, Decree, Order Filed</b>	Affidavit of Commissioner of Revenue, Treasurer Posted Service, Due Diligence, Order of Publication and GAL Decree has been filed
<b>LIT Appraisal Ordered</b>	Appraisal has been ordered if assessed more than \$100,000
<b>LIT Decree of Sale Prep</b>	Preparing Motion for a decree of sale hearing
<b>LIT Decree of Sale Filed</b>	Property is ready for decree of sale hearing to permit sale
<b>LIT Auction Prep</b>	Decree of Sale has been entered and property is being prepared for auction
<b>LIT Decree of Confirmation Prep</b>	Property has been auctioned and confirmation documents are being prepared for Court approval
<b>LIT Decree of Confirmation Filed</b>	Confirmation documents have been filed with the Court along with a proposed distribution method for the funds
<b>LIT Deed Recordation and Disbursements</b>	Decree of Confirmation has been awarded and remainder of funds have been requested from the high bidder to allow disbursements to be made
<b>LIT Final Decree and Release Filed</b>	All disbursements have been made and the matter is ready to close and be removed from the Court's docket
<b>LIT Substitution of Counsel</b>	Requesting Court to allow the substitution of counsel
<b>LIT Other</b>	Litigation matter is on hold (reasons may vary)
<b>LIT Nonsuit Filed</b>	Case is dismissed
<b>LIT Commissioner in Chancery</b>	Awaiting hearing report from the commissioner in chancery
<b>LIT Excess Proceeds</b>	The Court is holding excess funds from the last auction for 2 years from Confirmation
<b>LIT Bankruptcy Hold</b>	The owner of the real estate is in bankruptcy
<b>Pre Lit and Lit Payment Plans</b>	The property is on an active payment plan and is monitored monthly for compliance
<b>NJS</b>	Property has been selected for nonjudicial sale qualification
<b>NJS Title Ordered</b>	Title has been ordered on the NJS property
<b>NJS Title Review</b>	Title has been received and is being reviewed on the NJS property
<b>NJS Auction Prep</b>	NJS property is ready and is being prepared for an upcoming auction
<b>NJS Deed Prep</b>	Auction concluded and the deed conveying the NJS property is being prepared for filing (Disbursements have been made)
<b>NJS Excess Proceeds</b>	Excess proceeds have been forwarded to the locality to be held for 2 years from auction

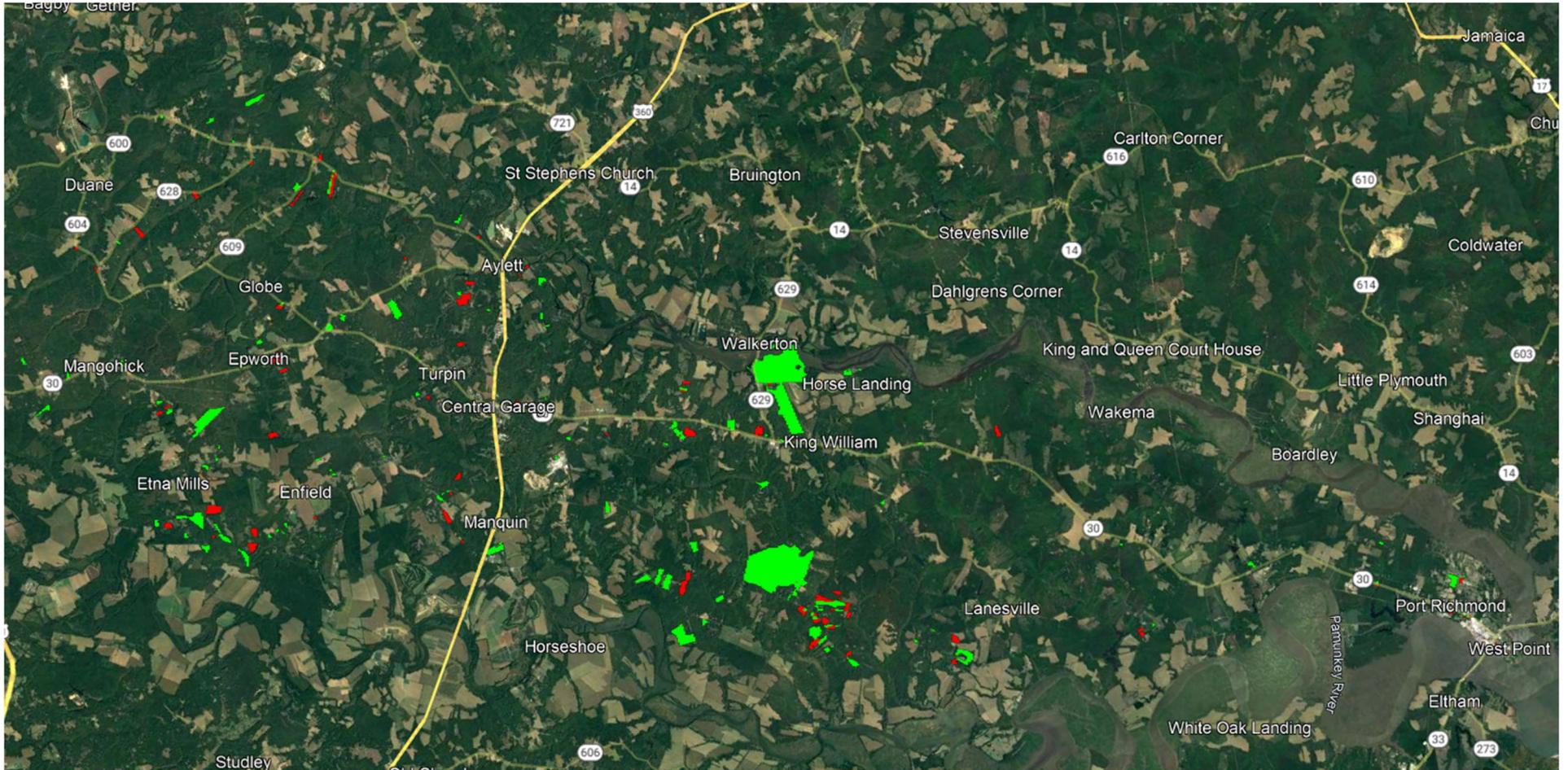
# King William Accounts Placed for Collection

Parcel GIS Overlay



# King William Parcels with Payments

Parcel GIS Overlay (Payments denoted in green)





## **AGENDA ITEM 9.a.**

Lease Agreement with the King William Historical Society - Percy C. Ashcraft, County Administrator

## LEASE

**THIS LEASE AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between **KING WILLIAM COUNTY, (the "Lessor" or the "County")**, and the **KING WILLIAM COUNTY HISTORICAL SOCIETY, INC. (the "Lessee" or the "Historical Society")** and it recites and provides as follows.

1. **Premises**: The premises subject to this lease (the "Premises") are the former offices, record room, and appurtenant facilities of the Clerk of the Circuit Court of King William County, Virginia (which is now being used as the county museum) and the former Jail, (but not including the Meeting Room/Kitchen on the East Side of the building), and County Administrative offices located adjacent to the historic court green on Horse Landing Road in King William Court House, Virginia. The physical addresses of the buildings that comprise the Premises are 227 and 253 Horse Landing Road, King William, Virginia 23086. The location of the facilities may be further described as part of Parcel #78 on King William County Cadastral (Tax) Map #37.
2. **Ownership of Facility and Contents**: The County shall retain ownership of the Premises. All improvements installed on or made to the Premises by the Historical Society shall be considered leasehold improvements owned by the County. The Historical Society shall own all artifacts, documents, records, books, furniture, computer and communications equipment, display cabinets not affixed to the Premises, and other objects which have been donated to or purchased by the Historical Society with its funds. The Historical Society shall establish and maintain a current itemized inventory of its possessions, a copy of which shall be provided to the County at its request.
3. **Terms of Lease**: The initial term of this Lease Agreement shall be ten (10) years.
4. **Renewal of Lease**: Except as noted below, the term of this Lease Agreement shall be automatically extended for periods of five (5) years. Each successive term shall commence on the expiration of the prior term.

5. **Annual Rent:** The annual rental payment due the County by the Historical Society shall be ten (\$10.00) dollars, which shall be due and payable on January 15<sup>th</sup> of each lease year.
6. **Use of Premises:** The Premises shall be used only for the operation of a museum, and staff offices related thereto, subject to the terms and provisions of this Lease Agreement. The Historical Society may, with prior written notice to and approval by the County, allow all or a portion of the Premises to be used by other entities for special events of a temporary or periodic nature. The County, in its sole and absolute discretion, may impose conditions governing such use of the Premises for such special events or any other purpose. The Historical Society shall not sublease all or a portion of the Premises to any other entity without the prior written consent of the County.
7. **Fees, Charges and Donations:** The Historical Society may assess and collect fees or charges from visitors of the museum, special events and County approved uses of the Premises by third parties. The Historical Society may accept donations for its museum and other Historical Society related activities at the Premises. The County shall not be liable for the collection, receipt, expenditure, or loss of any fees, charges, or donations intended for or received by the Historical Society whether on or off the Premises. Except for the County and the Historical Society as set forth above, no other person or entity may assess or collect fees, charges or donations on the Premises or its environs without the prior written approval of the County, which it shall be under no obligation to grant.
8. **Sale of Concessions and Merchandise:** The Historical Society and/or County may sell concessions, printed materials, clothing, and other merchandise produced by or for the Society and/or County at the Premises. No other person or entity may sell concessions and/or merchandise at the Premises or its environs without the prior written approval of the County, which it shall be under no obligation to grant.
9. **County Obligations:** The County shall maintain and keep the exterior of the building, utility and mechanical systems in good condition and repair, and shall maintain the grounds on which the Premises is situated. Notwithstanding the foregoing, the County

shall have the right to make any changes to such grounds and landscaping that it decides to do or make in its sole and absolute discretion. The County, at its expense, shall provide to the Premises potable water, sanitary sewer, and solid waste disposal services. The County, at its expense, shall provide to the Premises electrical service, provided that the cost of such electrical services shall not exceed \$1,500.00 per month.

10. **Historical Society Obligations:** The Historical Society shall continue to operate a museum open to the public during reasonable hours each week for the entire term of this Lease Agreement and any renewal terms. With the exception of any period of time during which closure of the museum is required due to a state of emergency declared by the Governor of Virginia or the Board of Supervisors of the County, should the Historical Society fail to operate such museum open to the public for six consecutive months, the County shall have the right, but not the obligation, to terminate this Lease Agreement. Subject to the approval of the County, the Historical Society shall establish and enforce reasonable rules and regulations governing the use, operation, and maintenance of the Premises and its activities thereon.

Plans for any interior or exterior improvements of the Premises shall be approved by the County prior to any work being commenced on any such improvements.

The Historical Society, at its expense, shall maintain and keep in good condition and repair the interior of the facilities, excluding utility and mechanical systems. The Historical Society shall promptly remove all displays, furniture, temporary lighting and sound equipment, waste, and other items following any receptions, open houses, and other special events.

The Historical Society will utilize the same security access system as the County uses in other facilities within the County complex. The Historical Society shall have the right, at its sole cost and expense, to install and maintain an additional security system to protect the Society's personal property on the Premises provided that such system shall not interfere in any way with the security system used by the County. The Historical Society shall obtain the County's approval of any such additional security system prior to its installation. The Historical Society shall inform the County and the Sheriff's Office,

of the type and operation of any such additional security system, including without limitation, the means of setting and disarming it.

The Historical Society, at its sole expense, shall provide volunteer and/or paid staff at a level sufficient to ensure reasonable access by the general and traveling public to those portions of the Premises that are open to the public, and shall comply with all state and federal grant requirements applicable to any such grants received by the Historical Society. The Historical Society shall make reasonable efforts to publicize the existence, location, and hours of operation of the Museum operated on the Premises.

11. **Annual Report:** The Historical Society shall provide the County with a written report by January 31 of each year of its operations and activities for the twelve (12) month period ending the previous December.
12. **Insurance:** The Historical Society shall carry Comprehensive General Liability Coverage of at least \$2,000,000 per occurrence for bodily injury and property damage coverage arising from the use and occupancy of the Premises by the Historical Society, its invitees, visitors, and guests. Of that amount, \$1,000,000 may be in the form of an excess or umbrella policy. Such policy shall cover the Premises and all other County facilities used at any time by the Historical Society, including without limitation all activities of third parties allowed to use the Premises and any other facilities by the Historical Society. King William County shall be named as Additional Insured with a 30 days' notice of cancellation clause included. The Historical Society shall furnish the County with a copy of the certificate(s) of insurance for each type of insurance required under this paragraph within thirty (30) days after the commencement of the term, and annually thereafter. The Historical Society shall require any entities to which it grants use of any portion of the Premises to provide liability and property damage insurance coverage for such entity's activities in the same amounts as required of the Tenant hereunder and naming the County as an Additional Insured under such policies.

13. **Liability:** The Historical Society shall save and hold the County, its officers, employees, agents, and assigns harmless from and against any claims, suits, actions, causes of action, and damages related to or in any way the result of the Historical Society's lease of the Premises, its operations thereon or on any real property of the County, and the Historical Society shall indemnify the County for any attorney's fees, Court costs, settlement costs, damages, and all other costs and expenses incurred by the County as a result of any such claims, suits, actions, causes of action, or damages related to or in any way the result of the Historical Society's lease of the Premises, its operations thereon or on any real property of the County, unless such claim or litigation is the direct result of gross negligence by the County.
14. **Repairs to Building:** The County shall have the right to enter the Premises at any time, with or without notice to the Historical Society, to perform routine inspections and repairs. No repairs or physical changes to the Premises (other than the installation of the Tenant's personal property) shall be made without the prior written consent of the County.
15. **Procurement:** All purchases and acquisitions of labor, equipment, materials, furnishings, and consultants by the Historical Society that utilize public funds shall comply with the Virginia Public Procurement Act. The Historical Society shall not be required to follow public procurement procedures for purchases and acquisitions that are totally paid for with Historical Society or other non-public funds.
16. **Ownership of Personal Property:** Upon termination of this Lease Agreement, the Historical Society shall retain ownership of all furniture, equipment, displays, and other items located on, but not affixed to, the Premises that are acquired with Historical Society or other non-public funds. The County shall retain ownership of those items acquired with County funds unless expressly conveyed to the Historical Society by the County. All fixtures shall remain a part of the Premises and be owned by the County unless the County consents in writing to their removal in advance of such removal.
17. **Off-Street Parking:** Members, guests, and vendors of the Historical Society and visitors to the Premises may utilize any County-owned, off-street parking space or lot

when visiting the Premises, except where such space or lots is expressly reserved by the County for other use(s). Such use shall at all times be subject to County control, rules and regulations and may be terminated at any time. Any such parking lots or spaces may be discontinued and put to other use by the County or conveyed by the County at any time and the Tenant shall have no claim for damages due to a loss of use of such spaces or lots. No specific parking spaces or area shall be reserved by the County for the Premises or for Historical Society use. The County shall not be liable for damaged or stolen motor vehicles or contents therein.

18. **Keys:** The County shall provide the Historical Society with sets of keys to the facilities. The Historical Society shall be responsible for the use and safekeeping of all keys in its custody and shall pay for any rekeying or replacement of locks made necessary due to a loss of any keys.
19. **Termination of Agreement:** This Lease Agreement may be terminated during the initial or any renewal term, with or without cause, upon one-year's written notice by either party, or at the end of any lease term with four months written notice by either party. Should either party breach any of the terms and conditions of this Lease Agreement and, after written notice from the non-breaching party, fail to correct such breach or take steps satisfactory to the non-breaching party to remedy such breach, within 45 days of receipt of written notice, this lease shall be terminated and the Historical Society shall vacate the premises immediately.
20. **Forum Selection:** The parties hereby submit to the personal jurisdiction and venue of any state or federal court located within the Commonwealth of Virginia for resolution of any and all claims, causes of action or disputes arising out of or related to this Lease Agreement. The parties further agree that any claims, causes of action or disputes arising out of, relating to or concerning this Lease Agreement shall have jurisdiction and venue in the Circuit Court of King William County, and shall be brought only in such Court.
21. **Non-Assignment of Agreement:** This Lease Agreement may not be assigned by the Historical Society in whole or in part to another party except upon the prior written

consent of the County. This Lease Agreement replaces all prior lease agreements between the parties regarding these premises or any portion thereof.

**22. Entire Agreement:** This Lease Agreement contains the full and final agreement between the parties hereto with respect to the lease of the Premises. Neither party shall be bound by any terms, conditions, statements, warranties, or representations, oral or written, not contained herein. No change or modification of this Lease Agreement shall be valid unless the same is in writing and is signed by the parties hereto. No waiver of any of the provisions of this Lease Agreement shall be valid unless the same is in writing and is signed by the party against which it is sought to be enforced.

**23. Severability of Agreement:** The provisions of the Lease Agreement are severable. The invalidity of any provision shall not affect the validity of any other provision contained within the Lease Agreement.

**24. Environmental Provisions:**

a. Definition of Hazardous Materials. Any flammable, explosives, radioactive materials, asbestos containing materials, petroleum products, the group of organic compounds known as polychlorinated biphenyls and other hazard wastes, toxic substances, or related materials, including without limitation, substances described as hazardous substances, hazardous materials, toxic substances, or solid waste in CERCLA, the Hazardous Materials Transportation Act and RCRA, as each of the foregoing may be amended from time to time.

b. Compliance with Environmental Laws. Tenant shall comply in all respects with the applicable laws, statutes, ordinances, permits, orders, decrees, guidelines, rules, regulations and orders pertaining to health or the environment (the "Applicable Environmental Laws"), including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA") and the Resource Conservation and Recovery Act ("RCRA"), as each of the foregoing may be amended from time to time. Tenant does hereby, for itself and its legal representatives, successors and assigns, agrees to pay any damages, costs and

expenses, reasonable attorney fees and judgments proximately caused by (a) the breach of any of the agreements of Tenant under this Section, or (b) the handling, installation, storage, use, generation, treatment or disposal of Hazardous Materials by Tenant, its employees or agents, including any cleanup, remediation, removal or restoration work required by the Applicable Environmental Laws.

c. Notice of Lead Based Paint. Tenant is hereby informed and does acknowledge that all buildings on the Premises, which were constructed or rehabilitated prior to 1978, are presumed to contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

d. Notice of Asbestos. Tenant is hereby informed and does acknowledge that friable and non-friable asbestos or asbestos-containing materials ("ACM") may exist on the Premises. Tenant covenants and agrees that its use and occupancy of the Premises will be in compliance with all applicable laws relating to asbestos and ACM.

e. Survival. The covenants and agreements of Tenant under this section shall survive the expiration or termination of this Lease.

**25. Counterpart Originals:** This Lease Agreement may be executed in one or more original counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument.

**26. Notices:** All notices, demands, or other communications that may be necessary or given hereunder shall be in writing and shall be deemed to be delivered: (i) the same day if delivered by hand, (ii) one (1) business day following deposit with a nationally recognized overnight courier service (costs prepaid), or (iii) five (5) business days after being deposited with the U.S. Postal Service, postage prepaid as registered or certified mail, return receipt requested. Notices shall be addressed as follows:

**TO LESSOR:** King William County Board of Supervisors  
c/o Mr. Percy Ashcraft, County Administrator  
180 Horse Landing Road #4  
King William, VA 23086; with a copy to:

Andrew McRoberts, Esquire  
Sands Anderson P.C.  
1111 East Main Street, Suite 2300  
P.O. Box 1998  
Richmond, VA 23218-1998

**TO LESSEE:** King William County Historical Society, Inc  
227 Horse Landing Road  
PO Box 233  
King William, VA 23086

**WITNESS** the following signatures and seals as of the date first written above.

**KING WILLIAM COUNTY**

By: \_\_\_\_\_  
Percy C. Ashcraft, County Administrator

Approved as to form:

\_\_\_\_\_  
County Attorney

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF KING WILLIAM; to-wit

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Percy Ashcraft as the County Administrator of King William County on its behalf.

By: \_\_\_\_\_

Christine H. Branch, Notary Public

My Commission Expires: 03/23/2023

My Identification No.: 7108450

**KING WILLIAM COUNTY HISTORICAL  
SOCIETY, INC.**

By: \_\_\_\_\_

Sally Pearson, President

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF KING WILLIAM; to-wit

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
2022, by Sally Pearson as the President of the King William County Historical Society,  
Inc. on its behalf.

By: \_\_\_\_\_

Christine H. Branch, Notary Public

My Commission Expires: 03/23/2023

My Identification No.: 7108450



## **AGENDA ITEM 9.b.**

Recreation Expansion Plan Discussion - Percy C. Ashcraft, County Administrator

**SCOPE OF SERVICES**  
**Parks and Recreation Extension to the King William Comprehensive Plan**  
*HSPC Commission 2054.01*

This letter will serve as the agreement amendment between King William County (Owner) and Hill Studio (consultant) for the scope of services shown below.

The work proposed is for Hill Studio to assist King William by developing better programming and conceptual design documents for the proposed park and recreation facilities, visioning documents to assist the public to understand and to build consensus, and project phasing and budgeting plans for the facilities. The work will take place during the Summer of 2022, with products available early if grant opportunities present themselves.

**SCOPE OF SERVICES**

The Consultant will provide the following services:

**1. Programming and Design Direction**

Meet with the Owner’s management team and develop an initial program and direction for the facilities. Agenda:

- Review inventory of existing parklands, and available parklands
- Review Parks and Recreation comments from the 2021 Public engagement from the Comprehensive Plan
- Discuss Opportunities for Parks and Recreation
  - i. Program elements (especially unique P&R opportunities for county, like water trails or marksmanship)
  - ii. Locations for a healthy countywide plan
  - iii. Key “sparkplugs” for implementation

**2. Conceptual Plans**

1. With outcomes from Programming meeting, compose several concepts to arrange program items.
2. Meet with Owner to discuss merits and issues with each.
3. After Owner’s review, prepare a revised conceptual Parks master plan. Include site plans, key building concept plans, project costs.
4. Meet with Owner to discuss merits and issues with each. During the same visit, present the findings to one public Board (if requested)

### 3. Master Plan

After Owners reviews:

- Prepare final color versions of the plans
- Prepare up to two 3D illustrations
- Compose overall project cost estimate
- Prepare a chapter on current grant possibilities to fund Park initiatives
- Compose overall project calendar (implementation Strategy)

Compose all products into a short highly-illustrative Report (20-30 pages) for public relations purposes.

#### TERMS of AGREEMENT AMENDMENT:

The Owner will compensate Hill Studio on Lump-sum basis for all work, for a fee of \$\_\_\_\_\_. This fee is itemized in tasks as shown below:

(chart goes here)

Unless superseded herein, all terms of the original agreement apply.

The above represents the entire agreement amendment between the Owner and Hill Studio. This document may only be amended by written instrument signed by both parties to this contract. Please indicate your understanding of and agreement with the above by signing both copies and returning one to Hill Studio for our files.

Sincerely,  
Hill Studio



David P. Hill, ASLA  
President

APPROVED:  
County of King William

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Hill Studio</b>				
<b>Person</b>	<b>David</b>	<b>Greg</b>	<b>Appren</b>	<b>Pup</b>
<b>Rate</b>	<b>\$185.00</b>	<b>\$150.00</b>	<b>\$85.00</b>	<b>\$37.00</b>
<b>Task</b>				
<b>1 Initial Project Orientation and General Discussion (1 Day)</b>				
On site Meeting with Key Personnel, Maps		8		8
<b>2 Conditions Research &amp; Documentation I – County Focus Group Meetings</b>				
Concepts	2	8	20	
Mine Survey			8	
Meet - Virtual		2		
Revise		4	24	
Meet		8		
<b>3 Final Plans</b>				
Final Plans		8	24	24
Two 3d Illustrations		16		
Cost Est		6		
Book	4	4		40
Implementation Strategy		4		
<b>Total Hours</b>	<b>6</b>	<b>68</b>	<b>76</b>	<b>72</b>
<b>Total Fees</b>	<b>\$1,110.00</b>	<b>\$10,200.00</b>	<b>\$6,460.00</b>	<b>\$2,664.00</b>
Incidentals - Mileage, Meals , etc				\$1,000.00
<b>Total Fees and Incidentals</b>				<b>\$21,434.00</b>
<b>Total Budget:</b>				

**Value Management Ideas:**

Less Public Engagement - since it is a logical extension of the highly-engaged strategic plan  
 All virtual meetings



SCOPE PROPOSAL FOR SERVICES  
ATT: TERMS AND CONDITIONS

<b>DATE</b>	June 6, 2022		
<b>CONTRACT WITH</b>	King William County, Virginia	<b>CONTACT</b>	Steve Hudgins, Deputy County Admin. shudgins@kingwilliamcounty.us
<b>PROJECT</b>	Parks and Recreation Comprehensive Master Plan	<b>LOCATION</b>	King William County, VA
<b>LPDA PM</b>	Bill Mechnick, PLA Tristan Cleveland, PLA	<b>LPDA PROJECT NO.</b>	

**Dear Steve,**

We are pleased to submit this agreement for Planning services on the above referenced project.

**Understanding of Project Services**

Below is an outline of fees that relate to the physical and community needs aspects of the plan, as well as demographics/trends and programs. The process will focus on your community profile, statistically valid community input, stakeholder input, inventory of existing level of service, assessment of existing conditions, programs and services, development of a need’s summary and a level of service, outlines of costs and implementation, related reporting, mapping, and graphics. The proposed scope gives the County a complete comprehensive master plan which sets the framework for CIP planning and implementation. It will also give the Parks staff a structure for future updates to the plan as conditions change. The process will require some assistance from the department with community meetings and information gathering. The order of tasks and deliverables may change and adapt to departmental objectives, priorities, and the logical and efficient sequence of activities and deliverables.

**Task 1 Progress Reporting/Project Initiation**

The team will meet with staff during a project review and kick off meeting. The team will discuss overall project coordination tasks, project objectives and schedule, the work plan, and staff expectations for outcomes. LPDA and Parks staff will conduct a park system tour, visiting a sample of typical parks and facilities. During this tour, parks staff will identify the best aspects of the system as well as the worst aspects for the system. During the planning process the consultant shall attend and facilitate monthly progress report meetings via digital meeting software. A progress report and draft documents will be submitted one to three working days prior to the meetings.

**Deliverables**

- a) Attend 1 kickoff meeting and system tour
- b) Prepare Gantt chart schedule/work plan
- c) Prepare and submit monthly progress reports

**Task 2 Public Involvement**

*Citizen Input Process*



LPDA will work with the County to engage the public in the process of developing the master plan. The final engagement plan will be customized to meet the community's needs and will be based on what works best in the King William County community. King William Parks & Recreation (KWPR) staff will assist in managing and facilitating the process. Primarily the process will involve a variety of in-person and on-line engagement tools that will be deployed to gather diverse input.

#### *Public Forums*

Two public open forums will be held in an accessible location, with options to attend both physically and digitally in an open house forum. Additional sets of public meetings may be required to provide better accessibility for residents of different communities or areas of the County where community gathering places, such as community centers and churches may be used. Additional forums are not included in our fee and may be coordinated and administered by County staff if needed, following the format provided by LPDA. The 1st public forum would be held to inform the public, providing information about goals and objectives, demographics, trends, and existing conditions. Input regarding needs and priorities would be gathered at the 1st meeting. The second public forum would be held to review community input results and draft recommendations. Comment sheets will also be made available for input. Meetings may be held in schools, community centers, churches, and other places where existing schedules and activities make it easy for people to participate.

#### *Stakeholder Input*

Stakeholder engagement is the core of any community plan. We must involve the top leaders, doers, and influential people in the process. We define stakeholders as groups, entities, and individuals who directly affect, or are affected by, the outcomes and results of the planning process. The County will develop the list of stakeholders, provide their contact information, and assist with meeting scheduling. LPDA will meet with focus groups and specific individuals who have key interests in the development of the master plan. This will include 10-12 meetings with questionnaire and meeting minutes included. The digital and phone meetings will be held to discuss specific concerns, requirements, recommendations, and plans of each individual group. Input will include both scheduled focus group meetings and individual representative interviews. It will also be important to gain input and information from related organizations such as adjacent municipalities, private recreation providers, and others. This will help the County document what services and facilities are currently offered by those entities, where there are overlaps, and what opportunities exist for partnerships and facility development, if any. All current partners who have direct use agreements will be contacted and interviewed.

#### *Working Group and Parks Advisory Board Updates*

LPDA will meet with the Working Group three times throughout the planning process. The Working Group shall consist of key staff from the County Parks Department, Recreational Advisory Board, and the LPDA Team. The working group meetings will be held to review progress and products prior to important public meetings or submittals.

#### *Board and Committee Updates*

LPDA will provide updates at regularly scheduled meetings for the Capital Improvement Program Committee, the County Board, and the County School Board. The meetings will be held the presentation material will be based on the current progress report and public meeting presentation materials, condensed into a brief digital summary presentation of 15 minutes.

#### *Analyze Public Input*

LPDA will compare stakeholder input, public input, previous survey participation data as well as

participation data to determine what activities are in the highest demand. Those activities that have been requested and demonstrate higher participation regionally and locally will become high priorities for the recreational program and facilities improvements and additions.

#### Deliverables

- a) Attend and Facilitate 2 public meetings
- b) Attend and facilitate 3 working group meetings (digitally)
- c) Prepare up to 3 Board and Committee updates
- d) Facilitate up to 10-12 stakeholder meetings (digital/phone)
- e) Prepare analysis reporting for public input results

### **Task 3 Demographic & Trends Analysis**

#### *Demographic & Trends Analysis*

The Consulting Team will utilize the King William County projections and will supplement with other data sources. This census tract demographic data will be obtained from ESRI, the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in King William County and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Service Area Analysis

The County's demographic analysis will be based on the most current Census information, 2022 updated projections, and 5 (2025) and 10 (2030) year projections. The following demographic characteristics will be included:

Population density; Age Distribution; Households; Gender; Ethnicity; Household Income; and Major cultural themes/issues in King William County.

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the *Sports & Fitness Industry Association's (SFIA) 2020 Study of Sports, Fitness and Leisure Participation*, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

#### *Health Equity and Community Health Alignment*

The Consulting Team will meet with the project manager and core team to discuss the project goals, objectives, and previous King William County planning projects associated with health equity and alignment. As part of the data collection and analysis process, the Consulting Team will examine key data sources to provide context for the planning environment including, but not limited to the following:

- County Health Rankings.
- CDC's Social Vulnerability Index (SVI)
- CDC's National Environmental Public Health Tracking Network

These data sources will help the Consulting Team understand local conditions associated with public health, access to physical infrastructure, walkability, transportation, healthcare, education, and much more, which directly relate to parks and recreation.

#### Deliverables

- a) Demographics and trends reporting
- b) Health equity and community alignment documentation

### **Task 4 Statistically Valid Survey**

#### *Statistically Valid Survey*

A statistically valid survey is the only scientific and defensible method to understand community needs. The team will perform a random sample, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements including facility, programming, parks, trails, and open space development needs of the County. This effort includes the following tasks:

#### *Design the Survey and Prepare the Sampling Plan.*

- Working with staff to develop the content of the survey. ETC Institute will meet by phone with LPDA and the County to discuss the goals and objectives for the project. To facilitate the survey design process, ETC Institute will provide sample surveys created for similar projects. It is anticipated that 2-3 drafts of the survey will be prepared before the survey is approved by the County. The survey will be up to 6 pages in length.
- Conducting a pilot test of the survey to ensure the questions are understood by residents. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.
- Selecting a random sample of residents to be contacted for the survey. The sample will be address-based

#### *Administer the Survey.*

- ETC Institute will administer the survey by a combination of mail, Internet, and phone.
- ETC Institute will mail the survey and a cover letter (on County letterhead) to a random sample of households in the County. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The County will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
- 7-10 days after the surveys are mailed, ETC Institute will follow-up via e-mail and/or text with households that received a mailed survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys. Listed below are two sampling plan options for your consideration:
  - A sample of 300 completed surveys. A sample size of 300 completed surveys will provide results that have a margin of error of +/-5.5% at the 95% level of confidence at the County level.
  - A sample of 400 completed surveys. A sample size of 400 completed surveys will provide results that have a margin of error of +/-4.9% at the 95% level of confidence at the County level.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reflects the demographic composition of the County regarding age, geographic dispersion, gender, race/ethnicity, and other factors.



*Analysis and Final Report.* ETC Institute will submit a final report to the County. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Benchmarking analysis showing how the County compares to other communities.
- Priorities-Investment Rating analysis that will identify the facilities and programs that should receive the highest priority for investment from the County.
- Cross-tabulations that show the results for key demographic group, and other variables as desired by the County
- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument

#### Deliverables

- a) Draft and final survey instrument
- b) Administer survey
- c) Provide a copy of the overall results for each question on the survey.
- d) Submit the survey findings report in an electronic format. Provide the raw data in an Excel database, or other format as requested by the County

#### **Task 5 Needs Assessment**

The LPDA Team will conduct a needs assessment of the Parks and Recreation system. The needs assessment will include an inventory of important system and department metrics, conditions, and benchmarks. The assessment will utilize information gathered during the statistically valid survey process and during staff and stakeholder interviews, level of service inventories, and other inventories to determine what the existing level of service is, how satisfied the public is, and how the system compares to similar and appropriate benchmark communities.

#### *Data Gathering and Review & Base Mapping*

LPDA will utilize physical and digital data to compile information and mapping that will inform the master plan. The Client will provide all available base information in appropriate digital format. The team will review and incorporate data from previous and applicable studies, demographics, park, and recreation use records, existing survey data, inventory of existing facilities, operational and capital budgets, use data, and staffing organization. The County-wide comprehensive plan, parks and recreation needs analysis, transportation plan, marketing and branding study, and similar relevant documents will be reviewed.

#### *SWOT Analysis*

The Consulting Team members will perform a system opportunities and constraints review with King William County staff to evaluate operational and financial opportunities and constraints for the parks and recreation system. The Consulting Team will work with the staff to develop a SWOT analysis highlighting existing Strengths, Weaknesses, Opportunities, and Threats faced by the Parks Department as it seeks to expand and grow its offerings over the next five years.

#### *Inventory of Departmental Metrics*



The LPDA team will inventory existing programs, services, fees, facilities, staffing, and operations of the department. This information will establish an existing level of service inventory. It will become the basis for the Analysis of programs and services provided in Task 6. The team will work closely with staff to identify all current program and facilities and any changes not previously captured so that an accurate assessment of existing conditions can be conducted.

#### *Community perception*

Information gathered during stakeholder input and community wide surveys will establish important existing conditions benchmarks regarding attitudes, satisfaction level, and support. Specific stakeholder and survey questions will address factors such as satisfaction with services, park conditions, barriers to access to parks and programs, importance of parks and recreation facilities, and support for funding.

#### *Park Classifications and Level of Service Standards*

Our team will work with King William County to review and confirm, modify, or add to existing park classifications and preferred facility standards for all park sites, trails, open space amenities, and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide, or nationally accepted parks and recreation standards, as well as our team's national experience and comparison with peer agencies. Existing and proposed levels of service for facilities per numeric population will be defined. Proposed level of service will be based on expressed demand and need from previous surveys, apparent gaps or overlaps, current utilization levels, and capacity indicators such as wear and tear. LPDA will make recommendations for improvements and development of existing parks, trails, and recreation facilities to bring them to the level of service defined by their classification. These recommendations will be in addition to the recommendations based on the existing conditions analysis. Priorities and associated costs will be outlined.

#### *Future Levels of Service*

The LPDA Team will analyze park classifications and facility levels of service. This will be applied to demographic data from the population projections and combined with program needs identified during the survey and observations from the LPDA team. The demonstrated need will be based on a comparison of actual participation data and the evaluation of existing facility capacities. LPDA will compare facility usage data, stakeholder input, and public input with state and national standards. A custom level of service will be developed which considers community metrics and trends, to assist in meeting current needs and planning for the demands of future populations.

#### *Recreation Facilities Program*

A recreational facilities list or program shall be developed. The list will be based on the levels of services analysis and by comparing existing facilities, amenities, and activities to demonstrated needs for facilities. The program (list) will outline needed facilities as well by size, type, and population to be served. Locations and or service areas for the proposed program elements will be outlined during the physical planning task.

#### *Reporting*

The methodology, results, conclusions, and recommendation of each area study will be summarized in a report format. The report will highlight the overall planning methodology, the need for each sub study and how it informs the analysis, and key data findings. Tables, graphs, charts, and other infographics will

be employed to quickly illustrate key information.

#### Deliverables

- a) Data gathering and base mapping
- b) SWOT questionnaire exercise
- c) Inventory of departmental metrics
- d) Outline of community perceptions
- e) Define classification and level of service standards
- f) Prioritized recommendations to meet LOS standards and associated costs
- g) Future level of service analysis
- h) Recreation program outline (parks and facilities)
- i) Summary report

### **Task 6 Analysis of Programs and Services**

#### *Recreation Program Assessment*

Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well King William County aligns itself with community recreation needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process
- Pricing methodology
- Backstage support, or service systems and agency support needed to deliver excellent service

The outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

#### Deliverables

- a) Recreation program assessment
- b) Summary report

### **Task 7 Assessment of Existing Facilities**

#### *Data Gathering and Review*

LPDA will utilize physical and digital data gathered previously to compile information and mapping that will inform the master plan.

#### *Current Level of Service Inventory*

The LPDA Team will prepare a current level of service analysis. The analysis will include an inventory of current facilities and programs, populations served, and use data. Existing service areas will be defined showing areas served, population, and location. The inventory shall include all facilities, parks, and



programs utilized by the population within an agreed upon service radius. The inventory shall include offerings by King William County Parks and Recreation, Smithfield, state, federal, private, semi-public, educational, and other organizations. The inventory will be summarized in matrix form, clearly illustrating important metrics such as facility type, offeror, quantity, population served, expressed demand/need, and accessibility to the general public.

#### *Existing Conditions Mapping*

The LPDA Team will prepare mapping to identify service areas for existing facilities. A series of maps by each park classification and major amenities will be prepared. Park facilities and amenities will be mapped in accordance with the level of service analysis and will include major categories for facility types, such as recreation centers, pools, rectangular fields, trails, etc. Maps of the entire system will be prepared. The mapping will identify gaps and overlaps in service areas for park types, services, and specific amenities. The County will provide base GIS information including inventory and general location and inventory of park sites and amenities.

#### *Facilities Conditions and Capacity Assessment*

LPDA will conduct facilities inventory and assessments for parks, recreation sites, and facilities (buildings). The conditions assessment will include recreation facilities and county sites that are utilized by parks and recreation. This will include key school sites but will exclude school buildings/facilities. It will also include trails maintained by the County. The assessments will include a conditions evaluations report which provides an outline of the condition of each park and facilities and recommended improvements. LPDA will provide facilities evaluation forms to the County for review and final approval. The forms will assess park/facility general condition, obsolescence, ADA compliance, and other relevant metrics. Improvements will be prioritized system-wide in the order of safety, code, maintenance, obsolescence and upgrades or improvements. Priorities and associated costs will be outlined.

#### *Geographical Analysis through Mapping*

Our team will work with the County to determine appropriate GIS mapping. We can utilize GIS to perform geographical mapping to identify service area analysis for select facilities. This includes mapping by classification of select facilities using standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by this classification, a series of maps for select parks and facilities will be prepared.

Select parks and facilities could include up to 12 maps and may include: Neighborhood Parks; Community Parks; Regional Parks; Special Use Parks; Soccer Fields; Baseball/Softball Fields; Basketball Courts; Tennis Courts; Pickleball Courts; Playgrounds; Aquatics/Pools; Recreation/Community Centers.

This mapping identifies gaps and overlaps in service area. It is assumed that the County will provide base GIS information including inventory and general location of park sites and amenities. We will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.

#### **Deliverables**

- a) Current level of service inventory
- b) Park mapping
- c) Facilities conditions assessment (incl. 1 day field work)
- d) Service area mapping analysis

- e) Prioritized park and facility improvements and associated costs

### **Task 8 Operational and Maintenance Review (Optional)**

#### *Operational and Maintenance Review*

The Consulting Team will review and refine, if necessary, maintenance protocols for parks, open spaces, and trails to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels, and equipment management.

Our team can also perform an analysis of the current practices of the County to evaluate its operational situation. This analysis will identify future County organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This review will include comparison of current policies with national standards of best practice agencies. The LPDA Team will recommend policies and adjustments to current policies where enhancements may be needed, or gaps are identified.

#### Deliverables

- a) Maintenance and operations assessment analysis
- b) Summary report

### **Task 9 Draft & Final Master Plan**

LPDA and PROS will develop a 10-year Development Plan that addresses the funding, management, and application of the master plan. This portion of the master plan will include the following components:

#### *Financial Feasibility Study (LPDA)*

Detailed cost estimates will be prepared by phase for the proposed recreational improvements. The cost estimates will outline costs for logical capital projects such as property purchases, park development, building renovations, etc. so that CIP budget items can be cleanly derived from the information. Cost estimates will be prepared using current data and local contractor pricing. Appropriate escalation factors will be added after phasing and terms are assigned to projects. As part of the cost estimation effort, staffing allocation, maintenance costs, and operational costs will be outlined in a separate matrix. Complete costs will be summarized by each substantial phase and for the entire park. This information will be used to estimate staffing and operation budgets for the park in the short and long term. The following subcomponents will be outlined in the feasibility study as well: land acquisition needs, costs, and strategies; staffing and organizational structure; maintenance and operation budget; and capital improvements budget

#### *Funding and Revenue Strategies*

Funding strategies will be developed based in part on our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities



- Partnerships with public/public partners, public/not-for-profit partners, and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

#### *Implementation Plan*

A written narrative and matrix will be prepared that outlines construction priorities, costs, and actions necessary to implement the strategies developed during the planning process. Results from the Financial Feasibility Study will be incorporated. The Implementation Plan will be based on a 10-year term and will outline short term and long-term phases. Each phase of the plan will be identified, and the appropriate associated implementation tasks will be outlined resulting in a realistic phasing schedule. Costs associated with each phase and sub task will be outlined as appropriate. The draft action plan will be reviewed with County staff and finalized so that it will inform the Department's Capital Improvement Plan.

#### *Final Master Plan Preparation*

The summary reports from previous tasks will be revised, edited, and combined with final project maps, charts, and figures. The final report shall include the following information: Executive summary, table of contents, introduction, planning context, need for plan, phase I planning summary, phase II planning summary, acknowledgements, appendix. The report and appendices will include survey results, conclusion, and action plan; Introduction to include need for survey, process followed, how service population was sampled, etc.; Existing resources, service population, public opinion survey, draft survey document, and summary of findings to include public and user groups, input and survey data, user data and projections, park acreage, and facilities guidelines, plan recommendations, programs; General magnitude of cost, appendix, and photographs/graphics (as appropriate). The report will be prepared using written summaries and informational graphics. The report shall highlight the process and key findings and recommendations in an easy-to-read format.

#### *County Update and Final Presentation*

The team will present the results of the draft master plan to the County at a regularly scheduled meeting. An executive summary packet will be prepared and submitted prior to the meeting. The same update packet will be provided to the working group, parks advisory board, and others as required.

#### **Deliverables**

- a) Financial feasibility analysis
- b) Funding and revenue strategies report
- c) Implementation plan
- d) Draft summary report
- a) Final report
- b) Presentation of final report findings (digitally)



## **Task 10 Demonstration Project**

LPDA will work closely with County staff to develop concept level plans for one (1) priority park property. The planning process for this property will demonstrate how and where priority needs may be accommodated on the site. Considerations of the site will begin during Task 5 and will include property inventory and conditions analysis, programming, concept plans, and cost analysis.

### *Site Compatibility*

Site compatibility for priority program elements will be outlined, including service area, access, infrastructure, and general site suitability related to topography, soils, and other environmental factors. LPDA will use existing GIS mapping, and other online mapping to create environmental mapping for the site; this will include boundaries, topography, soils, vegetation, flood plain information etc. as available from County or public sources.

### *Program*

A park program will be developed through discussions with staff considering priority facilities need, appropriate benchmarks, and previous public input. The program will list item, quantity, type, materials, as appropriate.

### *Concept Plan*

LPDA will prepare one (1) alternate concept plan showing all known and mapped site features, and planned locations for proposed program items. The concept plan is intended to illustrate what potential program elements might fit the potential developable areas of the site and how they would relate to each other. LPDA shall create a narrative that will outline key opportunities, constraints, cost, review and permitting requirements as well as items needing to be addressed during final planning and design. The concept plans will be submitted to the County for review. The concept plan may be made available as web content if desired. LPDA will meet with County staff to review the plan.

### *Opinion of Probable Cost*

LPDA will develop outline an opinion of probable cost for the concept with lump sum numbers for park elements and construction activities such as demolition, grading, stormwater, etc. Costs will be based on known construction costs for similar elements on similar size projects using the most recent VDOT schedule information to obtain the most accurate cost in current conditions. Escalation factors will be used for extended term CIP budgeting.

### *Present Draft Findings and Recommendations*

Throughout the process, LPDA will coordinate closely with County staff and be available to help brief the Board. The concept plan for the site will be presented as part of regular comprehensive master plan presentations, including the 2<sup>nd</sup> public forum, working group meetings, and appropriate board meetings.

### **Deliverables:**

- a) Base mapping
- b) Program matrix
- c) 1 draft and final concept plan alternate
- d) Concept narrative
- e) Opinion of probable cost
- f) Integrated presentations



**Total Lump Sum Fee for LPDA Services**

<b>Task</b>		<b>Fee</b>
<i>Task 1</i>	<i>Project Initiation</i>	<i>\$ 3,000</i>
<i>Task 2</i>	<i>Public Involvement</i>	<i>\$ 9,000</i>
<i>Task 3</i>	<i>Demographic &amp; Trends Analysis</i>	<i>\$ 3,500</i>
<i>Task 4</i>	<i>Statistically Valid Survey</i>	<i>\$14,000</i>
<i>Task 5</i>	<i>Needs Assessment &amp; custom level of service</i>	<i>\$12,000</i>
<i>Task 6</i>	<i>Analysis of Programs and Services</i>	<i>\$ 9,000</i>
<i>Task 7</i>	<i>Assessment of Existing Facilities</i>	<i>\$ 10,000</i>
<i>Task 8</i>	<i>Operations and maintenance (optional)</i>	<i>\$ 6,500</i>
<i>Task 9</i>	<i>Draft and Final Master Plan</i>	<i>\$ 16,000</i>
<i>Task 10</i>	<i>Demonstration Project</i>	<i>\$ 10,000</i>
<i>Estimated Expenses</i>		<i>\$1,500</i>
<b>Total</b>		<b>\$94,500</b>

**Terms and Conditions**

The Terms and Conditions are included as an attachment to this scope proposal.

**Authorization**

If this Agreement is satisfactory, please sign and return this as authorization. LPDA will begin work upon receipt of this signed scope of services agreement.

For LPDA

For King William County

Printed Name: William Mechnick, PLA  
President

Printed Name:

## **AGENDA ITEM 9.c.**

DSS Personnel Discussion - Percy C. Ashcraft, County Administrator



Nita F. McInteer  
Human Resources Manager

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:** June 8, 2022  
**TO:** King William County Board of Supervisors  
**FROM:** Nita F. McInteer, Human Resources Manager  
**SUBJECT:** Department of Social Services Human Resource Policies

### REQUEST FOR ACTION

- Please see below for my recommendation of the policies we should continue to follow as per the Virginia Local Department of Social Services (VLDSS) Human Resources Manual. Any state policies we would like to deviate from to follow the King William County Employee Policies and Procedures Manual will require the State Social Services Board to approve the deviation. Please provide your approval/denial of my recommendations outlined below.

### SUMMARY

#### RECOMMENDED TO FOLLOW VLDSS POLICIES

- Performance Evaluation – I recommend we do not deviate from the VLDSS policy and continue to follow their evaluation process and use of their current evaluation forms. The forms are very specific based on the position and the state guidelines provide specific actions to take based on scores if improvement is needed. The current policy also specifies percentage for increase based on score. The County policy is not as detailed as of yet.
- Standards of Conduct – The recommendation is to continue to follow the VLDSS policy on Standards of Conduct. The County's policy is very similar, and the expectations are the same. There are no substantial differences.
- Leave – The recommendation is to continue following the VLDSS leave policies. The employees are familiar with these policies and comfortable with them.  
The County offers the same number of sick leave hours (96 annually) to all employees, regardless of their retirement plan (Plan 1 & 2 or Hybrid). The County's sick leave rolls over annually and has no accrual limit. VLDSS provides 64 hours of sick leave and 32 hours of personal leave for Hybrid retirement plan employees in January each year. Those hours do not roll over each year. VLDSS provides 10 hours of sick leave per month for their Plan 1 & Plan 2 retirement plan employees. This rolls over annually with no limit. Annual leave for VLDSS employees and County employees are the same regardless of retirement plan.

This leave structure is the most sensitive topic among current DSS employees. To maintain employee morale, I recommend we continue with their current structure.

- Classification and Compensation– The recommendation is to follow the state VLDSS classification and compensation plan. The state's established plan accounts for the roles and responsibilities of those positions in Social Services which are very specific to their department. It would be most equitable for VLDSS to maintain the Class and Comp plan, so it remains competitive with the rest of the state and accurate in the positions held by DSS employees in other localities.
- Affirmative Action - The recommendation is to continue to follow the VLDSS policy on Affirmative Action. The County's policy is very similar, and the expectations are the same. There are no substantial differences.
- Probationary Period - The recommendation is to continue to follow the VLDSS policy on Probationary Period. The County's policy is very similar, and the expectations are the same. There are no substantial differences.
- Political Activity – The recommendation is to continue to follow the VLDSS policy on Political Activity. While the County policy is very similar, the VLDSS policy is more specific and stricter. The VLDSS policy would better apply to those employees determining citizen benefits and payments.

#### RECOMMENDED TO FOLLOW COUNTY POLICY:

- Holiday Schedule – The County currently observes the same holidays as the state. I recommend we request deviation from the state schedule to allow the DSS employees to receive any additional holiday time the County may choose to provide to its employees, should that situation ever occur. I do not foresee an instance when the County would not observe state holidays but do think it possible the County could provide more time, should it choose, than the state allocates.
- Inclement Weather – The recommendation is to deviate from the VLDSS policy. Weather conditions may be very different in the state. Deviation from the state policy to follow the County's policy allows the DSS employees to be protected when the weather locally is different than it may be in Richmond or other areas of the state.
- Grievance Procedure – The recommendation is to deviate from the VLDSS policy and follow the County's grievance procedure. The DSS employees are County employees who will now report to a director who reports to the County Administrator. It is in the best interest of the employee to have the same grievance procedure as another County employee which can go through the County Administrator to resolve.

#### COUNTY PRACTICES:

- Local DSS Office Practices – There is not an official written record of King William Department of Social Services Office policies separate from the state policies. At this time, we recommend any local office practices (not official policy) followed in the County Administrative Offices be applied to the Department of Social Services as well. Office practices including, but not limited to, teleworking protocols and casual business attire on Fridays



## **AGENDA ITEM 10.a.**

**Resolution 22-48** - Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding  
- Sherry Graham, Director of Planning



23 space for signs such as No-Left Turn for EB Rte 360. The WB LTL would be extended to  
24 current standard length to better serve the secondary roadway.

25 **NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors  
26 hereby approves and supports the submittal of the identified projects for funding under the  
27 Smart Scale process; and

28 **BE IT FINALLY RESOLVED** that a copy of this resolution expressing the sense of the King  
29 William County Board of Supervisors on this matter be conveyed to the Virginia Department  
30 of Transportation Saluda Residency, Fredericksburg District and the Commonwealth  
31 Transportation Board.

32 **DONE** this the 27th day of June, 2022.



## **AGENDA ITEM 10.b.**

Regional Jail In-House Road Crew - Jeff Walton, Sheriff



# Middle Peninsula Regional Security Center

*Serving the following Counties:*

*Essex • Mathews • Middlesex • King & Queen • King William*

**Timothy P. Doss**  
**SUPERINTENDENT**

Phone 804-758-2338

Fax 804-758-4295

P.O. Box 403 • Saluda, VA 23149



June 2, 2022

Good morning,

During our May meeting, there was a discussion concerning establishing an in-house road crew. This road crew would be used to perform a variety of tasks in each of our five member jurisdictions. Each member jurisdiction would be assigned a specific day of the week that will change periodically. Each jurisdiction would provide a contact who would plan the work to be done, coordinate with our road crew Officer, and be responsible for providing any tools, supplies or equipment needed each morning for the work to be completed.

The estimate cost to establish an in-house road crew is \$141,173 for the first year. Each member jurisdiction's estimated share would be \$28,235. Our FY23 budget was approved prior to our May meeting. This estimated cost, if approved, would be added to the annual estimated cost for each member jurisdiction.

If you have any questions, please feel free to contact me.

Timothy Doss



Superintendent

## **AGENDA ITEM 11.a.**

Administration Report - Percy C. Ashcraft, County Administrator  
(Updated)



# County Administrator's Report

## **June 27, 2022 Meeting of the Board of Supervisors**

**(Updated 06/27/2022)**

### **Meetings & Special Dates**

#### **June/July**

1. DMV Connect – June 30, 9:30 a.m. – 3:30 p.m.; Parks & Rec Community Center.
2. HPARB Meeting – June 30, 4 p.m.; Board Room.
3. Fire & EMS Recruit Graduation – July 1, 6 p.m.; Hamilton-Holmes.
4. Mangohick VFD Donation Car Wash – July 2, 9 a.m. – 12:00 Noon; MVFD Station.
5. Independence Day – Monday, July 4 (County Offices Closed).
6. Planning Commission Meeting – July 5, 7 p.m.; Board Room.
7. Recreation Commission – July 7, 7 p.m.; Parks & Rec Community Center.
8. Board of Supervisors Work Session – July 11, 7 p.m.; Board Room.
9. Economic Development Authority – July 13, 7 p.m.; Board Room.
10. Archeological Dig Day – July 14, 10 a.m. – 4 p.m.; Historic Courthouse Tavern Site.
11. King William County School Board Meeting – July 19, 6 p.m.; Hamilton-Holmes.
12. Mangohick VFD Fish Fry Drive Thru – July 21, 4-7 p.m.; MVFD Station.
13. Farmers Market & Family Fun Night – July 22, 4-7 p.m.; KWHS Parking Lot.
14. Board of Supervisors Regular Meeting – July 25, 7 p.m.; Board Room.
15. MPPDC Meeting – July 27, 7 p.m.; Saluda.
16. Archeological Dig Day – July 28, 10 a.m. – 4 p.m.; Historic Courthouse Tavern Site.

### **Notes & Updates**

1. Personnel
  - a. Benjamin Shumaker hired as part-time in IT.
  - b. Nick Ludwig resigned as Medic Firefighter.
  - c. Christopher Liverman hired as Medic Firefighter.
  - d. Alex Cohn-White hired as Medic Firefighter.
  - e. Justin Newman hired as Dispatcher.
  - f. David Modlin hired as Water Meter Tech in Utilities.
- ~~2. State officials are now previewing applicants ahead of County Administration interviewing candidates for Director of Social Services.~~
3. A new sign has been installed at the Parks & Recreation office at the 360 Community Center.
4. Staff discussions are underway to investigate the LOSAP program for volunteer firefighters to assist with recruitment and retention.

5. County Staff is waiting on Regional Library Director Tom Shepley to see if he wants to meet to discuss reduction of hours issue, per John Edwards who is now a Board member. Chairman Moren and Supervisor Garber attended a meeting this afternoon with Regional Library Director Tom Shepley on the matter of reducing hours.
6. New flooring will be installed in the Animal Shelter before June 30.
7. Negotiations are getting closer regarding obtaining property for the new water tower.
8. Progress was made last week on land development for the new Dollar General.
9. County Staff will be coordinating with VDOT on mowing of medians around the intersection of Route 360 and Route 30.
- ~~10. Inquiries are being made to retain someone to serve as Interim Social Services Director and also fill a couple slots in the Family Services unit, which is now down to one employee.~~
11. Foliage testing for the new Public Safety Radio System began June 20.
12. Planning & Zoning Department is working on a new process to expedite the release of permits.
13. Assistance from Middlesex Social Services to assist our Family Services Unit will begin July 11. This is huge for us to stabilize until we can fill positions, including the Director. Applications have been slow coming in.
14. The Reconciliation Specialist position in Finance is still open, but the Payroll position in Human Resources was accepted by Kim Lewis in the Treasurer's Office last Friday. She will begin July 1.
15. The General Assembly will again make localities have to decide on how to fund Comp Board and other positions following the adoption of the State Budget last week. The funding will be discussed at the July 25 meeting of the BOS.
16. Rappahannock Electric Cooperative announced last week it will be affected by supply chain issues in some parts of their operations. The only issue with its partnership with the broadband program could be the size of wooden poles that might be limited if needed. Otherwise their pre-installation of fiber is in place for when the expansion gets started.
17. Chairman Moren and Mr. Garber attended the Championship Game of the Minor Softball League District 15 Little League Tournament last Friday. The game was won by King William and it now moves on to the state tournament in Coburn. It was a tremendous community event and much hard work was put in by volunteers.
18. King William continues to be listed as Medium for COVID-19 exposure by the State Department of Health.
19. The King William Health Department has set the dates of July 6 and July 20 for COVID-19 vaccine clinics for children ages six months to five years. This would be for the Moderna & Pfizer vaccines.
20. A regular COVID-19 vaccine clinic will be held July 7 at the KW Health Department from 10 a.m. – 12:00 Noon.



## **AGENDA ITEM 11.b.**

Six-Month Work Plan - Percy C. Ashcraft, County Administrator

# King William County

## *Virginia*



# Six Month Work Plan

## *July - December 2022*



Percy C. Ashcraft  
County Administrator

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:** June 27, 2022  
**TO:** King William County Board of Supervisors  
**FROM:** Percy C. Ashcraft, County Administrator  
**SUBJECT:** Six Month Work Plan

Contained within is the six-month work plan established for the period of July - December, 2022. This work plan incorporates goals established by County Administration and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department.

There are 187 goals submitted and agreed upon by County Staff and Administration.

An evaluation system will be implemented for each item contained in the six-month work plan. The grading system for evaluating the items is as follows:

- 4 Points – Full completion of item.
- 2 Points – Substantial completion of item.
- 1 Points – Partial completion of item.
- 0 Points – Item not started.

This efficiency rating system is used to track the effectiveness of performance of the department over each six-month period. Those in charge of implementation of this plan will be held accountable.

I also raise your awareness this document will be shared with the public, thus allowing for comment and feedback. I continue to encourage department heads to share this with their employees so they can be challenged to improve the scores every six-month period.

Please share with me any concerns or questions you might have upon review of this plan.

# King William County

## *Virginia*

### Six Month Work Plan

#### *July - December 2022*

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# Animal Services

## **-Staff Goals-**

1. Spay/neuter, vaccinate, and microchip 100 cats.
2. Establish an enrichment program for dogs to provide mental stimulation.
3. Conduct a strategic plan for operations of the Regional Animal Shelter.
4. Strengthen relations with Indian River Human Society.
5. Engage in partnership with Parks & Recreation Department to conduct joint events.
6. Have employees begin six hours of professional training.
7. Visit another locality to discuss Animal Services Best Practices.

# Building Department

## -Staff Goals-

1. Launch Edmunds software to assist customers with scheduling inspections and project status.
2. Update Building Department website.
3. Implement a process to eliminate repetition for review of homes with same plans.
4. Assist contractors with digital process of providing plans and information.
5. Improve coordination with Planning Department for Plan Review process.
6. Have employees begin six hours of professional training.
7. Visit another locality to discuss Building Official Best Practices.

# Community Connection

## **-Staff Goals-**

1. Implement the FY '24 Virginia Juvenile Community Crime Control Act Combined Plan for King William County.
2. Implement new 'Anger Control Education' Program.
3. Have employees begin six hours of professional training.
4. Visit another locality to discuss Community Connection Best Practices.

# Economic Development

## -Staff Goals-

1. Establish Business Roundtable.
2. Implement economic development suggestions included in the Comprehensive Plan.
3. Host meeting with Virginia Secretary of Trade & Commerce.
4. Utilize consultant to assist with tourism efforts utilizing ARPA funding.
5. Develop a Business Retention Program.
6. Vision of Economic Development Authority:
  - a. Meat Processing Plant
  - b. Ag-Educational Facility
  - c. Buying, developing, and selling properties
  - d. Pilot Farmers Market & Family Fun Nights
  - e. Greenhouse at King William High School
  - f. Complete Phase II of RKG Study
  - g. Pursue partnership with redevelopment of Commerce Park
  - h. New Website

# Facilities & Maintenance

## -Staff Goals-

1. Implement terms of the Historical Society Agreement.
2. Plant flowers and shrubs to beautify the Old Courthouse Grounds.
3. Evaluate and begin internal maintenance and painting to the McAllister Building.
4. Stripe parking lots and paint handicapped areas.
5. Complete siding replacement at 360 Recreation Complex.
6. Repointing for Administration Building.
7. HVAC Unit Replacements:
  - a. 360 Complex
  - b. Mini-Split in Server Room
8. Clean out and renovate Shop Building.
9. Clear wood lines of storm debris around Courthouse Complex.
10. Recreation Park Improvements:
  - a. Dugout covers
  - b. Dugout concrete pads
  - c. Water lines to Fields 1, 2 & 3
  - d. Electricity to press boxes on Fields 2, 3 & 5
  - e. Pursue replacing picnic tables
  - f. Begin clearing area for walking & bike trails
  - g. Address erosion issues on Field 4
  - h. Complete painting on Field 4
11. Participate in discussions for planning for King William School Division-County Garage.
12. Replace County Welcome Signs and other signs around Courthouse Complex.
13. Station 1 Fire Station:
  - a. Perform site grading
  - b. Install additional electrical outlets for Emergency Operations Center
  - c. Review status of drain field
14. Animal Shelter
  - a. Install generator
  - b. Complete flooring installation
15. Provide Staff support for pilot Farmers Market(s).
16. Work with VPPSA to promote Clean Community Day.
17. Have employees begin six hours of professional training.
18. Visit another locality to discuss best practices for Facilities & Maintenance.

# Finance

## **-Staff Goals-**

1. Complete Fall Borrowing for Utility projects.
2. Work on FY '21 and FY '22 Audits.
3. Tighten review procedures for P-Card usage.
4. Analyze impacts on County going to twice-a-year billing for Personal Property.
5. Prepare a one-page profile of County financial status.
6. Analyze impacts on County implementing proration of real property.
7. Analyze improvements to annual budget process including online tracking tool.
8. Expand participation in GFOA and VGFOA.
9. Implement process for bank reconciliations.
10. Expand understanding of Social Services financial structure.
11. Analyze the impacts of the County adopting a Cigarette Tax.
12. Implement new system for tracking capital projects and proffers.
13. Town of West Point Issues:
  - a. CPI for Dispatch Agreement
  - b. Cost Allocation for Radios
14. Have employees begin six hours of professional training.
15. Visit another locality to discuss Financial Best Practices.

# Fire & EMS

## **-Staff Goals-**

1. Complete Fire & EMS Academy 1 & Post-Academy Field Training for recruits.
2. Update Emergency Operations Plan.
3. Code Red:
  - a. Continue training with County Staff.
  - b. Promote greater registration for service.
4. Complete engine purchase.
5. Put process in place to obtain Medicare Ground Ambulance Data Collection.
6. Update Lexipol.
7. Work with all Fire & EMS Staff to clarify all dispatch protocols and policies.
8. Begin renewal process for biannual EMS License renewal.
9. Participate in Muscular Dystrophy Association (MDA) Collection Week.
10. Begin implementation of Water Rescue Program.
11. Receive ISO rating for implementation for real estate property owners.
12. Have employees begin six hours of professional training.
13. Visit another locality to discuss Fire & EMS Best Practices.

# Human Resources

## -Staff Goals-

1. Hire payroll specialist and define duties.
2. Monitor training program for all employees that includes at least six hours prior to June 30, 2023.
3. Evaluate every employee job description with assistance from department heads.
4. Individualize performance evaluations based on individual job descriptions.
5. Create & implement Onboard module in NeoGov.
6. Put all department heads through Myers-Briggs exercise.
7. Transition Social Services employees into County system.
8. Develop steps to implement bi-monthly payroll.
9. Develop process for moving all department leaders to “Director” status.
10. Revise outdated personnel policies.
11. Develop succession plan for each department.
12. Assist with off-site department head training meeting.
13. Establish an Employee Wellness Program:
  - a. Develop partnerships with regional health club facilities and encourage employees to obtain a membership.
  - b. Increase number of employees who register for deferred compensation benefits.
14. Have employees begin six hours of professional training
15. Visit another locality to discuss Human Resources Best Practices

# Information Technology

## -Staff Goals-

1. Develop replacement schedule for computer hardware.
2. Evaluate Cloud vs. on-premises servers.
3. Participate in the coordination of radio usage for all personnel.
4. Define GIS update schedule with Timmons
5. Participate in switch over to public safety radio system.
6. Negotiate usage agreement with Historical Society for use of phones, copiers, and other technology.
7. Continue production of video press releases.
8. Analyze need to upgrade employee software programs.
9. Coordinate troubleshooting with Edmunds & Vision software systems.
10. Clarify work assignments for Code Blue.
11. Have employees begin six hours of professional training.
12. Visit another locality to discuss Information Technology Best Practices.
13. Cybersecurity:
  - a. Identify Windows 10 operating systems that have or will reach end of life and create process to update.
  - b. Install Vulnerability Management Program with Qualys and begin reporting.
  - c. Evaluate various tools to bring more visibility to the network for threat detection and audit logging.
  - d. Move Patch Management in-house.
  - e. Propose and implement Multi Factor Authentication for end users for Office 365 and other systems such as Edmunds, Vision, etc.
  - f. Review and stage out Security Plan that begins implementing Cyber Security Infrastructure.

# Parks & Recreation

## **-Staff Goals-**

1. Host Movies in the Park.
2. Host Music in the Park.
3. Hold Adult Kickball League.
4. Participate in Expanded Recreation Program planning.
5. Host Winter Recreation Event.
6. Promote County Health Fair.
7. Partner with Raiders Youth Football to Host Punt-Pass-Kick competition.
8. Expand regional partnerships with surrounding localities.
9. Host Kite Festival.
10. Host Christmas Illumination Ceremony.
11. Host Santa Claus visits at different locations around the County.
12. Participate in King William's Promise Youth Program.
13. Participate in Rural Health Initiatives.
14. Partnership with Queenfield Golf Course to pursue a Golf League.
15. Have employees begin six hours of professional training.
16. Visit another locality to discuss Parks & Recreation Best Practices.

# Planning & Zoning

## -Staff Goals-

1. Implement the strategies in Comprehensive Plan:
  - a. Update Cluster Subdivision.
  - b. Use and reference Future Land Use Map as guide for encouraging growth in targeted areas.
2. Expedite permitting process:
  - a. Pursue issuing certain permits on the same day.
  - b. Establish check list for obtaining permits related to CUP, Variance, Re-Zoning, etc.
3. Recommend Property Maintenance ordinance changes to the Board of Supervisors.
4. Establish access for the public to review project status.
5. Add layers to the GIS system:
  - a. Flood Zone
  - b. Utility
6. Establish estimated costs for bringing Commerce Park to full compliance.
7. Work with Circuit Clerk's office to receive timely notification when transactions involve commercial properties.
8. Keep timeline for all Property Maintenance projects moving toward completion.
9. Submit Smart Scale projects to Commonwealth Transportation Board.
10. Have employees begin six hours of professional training.
11. Visit another locality to discuss Planning & Zoning Best Practices.

# Social Services

## -Staff Goals-

1. Children's Services Act:
  - a. Assist with training as back-up to CSA Coordinator's duties.
  - b. Add Spanish translation to CSA web page.
  - c. Upgrade CSA brochures.
2. Family Services:
  - a. Improve meeting deadline targets.
  - b. Increase compliance rates for all program areas.
  - c. Partner with neighboring localities to provide staffing assistance.
  - d. Improve relations with officers of the Court.
  - e. Establish better communication with Community Partners.
3. Benefits:
  - a. Assist with survey to measure wants and needs of Agency employees.
  - b. Improve relations and coordination with King William Health Department personnel.
  - c. Increase emphasis on job assistance for clients.
4. Administration:
  - a. Complete Standard Operating Procedures.
  - b. Update Orientation Packet.
  - c. Improve coordination of Social Services Financial operations with General County Financial operations.
  - d. Improve performance evaluation process.
  - e. Transition Human Resources responsibilities to County Human Resources.
  - f. Transition to serving as back-up to CSA Coordinator.
  - g. Continue cross-training of front office employees.
5. Have employees begin six hours of professional training.
6. Visit another locality to discuss Social Services Best Practices.

# Special Projects

## -Staff Goals-

1. Begin implementation of Broadband project.
2. Design and bid expansion of VPPSA Transfer Station near King William High School.
3. Reassessment of Real Property:
  - a. Follow progress of reassessments.
  - b. Conduct Mock Exercise.
  - c. Appoint Board of Assessors.
4. Implement reduction in personal property for next tax cycle.
5. Oversee implementation of new signage at County entry points, Route 360 intersection, and County Complex.
6. Retain consultant to assist in preparation of expanded Recreation Plan.
7. Coordinate grass cutting at Route 360 medians.
8. Propose “King William Promise” Program to youth stakeholders in the community.
9. Provide Staff support for National Night Out Program.
10. Collaborate more closely with Regional Health Department to advance issues of public health.
11. Board of Supervisors:
  - a. Provide additional training on FOIA and parliamentary procedure.
  - b. Provide training on and begin using Board Portal on Civic Plus to use less paper and eliminate need to deliver/pick up printed agenda packets.
12. Special Employee Events:
  - a. Blood Drive
  - b. Benefits Fair
  - c. Wellness Fair
  - d. Recognition Banquet
  - e. Bring Your Child to Work Day
  - f. Halloween Bash & Chili Cookoff
  - g. Thanksgiving Luncheon
  - h. Christmas Dreams project
  - i. Christmas Party & Luncheon

# Utilities

## **-Staff Goals-**

1. Complete construction plans and issue bids for new water tower.
2. Complete Utility Specification Book for updates to policies and procedures.
3. Continue replacement of meters.
4. Continue to coordinate planning with DEQ and Virginia Department of Health.
5. Hampton Roads Sanitary District:
  - a. Monitor plant expansion.
  - b. Hold quarterly meetings with HRSD personnel.
6. Participate in regional discussions with surrounding localities.
7. Have employees begin six hours of professional training.
8. Visit another locality to discuss Utility Best Practices.

## **AGENDA ITEM 11.c.i.**

Animal Activities Report

**Regional Animal Shelter  
Animal Activities Report**

**May 2022**

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	6	44	0	0	0	3	0	5	0	0	6	52
K & Q Animal Control	3	24	0	1	0	1	3	12	0	0	6	38
King William Citizens	6	25	0	0	0	1	8	29	0	0	14	55
King & Queen Citizens	1	10	0	0	0	0	7	24	0	0	8	34
Other	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>16</b>	<b>103</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>18</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>179</b>
Disposition (Dogs)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Cats Received	4	33	5	31	18	81	7	34	0	0	34	179
Month	Stray		Seized		Bite Cases		Surrendered		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	2	26	0	0	0	0	13	28	0	0	15	54
K & Q Animal Control	1	2	0	0	0	0	5	13	0	0	6	15
King William Citizens	5	7	0	0	0	0	9	45	0	0	14	52
King & Queen Citizens	1	1	0	0	0	0	8	22	0	0	9	23
Other	0	0	0	0	0	0	0	0	0	0	0	5
<b>Totals</b>	<b>9</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>108</b>	<b>0</b>	<b>5</b>	<b>44</b>	<b>149</b>
Disposition (Cats)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Feral Cats	1	3	5	14	28	102	10	30	0	0	44	149
Other Species Handled	7	21										
Other Received Explanation	5 kittens born at RAS 4-22											
Other Disposition Explanation	6/1/22											
Animals On Hand	22	Cats	4	Other Species	0							



20201 King William Road  
P.O. Box 215  
King William, Virginia 23086  
804-769-4983 Fax: 804-769-4993

### May 2022 Animals Euthanized Explanation

#### Cats Euthanized: 10

- 4 feral cats surrendered to King William Animal Control
- 1 feral cat surrendered to King & Queen Animal Control
- 1 owner surrendered cat by King & Queen resident, positive for FIP
- 1 stray King William cat unclaimed. All of haircoat was an entire mat, body score negative 1
- 1 owner surrendered cat by King William resident, totally blocked urinary tract
- 1 owner surrendered cat by King William resident, incontinent due to tail and spine injury
- 1 stray unclaimed feral cat brought in by King William resident

#### Dogs Euthanized: 7

- 1 stray unclaimed Hound by King William Animal Control euthanized for space. Was held 18 days, no interest by adopters or rescues
- 1 surrendered mixed Hound to King & Queen Animal Control because the dog suddenly couldn't stand or walk
- 1 King William owner surrendered mixed Border Collie due to killing neighbor's chickens. Euthanized for space, heartworm positive, held 47 days, no interest by adopters or rescues
- 2 surrendered Hounds by King & Queen owner who could not care for any longer because he was hiding from the law. Euthanized for space, both heartworm positive, held 27 days, no interest by adopters or rescues
- 1 King William unclaimed stray Pit Bull brought by citizen. Aggressive with other dogs at Shelter. Euthanized for space, held 15 days, no interest by adopters or rescues
- 1 King & Queen owner surrendered 10-year-old Lab mix because it attacks the other dogs in the home

***SPAY/NEUTER SAVES LIVES***



## **AGENDA ITEM 11.c.ii.**

Building Department Report

## King William County Building Department Report - May 2022

	JAN	FEB	MAR	APR	MAY
TOTAL PERMITS ISSUED	56	67	65	115	94
BUILDING INSPECTIONS COMPLETED	287	463	425	483	456
NEW COMMERCIAL PERMITS	1	1	2	1	2
NEW DWELLINGS	11	15	9	6	18
CERTIFICATE OF OCCUPANCY	7	12	19	15	9
PLAN REVIEW	11	28	12	18	39

**AGENDA ITEM 11.c.iii.**

Fire & EMS Department Report



Stacy Reaves, Fire Chief

## King William Fire & Emergency Services Department Report June 27, 2022

- King William Fire and EMS Academy 1 is progressing well. All recruits have successfully completed FF1, Hazmat Awareness/Operations, MayDay Firefighter Down, and EMT B.
- Academy 1 will be graduating July 1, 2022 and will be reported to their assigned shifts afterwards.
- KWFE Chief's staff has met with the new Chief of West Point and the Chief's staff of West Point Volunteer Fire and Rescue. We welcome Chief Cheatham and look forward to working with him.
- 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.
- Ambulance 1805 is being repaired through FESCO Emergency Sales.
- We are working towards creating a CERT - Citizens Emergency Response Team. Assistant Chief Jones has finished his training for CERT instructor. The Cert Train the Trainer class has been pushed back to August.
- Assistant Emergency Manager Bartol has continued work on CodeRed as an internal notification system to be utilized by department heads. Training for CodeRed administrators chosen by County Administrator has been completed.
- The process to begin building a COOP plan has begun and all departments have been given a questionnaire to complete and return. We are moving towards the next steps of developing the plan. We have also applied for a non-match grant to pay for a planner to help ensure the best plans are written.
- Battalion Chief Brown assisted Chesterfield Fire and EMS with their officer's promotional process May 17, 2022.
- All employees have completed annual training for Bloodborne Pathogens, Sexual Harassment, OSHA, HIPPA, Diversity, Computer Security, Violence in the Workplace, and Electrical and Fire Safety.
- Chief Reaves has completed the required FEMA course Radiological Emergency Preparedness Post-Plume Awareness Course. This course is required by FEMA and the Nuclear Regulatory Commission to be completed every 8 years for localities part of the Surry Nuclear Power Station Ingestion Pathway Zone.



# KING WILLIAM C O U N T Y F I R E & E M S



Stacy Reaves, Fire Chief

- King William Fire and EMS has been approved by the Board of Pharmacy for a Controlled Substance Registration Certificate. This is required by the Code of Virginia for storage of medications used in EMS.

May 2022 Calls based on reports in reporting software:

	MVFD	KWFE	WPVFR	Totals
Fire	0	25	19	44
EMS	13	96	46	155
Totals	13	121	65	199

	KWFE
Possible Life Threat Medical	10
MVA	7
MVA Extrication	0
MVA Pedestrian	0
Structure Fire	2
Wildland Fire	1
Civilian Injury	0
Cardiac Arrest	0
ROSC	0
Car fire	1



**AGENDA ITEM 11.c.iv.**

Sheriff's Department Activity Report



**King William Sheriff's Office**  
**351 Courthouse Lane, Suite 160**  
**King William, VA 23086**  
**J. S. Walton, Sheriff**

## Sheriff's Office Activity

### May 1, 2022 – May 31, 2022

Calls for Service	1131
Incident Reports	94
Traffic Summons	95
Warrants Served	43
Civil Papers Served	409

13B-Simple Assault	2
13C-Intimidation	1
16.1-253.2-PROTECTIVE ORDER: VIOLATION	1
16.1-340-EMERGENCY ADMISSION	1
18.2-119-TRESPASS: AFTER BEING FORBIDDEN TO DO SO	1
18.2-137-MONUMENT: INTENTIONAL DAMAGE, VALUE <\$1000	1
18.2-170-BANK NOTE/COIN: FORGERY OR EMPLOY AS TRUE	1
18.2-172-OTHER FORGERY WRITING: EMPLOY AS TRUE	1
18.2-186.3-IDENTITY THEFT: FRAUD. USE OF ID, LOSS >\$1000	1
18.2-250-DRUGS: POSSESS SCHT OR II	1
18.2-250-MARIJUANA SYNTHETIC:POSSES CANNABIMIMETIC AGENT	1
18.2-266-DWI: 1ST OFF, BAC .15-.20%	1
18.2-266-DWI: 1ST OFFENSE	1
18.2-371-CONTRIBUTE TO DELINQUENCY OF MINOR	1
18.2-387-INDECENT EXPOSURE	1
18.2-429-PHONE:HARRAS/HINDER EMERG PERSON-ANNOY CALLS	1
18.2-57-ASSAULT: (MISDEMEANOR)	1
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER	2
18.2-61-RAPE: INTERCOURSE W/ VICTIM <13 YRS	1
18.2-67.5-ATTEMPT RAPE/SODOMY/OBJ PEN	1
18.2-91-BURGLARY: ENTER HOUSE TO COMMIT LARCENY/A&B/ETC	1
18.2-96-PETIT LARCENY: <\$1000 NOT FROM A PERSON	1
23D-Theft From Building	1
23F-Theft From Motor Vehicle	1
23H-All Other Larceny	3
26A-False Pretenses/Swindle/Confidence Game	3
26C-Impersonation	1
26E-Wire Fraud	2
290-Destruction/Damage/Vandalism of Property	3
37.2-913-EMERGENCY CUSTODY: PERSON ON CONDITIONAL RELEASE	1
46.2-870-SPEED: 15-19 OVER LIMIT (55-65 ZONE)	1
90J-Trespass of Real Property	3
90Z-All Other Offenses	2
99VCC999.147-FRAUD - TYPE NOT CLEAR FROM RECORD	1
CIVILD-CIVIL DISTUBANCE/VERBAL DISPUTE	3
CIVILI-CIVIL ISSUE	1
DOA-DEAD ON ARRIVAL/DECEASED PERSON	2
FOUND-FOUND PROPERTY	1
MENTAL-MENTAL SUBJECT	3
MPER-MISSING PERSON/ADULT	1
OVERDOS-OVERDOSE	1
SUIC-SUICIDE	1
SUICA-SUICIDE ATTEMPT	1
SUICT-SUICIDE THREATENED	1
WARR-WARRANT SERVICE	8
<b>** TOTAL **</b>	<b>94</b>

# **AGENDA ITEM 11.c.v.**

Utilities Department Report

**KING WILLIAM UTILITY DEPARTMENT  
MONTHLY ACTIVITY REPORT - MAY 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.
Central Crossings Sec 2B	100% Completed	Water line tied in.
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	Review Approved	Fourth Submittal - Approved for Construction
Highview Section 1	Under Review	First Submittal
McCauley Townhomes	Under Review	First Submittal
Manfield Water Tower	Approval from Board	Survey ongoing

**INFRASTRUCTURE GROWTH**

	<b>MONTHLY</b>	<b>FYTD</b>
Water Connections	11	87
Sewer Connections	11	87
Water Meter Sales	7	68

**SERVICE AND REPAIRS**

	<b>MONTHLY</b>	<b>FYTD</b>
Miss Utility tickets	68	798
Repair items addressed	2	12
Flow Tests	0	3
Customer Transfers (Manual meter reads)	12	120
Replace defective meters	12	87
Manual Meter reads after Electronic Billing Reads	4	79
Bac't Samples per month	9	86
Number of inspection per working project	15	227
DEQ readings using Levelogger	2	20
Daily Water Usage Readings (3 wells)	21	233
Weekly Well Inspections (4 wells)	18	189
Total Water Utility Customers Accounts	6	673

# **AGENDA ITEM 11.c.vi.**

Synopsis from MPPDC Meeting



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 C. 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:** June 10, 2022

**RE:** Synopsis of MPPDC Meeting of May 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

# ***Middle Peninsula Planning District Commission Meeting***

**7:00 P.M.**

**Wednesday, May 25, 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, May 25, 2022 at 7:00 p.m. MPPDC Chairman Swartzwelder welcomed everyone in attendance and MPPDC Vice-Chairman, Chriscoe introduced Ms. Carol Steele as the new Administrator for Gloucester County.

II. Approval of April Minutes

III. Approval of Financial Report for April

IV. Executive Director's Report on Staff Activities for the month of May

V. MPCBPAA Update

VI. MPA Update

VII. MPPDC Public Relations/Communications Update

VIII. Public Comment

## **AGENDA ITEMS FOR DISCUSSION**

IX. Presentation of the MPPDC Proposed Budget

MPPDC Chief Financial Officer, Heather Modispaw presented the proposed budget for FY23 and provided an overview of the Local, State and Federal Revenues expected as well as the expected Expenses of the MPPDC for the next fiscal year. The MPPDC budget for FY23 was unanimously approved as presented.

X. Discussion of GO Virginia Rural Coastal Resiliency Business Competition Winners

MPPDC Executive Director, Lewie Lawrence provided a brief overview of each of the 5 winners of the GO Virginia Rural Coastal Resiliency Business Competition and the innovative and affordable technologies and solutions they provide to address ongoing recurrent flooding.

XI. State Budget Discussion – if released

The State Budget had not been released and will be covered once it has finalized.

XII. Other Business

o Affordable Connectivity Program (ACP)

Commissioner Ed Moren provided a handout illustrating the Affordable Connectivity Program and discussed how it provides literacy and equity to citizens that cannot afford internet service otherwise.

XIII. Adjournment



## **AGENDA ITEM 11.c.vii.**

VPPSA Drop Off Recycling Reports

**Drop Off Recycling  
Site Detail  
May 2022**

**King William County**

		<b>Request Date</b>	<b>Pull Date</b>	<b>Delivery Date</b>	<b>Location</b>	<b>Weight</b>
<b>Epworth</b>						
	<b>Paper</b>	3-May	3-May	3-May	RMR	7700
					<b>Total</b>	<b>7700</b>
					<b>Average</b>	<b>7700</b>
	<b>Containers</b>	13-May	13-May	13-May	TFC	2060
					<b>Total</b>	<b>2060</b>
					<b>Average</b>	<b>2060</b>

<b>Landfill</b>						
	<b>Paper</b>	No Pulls				
	<b>Containers</b>	No Pulls				

<b>Transfer Station</b>						
	<b>Paper</b>	5-May	5-May	6-May	RMR	5040
					<b>Total</b>	<b>5040</b>
					<b>Average</b>	<b>5040</b>
	<b>Containers</b>	2-May	2-May	10-May	TFC	2620
		15-May	15-May	16-May	TFC	3600
					<b>Total</b>	<b>6220</b>
					<b>Average</b>	<b>3110</b>

<b>VFW Road</b>						
	<b>Paper</b>	No Pulls				
	<b>Containers</b>	1-May	1-May	11-May	TFC	2980
					<b>Total</b>	<b>2980</b>
					<b>Average</b>	<b>2980</b>

## Drop Off Recycling

### King William Number of Collections

FY 21	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	1	0	1	0	1	1	3	1	6
August	0	1	0	0	0	0	1	2	1	3
September	0	0	0	0	0	1	0	2	0	3
October	1	1	0	1	0	2	0	1	1	5
November	0	1	0	1	1	0	0	5	1	7
December	0	1	0	0	0	1	2	2	2	4
January	0	2	0	1	0	1	0	3	0	7
February	0	1	0	0	0	1	0	2	0	4
March	0	1	0	1	1	0	0	2	1	4
April	0	1	1	0	0	1	2	2	3	4
May	0	1	0	1	0	1	0	3	0	6
June	1	0	0	1	0	0	0	1	1	2
<b>Totals</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>9</b>	<b>6</b>	<b>28</b>	<b>11</b>	<b>55</b>

FY 22	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	2	0	0	0	2	0	3	0	7
August	0	1	0	1	0	1	1	2	1	5
September	0	1	1	0	1	0	0	3	2	4
October	0	1	0	2	0	1	0	2	0	6
November	0	1	0	0	0	1	1	3	1	5
December	1	0	0	2	0	1	3	1	4	4
January	0	1	0	0	0	0	1	3	1	4
February	0	1	0	1	1	1	1	2	2	5
March	0	1	0	1	0	1	0	3	0	6
April	0	1	0	0	0	0	1	2	1	3
May	1	1	0	0	0	1	1	2	2	4
June	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>9</b>	<b>9</b>	<b>26</b>	<b>14</b>	<b>53</b>

**Drop Off Recycling**

**King William  
Total Weights  
(Pounds)**

FY 21	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	2,800	0	3,080	0	2,880	7,380	8,260	7,380	17,020
August	0	2,660	0	0	0	0	9,080	5,860	9,080	8,520
September	0	0	0	0	0	3,000	0	5,560	0	8,560
October	11,260	2,900	0	2,800	0	5,520	0	3,240	11,260	14,460
November	0	2,900	0	2,860	11,200	0	0	14,860	11,200	20,620
December	0	3,300	0	0	0	2,520	17,260	6,400	17,260	12,220
January	0	6,260	0	2,760	0	4,440	0	10,240	0	23,700
February	0	4,360	0	0	0	3,020	0	6,000	0	13,380
March	0	3,260	0	2,240	14,460	0	0	6,420	14,460	11,920
April	0	3,180	12,140	0	0	3,040	13,660	6,020	25,800	12,240
May	0	3,160	0	2,800	0	2,840	0	8,820	0	17,620
June	6,720	0	0	1,720	0	0	0	3,460	6,720	5,180
<b>Totals</b>	<b>17,980</b>	<b>34,780</b>	<b>12,140</b>	<b>18,260</b>	<b>25,660</b>	<b>27,260</b>	<b>47,380</b>	<b>85,140</b>	<b>103,160</b>	<b>165,440</b>

FY 22	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	6,820	0	0	0	3,920	0	10,000	0	20,740
August	0	2,120	0	1,740	0	3,520	6,440	6,280	6,440	13,660
September	0	1,760	7,560	0	12,680	0	0	8,300	20,240	10,060
October	0	3,060	0	5,020	0	2,780	0	6,080	0	16,940
November	0	2,860	0	0	0	2,640	7,120	8,840	7,120	14,340
December	7,980	0	0	5,760	0	2,960	18,660	2,920	26,640	11,640
January	0	2,560	0	0	0	0	8,360	9,080	8,360	11,640
February	0	3,020	0	2,220	7,580	2,780	5,520	6,100	13,100	14,120
March	0	2,900	0	2,280	0	2,920	0	8,800	0	16,900
April	0	2,840	0	0	0	0	7,240	5,660	7,240	8,500
May	7,700	2,060	0	0	0	2,980	5,040	6,220	12,740	11,260
June	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>15,680</b>	<b>30,000</b>	<b>7,560</b>	<b>17,020</b>	<b>20,260</b>	<b>24,500</b>	<b>58,380</b>	<b>78,280</b>	<b>101,880</b>	<b>149,800</b>

**Drop Off Recycling**

**Total Weights  
(Pounds)**

FY 21	Paper	Container
	July	92,860
August	160,820	102,040
September	66,680	87,820
October	112,980	134,260
November	87,200	113,280
December	127,160	97,979
January	105,580	120,380
February	132,860	81,800
March	96,780	97,340
April	142,660	98,180
May	83,380	103,800
June	84,260	107,140
<b>Totals</b>	<b>1,293,220</b>	<b>1,268,799</b>

FY 22	Paper	Container
	July	92,200
August	134,920	104,160
September	132,960	97,240
October	124,200	83,720
November	55,280	85,280
December	172,940	74,380
January	83,300	102,621
February	108,440	68,700
March	62,580	68,880
April	103,618	71,340
May	95,740	91,180
June	0	0
<b>Totals</b>	<b>1,166,178</b>	<b>981,101</b>

## **AGENDA ITEM 11.c.viii.**

**VDOT Transportation Briefing**



## Fredericksburg

### King William County Board of Supervisors June 2022 VDOT Transportation Briefing

#### **Construction Projects Completed**

UPC 116636 - Eltham Bridge Inspections Project completed

UPC 116589 - Edge line rumble strips completed

#### **Construction Projects Underway**

UPC 106179 – Route 600 Turn lane addition at Route 360, underway

UPC 117198 – Route 33/30 Crosswalk Repair, underway night work to start July 17

#### **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**

None

**Supervisor Requests**

Review of AADT Traffic counts at various locations.

Permit and information sent for County additional self-mow process

Secondary Mowing under way with Primary mowing to start July

**Meetings of Significance**

None

**Maintenance Operation Highlights**

**Completed Projects**

- Contractor Secondary mowing underway
- Route 635 Asphalt repair
- Route 618 BoomAxing
- West Point Street Sweeping
- Route 360 Shoulder Repair
- Sign Repair countywide

- Unpaved road maintenance countywide
- Patch potholes countywide

### **Upcoming Projects**

- Contractor Primary mowing
- Route 640 Ditching
- 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: 2
- Subdivision reviews completed: 0
- Average number of days per review: 4.5
- Number of permits issued: 10
- Number of permits completed: 12

### **Contact for questions or concerns:**

Lee McKnight

Residency Administrator

(804) 286-3115

[lee.mcknight@vdot.virginia.gov](mailto:lee.mcknight@vdot.virginia.gov)

Ron Peaks

Assistant Residency Administrator

(804) 286-3118

[ronald.peaks@vdot.virginia.gov](mailto:ronald.peaks@vdot.virginia.gov)

**VIRGINIA IS FOR LOVERS,  
NOT LITTER**

## **AGENDA ITEM 13.a.**

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the **employment** and performance of specific public employees and the appointment of individuals to Boards and Commissions and in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

## 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 13.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 \_\_\_\_\_, 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 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]**

**AGENDA ITEM 14.**

**Appointments**

**RESOLUTION 22-49  
APPOINTMENT(S) TO THE BOARD OF ZONING APPEALS**

**WHEREAS**, there is currently one vacancy on the Board of Zoning Appeals (BZA) due to the resignation of Doris White with a term expiration of June 30, 2025; and

**WHEREAS**, there is currently one additional term on the BZA expiring June 30, 2022 which is currently held by Benjamin Shumaker, who is not seeking reappointment; and

**WHEREAS**, Benjamin Shumaker has expressed a willingness to fill Ms. White's unexpired term until a replacement can be appointed; and

**WHEREAS**, three additional applicants have expressed interest in serving on the BZA – Walt Bailey, Brian Hodges, and Jeanette Wagner; and

**WHEREAS**, the Board of Zoning Appeals has provided the Board of Supervisors with their recommendations; and

**WHEREAS**, the Board of Supervisors now desires to make appointments to these open positions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that \_\_\_\_\_ be appointed to the Board of Zoning Appeals for an unexpired term ending June 30, 2025; and

**BE IT FURTHER RESOLVED** that \_\_\_\_\_ be appointed to the Board of Zoning Appeals for a five-year term ending June 30, 2027.

**DONE** this 27th day of June, 2022.

**RESOLUTION 22-50  
APPOINTMENT/REAPPOINTMENT TO THE  
ECONOMIC DEVELOPMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, there is currently one vacancy on the Economic Development Authority (EDA) Board of Directors due to the resignation of Travis Longest with a term expiration of June 30, 2023; and

**WHEREAS**, there is currently one additional term on the EDA expiring June 30, 2022 which is currently held by W. Brian Hodges; and

**WHEREAS**, six applicants have expressed interest in serving on the EDA – Raymond Carter, Elizabeth Copeland, Brian Hodges, Robert Hardwick, Justin Horning, and D. Straughan Robinson, III; and

**WHEREAS**, the Economic Development Authority met to review applicants during a Closed Meeting on June 8, 2022 and have provided the Board of Supervisors with their recommendations; and

**WHEREAS**, the Board of Supervisors now desires to make appointments or reappointments to these open positions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that \_\_\_\_\_ be appointed to the Economic Development Authority Board of Directors for an unexpired term ending June 30, 2023; and

**BE IT FURTHER RESOLVED** that \_\_\_\_\_ be appointed/reappointed to the Economic Development Authority Board of Directors for a four-year term ending June 30, 2026.

**DONE** this 27th day of June, 2022.



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**RESOLUTION 22-52**  
**APPOINTMENTS/REAPPOINTMENTS TO THE RECREATION COMMISSION**

**WHEREAS**, there are currently three terms expiring on the Recreation Commission on June 30, 2022 which are currently held by William Faulkner (District 3), Veda Frazier (District 4), and Troy Simons (District 5); and

**WHEREAS**, Mr. Faulkner, Ms. Frazier, and Mr. Simons have all expressed their desire for reappointment; and

**WHEREAS**, one additional applicant from District 4 has expressed interest in serving on the Recreation Commission – Robert Hardwick; and

**WHEREAS**, the Board of Supervisors now desires to make appointments/reappointments to these positions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, be appointed/reappointed to the Recreation Commission, each for a three-year term ending June 30, 2025.

**DONE** this 27th day of June, 2022.

**RESOLUTION 22-53**

**APPOINTMENT(S) TO THE WETLANDS BOARD OF DIRECTORS**

**WHEREAS**, there is currently one member with a term expiration of September 30, 2023 who has expressed a desire to step down from the Wetlands Board of Directors; and

**WHEREAS**, the Code of Virginia §28.2-1303 requires that at least one but not more than three alternate members be appointed with the same qualifications, terms, and compensation of other members and that any member who knows that he will not be able to attend a board meeting shall notify the chairman at least 24 hours in advance of such meeting and the chairman shall select an alternate member to serve in place of the absent member at the board meeting; and

**WHEREAS**, Elizabeth Copeland and Benjamin Shumaker have expressed interest in appointment to the Wetlands Board of Directors; and

**WHEREAS**, the Board of Supervisors now desires to make an appointment(s) to these open positions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia that \_\_\_\_\_ is appointed to the Wetlands Board of Directors for an unexpired term ending September 30, 2023; and

**BE IT FURTHER RESOLVED** that \_\_\_\_\_ is appointed as an alternate member to the Wetlands Board of Directors for an unexpired term ending September 30, 2027.

**DONE** this 27th day of June, 2022.

