

**MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
BUDGET WORK SESSION MEETING OF JANUARY 31, 2022**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 31st day of January 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Chairman Moren called the meeting to order.

Agenda Item 2. ROLL CALL

The members were polled:

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

Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA

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

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

Agenda Item 4. BUDGET WORK SESSION MATTERS

County Administrator, Percy Ashcraft, introduced the meeting and stated the purpose of the multiple budget work sessions was to provide information in manageable portions rather than holding an all-day session with all information provided at once.

4.a. Health Department Budget Presentation – Krystal Reagan, Business Manager & Brenden Rivenbark, Chief Operating Officer

Ms. Reagan introduced Mr. Rivenbark. Mr. Rivenbark gave an overview of the services provided by the Three Rivers Health District. They monitor infectious diseases, coordinate the dissemination of vaccines, hold family services clinics, connect citizens to social support, offer environmental health

programs, and perform septic/well inspections. They also provide COVID-19 testing and vaccinations. Mr. Rivenbark said the department's mobile clinic has enough resources to outlast the pandemic and they are scaling up their CPR training resources.

Ms. Regan said the department's budget request changes are mainly in response to the General Assembly's JLARC study. They are implementing a 7.35% increase over three years (2022-2024) which equates to 2.45% per year or \$158,224. The General Assembly's contribution is reducing which is why the County's share is increasing. The department expects revenues of \$91,000. King William's contribution covers a Nurse Practitioner and Registered Nurse in the DSS/Health Dept. building, rent, and IT services. The epidemiologist, and junior epidemiologist are covered out of a separate funding source (WIC grant).

Supervisor Garber asked if last year's County funding was \$140,000.

Chairman Moren said the department had received \$15 million in CARES funding and asked if it's been extended. Ms. Regan said some grants are ongoing through 2023-2024 such as COVID tracing, testing, and vaccination staff.

Supervisor Moskalski asked what the department's overall funding between state and local was last year. Ms. Regan said \$451,856.

Vice Chair Hodges asked if the department pays rent to the County for their space in the McAllister building. Ms. Joranlien said yes, the revenue comes back to the County.

Supervisor Garber asked if the IT expenses also came back to the County. Ms. Joranlien said not all, only the phone portion.

Chairman Moren asked why the Nurse Practitioner made less than the Registered Nurse. Ms. Regan said the Nurse Practitioner's salary is split between localities whereas the RN is for King William County only.

4.b. Social Services Budget FY 2022 Budget Update - Letecia Loadholt, Director of Social Services

Ms. Loadholt explained the Appropriations Act of FY22 approved a 5% pay increase for all LDSS staff claimed as reimbursable in the LASER system as of July 1, 2021 Performance based salary increases did not count towards the 5%. King William County approved a 3.5% increase for FY22. The remaining 1.5% can be absorbed by the current DSS FY22 budget and must be paid retroactively to all people employed at that time.

Chairman Moren asked if they were anticipating any raises for this coming fiscal year. Ms. Loadholt said no.

Supervisor Moskalski said he lamented the fact we can't provide retroactive raises for our own staff who did not get raises.

Supervisor Garber said the money is there.

Ms. Loadholt said the money came from the State, not the localities.

Chairman Moren said if the Board doesn't approve this, the money goes back to the State.

Ms. Joranlien said the budget is not being amended so a resolution is not needed.

Supervisor Garber made a motion to approve the remaining 1.5% pay increase. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

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

4.c. Split Levy Information & Intent - Steve Hudgins, Deputy County Administrator

Mr. Hudgins went through the provided slide presentation. Split levy legislation was passed in July 2014 allowing the Town of West Point to maintain its own school division separate from King William County. A special tax district exists to fund King William County Public Schools from revenues sourced outside of the Town of West Point. West Point citizens pay taxes to the Town to fund the West Point School Division as well as other Town services.

A separate Split Levy Agreement was originally signed on December 5, 2013 reconciling the fact that West Point provides certain services within the Town (besides the school system) that would otherwise fall to the County to provide, thereby reducing the extent and cost of Countywide services. The agreement was extended on August 28, 2018.

In a separate agreement begun in 2012, the Town of West Point agreed to pay King William County \$40,000 annually for dispatch services the County provides to the Town. That amount is not annually adjusted and remains in effect. It was signed again in 2017 and renews annually.

Chairman Moren asked what the cost would be if it were adjusted annually. Ms. Joranlien said the cost to the County has increased about \$8,000. Chairman Moren asked if the County gives the Town \$48,000 in services for \$40,000. Supervisor Moskalski said they couldn't come to an agreement so the amount was left at \$40,000. Supervisor Greenwood asked if there was a new system. Supervisor Moskalski and Vice Chair Hodges said that doesn't affect this. Chairman Moren asked again if the County is providing greater than \$40,000 worth of dispatch services. Vice Chair Hodges said they can't split the system to where West Point can operate independently. Ms. Joranlien said she'd work with Sheriff Walton to see what the costs actually are and if they are being covered by the \$40,000.

Supervisor Garber asked if amounts given to the County by the Town for grants come from the Town. Ms. Joranlien said the funds come directly to the County.

Chairman Moren said it's not as simple as reducing the rate. Mr. Hudgins said there are a lot of other considerations.

Supervisor Garber asked if the funds were required to go to schools. Supervisor Moskalski said if the funds were to go to the General Fund, we'd be subsidizing West Point and artificially depressing what the Town pays. He said the funds have to go to KWCPs or the Town is getting a tax break. Supervisor Moskalski said the downside is the County doesn't get any increase from business because BPOL all goes to KWCPs.

Mr. Hudgins asked if there were expenses that effected only Districts 2-5 other than just the schools. Ms. Joranlien asked if the County found our Real Estate and Personal Property were going up, could we adjust the rate to the schools.

Chairman Moren said we need to keep a close eye on this issue.

Chairman Moren asked that Item 4.g. be considered next in order to allow the various Fire & EMS representatives to present and leave if desired. There was no objection from the Board.

4.g. Overview of Contributions to Volunteer Fire Departments - Natasha Joranlien, Director of Financial Services, and Stacy Reaves, Fire Chief

West Point – Andrew Smith, Acting Fire Chief

Supervisor Garber asked if West Point was hiring a Fire Chief. Mr. Ashcraft said yes. Mr. Smith said yes, they are hoping to hire someone to start in the next six months.

Supervisor Garber asked what the salary will be. Mr. Smith said the salary for the position is posted online (\$65,014.66-\$82,942.82). Supervisor Garber asked if there would be other full-time employees. Mr. Smith said no, just the Fire Chief. No funding from New Kent or King & Queen Counties would be received for this position.

Mr. Smith said the Town is asking for a budget increase from King William County to staff night crews. The cost would be split between the County and the Town.

Supervisor Moskalski asked what area they cover in the County. Mr. Smith said up to Jim Hall Store. Out of a total of 567 calls to WP, they ran 82 calls for King William County. They also ran 45 calls to New Kent and New Kent came to WP 65 times.

Chairman Moren asked if the County ran calls to West Point. Mr. Smith said it was very rare.

Chairman Moren asked what the impact would be if WP were to receive level funding. Mr. Smith said there would be no guarantee of fire or ALS care at night.

Supervisor Garber asked what led to the decision to hire a full-time Fire Chief. Vice Chair Hodges said it's been a goal of the Town.

Supervisor Moskalski said WP has 2 people available 24/7 who are fire/ALS certified. He asked who owns the building. Mr. Smith said the West Point Volunteer Fire Department owns the building and all the equipment.

Supervisor Garber asked if they receive money from West Rock. Mr. Smith said not much over the years. Supervisor Moskalski said their tax share provides funding.

Supervisor Moskalski said West Point comes to his district a lot or New Kent does thanks to their mutual aid agreement.

Mr. Smith said the Town pays taxes which also contribute to Fire/EMS.

Chairman Moren asked when the County department went to paid staff. Supervisor Moskalski said 2016'ish. Supervisor Garber said Mangohick provides services for the other end of the County. Vice Chair Hodges said they were offered the same deal as West Point but turned the County down.

Vice Chair Hodges asked if Mangohick could increase service likewise. Answer unknown. He said it's been proposed to West Point and they're also working through the budget process.

Walkerton – Robert Coleman

Mr. Coleman said Walkerton ran 171 calls last year, 61% were in King William County. They have been provided coverage to King William County since 1954.

Last year they replaced their tanker on their own through grants and fundraising.

Supervisor Garber asked how much they received from King Queen County. Mr. Coleman said \$22,000 plus they cover all insurance costs including on the equipment, building, and people. The building and equipment are all owned by the volunteer organization.

Chairman Moren asked what calls they are currently unable to meet. Mr. Coleman said it's challenging in the daytime due to their all-volunteer staff. He said they are very stable financially because they run a frugal and thrifty operation.

Chairman Moren asked if they have paid personnel. Mr. Coleman said no. He said King & Queen County have paid staff and the County may want to consider having a separate mutual aid agreement with them.

Mangohick – Melissa Yopp

Ms. Yopp runs the business operations and handles grant writing. Mangohick's Chief and Assistant Chief were both working their full-time jobs today and could not be here.

Supervisor Garber asked if they were to receive part-time employee funding from the County, would they be able to fill their volunteer voids and have a 24/7 operation. Ms. Yopp said she'd need to have a better understanding of how that might work to answer the question.

Ms. Yopp said there is currently no incentive program for volunteers and they are looking at what others are doing around the country and trying to get more information to see what's possible.

Chairman Moren asked if it was an apparatus issue or a people issue. Ms. Yopp said both. She said they are currently constructing a new building to house their ambulances so they would not be in the same place as the fire trucks. This should be completed in Fall 2022. Currently, if an ambulance is blocked in by a fire truck, they must have someone qualified available to move it in order to get the ambulance out. The new building would avoid that.

Supervisor Moskalski asked if their request sufficient to do what they need. Ms. Yopp said it's a skeleton budget and they are concerned their fundraising goals won't be met. They're looking at grants for equipment that's nearing end of life. The need capital funding this year, which hasn't been given in past years. She said operation costs will go up with the new building but they did not factor that into their request.

Ms. Yopp said they enjoy the better relationship they have with the County.

4.d. Staffing Requests - Nita McInteer, Human Resources Manager

Ms. McInteer listed the positions which have been requested by department heads to be added to the FY23 budget – Payroll Specialist, IT System Analyst, RAS Program Coordinator, Commonwealth's Attorney Office Records Manager (increase current part-time position to full-time), and a Meter Technician/Locator.

Chairman Moren asked the total dollar increase. Ms. McInteer said about \$150,000 plus benefits.

Supervisor Garber asked how much was in the Commonwealth Attorney's budget now. Ms. McInteer said \$27,000. They are anticipating funding the full-time position at the lower end of the scale - \$34,233.

Chairman Moren asked if utility fees could pay for the new position requested. Mr. Hudgins said possibly. Vice Chair Hodges asked if it was unusual for a Meter Tech to do installs. Mr. Hudgins said it is a trained position. Supervisor Moskalski asked if the salary were sufficient for a trained individual. Mr. Hudgins said yes.

4.e. Development Fees Review - Steve Hudgins, Deputy County Administrator

Mr. Hudgins presented the current fee schedules for the Building, Planning & Zoning, and Utilities departments along with staff recommended changes.

Land disturbance services are much more time-intensive than residential which is the reason for those suggested changes. Recommended changes to the utility fee schedule offset the cost of the department doing the installation rather than a contractor for smaller meters. Larger ones require additional expertise and still require the use of a contractor. No Building Department fee changes are suggested. Residential dwelling permits are the same cost regardless of square footage. Reinspection fees occur after two fails.

Chairman Moren asked if there's a conceptual plan fee in the new Zoning Ordinance. Sherry Graham, Director of Planning, said it's not in there now but can be considered.

Vice Chair Hodges asked what the utility revenue was for last year. Mr. Hudgins said Utilities, Water & Sewer was \$1,273,941. Mr. Hudgins will send all revenue figures to the Board members.

Chairman Moren asked if we are keeping up with new construction revenues. Mr. Hudgins said yes.

Vice Chair Hodges asked if revenue has increased over last year. Mr. Hudgins said yes because the number of inspections has increased.

4.f. County Vehicle Mileage Report & Vehicle Requests - Natasha Joranlien, Director of Financial Services

Ms. Joranlien provided a listing of all County-owned vehicles including their year and current mileage. FY23 requests include the replacement of one Utility Department vehicle with over 200,000 miles which would be funded through utility revenue with an expected cost of \$45,000. Parks & Rec is requesting a County vehicle to reduce the use of personal vehicles for County purposes. A higher mileage vehicle from another department may be transferred to them, and a new vehicle purchased for that department. Social Services may be able to get state help to get another vehicle there or the one fleet vehicle currently assigned to Admin may be transferred and replaced. The Sheriff's department is requesting replacing one Interceptor at approximately \$52,000, and one Animal Control vehicle at approximately \$45,000.

Supervisor Garber asked if we did a lease/purchase last year. Ms. Joranlien said yes. Vice Chair Hodges asked if we'd do the same this year. Ms. Joranlien said possibly we'd buy it outright since it's only one but she is looking at all options.

Chairman Moren asked what the cost estimates are based on. Ms. Joranlien said she based it on the most recent purchases and quotes from dealerships under state contracts.

4.h. Station One Information - Natasha Joranlien, Director of Financial Services

Ms. Joranlien provided FY22 expenditures for Station One at Vice Chair Hodges' request.

Vice Chair Hodges asked how many total employees are there. Ms. Joranlien said 19 full-time. Vice Chair Hodges said they want six more. He asked how many Chiefs there are. Chief Reaves said three - himself, the Assistant Chief, and the Battalion Chief, each of whom perform different roles.

Chairman Moren asked if the additional six would give them the capability to cover Central Garage and put a staffed unit in an unserved area. Chief Reaves said yes.

Supervisor Moskalski asked the difference in the amount West Point is asking for vs. having our own staffing. Chief Reaves said part-time staffing with no benefits would be around \$15-20/hour per person; full-time for all six would be around \$310,000-350,000.

Vice Chair Hodges asked why a fire engine was sent on an overdose call. Chief Reaves said they are reviewing that call now to see if the correct decision was made. Generally, the engine contains the extra personnel needed on many calls. It also contains all the medical equipment, plus extraction tools. If it's thought these tools are needed, the engine is dispatched to the call along with the ambulance.

4.i. Consideration of a Special Called Meeting on February 10th with Edmunds – Percy Ashcraft, County Administrator

Mr. Ashcraft said Mr. Edmunds is available February 10th via Zoom. If they prefer an in-person meeting, Mr. Edmunds could be available on a future date.

Supervisor Moskalski said he prefers to have more complete information before Edmunds comes in. He said we should hold off a bit and clarify what's being asked and what's being provided.

Chairman Moren asked if there have been ongoing discussions with Edmunds. Mr. Ashcraft said yes, with himself, IT, and others.

Supervisor Garber asked if this should be a Closed Meeting discussion since it involves a contract. Mr. Ashcraft suggested they get together a list of questions and issues and schedule a time to speak with Edmunds and all involved parties via Zoom rather than holding a Special Called Meeting. The general consensus of the Board was to follow Mr. Ashcraft's suggestion.

Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS

Supervisor Garber had no requests.

Supervisor Greenwood had no requests.

Supervisor Moskalski said he looks forward to more productive budget meetings.

Vice Chair Hodges thanked everyone for coming and said it's going to be a tough year.

Chairman Moren commended staff for tonight's meeting and said he likes breaking the budget meetings into small chunks rather than having one day-long meeting.

Agenda Item 6. CLOSED MEETING

6.a. Motion to Convene Closed Meeting

Vice Chair Hodges made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made and in accordance with Section 2.2-3711 (A)(1) to consider a personnel matter involving the salary of specific public

employees and to consider the discipline of a specific public appointee. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

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

6.b. Motion to Reconvene in Open Session

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

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

6.c. Certification of Closed Meeting

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

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

**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 31st day of January, 2022, hereby certifies that, to the best of each member’s knowledge:

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

DONE this the 31st day of January, 2022.

6.d. Action on Closed Meeting (if necessary)

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

Agenda Item 7. ADJOURN OR RECESS

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

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

COPY TESTE:

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

Christine H. Branch
Deputy Clerk to the Board of Supervisors