County of King William, Virginia

BOARD OF SUPERVISORS
REGULAR MEETING OF OCTOBER 24, 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 Expenditures - September 2022

   b. **Resolution 22-30R** - Revised Pay and Classification and Salary Adjustment Plan for Fiscal Year 2023 (Due to Adjusted Salary Scales for Sheriff's Dept. Approved at 08-22-2022 Regular Meeting)

   c. **Resolution 22-88** - Amendment to FY23 Budget ARPA Funding Transfer to Regional Animal Shelter for Staffing

   d. **Resolution 22-89** - Appropriating Restricted Split Levy Funds to Reimburse King William County for King William County Public Schools Expenses

   e. **Resolution 22-90** - Appreciation of Middlesex County Department of Social Services

   f. **Resolution 22-91** - Appropriating Additional Capital Funds for Keyless Security Project

   g. **Resolution 22-92** - Budget Amendment - ARPA Funding for Motorola UEM License (Corrected Item Name)

   h. **Resolution 22-93** - Amendment to King William County Fiscal Year 2023 Budget King William Public Schools

8. Old Business

a. General Reassessment Update - Fred Pearson, Pearson's Appraisal Service, Inc. (Attachment Added)

b. West Point Library Discussion - John B. Edwards, Jr., Town Manager

9. Presentation

a. Comprehensive Annual Financial Report for Year Ended June 30, 2021 - Aaron B. Hawkins, Robinson, Farmer, Cox (Zoom)

b. Authorization to Sign and Submit Notarized Statement Certifying Presentation of FY2021 Financial Report to Local Governing Body - Natasha Brown, Director of Financial Services

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

a. **Ordinance 10-22** - Amending King William County Code Section 10-69 - Dogs Running at Large

11. New Business

a. DEQ ARPA Wastewater Funds Application: Sewer Service Expansion to Commerce Park - Steve Hudgins, Deputy County Administrator

12. Administrative Matters from County Administrator

a. Administration Report - Percy C. Ashcraft, County Administrator (Attachment Added)

b. 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. VDOT Transportation Briefing

13. Board of Supervisors' Comments

14. 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 appointment of individuals to Boards and Commissions, and in accordance with Section 2.2-3711 (A)(8) of the Code of Virginia to consult with legal counsel on a specific legal matter regarding a potential property matter requiring the provision of legal advice by counsel.

b. Motion to Reconvene in Open Session

c. Certification of Closed Meeting

d. Action on Closed Meeting (if necessary)

15. Appointments

a. **Resolution 22-94** - Appointment to the Social Services Advisory Board

16. Adjourn or Recess

NOTES REGARDING AGENDA:

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

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

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

AGENDA ITEM 7.a.

Approval of Expenditures - September 2022

Natasha L. Brown
Director of Financial Services

MEMO

DATE: October 24, 2022
TO: King William County Board of Supervisors
FROM: Natasha Brown, Director of Financial Services
SUBJECT: Monthly Expenditures - September 2022

County Administration Expenditures (excluding Payroll)		
Checks and ACH processed		**1,202,155.72**
Transfer from Treasurer to Schools		**1,000,000.00**
County Administration Payroll		
Payroll Net		385,136.77
Employer Benefit Portion		143,416.44
Employer State Unemployment		238.14
Employer FICA/Med Portion		40,392.51
	County Costs	**569,183.86**
Employee Portion of Taxes		*107,298.18*
Employee Portion of Benefits		*59,425.65*
		735,907.69
ARPA Funds (Fund 215)		**-**
Comprehensive Services Act		**21,201.84**
Department of Social Services Expenditures (excluding Payroll)		
Checks and ACH processed		**25,057.30**
Special Wellfare		**-**
DSS Payroll		
Payroll Net		27,522.41
Employer Benefit Portion		11,182.75
Employer State Unemployment		-
Employer FICA/Med Portion		2,827.95
	DSS Costs	**41,533.11**
Employee Portion of Taxes		*6,404.76*
Employee Portion of Benefits		*5,282.98*
		53,220.85
TREASURER MANUAL CHECKS ISSUED		
Expenses		
Pass Thru		*$3,873.18*
Refunds		*$30.00*
		3,903.18
Total County Administration, ARPA, Social Services, CSA, & Treasurer Manual Checks		**2,863,035.01**

AGENDA ITEM 7.b.

Resolution 22-30R - Revised Pay and Classification and Salary Adjustment Plan for Fiscal Year 2023 (Due to Adjusted Salary Scales for Sheriff's Dept. Approved at 08-22-2022 Regular Meeting)

County of King William, Virginia

Nita F. McInteer
Human Resources Manager

MEMORANDUM

DATE: October 24, 2022

TO: King William County Board of Supervisors

FROM: Nita McInteer, Human Resources Manager

SUBJECT: **Resolution 22-30R** Changes to the FY23 Class and Compensation Plan

Summary

King William County adopted an updated beginning salary for Sheriff's Deputies and E911 Dispatchers on August 22, 2022. The attached resolution and salary scale reflect the revisions to the FY23 Compensation and Classification Plan for the Sheriff's Department.

Considerations/Options

Staff recommends approval of Resolution 22-30R approving the FY 2023 Class and Compensation Plan.

ATTACHMENTS

- Resolution 22-30R
- The Compensation and Classification Plan detailed by department, title, grade, and salary range.

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

RESOLUTION 22-30R
APPROVING A PAY AND CLASSIFICATION AND SALARY ADJUSTMENT PLAN FOR FISCAL YEAR 2023

WHEREAS, on the 14th of December 2015, the King William County Board of Supervisors adopted an updated personnel policy that directs the County Administrator to provide and annually update on the adjustments needed to the class and compensation plan each fiscal year; and

WHEREAS, on the 24th of February 2020, the King William County Board of Supervisors adopted an updated Classification and Compensation Plan and anticipated salary adjustments for implementation in the Fiscal Year 2021 budget,

WHEREAS, the Classification and Compensation Plan update was initiated to address the County's pay structure, market competitiveness and internal equity within the Fiscal Year 2023 budget preparation; and

WHEREAS, the Board has been presented with an updated class and compensation plan for FY 2023 that meets the needs of the personnel compliment of the County; and

WHEREAS, the Board unanimously approved adjusted salary scales for the Sheriff's Department at their August 22, 2022 Regular Meeting resulting in an update to the previously approved FY 2023 Pay Plan; and

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this 24th day of October, 2022, that the Updated FY 2023 Pay Plan showing the pay grades and pay ranges in the county pay system is approved; and that the County Administrator is authorized to implement the Plan of Adjustment in substantially the form as presented to this Board.

DONE this 24th day of October, 2022.

KING WILLIAM COUNTY
FY2023 CLASS & COMPENSATION PLAN
SORTED BY DEPARTMENT THEN GRADE, SHOWING TITLE AND RANGE

DEPARTMENT	POSITION TITLE	GRADE	MIN	MID	MAX
ASSESSORS	ASSESSOR OF REAL ESTATE	23	$ 68,883.00	$ 89,548.00	$ 110,213.00
CLERK OF THE COURTS	DEPUTY CLERK I - CIRCUIT COURT	10	$ 32,295.00	$ 41,983.50	$ 51,672.00
CLERK OF THE COURTS	DEPUTY CLERK II - CIRCUIT COURT	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
CLERK OF THE COURTS	DEPUTY CLERK III - CIRCUIT COURT	12	$ 36,287.00	$ 47,173.10	$ 58,059.20
CLERK OF THE COURTS	DEPUTY CLERK IV - CIRCUIT COURT CHIEF	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER I	10	$ 32,295.00	$ 41,983.50	$ 51,672.00
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER II	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER III	12	$ 36,287.00	$ 47,173.10	$ 58,059.20
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER IV - CHIEF	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
COMMONWEALTH'S ATTORNEY OFFICE	DEPUTY COMMONWEALTH'S ATTORNEY	23	$ 68,883.00	$ 89,547.90	$ 110,212.80
COMMONWEALTH'S ATTORNEY OFFICE	LEGAL ASSISTANT	17	$ 48,560.00	$ 63,128.00	$ 77,696.00
COMMONWEALTH'S ATTORNEY OFFICE	RECORDS MANAGER	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
COMMONWEALTH'S ATTORNEY OFFICE	VICTIM WITNESS PROGRAM ADVOCATE	7	$ 27,116.00	$ 35,250.80	$ 43,385.60
COMMONWEALTH'S ATTORNEY OFFICE	VICTIM WITNESS MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
COUNTY ADMINISTRATION	EXECUTIVE ASST - CLERK TO BOS	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
COUNTY ADMINISTRATION	SPECIAL PROJECTS ASSISTANT	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
FINANCIAL SERIVCES	FISCAL ASSISTANT	8	$ 28,743.00	$ 37,365.90	$ 45,988.80
FINANCIAL SERIVCES	PROGRAM SPECIALIST - (PAYROLL & BENEFITS)	8	$ 28,743.00	$ 37,365.90	$ 45,988.80
FINANCIAL SERIVCES	DIRECTOR OF FINANCIAL SERVICES	24	$ 73,016.00	$ 94,920.80	$ 116,825.60
FINANCIAL SERIVCES	FISCAL SPECIALIST SENIOR (PROCUREMENT OFFICER)	16	$ 45,811.00	$ 59,554.30	$ 73,297.60
FINANCIAL SERIVCES	FISCAL SPECIALIST II	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
FINANCIAL SERIVCES	FISCAL SPECIALIST	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
HUMAN RESOURCES	HUMAN RESOURCES MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
HUMAN RESOURCES	PAYROLL SPECIALIST	8	$ 28,743.00	$ 37,365.90	$ 45,988.80
FIRE AND EMERGENCY MEDICAL SERVICES	EMERGENCY MGMT COOR	13	$ 38,464.00	$ 50,003.20	$ 61,542.40
FIRE AND EMERGENCY MEDICAL SERVICES	LIEUTENANT	F5	$ 50,500.00	$ 65,650.00	$ 80,800.00
FIRE AND EMERGENCY MEDICAL SERVICES	BATTALION CHIEF	F6	$ 57,500.00	$ 74,750.00	$ 92,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	ASSISTANT CHIEF	F6	$ 57,500.00	$ 74,750.00	$ 92,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	CHIEF	F7	$ 73,500.00	$ 95,550.00	$ 117,600.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - BASIC	F2	$ 42,500.00	$ 55,250.00	$ 68,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - INTERMEDIATE	F3	$ 44,500.00	$ 57,850.00	$ 71,200.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - PARAMEDIC	F4	$ 46,500.00	$ 60,450.00	$ 74,400.00
GENERAL REGISTRAR	ASSISTANT REGISTRAR	10	$ 32,295.00	$ 41,983.50	$ 51,672.00
INFORMATION TECHNOLOGY	SYSTEMS ANALYST	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
INFORMATION TECHNOLOGY	SYSTEMS ENGINEER	22	$ 64,984.00	$ 84,479.20	$ 103,974.40
OPERATIONS - BUILDING AND INSPECTIONS	BUILDING INSPECTOR	13	$ 38,464.00	$ 50,003.20	$ 61,542.40
OPERATIONS - BUILDING AND INSPECTIONS	BUILDING OFFICIAL	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
OPERATIONS - BUILDING AND INSPECTIONS	PLANS REVIEWER/INSPECTOR	15	$ 43,218.00	$ 56,183.40	$ 69,148.80
OPERATIONS - BUILDING AND INSPECTIONS	PERMITS AND UTILITIES COORDINATOR	12	$ 36,287.00	$ 47,173.10	$ 58,059.20
OPERATIONS - FACILITIES DEPARTMENT	CUSTODIAN I	2	$ 20,073.00	$ 26,094.90	$ 32,116.80
OPERATIONS - FACILITIES DEPARTMENT	CUSTODIAN II - LEAD	3	$ 21,478.00	$ 27,921.40	$ 34,364.80
OPERATIONS - FACILITIES DEPARTMENT	ADMIN SERVICES MANAGER/GIS TECH	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES COORDINATOR	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES ASSISTANT MANAGER	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES TECHICIAN I	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES TECHNICIAN II	10	$ 32,295.00	$ 41,983.50	$ 51,672.00
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES COORDINATOR	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES OPERATOR	8	$ 28,743.00	$ 37,365.90	$ 45,988.80
OPERATIONS DIVISION	DIRECTOR OF OPERATIONS	24	$ 73,016.00	$ 94,920.80	$ 116,825.60
PARKS AND RECREATION DEPARTMENT	PARKS AND RECREATION ASSISTANT MANAGER	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
PARKS AND RECREATION DEPARTMENT	PARKS AND RECREATION MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
PARKS AND RECREATION DEPARTMENT	RECREATION ASSISTANT	6	$ 25,581.00	$ 33,255.30	$ 40,929.60
PARKS AND RECREATION DEPARTMENT	RECREATION SPECIALIST	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
PLANNING AND ZONING	GIS ANALYST	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
PLANNING AND ZONING	PLANNING TECHNICIAN	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
PLANNING AND ZONING	DIRECTOR OF PLANNING	24	$ 73,016.00	$ 94,920.80	$ 116,825.60
PLANNING AND ZONING	E&S/ZONING OFFICER	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
PLANNING AND ZONING	GIS TECHNICIAN	13	$ 38,464.00	$ 50,003.20	$ 61,542.40
PLANNING AND ZONING	PLANNING SECRETARY	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
PLANNING AND ZONING	ZONING ADMINISTRATOR	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
REGIONAL ANIMAL SHELTER	RAS ASSISTANT MANAGER	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
REGIONAL ANIMAL SHELTER	ANIMAL CARE TECH/OFFICE ASST	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
REGIONAL ANIMAL SHELTER	ANIMAL CARE TECHNICIAN	6	$ 25,581.00	$ 33,255.30	$ 40,929.60

KING WILLIAM COUNTY
FY2023 CLASS & COMPENSATION PLAN
SORTED BY DEPARTMENT THEN GRADE, SHOWING TITLE AND RANGE

DEPARTMENT	POSITION TITLE	GRADE	MIN	MID	MAX
REGIONAL ANIMAL SHELTER	REGIONAL ANIMAL SHELTER MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20
SHERIFFS OFFICE	CHIEF DISPATCHER	D3	$ 43,500.00	$ 56,550.00	$ 69,600.00
SHERIFFS OFFICE	DEPUTY SHERIFF - ANIMAL CONTROL	L1	$ 47,500.00	$ 61,750.00	$ 76,000.00
SHERIFFS OFFICE	DEPUTY SHERIFF - SENIOR DEPUTY	L2	$ 49,500.00	$ 64,350.00	$ 79,200.00
SHERIFFS OFFICE	DEPUTY SHERIFF	L1	$ 47,500.00	$ 61,750.00	$ 76,000.00
SHERIFFS OFFICE	DISPATCH LEAD/SUPERVISOR	D2	$ 40,000.00	$ 52,000.00	$ 64,000.00
SHERIFFS OFFICE	DISPATCHER	D1	$ 34,440.00	$ 44,772.00	$ 55,104.00
SHERIFFS OFFICE	LIEUTENANT	L5	$ 55,500.00	$ 72,150.00	$ 88,800.00
SHERIFFS OFFICE	CAPTAIN	L6	$ 62,500.00	$ 81,250.00	$ 100,000.00
SHERIFFS OFFICE	SERGEANT	L3	$ 52,500.00	$ 68,250.00	$ 84,000.00
SHERIFFS OFFICE	INVESTIGATOR	L4	$ 54,500.00	$ 70,850.00	$ 87,200.00
SHERIFFS OFFICE	ADMINISTRATIVE SERVICES COORDINATOR	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
SHERIFFS OFFICE	RECORDS MANAGER	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
TREASURER	DEPUTY TREASURER I	10	$ 32,295.00	$ 41,983.50	$ 51,672.00
TREASURER	DEPUTY TREASURER II	11	$ 34,233.00	$ 44,502.90	$ 54,772.80
TREASURER	DEPUTY TREASURER III	12	$ 36,287.00	$ 47,173.10	$ 58,059.20
TREASURER	DEPUTY TREASURER IV - CHIEF	14	$ 40,772.00	$ 53,003.60	$ 65,235.20
VJCCCA	JUVENILE CASEWORKER II	8	$ 28,743.00	$ 37,365.90	$ 45,988.80
VJCCCA	JUVENILE CASEWORKER I	7	$ 27,116.00	$ 35,250.80	$ 43,385.60
VJCCCA	PROGRAM SPECIALIST II	9	$ 30,467.00	$ 39,607.10	$ 48,747.20
VJCCCA	VJCCCA MANAGER	19	$ 54,562.00	$ 70,930.60	$ 87,299.20

AGENDA ITEM 7.c.

Resolution 22-88 - Amendment to FY23 Budget ARPA Funding Transfer to Regional Animal Shelter for Staffing

RESOLUTION 22-88
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2023 BUDGET
ARPA FUNDING TRANSFER TO REGIONAL ANIMAL SHELTER FOR STAFFING

WHEREAS the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2023 Budget to appropriate funds from the American Rescue Plan Act (ARPA) (Fund 215) to Regional Animal Shelter (Fund 204); and

WHEREAS the King William County Board of Supervisors wishes to amend the Salaries and Fringe expenditures for the Regional Animal Shelter to be funded from the ARPA Fund; and

WHEREAS the appropriation of these funds from ARPA would result in no additional funding from King and Queen County or King William County;

NOW, THEREFORE, BE IT RESOLVED the King William County Board of Supervisors does hereby authorize and appropriate the following amendments to the 2022-2023 Budget, such line items increased as follows, which monies shall be expended for purposes as authorized and approved by the Board of Supervisors:

<u>FUND/ORGANIZATION</u>

ARPA Fund 215	
Expenditures:	
Transfer to Fund 204/Payroll Cost	$16,567.20
Regional Animal Shelter Fund 204	
Expenditures:	
Salaries and Fringe	$16,567.20
ARPA Fund 215	
Revenues:	
Use of Fund Balance	$16,567.20
Regional Animal Shelter Fund 204	
Revenues:	
Transfer from ARPA	$16,567.20

DONE this 24th day of October, 2022.

AGENDA ITEM 7.d.

Resolution 22-89 - Appropriating Restricted Split Levy Funds to Reimburse King William County for King William County Public Schools Expenses

County of King William, Virginia

BOARD OF SUPERVISORS

Natasha L. Brown
Director of Financial Services

MEMORANDUM

DATE: October 24, 2022

TO: King William County Board of Supervisors

FROM: Natasha L. Brown, Director of Financial Services

SUBJECT: **Resolution 22-89** Reimbursement Request Using Restricted Split Levy Fund

Summary
County Finance is requesting $118,778.97 be appropriated for reimbursement of expenditures from Restricted Split Levy Fund. These expenditures were paid by King William County on behalf of King William Public Schools (KWCPS). See Attachment A

- Edmunds finance software
- Audit Services FY
- School bus and Facilities Motorola radio annual service/maintenance

Recommendation(s)
Staff recommends approval of Resolution 22-89.

Attachment(s)
- Resolution 22-89
- Attachment A – Summary of Expenditures

RESOLUTION 22-89

APPROPRIATE FY2022 RESTRICTED SPLIT LEVY FUNDS TO REIMBURSE KING WILLIAM COUNTY FOR KING WILLIAM COUNTY PUBLIC SCHOOLS EXPENSES

WHEREAS the Restricted Split Levy Fund (150) is designated for use by King William County Public Schools upon request to and approval of the Board of Supervisors to supplement the operational funding of KWCPS or for capital expenditures; and

WHEREAS King William County pays directly to vendors certain King William County Public Schools operating expenditures; and

WHEREAS the King William County Director of Financial Services is requesting $118,778.97 for reimbursement of annual operating costs associated with the King William County Public Schools; and

WHEREAS the reimbursement amount described will be expended from the Split Levy Restricted Fund (150);

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors does hereby authorize the Director of Financial Services to reimburse King William County for King William County Public Schools expenditures in the amount of $118,778.97 from the Split Levy Restricted Fund (150).

DONE this 24th day of October, 2022.

ATTACHMENT A
Fiscal Year 2022

Expenses Paid by King William County for King William Public Schools

EDMUNDS SOFTWARE	
Annual Maintenance and Tech Support	$ 2,680.73
Total Financial Software Expense	**$ 2,680.73**
AUDIT SERVICES	
School Activity Audit FY2021	5,700.00
Total Audit Service Expense	**$ 5,700.00**
RADIOS	
Hanover County Bi-Annual Service	$ 40,640.98
" "	$ 40,640.98
Motorola Annual Agreement	$ 29,116.28
Total Radio Based Expenses	**$ 110,398.24**
OTHER	
	$ -
TOTAL DUE FROM KWPS	**$ 118,778.97**

AGENDA ITEM 7.e.

Resolution 22-90 - Appreciation of Middlesex County Department of Social Services

RESOLUTION 22-90
RESOLUTION OF APPRECIATION FOR
MIDDLESEX COUNTY DEPARTMENT OF SOCIAL SERVICES

WHEREAS the King William County Department of Social Services faced staffing challenges in July 2022 in the Family Services Division; and

WHEREAS the Middlesex County Board of Supervisors and County Administrator provided invaluable assistance to the King William County Board of Supervisors and Department of Social Services by allowing the Middlesex Department of Social Services to provide services to King William County citizens and staff; and

WHEREAS the Director of Middlesex Department of Social Services, Ms. Rebecca Morgan provided case administration and review while Ms. Moriah Elkins served as Family Services Supervisor and Ms. Erin Laster served as Family Services Specialist II, such services provided to King William County in addition to their normal duties for Middlesex County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of King William County, Virginia express their deep gratitude and appreciation to Middlesex County Department of Social Services for aiding King William County Department of Social Services during our time of need.

DONE this 24th day of October, 2022.

AGENDA ITEM 7.f.

Resolution 22-91 - Appropriating Additional Capital Funds for Keyless Security Project

County of King William, Virginia

BOARD OF SUPERVISORS

Travis A. Wolfe
IT Manager

MEMORANDUM

DATE: October 18, 2022

TO: King William County Board of Supervisors

FROM: Travis A. Wolfe, IT Manager

SUBJECT: **Resolution 22-91** Keyless Entry and Security Camera Final Proposal

REQUEST FOR ACTION

To allocate $20,630.00 from the FY 2022 IT Departments CIP Budget to cover the remaining cost from the RFP.

SUMMARY

The original budget request for this project did not include the Historical Society and Museum and when the RFP was put out for bid, we decided to include these buildings. The request of $20,630.00 is for us to move forward with the ordering and installation of equipment for these additional buildings.

ATTACHMENTS

- Resolution 22-91

180 Horse Landing Road #4 • King William, VA 23086
(804) 769-4956 • twolfe@kingwilliamcounty.us

RESOLUTION 22-91
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2023 BUDGET
CAPITAL IMPROVEMENT PLAN
KEYLESS SECURITY PROJECT AT HISTORIC SOCIETY AND MUSEUM

WHEREAS the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2023 Capital Improvement Plan to appropriate funds for Keyless Security Project at Historic Society and Historic Museum in FY2023 in the amount of $20,630; and

WHEREAS the balance of Information Technology Capital Fund from FY22 of $35,080 was not utilized in FY22 and is available to roll forward for appropriation for the expense of $20,630 for the Keyless Security Project;

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors does hereby authorize and appropriate the following amendments to the 2022-2023 Budget, such line items increased as follows, which monies shall be expended for purposes as authorized and approved by the Board of Supervisors:

<u>FUND/ORGANIZATION</u>

Expense	
Keyless Security Project	$ 20,630
Revenue	
Use of Information Technology Capital Fund Balance FY22	$ 20,630

DONE this 24th day of October, 2022.

AGENDA ITEM 7.g.

Resolution 22-92 - Budget Amendment - ARPA Funding for Motorola UEM License (Corrected Item Name)

County of King William, Virginia

Travis A. Wolfe
IT Manager

MEMORANDUM

DATE: October 18, 2022

TO: King William County Board of Supervisors

FROM: Travis A. Wolfe, IT Manager

SUBJECT: **Resolution 22-92** UEM (Unified Event Manager), Provisioning Manager License and Computer for Tower Monitoring

REQUEST FOR ACTION

To allocate $32,977.25 from ARPA funds for a one-time purchase of the computer and license from Motorola.

SUMMARY

This purchase allows us to monitor all equipment and environmental status at the recently installed tower locations for the Emergency Communication upgrade. This purchase includes a Z2 G5 Mini Workstation, the UEM and Provisioning Manager license, installation of the hardware and software and three days of on-site training. With Hanover informing us that they will not be able to monitor these sites past January 2023 we are asking for the Boards approval of these funds to have this system installed.

ATTACHMENTS

- Resolution 22-92

180 Horse Landing Road #4 • King William, VA 23086
(804) 769-4956 • twolfe@kingwilliamcounty.us

RESOLUTION 22-92
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2023 BUDGET
ARPA FUNDING FOR MOTOROLA UEM

WHEREAS the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2023 Budget to appropriate funds from the American Rescue Plan Act Fund 215 to for one time license fee for Motorola Unified Event Manager (UEM); and

WHEREAS the King William County Board of Supervisors wishes to appropriate $32,977.25 to be funded from ARPA Fund.

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors does hereby authorize and appropriate the following amendments to the 2022-2023 Budget, such line items increased as follows, which monies shall be expended for purposes as authorized and approved by the Board of Supervisors:

<u>FUND/ORGANIZATION</u>

ARPA Fund 215

Expenditures:

Motorola UEM	$ 32,977.25

DONE this 24th day of October, 2022.

AGENDA ITEM 7.h.

Resolution 22-93 - Amendment to King William County Fiscal Year 2023 Budget King William Public Schools

RESOLUTION 22-93
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2023 BUDGET
KING WILLIAM PUBLIC SCHOOLS

WHEREAS the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2023 Budget for additional revenues and expenditures for King William County Public Schools; and

WHEREAS the King William County School Board accepted on October 18, 2022 the budget amendments of funds and additional funding and requests the Board of Supervisors to appropriate;

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors does hereby authorize and appropriate the following amendments to the 2022-2023 Budget, such line items increased as follows, which monies shall be expended for purposes as authorized and approved by the Board of Supervisors:

<u>FUND/ORGANIZATION</u>

Grants Received:

Health Workforce Grant-Part 2	$ 23,400

Insurance Damage:

HHMS Lightning Strike	$ 10,217.37

DONE this 24th day of October, 2022.

SCHOOL BOARD AGENDA ITEM

MEETING DATE: October 18, 2022 FY23-06

Closed Session: ____________

Special Recognition/Announcement: ____________

Instructional Highlights: ____________

Consent: ____________

Action: _____X_____

Information/Discussion: ____________

Materials for Board Review : ____________

STAFF OR BOARD CONTACT PERSON: **Staci Longest, Director of Finance**

SUBJECT: Health Grant- Part 2

Assistant Superintendent, Stacy Johnson applied for a second portion of the Health Workforce Grant for the school year 2022-2023; in October KWCPS will be awarded an additional $23,400 to purchase replacement AED Equipment.

Recommended Action: Motion to accept budget amendment of funds and additional funding from the Commonwealth of Virginia and request the Board of Supervisors to appropriate at a future meeting.

SCHOOL BOARD AGENDA ITEM

MEETING DATE: October 18, 2022 FY23-07

Closed Session: ____________

Special Recognition/Announcement: ____________

Instructional Highlights: ____________

Consent: ____________

Action: ______X_____

Information/Discussion: ____________

Materials for Board Review : ____________

STAFF OR BOARD CONTACT PERSON: **Staci Longest, Director of Finance**

SUBJECT: Insurance Damage

On August 4, 2022 Hamilton-Holmes Middle School was struck by lightning. The damage directly related to the lightning strike was the transfer switch on the generator. VRSA reimbursed the district for $10,217.37 the price of the repair minus our deductible. This budget amendment is to increase insurance revenue and increase operations and maintenance staff

Recommended Action: Motion to accept budget amendment of funds and additional funding from the Commonwealth of Virginia and request the Board of Supervisors to appropriate at a future meeting.

AGENDA ITEM 8.a.

General Reassessment Update - Fred Pearson, Pearson's Appraisal Service, Inc.
(Attachment Added)

KING WILLIAM COUNTY

REAL ESTATE ASSESSMENT OFFICE
180 Horse Landing Road, #4
King William, VA 23086

NOTICE OF REAL ESTATE ASSESSMENT CHANGE FOR 2023

Mailing Date: November 1, 2022

NAME

ADDRESS

CITY, STATE ZIP

Legal Description:

THIS IS NOT A TAX BILL

This is to advise you of the reassessment of your real estate located in King William County, Virginia as required by Code of Virginia § 58.1.3252. Your property has been assessed at 100% of fair market value as s required by Code of Virginia § 58.1.3201. The values are as follows:

Parcel ID#:

#AC/LOT

Account Number:

911 Address:

Magisterial District:

Tax Year	Assessed Value of Land	Assessed Value of Buildings	Land Use Value	Taxable Value	Tax Rate	Tax Levy	% Change in Tax Levy
2023					*	*	
2022							
2021							

IF YOU ARE NOT THE OWNER

By state law, any person other than the owner who receives a reassessment notice must return the notice immediately to this office or mail it to the last known address of the property owner. Failure to do so is subject to penalties and fines. (Code of Virginia § 58.1-3330)

TAX RATE / TAX LEVY

The 2023 tax rate has not yet been finalized. It is the intention of the King William County Board of Supervisors to adjust the rate based on the results of the reassessment so that the amount billed to owners is substantially equal to amounts billed in 2022. This is scheduled to occur at the [date] meeting.

This information is required by Code of Virginia § 58.1-3330. Information is based on the land book of the taxable year figures. Figures do not reflect elderly tax relief and may not represent any supplemented or abated amounts.

APPEALS

To appeal to the Assessor, please call 804-769-3027 between the hours of 8:30am-4:30pm Monday through Friday or email pearsonsappraisal@gmail.com. The last day to request an appointment is ______________________________. Mail any correspondence to the above address with a postmark of ______________________________ or earlier.

To appeal to the Board of Equalization, please call _________________________ after ______________________________ between the hours of 8:30am-4:30pm Monday through Friday or email ________________________. The last day to call for an appointment is ______________________________. Letters are acceptable in lieu of an appointment and may be mailed to the above address with a postmark of ______________________________ or earlier.

DO NOT CALL FOR AN APPOINTMENT WITH THE BOARD OF EQUALIZATION UNTIL AFTER ________________________.

AGENDA ITEM 9.b.

Authorization to Sign and Submit Notarized Statement Certifying Presentation of FY2021 Financial Report to Local Governing Body - Natasha Brown, Director of Financial Services

County of King William, Virginia

Natasha L. Brown
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

MEMORANDUM

DATE: October 24, 2022

TO: King William County Board of Supervisors

FROM: Natasha L. Brown, Director of Financial Services

SUBJECT: Authorization to Sign and Submit Notarized Statement Certifying Presentation of FY2021 Financial Report to Local Governing Body

Summary

Localities are required to submit their audited financial statements to the Auditor of Public Accounts on or before December 15 (formerly November 30) annually in accordance with Section 15.2-2510 of the Code of Virginia. Unfortunately, the FY2021 audit was not completed by the deadline. On December 15, 2021, the King William Treasurer updated the APA with audit status, "The Annual King William County audit is currently pending due to a delay in the reconcilement of bank records caused by challenges arising from the deployment of new software system. The reconciliation process is ongoing, and the audit is estimated to be completed by February 28, 2022."

Section 15.2-2510 of the Code of Virginia also states that the local governing body shall include a notarized verification stating that the audited financial report has been presented to the governing body. The template designed by the Auditor of Public Accounts (APAP was used to prepare the attached certification.

Recommendation(s)

Staff is requesting the Board to authorize, by public vote, the Board Chairman and the County Administrator to sign the attached certification stating the board has received the audited FY2021 financial statement to comply with Section 15.2-2510 of Code of Virginia. No resolution is attached.

Attachment(s)

- Attachment A – Guidance to localities from the Auditor of Public Accounts
- FY 2021 Audit Certification Statement

180 Horse Landing Road #4 • King William, VA 23086
(804) 769-4929 • financedir@kingwilliamcounty.us
kingwilliamcounty.us

Updated September 2021

AUDITOR OF PUBLIC ACCOUNTS
LOCAL GOVERNMENT ANNUAL FINANCIAL REPORTING REQUIREMENTS AND DISTRIBUTION
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AUDITOR OF PUBLIC ACCOUNTS
LOCAL GOVERNMENT ANNUAL FINANCIAL REPORTING
REQUIREMENTS AND DISTRIBUTION

Financial Reporting Requirements

Virginia Retirement System Pension and OPEB Resources

The Auditor of Public Accounts has issued our audit opinions over the Virginia Retirement System's GASB 68 and GASB 75 related reports and schedules for the Fiscal Year 2021. The following schedules with APA opinions are available on the APA Local Government Pension and OPEB website page, apa.virginia.gov<Local Government<Pension and OPEB standards.

Pension:

- APA Report on VRS Management's Assertions Related to Census Data for the year ended June 30, 2019
- GASB 68 Schedule-Political Subdivision Retirement Plans
- GASB 68 Schedule-Teacher Retirement Plan

OPEB:

- APA Report on VRS Management's Assertions Related to Census Data for the OPEB Plans for the year ended June 30, 2019
- GASB 75 Schedule- Line of Duty Act Program
- GASB 75 Schedule- Group Life Insurance Plan
- GASB 75 Schedule-Political Subdivision Health Insurance Credit Plans
- GASB 75 Schedule-Teacher Health Insurance Credit Plan
- GASB 75 Schedule-Disability Insurance Program

Additionally, the VRS includes on their website available GASB 68 Pension and GASB 75 OPEB resources to assist local governments with their FY2021 financial reporting. This information can be accessed on the VRS website, employers.varetire.org at the Financial Reporting section.

VRS Pension Guidelines and Resources website page

- Refer to the **2021 Documents** tab; the following information is available at the applicable drop-down lists:
    - GASB 68 Reports with Audit Opinions: Includes the Report on Managements Assertions for Census data, and the individual plan level schedules with APA opinions **(also available on the APA website as noted above**)
    - Sample Journal Entries
    - Sample Note Disclosures
    - Analysis of Net Pension Liability
    - Covered Payroll & Contributions

VRS OPEB Guidelines and Resources website page

- The website link above should automatically route to the **2021 Audit Opinions & Disclosure Guidance OPEB page**. The following information is available at the various drop-down lists for each individual OPEB plan—
  Health Insurance Credit (HIC); Group Life Insurance (GLI); Line of Duty Act (LODA); Virginia Local Disability Program (VLDP); Virginia Sickness & Disability Program (VSDP).

- GASB 75 Reports with Audit Opinions: Includes the individual plan level schedules with APA opinions **(also available on the APA website as noted above)**
- Sample Journal Entries
- Sample Note Disclosures
- Analysis of Changes in Net OPEB Liability
- Covered Payroll & Contributions
- Report on Management's Assertions for the OPEB Census Data

VRS Actuarial Reports website page

- Refer to this page to review the GASB 68 2020 Report (all-inclusive report) and the GASB 75 2020 Report (all-inclusive report), which contain employer-specific information for the applicable plans to be included in your financial statements.

December 15 Reporting Deadline

Section 15.2-2510 of the Code of Virginia requires local governments to submit the Comparative Report Transmittal Forms and their audited Annual Financial Reports to the Auditor of Public Accounts by **December 15** each year. The Auditor of Public Accounts (APA) annually reports to the Joint Legislative Audit and Review Commission in January each year regarding the status of any localities that are delinquent in submitting their annual financial reports and transmittal data. The Auditor of Public Accounts also discloses information about a locality's delayed financial reports and transmittal submissions in the annual Comparative Report footnotes and as part of the report transmittal letter to the General Assembly.

The Auditor of Public Accounts also reserves the right to exclude those localities that do not meet the December 15 deadline from the Comparative Report. We will place an emphasis on the locality's submission by the deadline and highlight a locality's exclusion from the report.

To comply with the statutory deadline of December 15, the locality or auditor should only submit a **final audited financial report** to the Auditor of Public Accounts. **The locality or auditor should not email or send any "draft" version of the financial report to this Office**. The Auditor of Public Accounts will only accept a final copy of the audited financial report.

Because the December 15 submission due date is a Code mandated deadline, the Auditor of Public Accounts has no authority to grant an extension for submissions past this deadline. The Auditor of Public Accounts requests a written statement from the local government officials stating the reason for any significant delay in submitting the financial report and/or transmittal data after the December 15 deadline. If the locality's audit completion is also delayed, in accordance with the requirement at §15.2-2511 to post a public statement (refer to the *Delay of Audit Completion* section below), the locality's requirement to submit the audit delay notification to our Office may serve this same purpose in notifying our Office about the locality's reporting submission delay.

The local government should send any written statement regarding reporting submission delays to the office of the Auditor of Public Accounts by email to localgovernment@apa.virginia.gov, or by mail to:

Auditor of Public Accounts/Attn: Local Government Manager
P.O. Box 1295
Richmond, VA 23218

Should the local government have any questions, please contact Rachel Reamy, Local Government manager by email at rachel.reamy@apa.virginia.gov, or by phone, 804-362-8436.

Delay of Audit Completion

In accordance with requirements at the Code of Virginia §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website, if such website exists, with the following information:

- **That the required audit is pending,**
- **The reasons for the delay,**
- **And the estimated date of completion.**

This statement must also be posted and made available to the public at the next scheduled meeting of the local governing body. The locality should continue to post the statement and update accordingly until the audit is complete. A copy of the statement must also be sent to the Auditor of Public Accounts.

In addition, §15.2-2511 imposes a civil penalty enforcement mechanism related to the audit delay notification. Section 15.2-2511 states that if a locality, which is late in completing its required audit, fails to give proper notification of the delayed audit, *any aggrieved person may proceed to enforce action by filing a petition for mandamus to the general district court, supported by an affidavit showing good cause*. The court, if it finds that a violation has occurred, may issue a writ of mandamus and impose a civil penalty of not less than $500 nor more than $2,000 against the locality, which amount shall be paid into the Literary Fund. **Please note that the Auditor of Public Accounts does not impose the civil penalty nor is our office involved in this process.**

The local government should send the statement regarding audit completion delays to the office of the Auditor of Public Accounts by email to localgovernment@apa.virginia.gov. The local government may accomplish this by emailing the APA a website link to where this statement is posted on the locality's website, or sending an electronic letter or email with the statement regarding the audit delay.

Should the locality have any questions, please contact Rachel Reamy, Local Government manager by email at rachel.reamy@apa.virginia.gov, or by phone, (804) 362-8436.

Cities, Counties, and Towns Submissions

- ***Audited Financial Reports and Transmittal Data***

Local governments must submit their **final** audited Annual Financial Report and any separately issued **written** management letter (if applicable) to the Auditor of Public Accounts. **School Boards and other component units that issue separate financial statements are also required to submit these reports to the Auditor of Public Accounts by December 15. Section 30-140 of the Code of Virginia requires most authorities, boards, commissions, districts, and other political subdivisions to file an audit report with the Auditor of Public Accounts within 90 days after the close of their fiscal year end.**

The Auditor of Public Accounts prefers to only receive an electronic copy of the locality's final audited financial report. You should email electronic versions of the Annual Financial Report to localgovernment@apa.virginia.gov; however, the email size must be less than 10MB. For larger files, you may be able to compress to a smaller size by zipping or removing the graphic covers. Additionally, you may contact the Local Government Manager, Rachel Reamy, to inquire about other available methods for submitting the required reports (i.e.: file sharing, website links to reports, etc.), if the files exceed the email 10MB size limit.

If a locality submits only a printed Annual Financial Report, they should mail one copy to:

Auditor of Public Accounts
Attn: Local Government Manager
P.O. Box 1295
Richmond, VA 23218

Comparative Report transmittal preparers should email the completed transmittal file and Auditor's Report on Agreed-Upon Procedures to localgovernment@apa.virginia.gov. For multi-locality transmittal preparers/auditors, please only attach one transmittal file to each separate email. Please do not mail the printed transmittal forms; **the Auditor of Public Accounts will only accept an electronic transmittal form.**

Refer to additional guidance at the *Separate Single Audit report issuance* section on page 8.

- ***Management Letters***

Local governments must also submit to the Auditor of Public Accounts (APA) any separately issued management comment letters received from the independent auditors. In accordance with Chapter 552 of the 2021 Acts of Assembly, Item 2.E., any auditor communication related to other internal control deficiencies and/or financial matters that are not included in the internal control report but merit the attention of locality management and the governing body (commonly referred to as a "management letter") must be made in the form of official, written communication; this communication cannot be made orally.

To ensure the APA is made aware that this management letter requirement is being met, local governments should submit written confirmation of whether the independent auditor has issued a written management letter when submitting the final audited Annual Financial Report to the APA. The local government can fulfill this requirement by stating that the independent auditor has not issued a separate management letter in an email correspondence when submitting the final audited financial report to the APA. Alternatively, the local government can fulfill this requirement by stating that the independent auditor has not issued a separate management letter in an email or written letter accompanied with the submission of the required notarized statement that the audit results have been presented to the governing body (see section below regarding the notarized statement).

If the independent auditor has issued a written management letter, the local government (or its auditor if delegated as such) must provide a copy to the APA when submitting the final audited Annual Financial Report, or as soon as the management letter is available. Please email an electronic version of any issued Management Letter to localgovernment@apa.virginia.gov.

The Auditor of Public Accounts publishes on our website, along with the locality's annual financial report, any written Management letters. **Accordingly, the locality and Auditor should ensure that sensitive/FOIA exempt information (for example sensitive information related to an internal control weakness in information systems) has been redacted from the written Management letter that is submitted to the APA.**

- ***Local Officials Notarized Statement of Audit Results Presentation***

In accordance with §15.2-2510 of the Code of Virginia, the locality's submission to the Auditor of Public Accounts should also include a notarized statement from the chief elected official and the chief administrative officer of the locality stating that the locality's audited financial report has been presented to the local governing body. **The local government official should submit this notarized statement to the Auditor of Public Accounts along with the submission of the final, audited Annual Financial Report, if practicable. If the locality's governing body meeting is scheduled to occur after the December 15 deadline, <u>the locality should separately submit the notarized statement as soon as the results of the audit have been presented to the local governing body</u>.**

The applicable local government official must submit this notarized statement to the Auditor of Public Accounts; this submission should <u>not</u> be delegated to the locality's auditor. The APA prefers to receive a scanned, electronic submission of the notarized statement, emailed to localgovernment@apa.virginia.gov. The locality may also mail a printed letter to the following address.

Auditor of Public Accounts
Attn: Local Government Manager
P.O. Box 1295
Richmond, VA 23218

The locality may refer to a template statement provided by the Auditor of Public Accounts as a resource to assist in preparation of this notarized statement. This template is located on the APA's website, at the following link:
http://www.apa.virginia.gov/data/download/local_government/guidelines/Locality Notarized Statement template.docx

Submission to State Agency for State Compliance Requirements

The Auditor of Public Accounts' *Specifications for Audits of Counties, Cities, and Towns* requires auditors to submit a copy of their audited Annual Financial Report (financial statements) and Single Audit report to state agencies if the report indicates noncompliance with state requirements. Appropriate contact information is available on the Auditor of Public Accounts' website at the document, State Agency Contacts. Localities should contact individual state agencies for their policy on electronically submitted reports. In addition, a state agency may require submission of the locality's audited financial statements and SEFA/Single Audit report for federal sub-recipient monitoring purposes. The locality should contact the state agency for their instructions on annual audit reporting submissions if the locality receives pass-through state or federal funding from the state agency.

Authorities, Boards, Commissions, Districts, and Other Political Subdivisions Submissions

- ***Audited Financial Reports***

The Code of Virginia §30-140 requires that each authority, commission, district or other political subdivision (entity), the members of whose governing body are not elected by popular vote and having financial transactions in excess of $25,000, shall file an audit report within 5 months after the close of the fiscal year with the Auditor of Public Accounts (or within 3 months after the close of the fiscal year for those Commonwealth related entities; refer to additional guidance in the FY2021 Specifications for Audits of Authorities, Boards, and Commissions).

The Code of Virginia §30-140 further requires those entities that are audited to publish a summary statement of financial condition in a newspaper of general circulation in the locality of the entity. The summary statement should include at a minimum total assets, liabilities, and fund balances; total revenues, expenditures, and other sources or uses; and the resulting net change in fund balances.

The Auditor of Public Accounts prefers to only receive an electronic copy of the entity's final audited financial report. You should email electronic versions of the Financial Report to **localgovernment@apa.virginia.gov**; however, the email size must be less than 10MB. For larger files, you may be able to compress to a smaller size by zipping or removing the graphic covers. Additionally, you may contact the Local Government Manager, Rachel Reamy, to inquire about other available methods for submitting the required reports (i.e.: file sharing, website links to reports, etc.), if the files exceed the email 10MB size limit.

If the entity submits only a printed report, they should mail one copy to:

Auditor of Public Accounts
Attn: Local Government Manager
P.O. Box 1295
Richmond, VA 23218

- ***Management Letters***

Entities must also submit to the Auditor of Public Accounts (APA) any separately issued management comment letters received from the independent auditors. In accordance with Chapter 552 of the 2021 Acts of Assembly, Item 2.E., any auditor communication related to other internal control deficiencies and/or financial matters that are not included in the internal control report but merit the attention of management and the governing body (commonly referred to as a "management letter") must be made in the form of official, written communication; this communication cannot be made orally.

To ensure the APA is made aware that this management letter requirement is being met, entities should submit written confirmation of whether the independent auditor has issued a written management letter when submitting the final audited Annual Financial Report to the APA. The entity can fulfill this requirement by stating that the independent auditor has not issued a separate management letter in an email correspondence when submitting the final audited financial report to the APA.

If the independent auditor has issued a written management letter, the entity (or its auditor if delegated as such) must provide a copy to the APA when submitting the final audited Annual Financial Report, or as soon as the management letter is available. Please email an electronic version of any issued Management Letter to **localgovernment@apa.virginia.gov**.

The Auditor of Public Accounts publishes on our website, along with the entity's annual financial report, any written Management letters. **Accordingly, the entity and Auditor should ensure that sensitive/FOIA exempt information (for example sensitive information related to an internal control weakness in information systems) has been redacted from the written Management letter that is submitted to the APA.**

Small Town's Audit Reporting

In accordance with §15.2-2511 of the Code of Virginia, a town with fewer than a population of 3,500, which voluntarily contracts for or performs an audit, must submit the results of such audit to the Auditor of Public Accounts upon completion of the audit. (The APA refers to these towns as "small towns.")

Small towns are **not** required to follow the APA's *Specifications for Audits of Counties, Cities, and Towns* during their audit, although they may elect to do so. Additionally, the December 15 reporting due date required by Code §15.2-2510 is not applicable to a small town that voluntarily elects to receive an audit. **Since a small town is voluntarily electing to receive an audit, there is no specific reporting due date or audit completion date. Please submit the audit report to our office as soon as the audit is completed, and the report has been issued. Please do not submit any "draft" copy of the audit report. The APA will only accept a final copy of the audit report.**

The Auditor of Public Accounts prefers to only receive an electronic copy of a small town's audit report. The town (or auditor, if specified in the audit contract) should submit an electronic version of the audit report to localgovernment@apa.virginia.gov; however, the email size must be less than 10MB. For larger files, you may be able to compress to a smaller size by zipping or removing the graphic covers. Additionally, you may contact the Local Government Manager, Rachel Reamy, to inquire about other available methods for submitting the required reports (i.e.: file sharing, website links to reports, etc.), if the files exceed the email 10MB size limit.

If a town submits only a printed report, they should mail a copy to:

Auditor of Public Accounts
Attn: Local Government Manager
P.O. Box 1295
Richmond, VA 23218

If the town also receives a written management letter from the independent auditor, the town should submit a copy of the letter to the APA along with the audit report. Please refer to additional information at the ***Management Letters*** section above (page 4).

Information specific to small town reporting is also available in a separate resource document called "Small Town Audit Reporting to the Auditor of Public Accounts" available on the APA's website at the following link,
http://www.apa.virginia.gov/data/download/local_government/guidelines/Small Towns Audit Reporting to the Auditor of Public Accounts.docx

For any questions, please contact Rachel Reamy, Local Government manager by email at rachel.reamy@apa.virginia.gov, or by phone, 804-362-8436.

Other Reporting Requirements

Stormwater Utility Reporting

In accordance with Chapter 552 of the 2021 Acts of Assembly (Item 2D), each locality establishing a utility or enacting a system of service charges to support a local stormwater management program pursuant to §15.2-2114, Code of Virginia, is required to provide to the Auditor of Public Accounts, by October 1 of each year, a report as to each program funded by these fees and the expected nutrient and sediment reductions for each of these programs. This reporting was previously made to the Department of Environmental Quality. **Refer to additional information at Chapter 2.5 of the Uniform Financial Reporting Manual.**

The Auditor of Public Accounts provides the localities an annual report template on the APA website, available at this link:
http://www.apa.virginia.gov/data/download/local_government/guidelines/Locality_Stormwater_Utility_Reporting_Template.docx

Reporting PPEA Agreements

Any locality, School system, or other local entity (authority, board, commission, district, political subdivision) that participates in a PPEA agreement must follow the requirements set forth in the Public Private Education Facilities and Infrastructure Act of 2002, Chapter 22.1 of Title 56 of the Code of Virginia (§56-575.1-575.18). **The PPEA Act requires local governments to file a copy of any PPEA agreements and supporting documents with the Auditor of Public Accounts** (§56-575.18). The Auditor of Public Accounts houses these agreements on the Commonwealth Data Point website, located at http://legacydatapoint.apa.virginia.gov/ppea.cfm.

The local government should submit an electronic copy of the agreement with any additional supporting documents to **localgovernment@apa.virginia.gov**. Please ensure that all, complete documents supporting the PPEA agreement are sent to the APA. If the agreement and additional documents are too large in file size (larger than 10MB), the local government may send multiple files in more than one email, and our office will merge the files together as one document. The local government may also use a file sharing or other electronic transmission method (if any questions on this, please contact Rachel Reamy, rachel.reamy@apa.virginia.gov). **Please note that the APA prefers to receive an electronic copy as we are required by the Code statute to publish in an electronic format.**

Reporting for Suspected Fraud

If the local government discovers circumstances that suggest a reasonable possibility that a fraudulent transaction has occurred involving state funds or property under the control of a local government constitutional officer, and an officer or employee of the local government may be involved, the local government official must report the circumstance to the Auditor of Public Accounts, the State Inspector General, and the Superintendent of State Police in accordance with §30-138 of the Code of Virginia. The reporting should be made in writing (either via postal mail or email) and should be done when the local government initially determines there may be a problem. Send all notifications to Staci Henshaw, the Auditor of Public Accounts, staci.henshaw@apa.virginia.gov.

Federal Uniform Guidance Reporting Requirements

FAC Data Collection Form and Reporting Package

Federal reporting requirements under the Uniform Guidance (UG), Subpart F-Section 200.512(a)-(d) requires local governments (auditees) to submit a data collection form and the reporting package to the Federal Audit Clearinghouse (FAC) regarding their audit. The reporting package information submitted to the FAC is available for public inspection; therefore, local governments and their auditors must ensure that their respective parts of the reporting package **do not include protected personally identifiable information.**

Information on the data collection form and related instructions can be obtained from the Federal Audit Clearinghouse's website at https://facweb.census.gov/uploadpdf.aspx.

In accordance with the UG, Subpart F-Section 200.512(c), the reporting package submission requirement includes the following:

- Financial statements and schedule of expenditures of Federal awards (refer to UG §200.510(a)-(b))
- Summary schedule of prior audit findings (refer to UG §200.511(b)), as applicable
- Auditor's report(s) (refer to UG §200.515)
- Corrective action plan (refer to UG §200.511(c)), as applicable

Management Letters

The UG, Subpart F-Section 200.512(e), requires local governments to submit a copy of any auditor issued management letter upon request by the pass-through entity or Federal agency.

Other Disclosures

The UG, Subpart B-Section 200.113, requires that local governments must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. In addition, local governments that have received a Federal award are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in UG Subpart D-Section 200.339, including suspension or termination.

Separate Single Audit report issuance

It is the APA's interpretation that the locality's submission of its final, audited Annual Financial Report (i.e.: audited financial statements in accordance with GASB) and the Comparative Report Transmittal data form meets the intent of the December 15 reporting submission required at Code of Virginia §15.2-2510. Specifically, the applicable excerpt from this statute states *...each locality shall file annually on or before December 15 with the Auditor of Public Accounts a detailed statement prepared according to the Auditor's specifications showing the amount of revenues, expenditures and fund balances* **[this is the Transmittal data]** *of the locality for the preceding fiscal year, accompanied by the locality's audited financial report.* Accordingly, it is a permissible approach for a locality to issue its Single Audit report with the SEFA and the related Independent Auditor Reports (opinion letters) separately from the audited Annual Financial Report after December 15, as long as appropriate auditing requirements are followed. The locality should adhere to OMB's current reporting deadline for the single audit submissions to the FAC. The auditor/CPA firm should appropriately follow auditing standards for the issuance of the *Governmental Auditing Standards* internal control and compliance report, and all related Independent Auditor's Reports.

If the Single Audit is issued separately, the locality should also submit a copy of the Single Audit, SEFA, and related compliance reports to our office as soon as the Single Audit is completed and issued.

Other Reporting Information

Cardinal State Disbursements Report

The Auditor of Public Accounts provides the Cardinal State Disbursement reports as a resource for local governments to use when reconciling revenues from state funds and federal pass-through funds received from state agencies. The Auditor of Public Accounts creates these reports from data that our office obtains directly from the Commonwealth's general ledger accounting system (Cardinal). Localities should refer to the Cardinal State Disbursement report(s) to review transactions included by quarters on individual tabs within the Quarterly Excel file report, and/or the Annual report. Localities can filter by their FIPS code and Vendor name data fields within the data in order to review their applicable disbursement transactions. The report files are available at the APA Website, Local Government page at the Cardinal State Disbursement Reports section.

As reminder regarding the use of the Cardinal accrual report, Cardinal payments processed at year-end no longer contain the legacy "P" coding designation on the voucher ID number; instead the state uses reporting queries to analyze the payment transactions to determine which vouchers represent an accrual for the Fiscal Year. The Cardinal accrual report includes accrual information for payments made to localities that were incurred prior to the fiscal year-end (June 30) but were not processed or paid until the first 2 months of the next Fiscal Year, July and August. Please note that the disbursements in this report will also be included on the following fiscal year's 1st Quarter State Disbursement report; please keep in mind when reconciling that these are not duplicate payments.

When using both the Annual and the Accrual Cardinal State Disbursements reports, please note the following important points:

- You should use both the "FIPS" field and "Vendor Name" field when identifying specific payments made to your locality, since often other entities/vendors are included in this report under your FIPS code. The Vendor ID (not shown in data) and the Vendor Name fields are the only fields that indicate actual payment receipt; the FIPS field does not impact the entity that received the payment.

- The state disbursement reports may not capture all funds a locality receives from the state, since our report is prepared based on specific coding criteria. Some transactions will not match this selection criteria. Local governments should review and analyze all revenue to ensure proper accounting and reporting, and the locality may need to make further contact with the State agency regarding any specific payments not shown in the APA report.

- **Any questions regarding payments from specific state agencies should be addressed directly to the state agency contact person listed for state disbursements in the State Agency Contacts file, available on the APA website> Local Government page> Annual Guidelines, Manuals, and Other Procedural Documents section.**

King William County
Est. 1702 in Virginia

BOARD OF SUPERVISORS

Natasha L. Brown
Director of Financial Services

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

October 24, 2022

Commonwealth of Virginia
Auditor of Public Accounts
PO Box 1295
Richmond, Virginia 23218

To Whom It May Concern,

We hereby attest, in accordance with Section 15.2-2510 of the Code of Virginia, that the County of King William's audited financial report for the fiscal year ended June 30, 2021 has been presented to the local governing body at a public session on October 24, 2022.

Local chief elected official signature	Local chief administrative officer signature
Edwin H. Moren, Jr., Chairman King William County Board of Supervisors	**Percy C. Ashcraft, County Administrator** King William County

County of King William
Commonwealth of Virginia

The foregoing statement required by the laws of the Commonwealth was acknowledged before me this 24th day of October, 2022 in the State of Virginia, County of King William.

Christine H. Branch, Deputy Clerk to the Board of Supervisors
Notary Public Commission # 7108450
My commission expires March 31, 2023

180 Horse Landing Road #4 • King William, Virginia 23086
Phone: (804) 240-4929
www.kingwilliamcounty.us

AGENDA ITEM 10.a.

Ordinance 10-22 - Amending King William County Code Section 10-69 - Dogs Running at Large

County of King William, Virginia

BOARD OF SUPERVISORS

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: October 24, 2022

TO: King William County Board of Supervisors

FROM: Percy C. Ashcraft, County Administrator

SUBJECT: **Ordinance 10-22** Change to King William County Code Section 10-69 (b) – Dogs running at large

BACKGROUND

A citizen resident of Marle Hill Subdivision requested the subdivision be added to the year-round leash law. The question arose whether there was an established process for such an action. Upon investigation and conversation with Sheriff Walton, it was discovered that in the past, residents of a subdivision presented a signed petition to the Board. There were no other details found regarding the process.

SUMMARY

Staff recommends amending the current code to expand the "leash law" to include any property zoned R-1, Suburban-Residential and to provide a process for citizens wishing to add subdivisions not zoned R-1 to the existing ordinance. Further, staff recommends limiting this process to one opportunity per year. These changes would help to mitigate the costs involved in amending the code which include advertising the Public Hearing in the newspaper of record (approx. $200/week), legal review of the proposed ordinance ($335/hr.), and updating the County's online code through Municode (approx. $20/page) plus staff cost for research and preparation.

The Public Hearing for this matter was properly advertised in the County's newspaper of record, The Tidewater Review, on October 12, 2022 and October 19, 2022 as well as on the County website.

REQUEST FOR ACTION

- Staff recommends adoption of Ordinance 10-22.

ATTACHMENTS

- **Ordinance 10-22** Change to County Code Section 10-69 – Dogs running at large

180 Horse Landing Road #4 • King William, VA 23086
(804) 769-4926 • pashcraft@kingwilliamcounty.us
kingwilliamcounty.us

ORDINANCE 10-22

AMENDING KING WILLIAM COUNTY CODE SECTION 10-69 DOGS RUNNING AT LARGE

WHEREAS the King William County Board of Supervisors (the Board) wishes to amend King William County Code Section 10-69 – Dogs running at large; and

WHEREAS the Board conducted a duly advertised public hearing on October 24, 2022 to accept public comment in consideration of the changes as shown below (additions shown in red text and highlighted in yellow, deletions shown in strikethrough):

Sec. 10-69. – Dogs running at large.

(a) In order to facilitate inspection of current dog licenses and the capture of unlicensed stray dogs, no dog shall be permitted to run at large in any part of the county from April 1 through May 31 of each year. All dogs shall be confined, restricted, or penned up during these months. For the purpose of this section, a dog shall be deemed to be running at large while roaming, running, or self-hunting off the property of its owner or custodian and not under its owner's or custodian's immediate control.

(b) It shall be unlawful for the owner or custodian of any dog to permit the dog to go upon any public street, sidewalk, or right-of-way or upon the property of another within the hereafter described areas of the county, unless it is kept secured by a leash or lead or other means of restraint not harmful or injurious to the dog, and under the control of a responsible person capable of physically restraining the dog:

(1) Any property zoned R-1, Suburban-Residential

(2 ~~1~~) The area and property known as Corinth Heights Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 10, page 27, to which reference is made here. (Zoned R-R)

~~(2) The area and property known as Venter Heights Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 10, page 10, to which reference is made here. (Zoned R-1)~~

~~(3) The area and property known as Oak Springs Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 11, page 67, to which reference is made here. (Zoned R-1)~~

~~(4) The area and property known as Aylett Farms Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 10, page 64, to which reference is made here. (Zoned R-1)~~

~~(5) The area and property known as Manquin Farms Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's~~

~~office of the county circuit court, in the clerk's Plat Book~~ 10~~, page 106, to which reference is made here. (Zoned R-1)~~

(3 ~~6~~) The area and property known as Corr Walker Subdivision, also known as Beaver Creek, King William Estates, and Timberland Estates Subdivisions, and more particularly shown on those certain plats of survey on record in the clerk's office of the circuit court of King William, Virginia, in clerk's Plat Book 13, page 15, page 30, page 34 to which reference here is here made. (Zoned R-R)

~~(7) The area and property known as Terra Alta Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 13, page 3, to which reference is made here. (Zoned R-1)~~

~~(8) The area and property known as Fairfield Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 13, page 94, to which reference is made here. (Zoned R-1)~~

(4 ~~9~~) The area and property known as Rose Garden Estates Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 15, page 65, to which reference is made here. (Zoned A-C)

(5 ~~10~~) The area and property known as Reed Brothers Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, in the clerk's Plat Book 16, page 150, to which reference is made here. (Zoned A-C)

(6 ~~11~~) The area and property known as Edge Hill Farms Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the county circuit court, section A in the clerk's Plat Book 10, page 94; section B in Plat Book 10, page 126; and section C in Plat Book 11, page 52, to which reference is made here. (Zoned A-C)

(7 ~~12~~) The area and property known as Cherry Hill Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the circuit court of King William County, Virginia, in clerk's Plat Book 10, pages 119—124, to which reference here is here made. (Zoned R-R)

~~(13) The area and property known as Rosewood Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the circuit court of King William County, Virginia, section A in clerk's Plat Book 16, page 187; section B in Plat Book 16, page 230; section C in Plat Book 17, page 4; and two lots of record in clerk's Deed Book 306, page 403, to which reference here is here made. (Zoned R-1)~~

(8 ~~14~~) The area and property known as Spring Pleasants Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the circuit court of King William County, Virginia, in clerk's Plat Book 13, page 140, to which reference here is here made. (Zoned A-C)

~~(15) The area and property known as Indian Fields Subdivision, and more particularly shown on those certain plats of survey on record in the clerk's office of the circuit court of King William County, Virginia, in clerk's Plat Book 18, page 108-109, to which reference here is made. (Zoned R-1)~~

(c) Any person who does not restrain his dog in accordance with this section, whether such person is the owner or custodian of such dog, shall be guilty of a Class 4 misdemeanor. The animal control officer or sheriff's deputies shall have the duty to enforce the provisions of this section.

(d) This section shall not apply to any person who uses a dog under his direct supervision while lawfully hunting, while engaged in a supervised formal obedience training class or show, or during formal sanctioned field trials.

(e) The process by which citizens may petition the county to be added to the list of described properties in Section 10.69 (b) shall be as follows:

(1) Citizens obtain the signatures of 50% of the residents of a particular Subdivision, identifiable by plat book number, and plat book page of survey on record in the clerk's office of the county circuit court.

(2) Citizens present such petition to the County Administrator's office by October 1 for consideration by the Board of Supervisors at their October Work Session meeting.

(3) If in agreement with the addition(s), the Board, by general consensus, authorizes staff to research and prepare the necessary ordinance change and to advertise a Public Hearing to be held at the October Regular Meeting of the Board of Supervisors, such that notice is provided at least five business days prior to the date of the Public Hearing.

(4) The Public Hearing is held on the date advertised, or as soon thereafter as the public may be heard.

(5) The Board votes to approve or deny the petition.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED that the Board of Supervisors of King William County, Virginia does hereby amend King William County Code Section 10-69 – Dogs running at large as outlined above effective immediately upon passage.

ADOPTED this the 24th day of October, 2022.

AGENDA ITEM 11.a.

DEQ ARPA Wastewater Funds Application: Sewer Service Expansion to Commerce Park - Steve Hudgins, Deputy County Administrator

King William County
Est. 1702

Board of Supervisors

Steven G. Hudgins
Deputy 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

DATE: October 24, 2022

TO: King William County Board of Supervisors

FROM: Steve Hudgins, Deputy County Administrator

SUBJECT: DEQ ARPA Wastewater Funds Application: Sewer Service Expansion to Commerce Park

REQUEST FOR ACTION

Consider funding a preliminary engineering report (PER) for sewer service expansion to King William Commerce Park in order to apply for DEQ ARPA Wastewater funds. If the Board wishes to proceed, a motion is requested stating such.

SUMMARY

The solicitation period for ARPA Wastewater funds for sewer service expansion projects is open now through December 15, 2022. If awarded, DEQ ARPA Wastewater funds could cover the cost of public sewer expansion to the King William Commerce Park.

A PER is required to determine design strategy and a cost estimate in order to make application. The cost for the County's engineering consultants, Bowman Consulting, to create the PER and make application is approximately $7,500. Funding would not require a budget amendment as there is funding available in contingency within the Sewer Fund (an enterprise fund separate from the General Fund).

If ARPA funds are awarded for this project, the cost of the PER may be reimbursed.

180 Horse Landing Road #4 ● King William, Virginia 23086
804-769-4927 ● fax: 804-769-4964
www.kingwilliamcounty.us

Steven G. Hudgins
Deputy 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

BACKGROUND

Sewer Collection System (SCS) Program:
A total of $75,000,000 in ARPA funds have been appropriated for septic, straight pipe, and sewer collection system repair, replacement, and upgrades. Of this total, approximately $65,000,000 will be allocated to projects that provide sewer collection system repair, replacement and upgrades as the wastewater treatment solution. SCS Program projects can include eliminating septic systems and straight pipe discharges with connection to a new or existing sewer collection system.
Eligible Projects
Eligible project types include:

- Projects that eliminate septic systems and straight pipe discharges by connecting homes and businesses to a sewer collection system – for this type of project, costs associated with establishing a sewer collection system are considered eligible
- All other sewer collection system repair, replacement, and upgrades

Septic Local Partner Program (SLPP):
A total of $75,000,000 in ARPA funds have been appropriated for septic, straight pipe, and sewer collection system repair, replacement, and upgrades. Of this total, approximately $5,000,000 will be allocated to local partners to develop and implement a funding program for projects that provide septic system repair, replacement and upgrades as the wastewater treatment solution. SLPP projects can also include eliminating failing septic systems, pit privies and straight pipe discharges and connection to a new or existing sewer collection system.
Eligible Projects
Eligible project types include:

- Individual and community septic system repair, replacement, and upgrades
- Projects that eliminate straight pipe discharges and pit privies by installing septic systems
- Projects that eliminate septic systems, pit privies and straight pipe discharges by connecting homes and businesses to a sewer collection system

AGENDA ITEM 12.a.

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

County Administrator's Report

October 24, 2022 Meeting of the Board of Supervisors

Meetings & Special Dates

October

1. Middle Peninsula Planning District Meeting – October 26, 7 p.m. – Saluda.
2. Archeological Dig Day at Historic Courthouse – October 27, 10 a.m. – 4 p.m.
3. Mangohick VFD Turkey Shoot – October 28, 6:30 p.m. - Mangohick VFD.
4. Saturday Voting Hours – October 29, 8 a.m. – 4 p.m. – Administration Building.
5. Drug Take Back Day – October 29, 10 a.m. – 2 p.m. - Food Lion Shopping Plaza.
6. West Point Crab Carnival – October 29, 8:30 a.m. – 7:30 p.m. – Downtown West Point.
7. Mangohick VFD Trunk-or-Treat & Haunted Fire Station – October 29, 5-9 p.m. – Mangohick VFD.
8. Trick-or-Treat in County Neighborhoods – October 31, 5-8 p.m.
9. West Point Town Council Meeting – October 31, 6:30 p.m.; Town Hall First Floor.

November

1. Planning Commission – November 1, 7 p.m. – Board Room.
2. Recreation Commission – November 3, 7 p.m. – 360 Community Center.
3. Mangohick VFD Turkey Shoot – November 4, 6:30 p.m. - Mangohick VFD.
4. Saturday Voting Hours – November 5, 8 a.m. – 4 p.m. – Administration Building.
5. Daylight Saving Time Ends – November 6, 2 a.m.
6. Board of Supervisors Work Session – November 7, 7 p.m. – Board Room.
7. General Election Day (County Offices Closed) – November 8.
8. Economic Development Authority (EDA) – November 9, 7 p.m. – Board Room.
9. Archeological Dig Day at Historic Courthouse – November 10, 10 a.m. – 4 p.m.
10. Veterans Day (County Offices Closed)- November 11.
11. Mangohick VFD Turkey Shoot – November 11, 6:30 p.m. - Mangohick VFD.
12. RAM Free Dental, Vision, and Medical Clinic – November 12-13 – Richmond County ES
13. VACo Annual Conference – November 13-15 – Richmond.
14. King William School Board Meeting – November 15, 6 p.m. – Hamilton-Holmes MS.
15. Mangohick VFD Turkey Shoot – November 18, 6:30 p.m. - Mangohick VFD.
16. Thanksgiving Holiday Observance (County Offices Closed) – Nov 23 at 12:30 p.m. – Nov 25
17. Board of Supervisors Regular Meeting – November 28 – 7 p.m. – Board Room.

Notes & Updates

1. Personnel
    a. Brandy Gifford hired as part-time Animal Control Officer.
    b. Jeanette Chittick hired as full-time Animal Shelter Attendant.
    c. Melody DeShaies hired as full-time Animal Shelter Attendant.
    d. Chris Liverman resigned as Medic-Firefighter.
    e. Savannah Alexander hired as full-time Medic-Firefighter.
    f. Lydia Limox resigned as Fiscal Specialist in Finance Department.
    g. Tiffany Barber hired as full-time Fiscal Specialist in Finance Department
    h. Briana Rappold hired as full-time Fiscal Specialist in Finance Department.
    i. Cheryl Jones hired as part-time Clerk in Treasurer's Office.
    j. Mitchell Buckner hired as temporary employee in Commissioner of the Revenue's Office.
    k. Dionne Hatchett resigned as Benefit Program Supervisor in Social Services.
    l. Roxanna Bess resigned as Efficiency Specialist in Social Services.
    m. Keri Cusick hired as Family Services Supervisor in Social Services
2. Dollar General on Route 30 has been given a Temporary Certificate of Occupancy.
3. County Administration will be presenting a Resolution of Appreciation to Rebecca Morgan and her DSS Staff at the November 1 meeting of the Board of Supervisors in Middlesex County.
4. King William County is now at low level for COVID-19 exposure by the State Department of Health.
5. Contractor now assessing what is needed to plant flowers in the medians at Route 360/30 for next spring.
6. King William County unemployment rate was 3.0 percent for September.
7. Fire & EMS has received a $7,500 grant for assistance with fees and infrastructure.
8. Construction plans for the new water tower are now 50 percent complete.
9. The BOS will be asked to consider appointments to the Board of Equalization at its November 28 meeting.
10. As of Noon on October 17, 681 residents have participated in Early Voting for the November 8 General Election. Absentee ballot voting is 389 and in-person at the Administration Building is 292.

AGENDA ITEM 12.b.i.

Animal Activities Report

Regional Animal Shelter
Animal Activities Report
September 2022

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	7	71	0	0	0	3	0	19	0	0	7	93
K & Q Animal Control	10	59	0	1	0	1	2	18	0	0	12	79
King William Citizens	2	41	0	0	0	1	1	45	0	0	3	87
King & Queen Citizens	5	19	0	0	0	0	3	41	0	0	8	60
Other	0	0	0	0	0	0	0	0	0	0	0	0
Totals	24	190	0	1	0	5	6	123	0	0	30	319
Disposition (Dogs)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	5	52	7	63	11	149	7	55	0	0	30	319
Cats Received	Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	2	36	0	0	0	0	0	40	0	0	2	76
K & Q Animal Control	7	19	0	0	0	0	0	15	0	0	7	34
King William Citizens	6	18	0	0	0	0	8	112	0	4	14	134
King & Queen Citizens	1	5	0	0	0	0	1	50	0	0	2	55
Other	0	0	0	0	0	0	0	0	0	11	0	11
Totals	16	78	0	0	0	0	9	217	0	15	25	310
Disposition (Cats)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	1	10	9	59	10	193	5	48	0	0	25	310
Feral Cats	Month	YTD	Other Species Handled									
	8	37			Month	0	YTD	0				
Other Received Explanation	5 kittens born at RAS 4-22, 4 kittens born at RAS 5-22; 3 kittens transferred in from Indian Rivers Humane Society 7-22; 3 kittens transferred in from Homeward Trails 7-22;											
Other Disposition Explanation												
Animals On Hand	10/1/22											
Dogs	15	Cats	7	Other Species		0	Average Length of Stay: 10 Days					

REGIONAL ANIMAL SHELTER

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

September 2022 Animals Euthanized Explanation

Cats Euthanized: 5

- **1 surrendered cat, return adoption by King William citizen, FIP positive**
- **1 stray feral cat by King & Queen Animal Control**
- **1 stray feral cat by King & Queen Animal Control**
- **1 stray feral cat by King & Queen Animal Control**
- **1 stray feral cat by King & Queen Animal Control**

Dogs Euthanized: 7

- **1 stray Hound by King William Animal Control, heartworm positive**
- **1 stray Hound by King William Animal Control, heartworm positive**
- **1 owner surrendered mixed Lab by King & Queen Animal Control. Dog at Shelter 15 days, remained skittish and snappy, not a candidate for adoption**
- **1 owner surrendered by King & Queen Citizen, at Shelter 15 days, was skittish and snappy, not a candidate for adoption**
- **1 stray Beagle by King William Animal Control, approx. 10 years old. Severe bi-lateral ear infections, heartworm positive**
- **1 stray Beagle by King William Animal Control. Large mass on abdomen, heartworm positive**
- **1 stray Beagle by King William Animal Control. Approx. 10 + years old. Widespread hair loss, pressure sores on both back legs**

SPAY/NEUTER SAVES LIVES

REGIONAL ANIMAL SHELTER

2022 Dog Heartworm Testing Results

Month	Number of Dogs Tested	Tested Heartworm Pos.	YTD Dogs Tested	YTD HW Positive
January	31	7	31	7
February	18	3	49	10
March	15	3	64	13
April	15	5	74	18
May	23	10	87	28
June	33	12	120	40
July	18	6	138	46
August	19	8	157	54
September	22	9	179	63
October				
November				
December				

AGENDA ITEM 12.b.ii.

Building Department Report

King William County Building Department Report - September 2022

	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022
TOTAL PERMITS ISSUED	56	67	65	115	94	126	140	125	129
BUILDING INSPECTIONS COMPLETED	287	463	425	483	456	474	486	825	562
NEW COMMERCIAL PERMITS	1	1	2	1	2	2	1	2	3
NEW DWELLINGS	11	15	9	6	18	22	12	11	4
CERTIFICATE OF OCCUPANCY	7	12	19	15	9	5	21	22	13
PLAN REVIEW	11	28	12	18	39	43	26	12	16

AGENDA ITEM 12.b.iii.

Fire & EMS Department Report

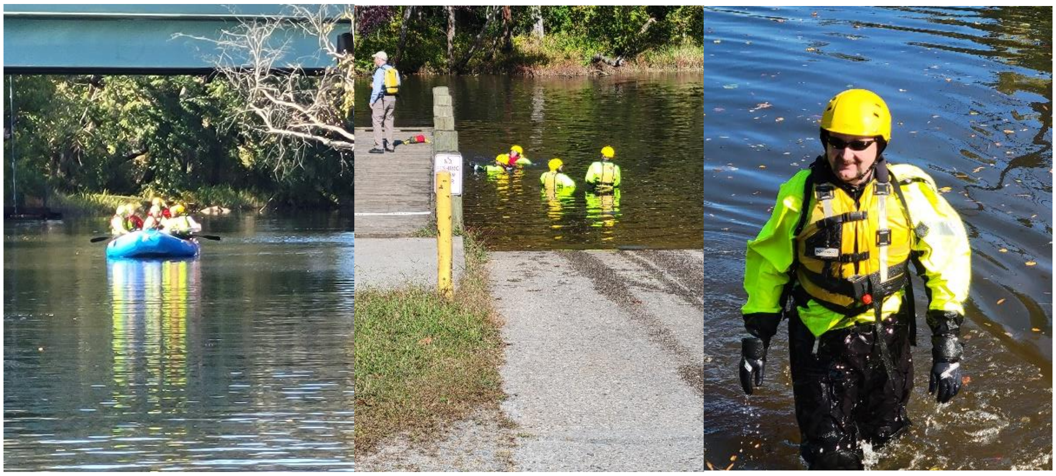
Stacy Reaves, Fire Chief

King William Fire & Emergency Services
Department Report
October 14, 2022

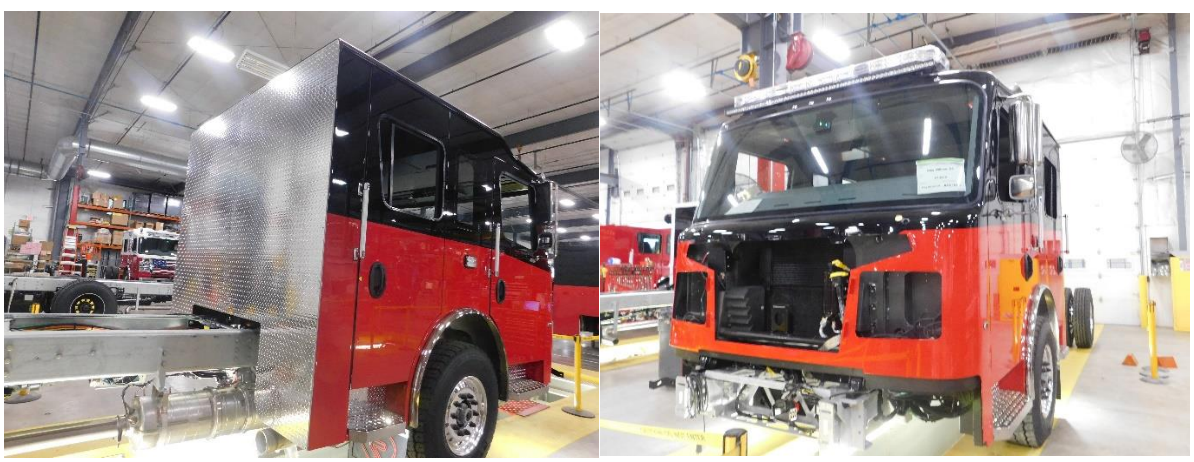
- **CODERED**: Citizens interested in receiving emergency alerts from King William County can sign up for CodeRed using the links provided on the King William County Website.
- **CERT**: Citizens Emergency Response Team. Assistant Chief Jones will be the point of contact for interest in becoming a CERT member and organizing the training for the program. Please sign up on the county website if you are interested in learning about becoming a member.
- **CARBON MONOXIDE AND SMOKE DETECTORS:** King William Fire and EMS has started a carbon monoxide detector program in conjunction with the smoke detector program to provide these life saving detection devices to our citizens FREE OF CHARGE. To request either type of detector please visit the King William County website and fill out the form on the Fire and EMS Department Page. https://kingwilliamcounty.us/

- KWFE with be supporting KWSO in the annual DEA Drug Take Back in front of Foodlion on October 29, 2022.
- The Emergency Operations Center development project planning and budgeting are moving forward with good progress.
- Department leadership continues working to develop procedures and tactical guidelines to define goals and expectations for emergency and non-emergency responses to ensure quality of service.
- Asst EM Bartol is continuing to build the COOP (Continuity of Operations Plan) and revising the EOP (Emergency Operations Plan). We are moving towards the next steps of developing the plans. We have also applied for a non-match grant to pay for a planner to help ensure the best plans are written.
- Chief Morey is the project manager for mandatory participation in the Medicare Ground Ambulance Data Collection program required by the Centers for Medicare and Medicare Services.
- All EMS Field Training Programs have been updated to reflect the new state required Red Dot training. The programs have been reviewed and approved by the department's Operational Medical Director, Dr. Lisa Dodd.
- King William Fire and EMS participates in the King William County Public Schools Homecoming Parade.

- KWFE completed surface water certification classes with the Virginia Dept of Fire Programs October 14, 2022.



- The boat for the Water Rescue Program will be delivered Saturday October 15, 2022.
- The brush truck continues to struggle with mechanical issues including starting, running, chassis rust, pump operation, and pump engine run issues.
- The new fire engine is in production but is now delayed until December for completion.
- The RSAF Grant cycle is finishing up awards should be coming out soon.



- The regional AFG with KWFE and WPVFR for SCBA has been awarded. Both departments will replace all the old, incompliant, and mis-matched equipment with current compliant equipment matching all the brands in the county with the SCBA recently purchased by MVFD and all but one of the surrounding counties greatly improving interoperability and safety for our firefighters.

Stacy Reaves, Fire Chief

September 2022 Calls based on reports in reporting software: (note if the Agency (individual fire department) report is not completed it will not show in the count)

	MVFD	KWFE	WPVFR	Totals
Fire	1	19	25	45
EMS	7	90	50	147
Totals	8	109	75	192

Immediate life	30
MVA	5
MVA Extrication	0
MVA Pedestrian	1
Structure Fire	0
Wildland Fire	6
Car Fire	1
Civilian Injury	0
Cardiac Arrest	1
ROSC	0

AGENDA ITEM 12.b.iv.

Sheriff's Department Activity Report

King William Sheriff's Office
351 Courthouse Lane, Suite 160
King William, VA 23086
J. S. Walton, Sheriff
804-769-0999

King William Sheriff's Office Activity

September 1, 2022 – September 30, 2022

Calls for Service	944
Incident Reports	88
Traffic Summons	92
Warrants Served	35
Civil Papers Served	458
16.1-253.4-EMERGENCY PROTECTIVE ORDER VIOLATION	1
18.2-102-UNAUTHORIZED USE:ANIMAL/VEHICLE/ETC, >=1000	1
18.2-103-SHOPLIFT/ALTR PRICE/CONCEAL/XFER GOODS <$1000	1
18.2-137-MONUMENT: INTENTIONAL DAMAGE, VALUE <$1000	1
18.2-200.1-ADVANCE >=$1000 FAIL TO PERFORM CONSTRUCTION	1
18.2-266-DWI: 1ST OFF, BAC .15-.20%	1
18.2-370.1-INDECENT LIBERTIES: W/CHILD BY PARENT/ETC	1
18.2-415-DISORDERLY CONDUCT	1
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER	2
18.2-60.3-STALKING: REASONABLE FEAR OF DEATH/ASSAULT/ETC	1
18.2-60.4-VIOLATE PROTECTIVE ORDER (GENERAL)	1
18.2-67.3-AGGRAVATED SEXUAL BATTERY: VICTIM <13 YRS	1
19.2-306-PROBATION: VIOLATION ON FELONY OFFENSE	2
220-Burglary/Breaking & Entering	1
23C-Shoplifting	1
23H-All Other Larceny	2
240-Motor Vehicle Theft	1
250-Counterfeiting/Forgery	1
26A-False Pretenses/Swindle/Confidence Game	2
26B-Credit Card/Automatic Teller Machine Fraud	1
26E-Wire Fraud	1
26F-IDENTITY THEFT	2
290-Destruction/Damage/Vandalism of Property	4
3.2-6503-ANIMAL:INADEQUATE CARE OF ANIMAL(S) BY OWNER	1
46.2-817-LAW ENF COMMAND: DISREGARD OR ELUDE, ENDANGER	1
520-Weapon Law Violations	1
90F-Family Offenses, Nonviolent	9
90Z-All Other Offenses	2
ANIMBD-ANIMAL BITE - DOG / CANINE	1
CHILD-CHILD ABUSE/NEGLECT/ENDANGERMENT COMPLAINT	7
CIVILD-CIVIL DISTUBANCE/VERBAL DISPUTE	2
CIVILI-CIVIL ISSUE	1
JUVI-JUVENILE ISSUE	4
LOST-LOST PROPERTY	1
MENTAL-MENTAL SUBJECT	2
SUICA-SUICIDE ATTEMPT	1
SUICT-SUICIDE THREATENED	2
WARR-WARRANT SERVICE	7
** TOTAL **	88

AGENDA ITEM 12.b.v.

Utilities Department Report

KING WILLIAM UTILITY DEPARTMENT		
MONTHLY ACTIVITY REPORT - SEPTEMBER 2022		
PROJECTS		
ITEM	STATUS	NOTES
Industrial Park Water System	Ongoing	Submittals have been turned into DEQ
Kennington Office Warehouse	Started 1/25/2021	Waiting for BAC-T samples
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	Second Submittal
Kennington Section 2C	Review Approved	Fourth Submittal - Approved for Construction
Highview Section 1	Under Review	First Submittal
McCauley Townhomes	Under Review	Third Submittal
Manfield Water Tower	Approval from Board	Plans are at 50%.

INFRASTRUCTURE GROWTH		
	MONTHLY	FYTD
Water Connections	0	12
Sewer Connections	0	12
Water Meter Sales	15	24

SERVICE AND REPAIRS		
	MONTHLY	FYTD
Miss Utility tickets	109	283
Repair items addressed	1	1
Flow Tests	0	0
Customer Transfers (Manual meter reads)	11	53
Replace defective meters	21	40
Manual Meter reads after Electronic Billing Reads	11	22
Bac't Samples per month	15	35
Number of inspection per working project	16	47
DEQ readings using Levelogger	2	6
Daily Water Usage Readings (3 wells)	22	66
Weekly Well Inspections (4 wells)	20	60
Total Water Utility Customers Accounts	712	

AGENDA ITEM 12.b.vi.

Synopsis from MPPDC Meeting

MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION

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: **October 7, 2022**

RE: **Synopsis of MPPDC Meeting of September 28, 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

Saluda Professional Center • 125 Bowden Street • PO Box 286 • Saluda, Virginia 23149
(Phone) 804 758-2311 • (Fax) 804 758-3221 • (Email) pdcinfo@mppdc.com
https://www.mppdc.com

Middle Peninsula Planning District Commission Meeting
7:00 P.M.
Wednesday, September 28, 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, September 28, 2022 at 7:00 p.m. MPPDC Vice-Chairman Chriscoe welcomed everyone in attendance.

II. Approval of July Minutes

III. Approval of Financial Reports for July and August *(handout)*

IV. Executive Director's Report on Staff Activities for the months of August and September

V. MPCBPAA Update

VI. MPA Update

VII. MPPDC Public Relations/Communications Update

VIII. Public Comment

AGENDA ITEMS FOR DISCUSSION

IX. MPPDC Election of Officers
The Commission unanimously appointed Mr. Ashley Chriscoe as Chairman, Mr. Travis Moskalski as Vice-Chairman, and Mr. Wayne Jessie as Treasurer.

X. Flooding Discussion *(pgs. 35-71)*

- Rising seas threaten tax base for Virginia's coastal counties
  MPPDC Deputy Director, Curt Smith provided an overview of the recent article highlighting the findings from a recent study by Climate Central which was the first study of its kind to quantify the impacts of sea level rise and flooding upon the tax base of coastal communities across the country, including parts of Virginia. The article highlighted Middlesex County as one of the localities in Virginia identified as being at greater risk in the study.
- Study projects major local tax losses due to sea level rise
  MPPDC Deputy Director, Curt Smith presented a table summarizing the forecast impacts of flooding and sea level rise on local property values from the new Climate Central study for each Middle Peninsula County.
- Chesapeake Bay Preservation Act Guidance: Implementing Coastal Resiliency Provisions
  MPPDC Deputy Director, Curt Smith discussed the draft guidance document from DEQ that is intended to instruct localities how to implement the new regulations which incorporate resilience in the RPA. It was reported that MPPDC staff worked with the local government planners to develop comments which will be incorporated into a comment letter and submitted to DEQ prior to the October 6 deadline.

XI. VDOT Special Structures Bridge Letter *(p. 73)*
MPPDC Deputy Director, Curt Smith presented the Commission with a letter drafted as part of the efforts to pursue Special Structures Funds to address the immediate and emerging needs at the Coleman Bridge.

XII. Middle Peninsula Septic Repair Program Design Amendment: Loan Level Increases *(p. 75)*
Due to the dramatic increase in costs associated with septic repair, the Commission unanimously approved the loan level increases to the MP Septic Repair Program Design as presented.

XIII. CEDS Plan Update – Tappahannock Old Airport *(p. 77)*
The Commission unanimously approved the addition of the redevelopment of the Tappahannock Airport Site to the current CEDS plan.

XIV. Other Business
In the absence of MPPDC Executive Director, Lewie Lawrence, Chairman Chriscoe shared a brief update regarding the MPPDC IT Network.

IX. Adjournment

AGENDA ITEM 12.b.vii.

VDOT Transportation Briefing

Fredericksburg

King William County Board of Supervisors
October 2022 VDOT Transportation Briefing

Construction Projects Completed
UPC 106179 – Route 600 Turn lane addition at Route 360

Construction Projects Underway
UPC 117198 – Route 33/30 Crosswalk Repair, underway

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 641 Sandy Point Road – UPC 114819 – March 2023
Route 624 Trimmers Shop Road – UPC 114820 – March 2024
Route 617 W. Spring Forest Road – UPC 115626 – March 2025
Route 621 Green Level Road – UPC 115628 – March 2027

Construction Projects Next 24 Months
None

Bridge Projects next 24 Months
UPC 118975 – Route 629 over Jacks Creek – Spring 2023

Traffic Engineering Requests
Completed: Route 649 Brandywine Road traffic count – new ADT is 129

Supervisor Requests
None

Meetings of Significance
None

<u>Maintenance Operation Highlights</u>

Completed Projects

- Contractor Primary mowing completed
- Contractor Secondary mowing completed
- Routes 30 and 360 Shoulder Repair
- West Point DI Cleaning
- Storm Debris Clean-up
- Brush Cutting Guardrail countywide
- Sign Repair countywide
- Unpaved road maintenance countywide
- Patch potholes countywide

Upcoming Projects

- Route 360 DI Cleaning
- Route 618 Brush Cutting
- Route 640 Ditching
- Brush Cutting Guardrails
- Sign Repairs/Daylighting signs countywide
- Unpaved Road maintenance throughout the county
- Continue to patch potholes Countywide

<u>Land Use Highlights</u>

- Site Plan reviews completed: 8
- Subdivision reviews completed: 0
- Average number of days per review: 1.6
- Number of permits issued: 3
- Number of permits completed: 5

Contact for questions or concerns:

Lee McKnight
Residency Administrator
(804) 286-3115
lee.mcknight@vdot.virginia.gov

Ron Peaks
Assistant Residency Administrator
(804) 286-3118
ronald.peaks@vdot.virginia.gov

VIRGINIA IS FOR LOVERS, NOT LITTER

AGENDA ITEM 14.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 appointment of individuals to Boards and Commissions, and in accordance with Section 2.2-3711 (A)(8) of the Code of Virginia to consult with legal counsel on a specific legal matter regarding a potential property matter requiring the provision of legal advice by counsel.

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 (<u>name publicly held real property involved</u>).

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 Section2.2-3711 (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 (<u>identify matter in general terms at a minimum</u>) requiring the provision of legal advice by counsel.

☐ **HAZARDOUS WASTE SITING** – In accordance with Section2.2-3711 (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.

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 15.a.

Resolution 22-94 - Appointment to the Social Services Advisory Board

RESOLUTION 22-94
APPOINTMENT TO THE SOCIAL SERVICES ADVISORY BOARD

WHEREAS the King William County Board of Supervisors established the King William County Social Services Advisory Board on May 23, 2022 in accordance with Virginia Code § 63.2-305 consisting 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

WHEREAS the Board of Supervisors appointed members to the one, two, and three-year terms at their October 3, 2022 Work Session; and

WHEREAS the Board of Supervisors now desires to make an additional appointment to the Social Services Advisory Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Dr. Tara Temple is appointed to the Social Services Advisory Board for a four-year term expiring September 30, 2026.

DONE this 24th day of October, 2022.