

**APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
WORK SESSION MEETING OF DECEMBER 12, 2022**

A work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 12th day of December, 2022 beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Chairman Moren called the meeting to order.

Agenda Item 2. ROLL CALL

The members of the Board of Supervisors were polled:

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

Agenda Item 3. REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Garber made a motion to approve the agenda as presented. Supervisor Moskalski seconded. 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. PRESENTATIONS

4.a. Recreation Study Update – Greg Webster, Hill Studio

Mr. Webster presented a draft Parks & Recreation Plan (Available for download as Attachment A).

Supervisor Garber asked if Mr. Webster physically walked any of the properties. Mr. Webster said some, but not in depth.

Supervisor Greenwood asked if the Board could get a printout. Mr. Webster said he'd send the current presentation.

Supervisor Moskalski said it's a good document.

Chairman Moren asked what the next milestone or deliverable is. Mr. Webster said to gather comments and finalize the Master Plan document. He should have it just after the new year.

Vice Chair Hodges said a major issue at the Park is the distance between parking and the ball fields. Mr. Webster said there would be a loop road with additional parking. Supervisor Garber said he didn't think the road was wide enough to add parking.

Chairman Moren asked if the loop road would be one-way. Mr. Webster said no.

4.b. Debt and Borrowing Capacity Discussion - James E. Sanderson, Jr., Senior Vice President - Davenport & Company LLC

Mr. Sanderson presented a Financial Overview of the County and General Fund / Utility Capital Planning. (Available for download as Attachment B.)

Mr. Sanderson suggested the County look into getting a credit rating. He said there are a lot of steps and policies to go through (pg.4).

Vice Chair Hodges asked if you have to pay to get the rating. Mr. Sanderson said yes.

Chairman Moren asked the approximate cost to get a credit rating. Mr. Sanderson about \$30,000 and it's a one-time fee.

Supervisor Garber asked what some of the steps are. Mr. Sanderson said a longer track record of on-time audits (at least two years), and various policies that can be put into place. He said there also has to be a good explanation of why the audits were late and a description of what has been done to prevent it from happening again.

Real Estate Tax History (p.12): Vice Chair Hodges asked how dropping the rate due to the reassessment will affect this. Mr. Sanderson said it would be a good thing.

Existing Debt Summary – County Debt (p.17): Chairman Moren asked if the County can make extra payments. Mr. Sanderson said some banks allow it but sometimes there is a fee or waiting period.

Mr. Sanderson said the County's debt to assessed value for 2022 is very low and is lower than average among peer counties (pg.19-20).

Supervisor Greenwood asked what the Courthouse Buildout on pg. 24 was. Mr. Ashcraft said this was growth around the courthouse including possibly an additional building and some renovations.

Debt Affordability Analysis (p.33): Supervisor Garber asked if the data presented was assuming no increase in revenue. Mr. Sanderson said yes. It is just a way to make the data more understandable.

Mr. Sanderson said the debt service coverage for Utilities is very strong (p.45).

Vice Chair Hodges asked if the HRSD situation would affect a connection fee reduction. Mr. Ashcraft said it shouldn't as long as HRSD keeps moving on the expansion. Mr. Hudgins said HRSD has guaranteed they'll do all connections in their current service area. Those outside the service area will have to wait until the expansion is complete. Mr. Ashcraft said there should be more water connections with the new water lines and possible connection requirements.

Supervisor Moskalski said the County is in a strong position and has some flexibility and options.

Chairman Moren asked if it's worth looking at building a new school. Mr. Sanderson said the further out you can plan, the better. He said to speak with the School Board as well about other funding available to them.

Agenda Item 5. WORK SESSION MATTERS

5.a. Treasurer's Staffing Request - Abbi Carlton, Interim Treasurer

Ms. Carlton said additional personnel was needed in the Treasurer's office to process daily work and answer phones. She said they cannot update bad addresses, focus on bankruptcies, or find out why payments made at local banks are not posting. She said she has no work-life balance and doesn't have time to train her new employee or attend education. She said the County will experience revenue loss if another person was not added to the Treasurer's staff.

Vice Chair Hodges asked if it was true that County Administration had offered her three different staff members to help and she refused them all. Ms. Carlton said yes. She did not want to deal with attitudes of the people offered.

Supervisor Garber said if you're struggling and are offered help, you grab the lifeline.

Supervisor Garber said the Treasurer's office no longer reconciles accounts because they proved unable. This is why one full-time position was defunded and moved to Finance, to hire a Reconciliation Specialist.

Ms. Carlton said she currently has one full-time position which is filled, and one part-time which is not. She is asking for the part-time to be funded as full-time because she is unable to find anyone to fill the position.

Supervisor Moskalski clarified there are two full-time people in the Treasurer's office now – Ms. Carlton and the full-time deputy. Ms. Carlton said yes.

Supervisor Greenwood displayed a Facebook post Ms. Carlton made on December 11, 2022 bashing the Board of Supervisors and lying about Administration/Finance's attempt to "gain control for their sole purposes." She also lied and said the Board cut positions in the Treasurer's office to make her crumble. Supervisor Greenwood said he was hurt and upset by her lies.

Supervisor Garber said people have contacted him asking why the Board is doing these things to her and he has to tell them they are not.

Ms. Carlton said one person the County offered to help in her office had previously been let go from the Treasurer's office because they were false-balancing. Her drawer was over after she left and Ms. Carlton had to report it to the Treasurer. Neither the Treasurer nor Ms. Carlton reported the alleged false-balancing to anyone. This was the first day anyone in Administration or HR had heard of these allegations. The employee was also fired before Ms. Carlton allegedly discovered the false-balancing.

Supervisor Moskalski said this is not about politics but about level of service.

Supervisor Greenwood said it's not politics, it's lies.

Supervisor Garber said the Board just gave Ms. Carlton funds six weeks ago for her office and there hasn't been time to see the effects of that yet.

Chairman Moren said with the amount of work the Treasurer's office is behind on, she will never catch up.

Supervisor Moskalski asked the delta. Ms. Carlton said the part-time position is currently funded at \$20,000. She is requesting an additional \$30,582.63 to make it a full-time position.

Chairman Moren told Ms. Carlton she would then have another person to train.

Supervisor Garber asked if applications came in for the part-time position. Ms. McInteer said yes, many. She passed them on to Ms. Carlton. Ms. Carlton said the people would come in for interviews and then say they wanted full-time, not part-time.

Vice Chair Hodges asked if the County has people now who can be put in the Treasurer's office to help. Mr. Ashcraft said yes.

Supervisor Garber said the Board had just given Ms. Carlton one full-time and one part-time position. Chairman Moren said it's hard to find part-time people.

Supervisor Garber made a motion to deny the Interim Treasurer's request for additional funding. Vice Chair Hodges seconded. The Chairman called for any discussion.

Supervisor Garber asked if we've found out what the Compensation Board covers. Ms. McInteer said two full-time positions, the Treasurer plus one other, and one part-time position.

Supervisor Greenwood asked if a stipulation could be made that if the Treasurer's office doesn't catch up in a certain amount of time, the money is pulled back. Supervisor Moskalski said the Board can make that decision at any time and he doesn't know how it would be written out in a motion.

The members were polled:

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

Supervisor Moskalski made a motion to approve the Interim Treasurer's request for additional funding in the amount of \$30,582.63. Supervisor Greenwood seconded. The Chairman called for any discussion.

Mr. Ashcraft told the Board any funds they chose to give would come out of the Unassigned Fund Balance.

Vice Chair Hodges asked Ms. Carlton if she will accept the people offered to help her. Ms. Carlton said yes.

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	Nay
Supervisor, 4th District: C. Stewart Garber, Jr.	Nay
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

5.b. Volunteer Fire Dept. Retention & Recruitment - Nita McInteer, Human Resources Manager

Ms. McInteer presented a plan for volunteer incentives which had been developed with and approved by the Chiefs from West Point VFD and Mangohick VFD. She said the West Point Chiefs apologized they were unable to attend the meeting due to it being the same date as their annual meeting.

Supervisor Garber asked how many will qualify. Ms. McInteer said she would ask.

Chairman Moren said he expects the Chiefs to maintain the integrity of the program.

Vice Chair Hodges asked if this would affect the volunteer’s taxes. Ms. McInteer said she did not think so.

Chairman Moren said this is meant to be a start.

Supervisor Moskalski said the percent of calls responded to could be luck of the draw. Ms. McInteer said both VFDs developed the plan collectively and were ok with it.

A resolution of appropriation will be added to the December 19, 2022 agenda. Mr. Ashcraft said this amount would come from the contingency fund.

5.c. First Quarter Financial Report FY23 - Natasha Brown, Director of Financial Services

Ms. Brown presented the FY 23 First Quarter Financial Report (Available for download as Attachment C). She said the FY22 field audit is scheduled for January 23, 2023.

Chairman Moren asked if Ms. Brown foresaw any coming challenges. Ms. Brown said possibly fuel costs for some departments. Chairman Moren asked how many of the fire apparatuses are diesel. Chief Reaves said all heavy duty equipment is diesel, all light duty is gas.

5.d. Town of West Point Dispatch Agreement - Natasha Brown, Director of Financial Services

Ms. Brown added a brief PowerPoint presentation (Attachment D).

Supervisor Garber asked if the amount was originally established as a percentage. Supervisor Moskalski said no. The original assumption was for the cost of a dispatch employee.

Vice Chair Hodges said 911 Dispatchers are paid from the General Fund which West Point contributes to and there should not be an additional fee.

Vice Chair Hodges said West Point is getting money for 911 (PSAP) which should come to the County. Ms. Brown said the 911 taxes are distributed to each station.

Supervisor Garber said he didn't see why it's a problem now if they Town's not had a problem with it since 2012.

Mr. Edwards said the Town agreed to it in 2012 for five years. When the agreement came up for renewal in 2017, they agreed again. At that time the expiration date was removed and the agreement stated either party could cancel with notice. He said West Point no longer receives the PSAP funds which Vice Chair Hodges was speaking about.

Supervisor Moskalski said although it is a General Fund expense, he is happy to keep the agreement at \$40,000. Supervisor Garber said he doesn't see why the increase is objectionable.

Vice Chair Hodges made a motion to leave the Town of West Point Dispatch Agreement as is. Supervisor Moskalski seconded. 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.	Nay
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

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

Mr. Edwards said the Pamunkey Regional Library Board committed to give up to \$150,000 towards the library renovation project. They are looking for \$300,000 from the County to go along with \$300,000 from the Town plus the proceeds from the sale of the existing library building.

Supervisor Garber said the drawings Mr. Edward provided were from David Nice and they are not interested in performing the work. He asked if they have a cost quote. Mr. Edwards said no.

Supervisor Garber asked the reassessment value of the current library building. Mr. Hudgins said \$450,000-\$500,000. Mr. Edwards said the square footage is wrong in the reassessment notice. Supervisor Garber asked if they were going to contest that with the Assessor. Mr. Edwards said no.

Supervisor Garber said the County is looking at options other than the Pamunkey Regional Library and asked if they would still give the funds if the County pulls out. Mr. Edwards said, in his opinion, no.

Supervisor Garber asked if the building to be renovated would be rented. Mr. Edwards said yes. They currently have a 12-year fixed lease and it would be changed to a 20-year fixed lease.

Supervisor Garber said he'd heard some members of the Friends of the Library, who donated the current building to the Town, were upset about the move because it would decrease the foot traffic in the downtown area. Mr. Edwards said he had not heard from anyone.

Chairman Moren asked how many library patrons walked to the library. Mr. Edwards said the library would be moving from 7th Street to 12th Street and it is still walkable. Vice Chair Hodges said a lot of families walk to the library.

Supervisor Garber asked if Mr. Edwards has talked to the building owner about helping with the cost of renovations since the improvements would be made to his building. Mr. Edwards said yes.

Chairman Moren said he wants to see the costs first.

Supervisor Greenwood said he thought the Town was originally asking for \$100,000. Mr. Edwards said they actually never put a dollar amount on it. (See Oct. 3, 2022 Work Session minutes, pg. 6.)

Supervisor Moskalski said there are no other options if we unhook from PRL.

Supervisor Greenwood said they should renovate what they have now.

Vice Chair Hodges made a motion to approve up to \$300,000 if West Point goes through with the move and renovation of the library. Supervisor Moskalski seconded the motion. The Chairman called for any discussion. The members were polled:

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

Mr. Ashcraft said this amount would come from the Unassigned Fund.

5.f. Transfer Station Update - Steve Hudgins, Deputy County Administrator

Mr. Hudgins said cost estimates on expanding the transfer site have gone up from \$370k-\$395k to \$540k-\$575k, due in large part to an increased amount of fill material needed compared to the original estimate. The designers and staff immediately began exploring ways to bring the cost down.

Chairman Moren asked if VPPSA would contribute anything. Mr. Hudgins said probably not toward the expansion but possibly toward the needed equipment.

Supervisor Garber said Gordian includes a 12% fee and asked if the project could be bid out. Mr. Hudgins said this is a Job Order Contract done through State procurement and is designed to provide the lowest cost to the County. He said 4,000 cubic yards of fill are needed.

Chairman Moren asked if this was a cost-not-to-exceed quote. Mr. Hudgins said this is just an estimate. Once they have all the details, a contract will be provided for the Board to review and approve.

Vice Chair Hodges asked if they could use millings for the fill. Mr. Hudgins said he will ask.

Vice Chair Hodges said this quote was basically just for a road. Mr. Hudgins said it allows for an additional compactor area and increased service as well as improved safety.

Supervisor Moskalski said safety is of the utmost importance.

5.g. Resolution 22-102 - Removing the Designation or Appointment of the County Administrator as Clerk for the Board and Creating, Designating, and Appointing the Position of Clerk of the Board of Supervisors - Percy C. Ashcraft, County Administrator

Mr. Ashcraft presented a draft resolution for the Board to appoint a position of Clerk and remove that title from the County Administrator. The position would report to and be supervised by the County Administrator. Currently most of the clerk's duties are performed by someone other than the County Administrator. The position would be advertised internally first and then opened to the public if no interested candidates came forward.

Supervisor Garber made a motion to approve Resolution 22-102. Vice Chair Hodges seconded. The Chairman called for any discussion. The members were polled:

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

This item will be removed from the December 19, 2022 consent agenda.

5.h. Resolution 22-97 - Adopt Revisions to Rappahannock Regional Criminal Justice Training Academy Charter - Jeff Walton, Sheriff

Sheriff Walton said the RRCJTA Board voted to adopt the revised Charter at their last meeting. He followed the wishes of the Board and abstained from voting.

Supervisor Moskalski made a motion to approve Resolution 22-97. Vice Chair Hodges seconded. 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

5.i. Civic Clerk Board Portal Demonstration - Christine H. Branch, Deputy Clerk

Ms. Branch provided a brief overview (Attachment E) of the Board Portal. Staff intends to move members of all Board and Commissions to the Board Portal instead of providing printed meeting materials. For the Board of Supervisors, this will save staff time and the cost of printing and hand-delivering packets to some members.

Supervisor Greenwood said the Board had attempted to use it in the past and could not get it to work. He said they cannot sign in. Ms. Branch said she will make sure this is rectified.

Mr. Ashcraft said the printed packets would be provided through the end of January so the Board will have time to adapt to the portal. Ms. Branch said she will work with anyone having problems.

Agenda Item 6. BOARD OF SUPERVISORS' REQUESTS

Supervisor Moskalski had no requests.

Supervisor Greenwood said he's concerned about the library and would like the discussions to come up sooner rather than later. Mr. Ashcraft said staff needs more information on the direction the Board would like them to go. Staff could research other regional options as well as running our own library. He said we would stay with PRL for FY24. A new library facility in Central Garage will be included in the CIP during the budget process. Chairman Moren said he will get some citizens together to discuss the issue.

Supervisor Garber had no requests.

Vice Chair Hodges thanked people for coming and said he appreciated the support for the West Point library.

Chairman Moren had no requests.

Agenda Item 7. ADJOURN OR RECESS

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

COPY TESTE:

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

Christine H. Branch
Deputy Clerk to the Board of Supervisors

ATTACHMENT A

Recreation Study Update

<https://kingwilliamcounty.us/DocumentCenter/View/1886/2022-12-12-Recreation-Study-Update>

ATTACHMENT B

Debt & Borrowing Capacity

<https://kingwilliamcounty.us/DocumentCenter/View/1887/2022-12-12-Debt-and-Borrowing-Capacity>

ATTACHMENT C

FY23 First Quarter Financial Report

<https://kingwilliamcounty.us/DocumentCenter/View/1888/2023-1st-Quarter-Financial-Report-FY23>

ATTACHMENT D

King William County and Town of West Point Consolidated Dispatch Service Agreement Discussion

SUMMARY

- June 25, 2012, KWC Board of Supervisors passed Ordinance #12-04 to approve contract for Dispatch Services between King William County, The Sheriff of King William County, and the Town of West Point. The annual fee associated with the agreement for shared services was \$40,000 annually
- May 22, 2017, KWC Ordinance #04-17 was approved to extend the 2012 agreement for the same annual fee of \$40,000 annually.

Staff requests a motion from the Board of Supervisors to submit to Town of West Point a new agreement for Dispatch Services that would include annual fee adjustment based on a price index increase each year. This increase will reflect the same price index increase verbiage for the current agreement between Town and County that acknowledges certain non-school expenditures by the Town reduce, to some extent, the cost of governmental services provided by County

1

FACTORS TO CONSIDERED

- Call Volume Numbers for Town of West Point

2011 (data used for decision of 2012 Agreement)

Police Department = 1,943 Fire Rescue = 813

As of 12/12/22 YTD Police Department = 8,316 Fire Rescue = 813

- County staff maintenance of database changes to GIS based on addresses provided by Town

TOWN OF WEST POINT AND KING WILLIAM COUNTY AGREEMENT	
6/1/19 - 6/30/28	
AGREEMENT RECOGNIZED THAT THE TOWN PROVIDES A NUMBER OF LOCAL GOVERNMENT SERVICES THAT TO SOME DEGREE MAY REDUCE OR ELIMINATE THE NEED FOR THE COUNTY TO PROVIDE SUCH SERVICES TO CITIZENS RESIDING WITHIN THE TOWN AS WELL AS TO SOME COUNTY RESIDENTS WHO DO NOT R/budget TOWN. SUCH SERVICES INCLUDE, BUT ARE NOT LIMITED TO, LAW ENFORCEMENT, BUILDING REGULATION, PLANNING, ZONING REGULATION, ENVIRONMENTAL SERVICES, AND RECREATION	
THE AGREED AMOUNT SHALL BE ADJUSTED ANNUALLY BEGINNING 7/1/2019. THE CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U); U.S. CITY AVERAGE, ALL ITEMS;; NOT SEASONABLY ADJUSTED; 1982-1984=100 REFERENCE BASE SHALL BE THE INDEX USED	

CALCULATION MODLE FOR TOWN PRICE INDEX INCREASE		FY19	FY20	F21	F22	FY23
DUE		\$ 155,310.00	\$ 158,105.58	\$ 159,686.64	\$ 168,309.71	\$ 182,616.04
CPI-U	JULY		1.80%	1%	5.40%	8.50%
	INCREASE		2,795.58	1,581.06	8,623.08	14,306.33
	15-Dec	\$ 77,655.00	\$ 79,052.79	\$ 79,843.32	\$ 84,154.86	\$ 91,308.02
	15-Jun	\$ 77,655.00	\$ 79,052.79	\$ 79,843.32	\$ 84,154.86	\$ 91,308.02
		\$ 155,310.00	\$ 158,105.58	\$ 159,686.64	\$ 168,309.71	\$ 182,616.04

FY2024 CALCULATION EXAMPLE FOR COST INCREASE *Using FY23 CPI-U %

	\$ 40,000.00
CPI-U	8.50%
	\$ 3,400.00
	\$ 43,400.00

2

ATTACHMENT E

CIVIC CLERK BOARD PORTAL

Background:

Civic Clerk is used to build agenda packets for the Board of Supervisors and other Boards & Commissions. Board Portal is a free feature of the software. Civic Clerk also provides seamless sharing of agendas, packets, and minutes to the County website.

Staff's intent is to discontinue providing printed meeting packets to members of all Boards and Commissions and to utilize Board Portal and Civic Clerk to their full potential.

Using Board Portal makes better use of equipment we already have. The County purchased an iPad for each Supervisor during COVID (\$1,079.96 each) to facilitate electronic meeting participation. The County also pays \$262.64 each month for wireless data service to each iPad, giving each Supervisor access to the internet.

Board Portal saves time and money. The average cost of the paper and printing of Board of Supervisors packets is \$60 per month. If there are Public Hearings, the cost is much higher because of all the maps and information. In addition, staff spends at least six hours printing and compiling the packets and printing last minute changes and additions to materials. Staff also spends about 2.5 hours per month hand-delivering packets to some Supervisors, plus the cost of gas and mileage on County vehicles. Using the Board Portal eliminates all these costs.

Benefits:

- View current and past agendas, packets, and approved minutes on demand from anywhere.
- Make notes as you review so you'll remember your questions/comments at the meeting.
- Access confidential information for Closed Meetings. When building the agenda, the Clerk can add files and mark them as confidential. These materials will only show up in the Board copy on the Board Portal. They will not print in the packet or post to the public portal on the website.

Features:

Agenda Summary

- Click on each item to view attachments and make confidential notes that only you can see.
- This is handy for following along during the meeting.
- You can view all the notes you've made in one place using the "Notes" tab at the bottom of the screen.

"Agenda" or "Packet" View

View

- See thumbnails of every page for quick navigation.
- Zoom in on any information you may have difficulty seeing.
- Rotate pages that may be in an inconvenient orientation for viewing.

Search

- Search for any word or phrase for even quicker navigation of the packet and to find needed information quickly.

Annotate

- Make notes, highlight, draw lines or boxes, etc. and save them.
- Use those annotations to help you remember questions or comments you may have. When you open the agenda during the meeting, your notes are all there.
- Add hyperlinks to any text in the agenda to help keep external references handy.
- Stamp each page as "Reviewed" so you don't lose your place as you go through the agenda.
- Select and copy text to paste in other documents

ACCESSING THE PORTAL

- Visit <https://kingwilliamcova.civicclerk.com/boardview>.
- Log in with your King William County email address and password.
 - If you do not remember your password, click on “Forgot your password?” and you will receive an email to reset it.
- Click the red “Sign In” button.

NAVIGATING THE PORTAL (Menu items are along the bottom of the screen.)

AGENDAS

- You will see boxes showing the dates of all the meetings. Click on the one you'd like to view.
- The agenda summary appears on your screen.
 - From here, you can click on each agenda item to see a Notes screen. You can make notes, view attachments, and navigate to the next item.
 - This is handy for following along during the meeting.
- Click on “Agenda” or “Packet” to see the version you are used to seeing, similar to the printed packets.
 - From here, you can View, Search, and Annotate.
 - You can also print a paper copy if that is your preference.

MINUTES

- You will see boxes showing the dates of all the meetings. Click on the one you'd like to view.
- Click on “Download”. The minutes will appear on your screen. You have all the same features – View, Search, and Annotate – as you do when viewing agendas.
- Because we currently do not create minutes within Civic Clerk, only pdfs are there. Beginning in January 2023, minutes will be taken in Civic Clerk. This will allow you to see more information on one screen.

NOTES

- You will only see dates for meetings you've made notes on in the agenda summary. Click on the one you'd like to view.
- All notes you made appear. As you cover them during the meeting, you can easily delete them.

MEDIA

- If we used Civic Media, links to meetings videos will show here. Because we do not, you have to go to the County YouTube Channel to view meeting videos. Staff is currently investigating the ability to add links here.