



County of King William, Virginia
Est. 1702

**BOARD OF SUPERVISORS
REGULAR MEETING OF JULY 27, 2020 – 7:00 P.M.
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

AMENDED AGENDA

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 – Speakers:** *One Opportunity of 3 Minutes per Individual or 5 Minutes per Group on Non-Public Hearing Matters*
7. **Consent Agenda:**
 - a. Approval of Minutes:
 - i. June 8, 2020 Work Session
 - ii. June 22, 2020 Regular Meeting
 - b. Approval of Payment of Bills – *Month of June, 2020*
 - c. Resolution 20-35 of Appreciation to Susan G. Russell
 - d. **Resolution 20-45 KWCPS Request for Use of Restricted General Fund**
8. **Presentations:**
 - a. Resolution of Appreciation for Presentation to Susan G. Russell
9. **Old Business:**
 - a. Recommended Revisions to the King William County Procurement Manual (Resolution 20-31) – *Natasha Joranlien, Director of Financial Services*
 - b. CARES Relief Funds Update – *Bobbie Tassinari, County Administrator*

10. New Business:

- a. Resolution 20-36 Setting the Personal Property Tax Relief Percentage for Personal Property 2020 Billing – *Sally Pearson, Commissioner of the Revenue*
- b. Update on 360/30 Intersection and 360 Park and Ride Project - *Ron Etter, Director of Community Development*
- c. Subdivision Ordinance Revision Status Update - *Ron Etter, Director of Community Development*
- d. 2020 Smart Scale Resolution 20-43 - *Ron Etter, Director of Community Development*
- e. Public Hearing and Consideration of Ordinance 08-20 - Proposing To Construct a 24x56.6 ft. Attached Accessory Dwelling in an Agricultural-Conservation District – *Ron Etter, Director of Community Development*
- f. Fire and Rescue Update – *Laura Nunnally, Interim Chief of Fire and EMS*
- g. Resolution 20-44 – *Bill Hodges, Board of Supervisors Member*

11. Administrative Matters from County Administrator:

- a. Board Information

12. Board of Supervisors' Comments

13. Closed Meeting

- a. Motion to Convene Closed Meeting – (A)(1),(A)(7) and (A)(8)
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

NOTES REGARDING AGENDA:

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

During the public comment period of a public hearing, speakers shall be provided one opportunity of 3 minutes per individual or 5 minutes per group. Speakers shall provide their name, address, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of the public hearings.

14. Appointments

- a. Consideration of Resolution 20-37 - Appointment/Reappointment to the King William County Recreation Commission Representing the 2nd District for a Three Year Term Ending December 31, 2023
- b. Consideration of Resolution 20-38 - Appointment/Reappointment to the King William County Historic Preservation and Architectural Review Board for a Five Year Term Expiring June 30, 2025
- c. Consideration of Resolution 20-39 - Appointment/Reappointment to the King William County Social Services Board for a Four Year Term Expiring on June 30, 2024
- d. Consideration of Resolution 20-40 - Appointment/Reappointment to the King William County Economic Development Authority for a Four Year Term Expiring on June 30, 2024
- e. Consideration of Resolution 20-41 - Appointment/Reappointment to the King William County Economic Development Authority for a Four Year Term Expiring on June 30, 2024
- f. Consideration of Resolution 20-42 - Appointment/Reappointment to the King William County Board of Zoning Appeals for a Five Year Term Expiring on June 30, 2025
- g. Consideration of Removal of Economic Development Authority Member

15. Adjourn or Recess

NOTES REGARDING AGENDA:

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

During the public comment period of a public hearing, speakers shall be provided one opportunity of 3 minutes per individual or 5 minutes per group. Speakers shall provide their name, address, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of the public hearings.

AGENDA ITEM 7.a.

**MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
WORK SESSION OF JUNE 8, 2020**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 8th day of June, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

CALL TO ORDER

Chairman Greenwood called the meeting to order.

ROLL CALL

The members were polled:

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

REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented by the County Administrator; motion was seconded by Supervisor Hodges.

The members were polled:

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

Agenda Item 4. WORK SESSION MATTERS

a. Update from the Virginia Peninsulas Public Service Authority (VPPSA)

David Magnant, Executive Director of the Virginia Peninsulas Public Service Authority, provided an update regarding the daily operations of the transfer sites within King William County and how the agency administration and field staff had coped with the COVID-19

pandemic. Mr. Magnant answered multiple questions presented by the Board of Supervisors on issues they had received from constituents with regard to timely communication of changes in operations. Mr. Magnant stated VPPSA had implemented changes too early in some instances and learned some invaluable lessons in providing better communication to citizens and the localities as well as ensuring VPPSA staff are providing consistent and current information to residents.

b. Update on County Utilities, Facilities and Building Inspections Departments

Steve Hudgins, Director of Operations, presented the status and recent activities of the Facilities, Utilities, and Building Inspections departments. Included in this presentation were the Recreation Park improvements, the 360 Complex buildout, the Administrative Complex improvements, the Central Crossing Section 2A utilities installation, the McCauley Park Section 2 utilities installation, the draft Master Utility Plan, the Industrial Park Water System evaluation, building permit and inspection numbers and trends, and major projects and developments under construction. Mr. Hudgins informed the Board he will be bringing the Master Utility Plan for discussion and adoption at the September Board meetings.

c. Update on Fire and Emergency Medical Services Employees

Laura Nunnally, Interim Chief of Fire and Emergency Services, presented an update for Fire and Emergency Services. She stated she has been selected as a Subject Matter Expert Reviewer for a 2020 VDEM State Homeland Security Grant Program. This is quite a compliment for a small rural department to have someone selected to serve on this program.

d. Recommended Revisions to the King William County Procurement

Julie Mills, Fiscal Specialist AP, presented the requested Procurement Policy revisions. The Finance staff is recommending the following amendments to the King William County Procurement Policy. The recommendations will streamline handling and review of purchase contracts, improve the effectiveness of the County's purchasing efforts, reduce expenditures related to procurement, and avoid unnecessary delays in purchases of routine supplies, materials, services, vehicles, machinery, equipment apparatus, construction, repair, and maintenance.

- Removal of requirement to advertise public notice for invitation to bid. Due to the cost associated with the cost of print advertisement, this will reduce the County's expense for procurement. The language has been updated to "may be" advertised. Per Virginia Public Procurement Act § 2.2-4302.1. Item 2

"In addition, public bodies may publish in a newspaper of general circulation. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body."

- Request to increase the threshold of purchase order completion requirement from \$1,000 to \$5,000. Staff continues to show their diligence in seeking out multiple sources for the best price and quality products whatever the product costs. Increasing the maximum allowed to \$5,000 would allow improved efficiency in procurement as well as continue to provide the oversight needed to ensure the County is receiving the best purchase option.
- Competition requirement amendments:
 1. For purchases in excess of \$1,000 to \$3,000 changed to \$ 1,000 to \$ 5,000 (Departments will be required to keep documentation of quotes for audit trail purposes)
 2. For purchases in excess of \$3,000 to \$10,000 changed to \$5,000 to \$30,000
 3. For purchases in excess of \$10,000 to \$60,000 changed to \$30,000 to \$100,000
 Additional language added requiring purchase order to be approved prior to expending the funds.
- Language removed and updated regarding Construction Procurement based on Virginia Public Procurement Act § 2.2-4303 Methods of Procurement.
- Request to increase the amount from \$25,000 to \$ 100,000 for contract review and approval by County Attorney. Financial Services Department has reached out to County Attorney to receive standard terms and conditions to be used for contract less than \$100,000. Currently using the standard templates for bid documents and contracts created by previous County Attorney.

Supervisor Moskalski questioned if the county is losing efficiency without these policies in place. Ms. Mills was asked by Mr. Moren if the County Attorney had provided the requested Terms and Conditions requested at the last meeting. Ms. Mills stated those had not been received as of this date.

The Board gave consensus to bring forth this resolution to the regular meeting June 27th.

e. Recommended Financial Policies for the County

Bobbie Tassinari, County Administrator, stated due to the absence of the Director of Finance, Natasha Joranlien, she would like to table the Financial Policies item until the next meeting.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, the Recommended Financial Policies were tabled by the following roll call vote:

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

The Board gave consensus to bring forth this resolution to the regular meeting June 27th.

f. Bond Series 2002A and 2002B Escrow Agreement Relating to the Defeasance of the General Obligation School Bonds

Bobbie Tassinari, County Administrator, presented Bond Series 2002A and 2002B. The Board of Supervisors through Resolution 18-64 approved the creation of an escrow agreement relating to the defeasance of General Obligation School Bond, Series 2002A. The escrow agreement to fulfill the debt service funding was approved to come from the Unassigned General Fund balance. The 2002A bond was selected by the County to pay off early thus reducing the annual debt service payment. Because the bond was not eligible to be paid off early, the County elected to work with the Virginia Public School Authority to create an escrow account to allow defeasance of the debt.

General Obligation School Bond, Series 2002B:

The Board of Supervisors, as part of the FY 2019 budget, agreed to support utilizing current year funds to defease the General Obligation School Bond, Series 2002B. The original plan was to create an escrow account to defease the balance of the debt service. In April 2019, the County was notified by VPSA that the 2002B bond was eligible to be refinanced. At that juncture, the decision was made to pay off the balance of the debt service rather than escrow the funds. With the pre-payment of the 2002B bond the County was also eligible as part of the overall refunding 4-years to receive \$52,152.77 over a 4-year period.

The funding method proposed to pay off the 2002B bond included \$907,328.32 reimbursed to the County for prepayment of specific expenditures related to the Hamilton Holmes Middle School Renovation Project prior to the bond sale. In addition, as part of the FY2019 budget, the Board approved utilizing operational revenues in the amount of \$546,416. These two funding sources would provide enough revenue to pay off the 2002B bond.

The County issued two series of bonds in 2002 through VPSA as part of the VPSA 2002B Bond series. One was called Series A and the other Series B. In 2018, the County set up an escrow to pay off the 2002A VPSA bonds. In addition, the County took the opportunity in 2019 to pay off the 2002B VPSA bonds that were not previously defeased. Due to the terms used to name the bond issues (Series A and B of Series 2002B), VPSA used the funds provided in 2019 to pay off the 2002A portion of the bonds. The County was under the impression and had directed VPSA to pay off the 2002B portion. The County is now revising the 2018 escrow agreement to make it applicable and sufficient to pay off the Series B portion of the 2002B Bonds instead of the Series A portion. The County is not paying any additional amounts on either bond to pay them off. The 2002A bonds have been paid in full, and the 2002B bonds will be paid in full from the amended escrow at maturity in 2022.

On May 20, 2020, the County received the attached Resolution and Escrow Agreement to clean up the error. The balance of principal and interest due is \$ 97,931.00 which will be funding from FY 2020 year end reconciliation.

The Board gave consensus to bring forth this resolution to the regular meeting June 27th.

g. Proposed Amendment to King William Code Chapter 26, Courts; Section 26-32; Court Costs for Funding of Court House and Courtroom Security Personnel

Bobbie Tassinari, County Administrator, presented the proposed amendment to King William Code Chapter 26; Section 26-32. The Virginia General Assembly, 2020 Session, amended §53.1-120.D. “.....may assess a sum not to exceed \$20 as part of the costs in each criminal or traffic case in its district....” This is an amendment allowing localities to increase the current fee of \$10.00 up to a maximum \$20.00 to support the Courtroom Security Personnel managed by the Sheriff’s Office. The County implemented the fee in June 2002, via Ordinance Amendment to Code of King William County, Virginia Chapter 9, Article V “Assessment of Court Costs” Section 9.72 (The current Section 9.72 will be renumbered 9.74). The vote was unanimous by the Board of Supervisors.

The County amended the fee in August 2007, via Ordinance Proposed Amendment to King William County Code Chapter 26; Courts; Section 26-32; Court Costs for Funding of Court House and Courtroom Security Personnel. The fee was raised from \$5.00 to the maximum of \$10.00 as approved by the 2007 General Assembly.

The Board gave consensus to bring forth this ordinance to the regular meeting June 27th.

h. CARES Relief Funds

Bobbie Tassinari, County Administrator, presented options for the local allocation of CARES relief funds. On May 12, 2020, we received communication from the Secretary of Finance for the Commonwealth reflecting the local allocation of the CARES relief funds. Per the U.S. Census Bureau’s population data, King William County is eligible for \$1,496,097 in relief funds. These funds may be used for qualifying expenses related to the COVID-19 impact. At the May 18, 2020 Board of Supervisors meeting the Board approved the acceptance of the CARES Relief Funds and gave authorization to expend the funds, within program eligibility, upon receipt. The Director of Financial Services Natasha Joranlien, John Edwards, West Point Town Manager and County Administrator, Bobbie Tassinari, met on May 15, 2020 to discuss the relief funds, eligible uses, and to determine the level of support for accepting the funds. The consensus was to support accepting the funds and request the Board of Supervisors, at the May 18, 2020 Board meeting, authorize signing the certification by the May 22nd deadline. The Town Manager had presented to Town Council at their May 26th meeting the availability of these funds and to seek general guidance on the use. The Human Resources

Manager, Town Treasurer, Town Manager and I met on May 27th to discuss additional details of the program. The consensus from the meeting was:

- Transfer the portion of CARES Relief funds, allocated to the Town, upon receipt of the funds by the County (\$285,754.52).
- The Town committed to a separate bank account to house the funds.
- The Town Manager is crafting a memo to the County Administrator and Board of Supervisors stating the Town will follow the guidelines set forth in the CARES Guidance from the U.S. Treasury concerning eligible expenditures. The Town will work with the County on the overall program administration of the program, and hold the County harmless if the Federal governments audits the Towns expenditures and finds them ineligible.
- The consensus of the group was to allow both the Town and the County to address the School Districts request separately. Both School Districts are receiving direct CARES Relief Funds and will be required to submit their planned expenditures for those funds prior to receiving additional funds.

Mrs. Tassinari then presented various ideas for allocating the funds including utilizing a coupon book with a value of \$50 that is available to Town residents and usable at eligible Town businesses, utilizing a portion of the CARES allocation to support a regional initiative to be managed by the MPPDC, providing support to local businesses through grants, reimbursement for COVID related expenses and ongoing changes to local business operations due to COVID, funding initiatives requested by the King William County Public Schools System, and reimbursement of the county for incurred costs associated with the COVID that were not budgeted and prepare for remote working in the future.

Supervisor Moskalski requested the total cost of King William's version of the West Point H.O.P.E. project.

Supervisor Garber questioned is the MPPDC would be responsible for the \$100,000 allocation.

Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS

Supervisor Hodges questioned how much the H.O.P.E. program would cost King William to do.

Supervisor Moren requested information on who has received grants from the Economic Development Authority.

Agenda Item 6. CLOSED MEETING

a. Motion to Convene Closed Meeting

Upon motion of Chairman Greenwood, seconded by Supervisor Moskalski, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (7) and (A) (8) to consult with legal counsel regarding probable litigation on certain tax appeals where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, to consult with and receive advice from the county attorney regarding the tax appeals and directly related matters.

The roll call vote on the motion was as follows:

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

b. Motion to Reconvene in Open Session

Having completed the Closed Meeting, Chairman Greenwood reconvened the regular meeting back to order in Open Session.

c. Certification of Closed Meeting

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR-1) In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended.

Supervisor Moskalski moved that the King William County Board of Supervisors adopt the following SR-1 Resolution certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; the motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members SR-1 was adopted.

The roll call vote in favor of this motion was as follows:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - 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 2.2-3711 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 8th day of June, 2020, 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 8th day of June, 2020.

Agenda Item 7. ADJOURN

Upon motion of Supervisor Moskalski, second by Supervisor Moren, the meeting was adjourned by the following roll call vote:

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

COPY TESTE:

Stephen K. Greenwood, Chairman
Board of Supervisors

Olivia S. Lawrence
Deputy Clerk to the Board

DRAFT

**MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
REGULAR MEETING OF JUNE 22, 2020**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 22nd day of June, 2020, 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 Greenwood called the meeting to order.

Agenda Item 2. ROLL CALL

The members were polled:

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

Also, in attendance:

Bobbie H. Tassinari, County Administrator
Olivia S. Lawrence, Deputy Clerk

Agenda Item 3. MOMENT OF SILENCE

The Chairman called for a moment of silence.

Agenda Item 4. PLEDGE OF ALLEGIANCE

The Chairman led the pledge of allegiance.

Agenda Item 5. REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting with the aforementioned changes; motion was seconded by Supervisor Hodges.

The members were polled:

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

Agenda Item 6. PUBLIC COMMENT PERIOD

Chairman Greenwood opened the public comment period.

1. Lisa Mason, of Roanoke Trail, spoke of recent events surrounding George Floyd and the believed favoritism within the King William County Sheriff's Department.

There being no further speakers, Chairman Greenwood closed the public comment period.

Agenda Item 7. CONSENT AGENDA

Supervisor Moskalski moved for the approval of the Consent Agenda with the aforementioned changes; motion was seconded by Supervisor Garber.

The Chairman called for any discussion.

There being no discussion the Consent Agenda was approved by the following roll call vote:

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

Agenda Item 8. PRESENTATIONS

a. King William County Public Schools Requests for CARES Relief Funds and Update on 2020-2021 School Year

Dr. David White, Superintendent of King William County Public Schools, spoke of CDC guidelines for returning to school in the fall. He stated they'd need to attend on alternate schedules in order to maintain social guidelines. Dr. White stated the requested CARES Relief Act funds by the School had been reduced due to the direct CARES Relief aid they had received. Revised essential expenditures total \$414,306 after receiving \$199,494 in CARES Act Funding of their own.

Supervisor Garber questioned if there would be enough school buses for this plan.

Supervisor Moskalski questioned the lower expenditure amount.

Supervisor Moren questioned the dollar amount it'd take to continue the meals program.

Agenda Item 9. OLD BUSINESS

a. Public Hearing and Consideration of Ordinance 05-20 – Proposed Amendment to King William Code Chapter 26, Section 26-32; Court Costs for Funding of Court House and Courtroom Security Personnel

Bobbie Tassinari, County Administrator, presented Ordinance 05-20. The Virginia General Assembly, 2020 Session, amended §53.1-120. D. “... may assess a sum not to exceed \$20 as part of the costs in each criminal or traffic case in its district...” This is an amendment allowing localities to increase the current fee of \$10.00 up to a maximum \$20.00 to support the Courtroom Security Personnel managed by the Sheriff's Office. (Attachment A)

The County implemented the fee in June 2002, via Ordinance Amendment to Code of King William County, Virginia Chapter 9, Article V “Assessment of Court Costs” Section 9.72 (The current Section 9.72 will be renumbered 9.74). The vote was unanimous by the Board of Supervisors. (Attachment B)

The County amended the fee in August 2007, via Ordinance Proposed Amendment to King William County Code Chapter 26; Courts; Section 26-32; Court Costs for Funding of Court House and Courtroom Security Personnel. The fee was raised from \$5.00 to the maximum of \$10.00 as approved by the 2007 General Assembly. (Attachment C)

The Board of Supervisors were provided the information at the June 8th Work Session with the request by staff to consider approving after the Public Hearing to be held at the June 22, 2020 Board meeting. Staff recommended amending the King William County Ordinance to increase the fee from \$10.00 to \$20.00 per Senate Bill 149, 2020 General Assembly Session.

Chairman Greenwood opened the public hearing. There were no speakers.

There being no speakers, Chairman Greenwood closed the public hearing.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Hodges, Ordinance 05-20 was adopted by the following roll call vote:

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

ORDINANCE 05-20
An Ordinance to Amend the King William County Code,
Chapter 26. Courts, Section 26-32, Court Costs for Funding of Court
House and Courtroom Security Personnel.

WHEREAS, King William County is authorized by Virginia Code §53.1-120 to assess a sum not in excess of \$10.00 as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance; and

WHEREAS, King William County adopted an ordinance at the June 2002 Board of Supervisors meeting authorizing the collection of such fee; and

WHEREAS, on August 2007 the King William County Board of Supervisors amended, per the changes implemented by the 2007 Session of the General Assembly, increasing the fee from \$5.00 to \$10.00; and

WHEREAS, the 2020 Session of the General Assembly has amended §53.1-120 to increase the maximum allowable fee from \$10.00 to \$20.00; and

WHEREAS, the proposed amendment has been advertised by the Board and a public hearing was conducted on June 22, 2020 on the proposed amendment; and

WHEREAS, the Board believes it appropriate to amend the King William County Code, Chapter 26. Courts, Section 26-32, Court Costs for Funding of Court House and Courtroom Security Personnel as recommended by staff; and

WHEREAS, the amendment shall be effective July 1, 2020; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, that the Board of Supervisors of King William County, Virginia, does this June 22, 2020, repeal the current fee and adopt the proposed fee effective July 1, 2020.

b. Public Hearing and Consideration of Ordinance 06-20 – CUP to Construct a 250 FT Self Supporting Communication Tower

Ron Etter, Director of Community Development, presented Ordinance 06-20, proposing to construct a 250-foot self-supporting communication tower to be located at 13191 Mount Olive Cohoke Road, Tax Map Parcel 55-15G and consists of 25.01 acres.

Lisa Murphey, of the Local Zoning Council for Verizon Wireless, presented specifics of the project, stating by June of 2019, 59.2% adults and 70.5% of children lived in wireless only households.

Chairman Greenwood opened the public hearing.

1. Benjamin Shumaker, of the 4th District, stated his support of Ordinance 06-20.

There being no further speakers, Chairman Greenwood closed the public hearing.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Moren, Ordinance 06-20 was approved by the following roll call vote:

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

**ORDINANCE 06-20
AN ORDINANCE APPROVING CONDITIONAL USE PERMIT CUP-01-20
SWEET SUE SOLAR ENERGY CENTER**

WHEREAS, Section 86-800 of the King William County Code provides for the development of telecommunication towers associated with properties in the A-C, Agricultural-Conservation zoning district following review and approval of a Conditional Use Permit; and

WHEREAS, applicant Verizon Wireless submitted a Conditional Use Permit application, CUP-01-20, on behalf of the Property Owners Robert H. Green Jr. and Jana D. Green proposing to construct a 250-foot self-supporting communication tower (254' with the lightening rod). The proposed tower is to be located at 13191 Mount Olive Cohoke Road, Tax Map Parcel 55-15G.

WHEREAS, staff in the King William County Department of Community Development have proposed conditions to mitigate potential impacts of the use on the public; and

WHEREAS, the Planning Commission voted unanimously to recommend that the Board of Supervisors approve such application as proposed; and

WHEREAS, the Board of Supervisors conducted a public hearing on June 22, 2020 to consider CUP-01-20; and

NOW, THEREFORE, BE IT RESOLVED, the King William County Board of Supervisors this 22nd day of June, 2020, hereby approves CUP-01-20, with the following conditions:

- 1) The CUP shall permit a telecommunication tower for which a valid and current building permit is issued within two (2) years of conditional use permit approval. For any construction which does not have a valid and current building permit at the end of the initial two (2) year period; the applicant may seek an extension for the deadline of any remaining construction from the Zoning Administrator. A request for an extension shall be submitted in writing to the Zoning Administrator prior to the expiration. The Zoning Administrator shall consider the compliance history with these conditions and the Code of King William County in the decision to grant the request. If the Zoning Administrator does not grant the extension, the request shall be forwarded to the Board of Supervisors for consideration and action.
- 2) No signage of any type may be placed on the tower or accompanying facility other than notices, warnings, and identification information required by law.
- 3) The Applicant will provide one total vertical space on the proposed tower to King William County for the County's emergency services equipment at no cost; provided that the County submits an application to the Applicant through its contractor, KGI, the County agrees to execute a zero-dollar lease agreement and the County otherwise agrees to abide by Verizon Wireless' Collocation Guidelines. The County will not sublet its space on the tower or ground.

- 4) The tower must meet all Federal Aviation Administration (FAA), Federal Communications Commission (FCC) and any other agency of the federal government.
- 5) Verizon Wireless must provide a Nonionizing Electromagnetic Radiation Report (NIER) which contains information on the amount of electromagnetic radiation emissions generated by the telecommunication antenna installation. The report shall be in a format acceptable to the Federal Communications Commission (FCC) and shall also include the following information: Electromagnet Emissions (EME) site studies, EME site modeling, non-ionizing radiation (NIR) modeling, site safety plans, and site remediation. The NIER report must be submitted prior to obtaining approval of a building permit.
- 6) All utilities leading to the site will be placed underground, unless prohibited by the State or Federal agency regulating such utilities.
- 7) All E-911 calls received by the tower shall be routed to public safety answering points in accordance with Federal and State law.
- 8) The tower must be lit in compliance with FAA requirements.
- 9) The tower must have a galvanized steel finish. Dish antennas will be of a neutral, non-reflective color with no logos.
- 10) The equipment cabinets and any necessary buildings must be neutral colors. The tower compound must be fenced with an eight (8) foot high fence and the compound will need to be surrounded with landscaping, which will screen the base of the tower and the ground equipment. The security fencing shall be screened with a ten (10) foot landscape buffer consisting of evergreen trees. The tower must be equipped with an anticleimbing device. All fencing to be maintained by the applicant.
- 11) Once the tower is no longer active or in use for a 24-month period, it shall be considered abandoned and the owner of the tower shall remove the tower within 90 days. Removal includes the removal of the tower, all tower and fence footers, underground cables and support buildings. When a tower is deemed to be abandoned, an owner wishing to extend the time for removal shall submit an application stating the reason for such extension. The Zoning Administrator may extend the time for removal or reactivation up to 60 additional days upon a showing of good cause. If the antenna support structure or antenna is not removed within the specified time, the County may contract for removal. Thereafter, the county may cause removal of the antenna support structure with costs being borne by the owner of the tower or the land owner. All costs of removal shall be charged to the landowner and become a lien on the property on which the tower is located. A bond shall be submitted to the County for the total cost of removal plus 25%.

c. Bond Series 2002A and 2002B Escrow Agreement Relating to the Defeasance of the General Obligation School Bonds (Resolution 20-30)

Natasha Joranlien, Director of Financial Services, presented Resolution 20-30, to clean up the error. The balance of principal and interest due is \$ 97,931.00 which will be funding from FY 2020-year end reconciliation.

The County issued two series of bonds in 2002 through VPSA as part of the VPSA 2002B Bond series. One was called Series A and the other Series B. In 2018, the County set up an escrow to pay off the 2002A VPSA bonds. In addition, the County took the opportunity in 2019 to pay off the 2002B VPSA bonds that were not previously defeased. Due to the terms used to name the bond issues (Series A and B of Series 2002B), VPSA used the funds provided in 2019 to pay off the 2002A portion of the bonds. The County was under the impression and had directed VPSA to pay off the 2002B portion. The County is now revising the 2018 escrow agreement to make it applicable and sufficient to pay off the Series B portion of the 2002B Bonds instead of the Series A portion. The County is not paying any additional amounts on either bond to pay them off. The 2002A bonds have been paid in full, and the 2002B bonds will be paid in full from the amended escrow at maturity in 2022.

Upon the motion of Supervisor Garber, seconded by Supervisor Hodges, Resolution 20-30 was approved by the following roll call vote:

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

RESOLUTION 20-30

PROVIDING FOR THE EXECUTION AND DELIVERY OF AN ESCROW AGREEMENT RELATING TO THE DEFEASANCE OF A GENERAL OBLIGATION SCHOOL BOND, SERIES 2002B, OF THE COUNTY OF KING WILLIAM, VIRGINIA AND APPROVING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the County of King William, Virginia (the “County”) is a political subdivision of the Commonwealth of Virginia (the “Commonwealth”) with the power to issue school bonds for the purpose of, among other things, designing, acquiring, constructing, and equipping school facilities; and

WHEREAS, the County issued in 2002 its General Obligation School Bond, Series 2002A (the “2002A Bond”), and its General Obligation School Bond, Series 2002B (the “2002B Bond”), each of which was sold to the Virginia Public School Authority (“VPSA”); and

WHEREAS, the County previously determined to defease the 2002A Bond pursuant to an Escrow Agreement, dated November 1, 2018, by and between the County and U.S. Bank National Association, as escrow agent (the “2002A Escrow Agreement”); and

WHEREAS, as a result of a separate defeasance of the 2002A Bond through VPSA, the funds held under the 2002A Escrow Agreement are no longer necessary for the defeasance of the 2002A Bond; and

WHEREAS, the County has decided to defease the 2002B Bond to the maturity thereof pursuant to an Escrow Agreement, dated as of the date of its execution and delivery (the “2002B Escrow Agreement”), by and between the County and U.S. Bank National Association, as Escrow Agent (the “Escrow Agent”); and

WHEREAS, the County desires to use the funds held in the escrow fund under the 2002A Escrow Agreement to fund, in part, the escrow fund for the defeasance of the 2002B Bond; and

WHEREAS, the form of the 2002B Escrow Agreement has been made available to the members of the Board of Supervisors of the County (the “Board”) and filed in the County’s records;

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

1. Approval of Escrow Agreement. The 2002B Escrow Agreement shall be in substantially the form made available at this meeting, which is hereby approved, with such completions, omissions, insertions and changes (including a change of the date thereof) as may be approved by the Chairman and the Vice Chairman of the Board and the County Administrator, any of whom may act, which approval shall be evidenced conclusively by the execution and delivery of the 2002B Escrow Agreement.

2. Execution and Delivery of Escrow Agreement. The Chairman and the Vice Chairman of the Board and the County Administrator, any of whom may act, are each hereby authorized and directed to execute the 2002B Escrow Agreement on behalf of the County and to deliver it to the Escrow Agent.

3. Authorization of Execution and Delivery of Other Documents. The Chairman and the Vice Chairman of the Board, the County Administrator and other appropriate officials of the County are each hereby authorized to execute and deliver all other certificates, instruments and documents in the name and on behalf of the County and to take all such further action (a) as they may consider necessary or desirable to carry out the intent and purpose of this Resolution and the defeasance of the 2002B Bond, or the execution, delivery and performance of the 2002B Escrow Agreement, or (b) as may be reasonably requested by the Escrow Agent in connection with any of the foregoing.

4. Investment Authorization. The County hereby authorizes the Chairman and the Vice Chairman of the Board and the County Administrator, any of whom may act, and the Escrow Agent to (i) submit a subscription for the purchase and issue of United States Treasury Securities - State and Local Government Series, (ii) obtain competitively a portfolio of securities and/or (iii) invest the funds deposited with the Escrow Agent as otherwise permitted by the 2002B Escrow Agreement and by law until the final maturity date of the 2002B Bond. Furthermore, the County hereby authorizes the Escrow Agent to transfer the funds currently held in the escrow fund under the 2002A Escrow Agreement to fund, in part, the escrow fund established under the 2002B Escrow Agreement for the defeasance of the 2002B Bond.

5. Other Actions. All other actions of County officials taken heretofore or hereafter in conformity with the purposes and intent of this Resolution and in furtherance of the defeasance of the 2002B Bond are ratified, approved and confirmed.

6. Limitation of Liability of Officials of the County. No covenant, condition, agreement or obligation contained herein shall be deemed to be a covenant, condition, agreement or obligation of any officer, employee or agent of the County in his or her individual capacity, and no officer of the County executing the 2002B Escrow Agreement shall be liable personally on the 2002B Escrow Agreement or be subject to any personal liability or accountability by reason of the execution and delivery thereof. No officer, employee or agent of the County shall incur any personal liability with respect to any other action taken by him or her pursuant to this Resolution, provided he or she acts in good faith.

7. Costs and Expenses. The County agrees to pay all costs and expenses in connection with the defeasance of the 2002B Bond, including the fees and expenses of the County Attorney, bond counsel to the County, the County's financial advisor, the Escrow Agent and the verification agent.

8. Repeal of Conflicting Actions. All resolutions, ordinances or parts thereof in conflict herewith are repealed.

9. Effective Date. This Resolution and the provisions contained herein shall become effective immediately upon enactment.

CERTIFICATION

The undersigned Clerk of the Board of Supervisors of the County of King William, Virginia hereby certifies (1) that the foregoing constitutes a true, correct and complete copy of a Resolution adopted by the Board of Supervisors of the County of King William, Virginia at a meeting duly called and held on June 22, 2020, with the members present and absent and voting on the Resolution as set forth below; (2) that such meeting was duly convened and held in all respects in accordance with law; and (3) that the foregoing Resolution has not been repealed, revoked, rescinded or amended.

d. Recommended Revisions to the King William County Procurement Manual (Resolution 20-31)

Julie Mills, Fiscal Specialist AP, presented Resolution 20-31.

Supervisor Moren questioned what changes have been made since the last discussion.

Mrs. Mills stated the Terms and Conditions have been sent to our counsel for review.

Supervisor Moren questioned tabling the item until counsel can approve the Terms and Conditions.

Upon the motion of Supervisor Garber, seconded by Supervisor Hodges, Resolution 20-31 was tabled by the following roll call vote:

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

e. Delinquent Real Estate Taxes Report

Bobbie Tassinari, County Administrator and Harry Whitt, Treasurer, presented an update regarding delinquent real estate taxes. The amount of past due real estate taxes is about the same as they have been for the past 5 years per the County Treasurer. The total amount changes very little from year to year. The Treasurer's Office sends past due notices twice each year as well as including the past due amount on current year tax bills. This action provides notification to citizens at least four times each year concerning their past due taxes. The Treasurer's Office is currently working with legal counsel to sell properties for past due taxes. As the Treasurer's Office implements this process, the Treasurer is required to offer payment plans to those impacted. There are currently many payments plans in place as of this date. Additionally, there are approximately 10 properties in Chapter 13 bankruptcy for which the Treasurer's Office continues receiving payments on those properties. The Treasurer's Office has in the past published delinquent taxpayer names in the newspaper but stopped about 10 years ago due to the costs. This could be reinstated without additional costs by publishing the names on the County website.

f. CARES Relief Funds Update

Bobbie Tassinari, County Administrator, presented an update regarding the allocations for Federal CARES Coronavirus Relief Funds. She stated the County bank account has been set up, June 1, 2020, for CARES Relief funds deposit and funds received and they're transferred the Town of West Point's allocation of CARES Relief funds (\$285,754.52). Town Manager, John Edwards has provided a letter dated June 9, 2020 agreeing to a separate bank account, adherence with the guidelines of the program, agreement to cooperatively work with County on program administration, and "hold harmless" for expenditures. The Town and County agreed to address the School Districts request separately.

Supervisor Garber questioned the possibility of funding the purchase of additional school buses with the relief funds.

Supervisor Moskalski questioned the logistics of participating in the coupon book for local businesses.

Supervisor Moren questioned whether it was a legal use of the CARES Relief Funds.

Upon the motion of Supervisor Moren, seconded by Supervisor Garber, participation in the MPPDC CAP Program was not approved by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Nay
Supervisor, 3rd District: William L. Hodges	Aye

Supervisor, 4th District: C. Stewart Garber, Jr. Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman Aye

Agenda Item 10. NEW BUSINESS

a. Recommended Financial Policies for the County (Resolution 20-32)

Natasha Joranlien, Director of Financial Services, presented Resolution 20-32, Financial Policies providing written guidance for how local government officials and staff should approach fiscal issues and core financial areas. Effective financial policies are essential to the county's fiscal health and can help the Board, management, and staff make the right decisions for the citizens now and in the future. They provide stability and continuity over the years as staff and elected officials turn over by establishing what actions are acceptable and unacceptable, identifying who is responsible for taking certain actions, and providing standards to measure the county's performance.

Upon the motion of Supervisor Hodges, seconded by Supervisor Garber, Resolution 20-32 was approved by the following roll call vote:

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

RESOLUTION 20-32

A RESOLUTION ADOPTING KING WILLIAM COUNTY FINANCIAL POLICIES

WHEREAS, the King William County has a responsibility to ensure it handles public funds appropriately; and

WHEREAS, written, adopted financial policies have many benefits in assisting the Board with financial management of the County; and

WHEREAS, the Finance Department recommends that Board adopt financial policies that promote sound financial management practices designed to meet the Board's goals and objectives; and

WHEREAS, staff has prepared King William County Financial Policies document that outlines procedures and safeguards for public fund management; and

NOW, THEREFORE, BE IT RESOLVED that the King William County Financial Policies, attached hereto as Attachment A is hereby adopted.

Agenda Item 11. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR

a. Board Information

County Administrator, Bobbie Tassinari, noted the information items provided.

Agenda Item 12. BOARD MEMBER COMMENTS

Supervisor Hodges thanked everyone for attending and urged Mrs. Mason to contact Sheriff Walton directly with her concerns.

Supervisor Moskalski commended staff for keeping things moving while working in the pandemic.

Supervisor Garber thanked everyone for attending and thanked Mr. Whitt for presenting. He also wished everyone a happy Fourth of July!

Supervisor Moren commended the staff for their support in the past months and thanked the Sheriff's Department for their support during the march the previous week.

Chairman Greenwood commended the staff for all they do and be safe!

Agenda Item 13. CLOSED MEETING

a. Motion to Convene Closed Meeting

Upon motion of Supervisor Moskalski, seconded by Supervisor Hodges, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (7), (A) (8) and (A) (1) to consult with legal counsel regarding probable litigation on certain tax appeals where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, to consult with and receive advice from the county attorney regarding the tax appeals and directly related matters.

The roll call vote on the motion was as follows:

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

b. Motion to Reconvene in Open Session

Having completed the Closed Meeting, Chairman Greenwood reconvened the regular meeting back to order in Open Session.

c. Certification of Closed Meeting

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR-1) In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended.

Supervisor Hodges moved that the King William County Board of Supervisors adopt the following SR-1 Resolution certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; the motion was seconded by Supervisor Moskalski.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members SR-1 was adopted.

The roll call vote in favor of this motion was as follows:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - 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 2.2-3711 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 22nd day of June, 2020, 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 22nd day of June, 2020.

d. Action on Closed Meeting

Chairman Greenwood announced County Administrator, Bobbie Tassinari, would not be retiring and would be remain County Administrator until at least 2023.

Agenda Item 14. APPOINTMENTS

Upon motion of Supervisor Hodges, second by Supervisor Garber, Edwin H. Moren, Jr. was appointed to the Middle Peninsula Alliance for a term expiring on December 31, 2020 by the following roll call vote:

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

Agenda Item 15. ADJOURN

Upon motion of Supervisor Hodges, second by Supervisor Garber, the meeting was adjourned by the following roll call vote:

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

COPY TESTE:

Stephen K. Greenwood, Chairman
Board of Supervisors

Olivia S. Lawrence
Deputy Clerk to the Board

AGENDA ITEM 7.b.



Board of Supervisors

Natasha L. Joranlien
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

DATE: July 27, 2020
TO: King William County Board of Supervisors
FROM: Natasha Joranlien, Director of Financial Services
SUBJECT: Monthly Expenditures
June-20

County Expenditures are as follows:

County Administration Funds	1,384,089.42
Department of Social Services	105,546.61
Comprehensive Services Act	132,366.64
Tax Refunds	-

Total County Administration, Social Services,
CSA & Tax Refunds Amount: 1,622,002.67

AGENDA ITEM 7.c.

**RESOLUTION 20-35
RESOLUTION of APPRECIATION
Susan G. Russell**

1
2
3
4
5 **WHEREAS**, Susan G. Russell was appointed to serve on the King William County
6 Board of Social Services in July 2016 and has been an active member of the Board for 4 years;
7 and

8 **WHEREAS**, Mrs. Russell has served as Chair and Vice-Chair of the King William Board
9 of Social Services; and

10 **WHEREAS**, Mrs. Russell has been a faithful advocate for meeting the needs of those
11 in her community and has sought solutions for those who are underserved without wanting
12 recognition; and

13 **WHEREAS**, Mrs. Russell has been diligent in her commitment to the staff and
14 administration of the King William County Department of Social Services; and

15 **NOW, THEREFORE, BE IT RESOLVED**, that the King William County Board of Social Services
16 expresses its appreciation to Susan G. Russell for her valuable contributions to the well-being
17 of the citizens of King William County and the Administration and Staff of the King William
18 County Department of Social Services; and

19 **BE IT FURTHER RESOLVED**, that a copy of this Resolution expressing the sense of the King
20 William County Board of Supervisors on this matter shall be conveyed to Susan G. Russell, and
21 shall be spread upon the meeting minutes of said Board of Supervisors.

22
23 **DONE** this the 27th day of July, 2020.

AGENDA ITEM 8.a.



**A RESOLUTION
OF THE
BOARD OF SUPERVISORS
OF THE
COUNTY OF KING WILLIAM, VIRGINIA**



**RESOLUTION 20-35
RESOLUTION of APPRECIATION
Susan G. Russell**

WHEREAS, Susan G. Russell was appointed to serve on the King William County Board of Social Services in July 2016 and has been an active member of the Board for 4 years; and

WHEREAS, Mrs. Russell has served as Chair and Vice-Chair of the King William Board of Social Services; and

WHEREAS, Mrs. Russell has been a faithful advocate for meeting the needs of those in her community and has sought solutions for those who are underserved without wanting recognition; and

WHEREAS, Mrs. Russell has been diligent in her commitment to the staff and administration of the King William County Department of Social Services; and

NOW, THEREFORE, BE IT RESOLVED, that the King William County Board of Social Services expresses its appreciation to Susan G. Russell for her valuable contributions to the well-being of the citizens of King William County and the Administration and Staff of the King William County Department of Social Services; and

BE IT FURTHER RESOLVED, that a copy of this Resolution expressing the sense of the King William County Board of Supervisors on this matter shall be conveyed to Susan G. Russell, and shall be spread upon the meeting minutes of said Board of Supervisors.

DONE this the 27th day of July, 2020.

ATTEST:

Stephen K. Greenwood
Chairman
King William County Board of Supervisors

Bobbie L. Tassinari
Clerk of the Board

AGENDA ITEM 7.d.



King William County
Est. 1702

Board of Supervisors

Director of Financial Services

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

MEMO

DATE: July 27, 2020

TO: King William County Board of Supervisors

FROM: Natasha Joranlien, Director of Financial Services

SUBJECT: Resolution 20-45 KWCPs Request to Use Restricted General Fund Balance for Capital Needs

SUMMARY

KWCPs is requesting a total of \$170,246.00 from the Restricted General Fund balance for FY21 Capital needs. See **Attachment A** reflecting the request from Dr. White, Superintendent of KWCPs.

BACKGROUND

At the October 7, 2019 Board meeting the FY 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation was presented. This annual reconciliation is presented to the Board of Supervisors upon closing of the prior fiscal year and in preparation of the Comprehensive Annual Financial Report (CAFR).

At the October 7th meeting, \$610,617.75 was cited to be reflected as Restricted General Fund within the General Fund Balance. On February 10, 2020, the Board of Supervisors approved the Schools request of \$86,178.00 from the restricted fund balance to replace the intercom system at Cools Springs Elementary. In April 2020 the Board of Supervisors approved Resolution 20-11(R1) approving Restricted Funds be used to reimburse the County for expenditures made on behalf of KWCPs in the amount of \$181,940.49.



King William County
Est. 1702

Board of Supervisors

Director of Financial Services

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

KWCPS is requesting \$170,246.00 within FY21 to address capital needs. These include:

RESTRICTED GENERAL FUND	AMOUNTS REQUESTED
Computers – KWHS leveraging with VPSA funds	\$58,000
Gym Speakers at KWHS	\$9,500
Parking Lot – KWHS	\$62,960
Fire Panel – AES	\$24,986
Lawnmower – KWHS	\$10,000
Camera System – Transportation	\$4,800

With the approval of the Resolution, the Restricted General Fund Balance will total \$172,253.26. The split levy reconciliation for FY21 will be available in October 2020 after the FY20 closes. As agreed upon, at the Joint Meeting of the KWCPS and Board of Supervisors in March 2020 some of these funds will be encumbered for FY21 County reimbursements related to School expenditures. The balance will be available to the Schools for capital uses.

Recommendation(s)

Staff recommends approval of this request.

Attachment

- Resolution 20-45
- Attachment A – Letter from KWCPS

ATTACHMENT A



King William County Public Schools

P.O. Box 185
18548 King William Road
King William, Virginia 23086



Phone
(804) 769-3434

Fax
(804) 769-3312

TO: King William County Board of Supervisors
Bobbie Tassanari, County Supervisor

FROM: Dr. White, Superintendent
Staci Longest, Director of Finance

SUBJECT: Capital Funds from Split Levy Funds

DATE: July 21, 2020

We would like to request a transfer of funds from our Split Levy funds to our Capital Funds for fiscal year 2021. We are in need of:

Split Levy Funds:	342,499.35
Computers – KWHS	(58,000.00)
Gym Speakers - KWHS	(9,500.00)
Parking lot – KWHS	(62,960.00)
Fire panel – AES	(24,986.00)
Lawnmower – KWHS	(10,000.00)
Camera system – Transportation	(4,800.00)
Remaining Funds:	172,253.35

Computers at KWHS: Chromebooks must be replaced; we will use \$228,000 of VPSA funds and \$58,000 is the local match requirement.

Gym Speakers at KWHS: This gymnasium speaker system is beyond repair and must be replaced. We have received multiple quotes and this was the best price.

Parking Lot at KWHS: This lot could be saved if we can resurface it, but if we put this off any longer it will require milling and new pavement which will be upwards of \$300,000. This is a similar issue to that of both CSPA and AES lots, however, they are no longer salvageable and must be replaced.

Fire Panel at AES: At present, King William Fire & Rescue responds to many calls within a year to AES because of the faulty Fire Panel. Currently, it is out of compliance with Code and needs to be replaced as soon as possible.

Lawnmower at KWHS: We need to replace the athletic lawnmower that is in need of repair and has outlived its depreciable life.

Cameras for Transportation: KWKCPS is in need of 6 additional cameras to fully outfit our current buses, however, we are only seeking one camera at this time to reduce cost.

Remaining Funds: We would like to leave the remaining funds in the account to be available in the event of an emergency. We currently have 2 HVAC units at HHMS that were not covered in the renovation and 7 HVAC units at KWHS that are beyond their recommended useful life (20+ years old).

**RESOLUTION 20-45
APPROPRIATING RESTRICTED GENERAL FUNDS
IN FY2021 FOR KING WILLIAM COUNTY PUBLIC SCHOOLS CAPITAL NEEDS**

WHEREAS, the King William County Board of Supervisors at the October 7, 2019 Board meeting was presented with the Fiscal Year 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation; and

WHEREAS, the Director of Financial Services prepares the annual reconciliation of revenue collected in the prior fiscal year that will be reflected within the General Fund as Restricted for KWCPs use; and

WHEREAS, the Fiscal Year 2019 reconciliation designated \$610,617.75 for use within the General Fund as restricted and is cited in the 2019 Comprehensive Annual Financial Report Balance Sheet, Exhibit 3; and

WHEREAS, King William County Board of Supervisors approved the request from King William County Public Schools to utilize \$86,178 via Resolution 20-11(RI) from the Restricted Funds for an emergency procurement of the intercom system at Cools Springs Elementary; and

WHEREAS, King William County Board of Supervisors approved the request via Resolution 20-11(RI) from King William County to utilize \$181,940.49 from the Restricted Funds for reimbursement of expenditures made for KWCPs by the County within FY20; and

WHEREAS, King William County Board of Supervisors is requested by the King William County Public Schools to utilize \$170,246.00 from the Restricted Funds for capital procurement for the following; and

RESTRICTED GENERAL FUND	AMOUNTS REQUESTED
Computers – KWHS leveraging with VPSA funds	\$58,000
Gym Speakers at KWHS	\$9,500
Parking Lot – KWHS	\$62,960
Fire Panel – AES	\$24,986
Lawnmower – KWHS	\$10,000
Camera System – Transportation	\$4,800

WHEREAS, the new balance of the Restricted Fund after reimbursement will be as follows; and

Restricted General Fund	\$610,617.75	
KWCPs Emergency Procurement	- 86,178.00	Resolution 20-11(RI)
Reimbursement to KWC	-181,940.49	Resolution 20-11(RI)
KWCPs Request for Capital Needs FY21	<u>-170,246.00</u>	
New Restricted General Fund Balance	<u>\$172,253.26</u>	

33 **NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this
34 27th day of July 2020, they approve the use of Restricted General Fund of \$170,246.00 to the
35 FY2021 County budget from Restricted General Fund for expenditures related to KWCP.

AGENDA ITEM 9.a.



King William County
Est. 1702

Board of Supervisors

Natasha L. Joranlien
Director of Financial Services

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

DATE: July 27, 2020
TO: King William County Board of Supervisors
FROM: Julie Mills, Fiscal Specialist Senior/Procurement & Accounts Payable
SUBJECT: Addendum to King William County Procurement Policy

Summary

Procurement Policy updates were presented to the Board to review and discuss on June 8, 2020 at the Board of Supervisors Work Session. One concern from the Board involved Terms and Conditions of procurement. The County Attorney has provided General Terms and Conditions that is to be included in all solicitations. No other terms are approved as to form by the County Attorney as required by Virginia Code section 15.2-1237. If edits are needed to the terms, our County Attorney will review requests and advise.

Background

King William County Procurement Policy was adopted on January 26, 2015. The Finance staff is recommended the following amendments to King William County Procurement Policy. These recommendation will streamline handling and review of purchase contracts, improve the effectiveness of the County's purchasing efforts, reduce expenditures related to procurement, and avoid necessary delays in purchases of routine supplies, materials, services, vehicles, machinery, equipment apparatus, construction, repair, and maintenance necessary to provide public services to its citizens.

- Removal of requirement to advertise public notice for invitation to bid. Due to the cost of print, this will reduce our expenses for procurement. The language has been updated to "may be" advertised.
Per Virginia Public Procurement Act § 2.2-4302.1. Item 2
"In addition, public bodies may publish in a newspaper of general circulation. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body."
- Request to increase the threshold of purchase order completion requirement from \$1,000 to \$ 5,000

180 Horse Landing Road #4 • King William, Virginia 23086

Phone: 804-769-4929 • Fax: 804-769-4964
www.kingwilliamcounty.us



King William County
Est. 1702

Board of Supervisors

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- Competition requirements amendments:
 1. For purchases in excess of \$1,000 to \$3,000 changed to \$ 1,000 to \$ 5,000 (Departments will be required to keep documentation of quotes for audit trail purposes)
 2. For purchases in excess of \$3,000 to \$10,000 changed to \$5,000 to \$30,000
 3. For purchases in excess of \$10,000 to \$60,000 changed to \$30,000 to \$100,000

Additional language added requiring a purchased order is approved prior to expending the funds.

- Language removed and updated regarding Construction Procurement based on Virginia Public Procurement Act § 2.2-4303 Methods of Procurement
- Increase the amount from \$25,000 to \$ 100,000 for contract review and approval by County Attorney. Finance has reached out to County Attorney to receive standard terms and conditions to be used for contract less than \$100,000.

Recommendation(s)

Staff recommends approval of all Resolution 20-31.

Attachment(s)

Resolution 20-31
Legal approved General Terms and Conditions

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KING WILLIAM COUNTY
GENERAL TERMS AND CONDITIONS
PROFESSIONAL SERVICES
Effective June 2020

These General Terms and Conditions are attached to and made a part of the contract to which they are attached or referenced. In the event of any conflict between any provision of these General Terms and Conditions and the contract to which they are attached, these General Terms and Conditions shall control, unless the provisions in these General Terms and Conditions are contrary to Virginia law. Nothing in the contract or the attached documents shall be construed as granting authority for either party to make commitments which will bind either party beyond the scope of the services or goods contained herein.

A. Anti-Discrimination:

By submitting bids or proposals, bidders, offerors or contractors certify to King William County (the "County") that they will conform to the provisions of the federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the Virginia Public Procurement Act, which provides:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, political affiliation, veteran status, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor shall include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Pursuant to Section 2.2-4343.1 of the *Code of Virginia* of 1950, as amended, in all invitations to bid, requests for proposals, contracts, and purchase orders, The County does not discriminate against faith-based organizations. "Faith-based Organization" means a religious organization that is or applies to be a contractor to provide goods or services for programs funded

by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

B. Ethics in Public Contracting:

By submitting a bid or proposal, bidders, offerors or contractors certify that their bids or proposals are made in full compliance with the Virginia Conflicts of Interest Act and without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C. Immigration Reform and Control Act of 1986:

By submitting a bid or proposal, bidders, offerors or contractors certify that they do not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

D. Policy on Drug and Alcohol Abuse:

King William County has adopted a Policy on Drug and Alcohol Abuse. By submitting a bid or proposal, bidders, offerors or contractors certify full compliance with this policy. A copy of the policy is available upon request. Further, in every contract over \$10,000 the following provisions apply:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

E. Receipt of Bids/Proposals:

To be considered, bids or proposals shall be received at the location provided and within the time period specified in the Invitation for Bids (IFB) or the Request for Proposals (RFP). Responses received after the specified date and time shall be returned unopened.

F. Acceptance/Rejection of Bids/Proposals:

King William County reserves the right to accept or reject any or all bids or proposals or portion of any bid or proposal and to reissue said bid or proposal.

G. Clarification of Terms:

Prospective bidders, offerors or contractors may submit questions in writing concerning the specifications or other solicitation documents no later than seven (7) working days before the due date. Any revisions to the IFB or RFP will be issued as an addendum.

H. Firm Prices:

Prices and all associated charges offered by proposers, bidders, offerors, or contractors shall be firm for sixty (60) days after the due date of the bids or proposals unless otherwise stated by King William County.

I. Taxes:

King William County (federal I.D. #54-6001376) is exempt from federal, state and local taxes. Taxes included on invoices will be deducted from the payment amount. Tax-exempt forms will be completed for a vendor upon request.

J. Required Signature:

All bids and proposals shall be signed with the firm name, federal identification number and by a representative possessing the authority to bind said firm with his/her signature. The County may request documentation of the signer's authority.

K. Qualifications of Bidders, Offerors or Contractors:

The bidder, offeror, or contractor represents and warrants that it has the requisite experience, skills, capabilities, and manpower to perform the duties required by the contract in a good and workmanlike fashion, that it is authorized to do business in Virginia, and has all necessary licenses required by law. The County may make such reasonable investigations as deemed proper and necessary to determine the ability of a bidder, offeror or contractor to perform the work or supply the goods. The bidder, offeror or contractor shall furnish to the County all such information and data for this purpose as may be requested. Further, the County reserves the right to reject any bid or proposal if the evidence submitted by, or investigations of, such bidder, offeror, or contractor fails to satisfy the County that such bidder, offeror, or contractor is properly qualified to carry out the obligations of the contract and to complete the work.

L. Changes to the Contract:

No fixed price contract may be increased by more than twenty-five (25) percent of the amount of the contract or \$50,000, whichever is greater. Changes can be made to the contract only by mutual agreement of the parties evidenced by a signed writing.

M. Payment Terms:

All approved invoices will be paid within forty-five (45) days of receipt.

N. Default:

In case of default by the contractor for failure to deliver or perform in accordance with the contract's specifications or terms and conditions, the County may procure the services from other sources and hold the defaulting the contractor responsible for any resulting additional purchase and administrative costs. The County will normally repurchase from the next low bidder or purchase competitively by resolicitation. If the purchase results in increased costs to the County, a letter will be sent to the defaulted contractor requiring payment for additional costs. When repayment is requested, the contractor will be removed from future bidding until the repayment has occurred. The contractor shall not be liable for any excess cost if the failure to perform arises out of any act of war, order of legal authority, strikes, act of God, or other unavoidable causes not attributed to their fault or negligence.

O. Assignment:

The contract may not be assigned, sublet, or transferred without the written consent of the County.

P. Hold Harmless:

The contractor and all its subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify the County, its Board of Supervisors members, officers, employees and agents against and save them harmless from all claims, demands, and judgments made or recovered against them because of bodily injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the contract. Compliance with the insurance provisions hereof shall not relieve the bidder, offeror, or contractor from liability under this provision.

Q. Audit:

The contractor agrees to retain all books, records, and other documents related to this contract for five (5) years after final payment or after all other pending matters are closed, whichever is longer. The County and its authorized agents, state auditors, the grantor of the funds to the County, the Comptroller of Virginia or of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers and records of the contractor which are directly pertinent to the contract for the purpose of making audits, examinations, excerpts or transcriptions.

R. Ownership of Documents:

Any reports, studies, photographs, negatives, or other documents prepared by the contractor in the performance of its obligations under this contract shall be remitted to the County upon completion, termination or cancellation of the contract. The County shall own the intellectual property rights to all materials produced under this contract.

S. Required Payment to Subcontractors:

Pursuant to Section 2.2-4354 of the Code, the contractor covenants and agrees to:

- a. within seven (7) days after receipt of any amounts paid under the contract to, (i) pay any subcontractor for its proportionate share of the total payment received from

the County attributable to the services under the contract performed by such subcontractor, or (ii) notify the County and the subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefor;

- b. provide its federal employer identification number or social security number, as applicable, before any payment is made to the bidder, offeror, or contractor under the contract; and
- c. pay interest at the legal rate or such other rate as may be agreed to in writing by the subcontractor and the contractor on all amounts owed by the contractor that remain unpaid after seven (7) days following receipt of payment from the County for services performed by the subcontractor under the contract, except for amounts withheld pursuant to subparagraph a. above.
- d. include in its contracts with any and all subcontractors the requirements of a, b, and, c above.

T. No Waiver:

Any failure of the County to demand rigid adherence to one or more of the terms and provisions of the contract, including these General Terms and Conditions, on one or more occasions, shall not be construed as a waiver nor deprive the County of the right to insist upon strict compliance with the terms of the contract. Any waiver of a term, in whole or in part, must be in writing and signed by the party granting the waiver to be effective.

U. Termination:

The County may terminate the contract for its convenience and any or no cause at any time upon written notice to the contractor. The contractor shall not be paid for any service rendered or expense incurred after provision of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of the services under this contract.

V. Choice of Law:

To ensure uniformity of the enforcement of this contract, and irrespective of the fact that either of the parties now is, or may become, a resident of a different state, this contract is made and is intended to be performed in the Commonwealth of Virginia, and shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to its principles of conflicts of law.

W. Severability:

If any provision of the contract, including these General Terms and Conditions, is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reasons, such provision shall be fully severable and the contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of the contract, and the remaining provisions of the contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from the contract.

X. Contractual Claims Procedure:

- A. Contractual claims or disputes by the contractor, whether for money or other relief, except for claims or disputes exempted by law from the procedure set forth herein, shall be submitted in writing no later than sixty (60) days after final payment; provided, however, that the contractor shall give the County written notice of its intention to file a claim or dispute within fifteen (15) days after the occurrence upon which the claim or dispute shall be based. Any written notice need not detail the amount of the claim, but shall state the facts and/or issues relating to the claim in sufficient detail to identify the claim, together with its character and scope. Whether or not a written notice is filed, the contractor shall proceed with the services as directed. If the bidder, offeror, or contractor fails to make its claim or dispute, or fails to give notice of its intention to do so as provided herein, then such claim or dispute shall be deemed forfeited.
- B. The County, upon receipt of a detailed claim, may at any time render its decision and shall render such decision within one hundred twenty (120) days of final payment. Each such decision rendered shall be forwarded to the contractor by written notice.
 - A. If the bidder, offeror, or contractor disagrees with the decision of the County concerning any pending claim, they shall promptly notify the County by written notice that they are proceeding with the services under protest. Any claim not resolved, whether by failure of the contractor to accept the decision of the County or under a written notice of its intention to file a claim or a detailed claim not acted upon by the governing body of the County, shall be specifically exempt from payment request, whether progress or final.
 - B. The decision on contractual claims by the governing body of the County shall be final and conclusive unless the contractor appeals within six months of the date of the final decision on the claim by instituting legal action in the King William Circuit Court.

Y. Subject to Annual Appropriation:

The contract is subject to annual appropriation by the Board of Supervisors of King William County. Neither the Agreement nor any amount due or to become due under the contract shall be deemed to constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof, including the County. Neither the Commonwealth of Virginia nor any political subdivision thereof, including the County, shall be obligated to pay any amount due or to become due under this contract except from funds annually appropriated by the Board of Supervisors of King William County for such purpose.

In the event of non-appropriation of funds for the items under this contract, the County may terminate this contract as to the services for which funds have not been appropriated. Written notice will be provided as soon as possible after such action is taken.

Z. Forum Selection

The parties hereby submit to the personal jurisdiction and venue of the Circuit Court of King William County, Virginia, and the General District Court of King William, Virginia, for resolution of any and all claims, causes of action or disputes arising out of or related to this contract. The parties further agree that any claims, causes of action or disputes arising out of, relating to or concerning this contract shall have jurisdiction and venue in the Circuit Court of King William County, Virginia, and/or the General District Court of King William County, Virginia,, and shall be brought only in such courts.

KING WILLIAM COUNTY
GENERAL TERMS AND CONDITIONS
GOODS AND **NON-PROFESSIONAL SERVICES**
Effective June 2020

These General Terms and Conditions are attached to and made a part of the contract to which they are attached or referenced. In the event of any conflict between any provision of these General Terms and Conditions and the contract to which they are attached, these General Terms and Conditions shall control, unless the provisions in these General Terms and Conditions are contrary to Virginia law. Nothing in the contract or the attached documents shall be construed as granting authority for either party to make commitments which will bind either party beyond the scope of the services or goods contained herein.

A. Anti-Discrimination:

By submitting bids or proposals, bidders, offerors or contractors certify to King William County (the "County") that they will conform to the provisions of the federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the Virginia Public Procurement Act, which provides:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, political affiliation, veteran status, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor shall include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Pursuant to Section 2.2-4343.1 of the *Code of Virginia* of 1950, as amended, in all invitations to bid, requests for proposals, contracts, and purchase orders, King William County does not discriminate against faith-based organizations. "Faith-based Organization" means a religious organization that is or applies to be a contractor to provide goods or services for programs

funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

B. Ethics in Public Contracting:

By submitting a bid or proposal, bidders, offerors or contractors certify that their bids or proposals are made in full compliance with the Virginia Conflicts of Interest Act and without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C. Immigration Reform and Control Act of 1986:

By submitting a bid or proposal, bidders, offerors or contractors certify that they do not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

D. Policy on Drug and Alcohol Abuse:

King William County has adopted a Policy on Drug and Alcohol Abuse. By submitting a bid or proposal, bidders, offerors or contractors certify full compliance with this policy. A copy of the policy is available upon request. Further, in every contract over \$10,000 the following provisions apply:

During the performance of this contract, contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

E. Receipt of Bids/Proposals:

To be considered, bids or proposals shall be received at the location provided and within the time period specified in the Invitation for Bids (IFB) or the Request for Proposals (RFP). Responses received after the specified date and time shall be returned unopened.

F. Acceptance/Rejection of Bids/Proposals:

King William County reserves the right to accept or reject any or all bids or proposals or portion of any bid or proposal and to reissue said bid or proposal. The County reserves the right to award a contract based on a lump sum or per item basis or a sample provided.

G. Clarification of Terms:

Prospective bidders, offerors or contractors may submit questions in writing concerning the specifications or other solicitation documents no later than seven (7) working days before the due date. Any revisions to the IFB or RFP will be issued as an addendum.

J. Firm Prices:

Prices and all associated charges offered by proposers, bidders, offerors, or contractors shall be firm for sixty (60) days after the due date of the bids or proposals unless otherwise stated by King William County.

K. Taxes:

King William County (federal I.D. #54-6001376) is exempt from federal, state and local taxes. Taxes included on invoices will be deducted from the payment amount. Tax-exempt forms will be completed for a vendor upon request.

L. Delivery:

All costs and other charges associated with the delivery of a good or non-professional service shall be included in the bid or proposal. The County reserves the right to cancel all or any part of a contract without obligation if delivery is not made within the time period specified in the bid or proposal document or if the quantity or quality of products or non-professional services delivered is inadequate.

M. Required Signature:

All bids and proposals shall be signed with the firm name, federal identification number and by a representative possessing the authority to bind said firm with his/her signature. The County may request documentation of the signer's authority.

N. Qualifications of Bidders, Offerors or Contractors:

The bidder, offeror, or contractor represents and warrants that it has the requisite experience, skills, capabilities, and manpower to perform the duties required by the contract in a good and workmanlike fashion and that it is authorized to do business in Virginia and has all necessary licenses required by law. King William County may make such reasonable investigations as deemed proper and necessary to determine the ability of a bidder, offeror or contractor to perform the work or supply the goods. The bidder, offeror or contractor shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect the bidder's, offeror's, or contractor's physical facilities prior to award

to satisfy questions regarding the bidder's or offeror's capabilities. Further, the County reserves the right to reject any bid or proposal if the evidence submitted by, or investigations of, such bidder or offeror fails to satisfy the County that such bidder or offeror is properly qualified to carry out the obligations of the contract and to complete the work or supply the goods.

O. Changes to the Contract:

No fixed price contract may be increased by more than twenty-five (25) percent of the amount of the contract or \$50,000, whichever is greater. Changes can be made to the contract only by mutual agreement of the parties evidenced by a signed writing

P. Payment Terms:

All approved invoices will be paid within forty-five (45) days of receipt.

Q. Default:

In case of default by the contractor for failure to deliver or perform in accordance with the contract's specifications or terms and conditions, the County may procure the articles or services from other sources and hold the defaulting the contractor responsible for any resulting additional purchase and administrative costs. The County will normally repurchase from the next low bidder or purchase competitively by resolicitation. If the repurchase results in increased costs to the County, a letter will be sent to the defaulted contractor requiring payment for additional costs. When repayment is requested, the contractor will be removed from future bidding until the repayment has occurred. The contractor shall not be liable for any excess cost if the failure to perform arises out of any act of war, order of legal authority, strikes, act of God, or other unavoidable causes not attributed to their fault or negligence. Failure of a contractor's source to deliver is generally not considered to be an unavoidable cause. The burden of proof rests with the contractor.

R. Assignment:

The contract may not be assigned, sublet, or transferred without the written consent of King William County.

S. Hold Harmless:

The contractor and all its subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify King William County, its Board of Supervisors members, officers, employees and agents against and save them harmless from all claims, demands, and judgments made or recovered against them because of bodily injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the contract. Compliance by the contractor with the insurance provisions hereof shall not relieve the contractor from liability under this provision.

T. Audit:

The Contractor hereby agrees to retain all books, records, and other documents related to this Agreement for five (5) years after final payment or after all other pending matters are closed, whichever is longer. The County and its authorized agents, state auditors, the grantor of the funds to the County, the Comptroller of Virginia or of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to the Agreement for the purpose of making audits, examinations, excerpts or transcriptions.

U. Ownership of Documents:

Any reports, studies, photographs, negatives, or other documents prepared by the contractor in the performance of its obligations under this contract shall be remitted to the County upon completion, termination or cancellation of the contract. The Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the contractor' obligations under this Agreement without the prior written consent of the County. The County shall own the intellectual property rights to all materials produced under this Agreement.

V. Payment and Performance Bond:

If required by law, the contractor shall furnish to the County performance and payment bonds in the amount of the Contract Sum, regardless of its amount, pursuant to Sections 2.2-4336 and 2.2-4337 of the *Code of Virginia*, 1950, as amended (the "Code") and shall otherwise fully comply with the requirements of such sections of the Code.

W. Required Payment to Subcontractors:

Pursuant to Section 2.2-4354 of the Code, the contractor covenants and agrees to:

- a. within seven (7) days after receipt of any amounts paid to the contractor under the Agreement, (i) pay any subcontractor for its proportionate share of the total payment received from the County attributable to the Services under the contract performed by such subcontractor, or (ii) notify the County and the subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefor;
- b. provide its federal employer identification number or social security number, as applicable, before any payment is made to the Contractor under the contract; and
- c. pay interest at the legal rate or such other rate as may be agreed to in writing by the subcontractor and the contractor on all amounts owed by the contractor that remain unpaid after seven (7) days following receipt by the contractor of payment from the County for services performed by the subcontractor under the contract, except for amounts withheld pursuant to subparagraph 12, a above.
- d. include in its contracts with any and all subcontractors the requirements of a, b, and, c above.

X. Liability Coverage:

The contractor shall take out and maintain during the life of the Agreement such bodily injury, liability and property damage liability insurance as shall protect it and the County from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from its activities under this contract.

Y. Loss or Damage in Transit:

Delivery by the contractor to a common carrier does not constitute delivery to County. Any claim for loss or damage incurred during delivery shall be between the contractor and the carrier. The County accepts title only when goods are received regardless of the F.O.B. point. The County will note all apparent damages in transit on the freight bill and notify the contractor. Discovery of concealed damages or loss will be reported by the County to the carrier and the contractor within seven days of receipt and prior to removal from the point of delivery if possible. the contractor shall make immediate replacement of the damaged or lost merchandise or be in default of this contract. It shall be the contractor's responsibility to file a claim against the carrier. If damage is to a small quantity, with the approval of the County, the contractor may deduct the amount of damage or loss from his or her invoice to the County in lieu of replacement.

Z. No Waiver:

Any failure of the County to demand rigid adherence to one or more of the terms and provisions of the contract, including these General Terms and Conditions, on one or more occasions, shall not be construed as a waiver nor deprive the County of the right to insist upon strict compliance with the terms of the contract. Any waiver of a term of the contract, in whole or in part, must be in writing and signed by the party granting the waiver to be effective.

AA. Termination:

The County may terminate the contract for its convenience and any or no cause at any time upon written notice to the contractor. the contractor shall not be paid for any service rendered or expense incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of the contractor's services under the contract.

BB. Choice of Law:

To ensure uniformity of the enforcement of the contract, and irrespective of the fact that either of the parties now is, or may become, a resident of a different state, this contract is made and is intended to be performed in the Commonwealth of Virginia, and shall be governed by and construed in accordance with the laws of that state without regard to principles of conflicts of law.

CC. Severability:

If any provision of the contract is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reasons, such provision shall be fully severable and the contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of the contract, and the remaining provisions of the contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from the contract.

DD. Contractual Claims Procedure:

- A. Contractual claims or disputes by the contractor, whether for money or other relief, except for claims or disputes exempted by law from the procedure set forth herein, shall be submitted in writing no later than sixty (60) days after final payment; provided, however, that the contractor shall give the County written notice of its intention to file a claim or dispute within fifteen (15) days after the occurrence upon which the claim or dispute shall be based. Any written notice of the contractor's intention to file such a claim or dispute need not detail the amount of the claim, but shall state the facts and/or issues relating to the claim in sufficient detail to identify the claim, together with its character and scope. Whether or not the contractor files such written notice, the contractor shall proceed with the services as directed. If the contractor fails to make its claim or dispute, or fails to give notice of its intention to do so as provided herein, then such claim or dispute shall be deemed forfeited.
- B. The County, upon receipt of a detailed claim, may at any time render its decision and shall render such decision within one hundred twenty (120) days of final payment. Each such decision rendered shall be forwarded to the contractor by written notice.
 - A. If the contractor disagrees with the decision of the County concerning any pending claim, the contractor shall promptly notify the County by written notice that the contractor is proceeding with the services under protest. Any claim not resolved, whether by failure of the contractor to accept the decision of the County or under a written notice of the contractor's intention to file a claim or a detailed claim not acted upon by the governing body of the County, shall be specifically exempt by the contractor from payment request, whether progress or final. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
 - B. The decision on contractual claims by the governing body of the County shall be final and conclusive unless the contractor appeals within six months of the date of the final decision on the claim by instituting legal action in the appropriate circuit court.

EE. Subject to Annual Appropriation:

The contract is subject to annual appropriation by the Board of Supervisors of the King William County Board of Supervisors. Neither the contract nor any amount due or to become due under the contract shall be deemed to constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof, including the County. Neither the Commonwealth of Virginia nor any political subdivision thereof, including the County, shall be obligated to pay any amount due or to become due under this contract except from funds annually appropriated by the Board of Supervisors of King William County for such purpose.

In the event of non-appropriation of funds for the items under this contract, the County may terminate this contract as to the services for which funds have not been appropriated. Written notice will be provided to the contractor as soon as possible after such action is taken.

FF. Forum Selection

The parties hereby submit to the personal jurisdiction and venue of the Circuit Court of King William County, Virginia, and the General District Court of King William County, Virginia, for resolution of any and all claims, causes of action or disputes arising out of or related to this Agreement. The parties further agree that any claims, causes of action or disputes arising out of, relating to or concerning this contract shall have jurisdiction and venue in the Circuit Court of King William County, Virginia, and/or the General District Court of King William County, Virginia,, and shall be brought only in such courts.

RESOLUTION 20-31
REVISIONS AND UPDATES TO THE
KING WILLIAM COUNTY PROCURMENT POLICY

WHEREAS, King William County is required to follow the provisions of the Virginia Public Procurement Act as it applies to purchases made by the officers, departments and agencies of the County; and

WHEREAS, §§ 2.2-4343 and 15.2-1231 of the Code of Virginia authorize local governments to establish centralized purchasing systems and, by adoption of a qualifying purchasing policy, supersede many of the requirements of the Virginia Public Procurement Act; and

WHEREAS, the Board adopted the King William County Procurement Policy on January 26, 2015, by Resolution 15-04 and updated the Policy on August 8, 2016 and September 24, 2018; and

WHEREAS, the County continues to grow and the number of purchases of supplies, materials, services, vehicles, machinery, equipment, apparatus, construction, repair and maintenance required for municipal government operations continue to increase, and it is prudent and desirable for the County to become more efficient by streamlining organization processes; and

WHEREAS, the Financial Services Department has recommended changes to incorporate into the Procurement Policy to streamline handling and review of purchase contracts, improve the effectiveness of the County's purchasing efforts, reduce expenditures related to procurement, and avoid unnecessary delays in purchases of routine supplies, materials, services, vehicles, machinery, equipment, apparatus, construction, repair, and maintenance necessary to provide public service to its citizens.

NOW, THEREFORE, BE IT RESOLVED that the King William Board of Supervisors does hereby approves and adopt the following amendments to the King William County Procurement Policy (deletions strike through; amendatory language appearing in ***italicized/underlined*** font):

Article I. Purpose, Application, General Provision and Definitions

1-4 Definitions

(h) Competitive Sealed Bidding

2. Public notice of the invitation to bid at least ten (10) calendar days prior to the dates set for receipt of bids by posting on the King William County website and ***may be advertised*** in at least one a newspaper of general circulation in King William County.

Article II. Purchasing Agent: Competition Requirements

2-1 Delegation of authority

45 The Purchasing Agent shall serve as the principal public purchasing official for the
46 County and shall be responsible, under the supervision of the Board, for the procedures
47 and methods used in the procurement of all goods, services, insurance, and construction
48 as well as the management and disposal of surplus materials. The authority of the
49 Purchasing Agent shall specifically, but without limitation, include the authority to select
50 the method of procurement to be used and the authority to negotiate and execute
51 contracts on behalf of the County for any and all procurements or for the disposition of
52 materials. The Purchasing Agent shall ensure that all purchasing activities are conducted
53 in accordance with the provisions of this policy. The Purchasing Agent may not delegate
54 approval of the use of competitive negotiation instead of competitive sealed bidding as
55 required by Subparagraph (h) of Section 2-3 of this policy, the declaration of a purchase
56 as sole source as provided in Subparagraph (e) of Section 2-4 of this policy, nor the
57 signing of purchase orders for amounts greater than ~~\$3,000~~ **\$5,000**. In other matters the
58 Purchasing Agent may delegate his authority to a duly authorized agent or agents.

59 Unless the Purchasing Agent specifically provides to the contrary, each
60 administrator, as defined in this policy, is authorized and shall be responsible for
61 initiating purchases in accordance with this policy for all goods and services to be used
62 by the agency under such administrator. Such administrator may delegate the authority
63 to make purchases to an agent or agents under his control, but every purchase in excess
64 of ~~\$1,000~~ **\$5,000** shall be approved by the administrator. Any purchase in excess of
65 ~~\$1,000~~ **\$5,000** shall require a request for purchase from the using agency and a
66 corresponding purchase order issued by the Purchasing Agent. Every formal contract and
67 purchase order shall be executed by the Purchasing Agent. The administrator shall
68 indicate approval of any purchase requiring the same by signing the request for the
69 purchase. The authority of the Purchasing Agent does not include approval of specific
70 items to be procured by the Department of Social Services, the Constitutional Officers, or
71 other public bodies who have by agreement become subject to this policy, when sufficient
72 funds have been appropriated to such entity or officer for the purpose of the procurement
73 and this policy has been followed. The Purchasing Agent with regard to such entities and
74 officers shall, however, by signing all purchase orders for such procurements prior to the
75 placement of a firm order, certify compliance with this policy and any procedures issued
76 pursuant to it. The Purchasing Agent shall not execute a purchase order if such
77 procurement has not been in compliance with this policy and any procedures developed
78 pursuant to it.

79

80 Article II. Purchasing Agent: Competition Requirements
81 2-3 Competition requirements

82 Prior to any purchase of goods or services, reasonable price competition is desired.
83 Reasonable price competition shall depend on the amount of the purchase and is defined
84 in the following circumstances:

85 (a) For purchases in the amount of \$1,000 or less, no permanent
86 documentation of solicitation of prices is required. The individual making the purchase is
87 expected to compare prices by telephone, catalog or other appropriate means.

88 (b) For purchases in excess of \$1,000 and not greater than ~~\$3,000~~
89 **\$5,000**, telephone calls shall be placed to at least two suppliers of the item. Oral quotes
90 shall be obtained from the suppliers and a memo of the telephone conversation shall be
91 made showing the item requested, date, time, company name, and price quoted. **The**
92 **Department will be required to keep documentation of quotes to be used in audit trail.**

93 (c) For purchases in excess of ~~\$3,000~~ **\$5,000** but not greater than
94 ~~\$10,000~~ **\$30,000** at least three (3) suppliers shall be contacted. Telephone (provided a
95 memorandum is made of the supplier called and the item on which the quote is requested)
96 or written contacts are acceptable. Documentation is required. Requests for quotation
97 may also be posted on the County's web site and on the purchasing web site maintained
98 by the Virginia Department of General Services if deemed appropriate by the Purchasing
99 Agent. Prospective suppliers shall be required to submit a written quote within a specific
100 time stated in the solicitation in order to receive further consideration. **A Purchase Order**
101 **is required before the funds may be committed and been expended.**

102 (d) For purchases in excess of ~~\$10,000~~ **\$30,000** but not greater
103 than ~~\$60,000~~ **\$100,000**, written solicitations and quotes are required and at least four (4)
104 suppliers shall be contacted. Telephone solicitations for purchases less than \$20,000
105 (provided a written memorandum is made of the supplier contacted and the item on
106 which the quote is requested) are acceptable. The supplier shall be required to submit a
107 written quote within the specified time to be further considered. Requests for quotation
108 shall be posted, at least ~~fifteen (15)~~ **ten (10)** days prior to the due date, on the County's
109 web site and on the purchasing web site maintained by the Virginia Department of General
110 Services and, if deemed appropriate by the Purchasing Agent, may be published in a
111 newspaper of general circulation in King William County. **A Purchase Order is required**
112 **before the funds may be committed and been expended.**

113 (e) When a procurement transaction is made under (a), (b), (c) or
114 (d) above the purchase shall be made from the offeror quoting the lowest price or best
115 value unless the Administrator, using the evaluation factors in this policy for competitive
116 negotiation or competitive sealed bidding as the case may be, documents in writing the
117 reason for the determination that in the best interest of the county such purchase should
118 be made from another offeror quoting a higher price. Such determination for purchases
119 in excess of ~~\$3,000~~ **\$5,000** shall be approved by the Purchasing Agent.

120 (f) Purchases other than those set out in the following
121 subparagraph (g) that in the aggregate or in the sum of all phases are expected to be in
122 excess of ~~\$60,000~~ **\$100,000** shall be made by either competitive sealed bidding or
123 competitive negotiation as defined in this policy.

124 (g) Purchases of professional services as that term is defined in
125 §2.2- 4301 of the Code of Virginia, when the cost of such services is expected to exceed

126 \$60,000.00, shall be made in accordance with the process set forth in § 2.2- 4302.2 of the
127 Code of Virginia.

128 (h) The Purchasing Agent shall have the authority to use
129 competitive negotiation in the place of competitive sealed bidding (when those methods
130 are required) to procure any goods, services or insurance, after documenting in advance
131 the basis therefore in writing, as required by § 2.2-4303(C), Code of Virginia. Insurance
132 may be procured through a licensed agent or broker selected in the manner provided for
133 the procurement of things other than professional services set forth in § 2.2-4302.2, Code
134 of Virginia, if the basis for doing so is approved by the Board. Construction in excess of the
135 amount listed in subparagraph (f) of this section may be procured only by competitive
136 sealed bidding, except that competitive negotiation may be used, upon a determination
137 made in advance by the Purchasing Agent in writing, after making the findings required
138 by § 2.2- 4303(D), Code of Virginia, to procure contracts for the construction of highways
139 and any draining, dredging, excavation, grading or similar work upon real property.

140 (i) The purchase of goods or nonprofessional services, but not
141 construction or professional services, may be made by reverse auctioning. However, bulk
142 purchases of commodities used in road and highway construction and maintenance, and
143 aggregates shall not be made by reverse auctioning.

144 (j) ~~Construction may be procured under a 'cooperative contract'~~
145 ~~made available by another public body provided the public body is less than a straight line~~
146 ~~distance of 75 miles from the territorial limits of King William County. The installation of~~
147 ~~artificial turf or other athletic surfaces shall not be subject to the limitations prescribed in~~
148 ~~this subdivision.~~ **Construction may be procured only by competitive sealed bid, except**
149 **that competitive negotiation may be used in the following instances:**

150 **(j) By any public body on a fixed price design -build basis or**
151 **construction management basis as provided in Chapter 43.1 of the VPPA.**

152 **(k) By any public body for the construction of highways and**
153 **any draining, dredging, excavation, grading or similar work upon real property**
154 **upon a determination made in advance by the public body and set forth in writing**
155 **that competitive sealed bidding is either not practicable or not fiscally advantageous**
156 **to the public, which writing shall document the basis for this determination.**

157 Nothing in this section shall prevent the use of competitive sealed bidding or
158 competitive negotiation in procurements under \$60,000 **\$100,000**, if deemed
159 appropriate by the Purchasing Agent.

160 Article III. Administrative Provisions
161 3-18 Approval of certain purchases required
162

163 Except as provided for emergency purchases, all purchases in excess of \$3,000
164 **\$5,000** shall be specifically approved by the County Administrator for the Board, or by
165 the appropriate approving authority, prior to the issuance of a purchase order.

166 Emergency purchases may be approved after the fact. The request for approval shall
167 identify the method of price competition used in the procurement.

168 3-19. Contract requirements and legal review.

169 The terms and conditions of procurements in excess of ~~\$25,000~~ **\$100,000** shall be
170 reviewed and approved by the County Attorney prior to solicitation. Advertisements for
171 Formal Invitations for Bids (IFB) and Requests for Proposals (RFP) for procurement of
172 construction or services in excess of ~~\$25,000~~ **\$100,000** shall be reviewed by the County
173 Attorney prior to advertising. Contracts signed by all parties and containing, or incorporating
174 by reference, all applicable terms and conditions shall be required for procurements of
175 services or construction in excess of \$25,000. Such contracts and all amendments and
176 changes thereto shall be approved as to form by the County Attorney.

177

178 APPENDIX 1

179 2. Public notice of the Request for Proposal at least 10 days prior to the date set for
180 receipt of proposals by posting on the Department of General Services' central
181 electronic procurement website or other appropriate websites. Additionally, public
182 bodies shall **may** publish in a newspaper of general circulation in the area in which
183 the contract is to be performed so as to provide reasonable notice to the maximum
184 number of offerors that can be reasonably anticipated to submit proposals in
185 response to the particular request. Posting on the Department of General Services'
186 central electronic procurement website shall be required of any state public body.
187 Local public bodies are encouraged to utilize the Department of General Services'
188 central electronic procurement website to provide the public with centralized
189 visibility and access to the Commonwealth's procurement opportunities. In addition,
190 proposals may be solicited directly from potential contractors. Any additional
191 solicitations shall include certified businesses selected from a list made available by
192 the Department of Small Business and Supplier Diversity; and

AGENDA ITEM 9.b.



King William County
Est. 1702

Board of Supervisors

County Administrator

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

MEMO

DATE: July 27, 2020
TO: King William County Board of Supervisors
FROM: Bobbie H. Tassinari, County Administrator
RE: Federal CARES Coronavirus Relief Funds

SUMMARY

- May 12, 2020, the County was notified of the local allocation of CARES Relief funds in the amount of \$1,496,097.
- May 18, 2020, the Board of Supervisors approved accepting and expending the funds.
- June 1, 2020, bank account set up for CARES Relief funds deposit under the name of King William County.
- June 1, 2020, funds received by the County and deposited to specified bank account.
- June 9, 2020, Town Manager provided a letter to the Board of Supervisors agreeing to the Town maintaining a separate bank account for the funds, adherence with the guidelines of the program, agreement to cooperatively work with County on program administration, and "hold harmless" for expenditures.
- June 19, 2020, transferred \$285,754.52 to the Town of West Point's as their allocation of CARES Relief funds.
- June 22, 2020, KWCPs submitted an amended request for support of \$414,306. Original request had totaled \$613,800.
- June 22, 2020, Board of Supervisors made the decision not to participate in the MPPDC CAP Program.
- Multiple meetings held with Town Manager, Town Treasurer, County Director of Financial Services, County Human Resources Manager and County Administrator.
- The Town and County have agreed to address the School Districts request separately.
- Forms and application, process strategies, and guidance documents under development.
- The Board of Supervisors agreed to table the proposed King William County TOGETHER Coupon Program until a later date.



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- July 8, 2020, received guidance from the Department of Treasury on reporting requirements. Town representative and County representative will enter expenditures information directly into GrantSolution with the County Financial Services Director acting as authorized certifier.

RECOMMENDATIONS FOR FUNDING

The recommendations being presented include:

King William County Public Schools (ATTACHMENT A):

1. WIFI Access Points around the County for online and blended learning
2. Software for online and blended learning
3. Administrative software to operate "new normal"
4. Teacher devices to accommodate online and blended learning
5. Jump drives for student use to accommodate blended learning
6. IT services to support additional devices needed for blended and online learning for CSPS and AES
7. Balance of funds (\$40,506) being requested to address COVID-19 cleaning supplies for classrooms, hand sanitizer dispenser in hallways and common areas, and cleaning supplies for buses.

Sub-Total: **\$414,306**

Local Business Support (ATTACHMENT B):

Providing support for local businesses, volunteer organizations, food banks, Bay Aging, Community Service Board, Merrimac Center, etc. through eligible expenditures such as:

1. Food delivery to residents, including for example, senior citizens and other vulnerable populations.
2. Expenditures related to provisions of grants to small businesses to reimburse the costs of business interruption caused by required closures.
3. Unemployment insurance costs related to the COVID public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
4. Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment.



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5. Funds may be used to cover employment and training programs for employees that have been furloughed due to the public health emergency.
6. Reimbursement for costs associated with constructing outdoor facilities either temporary or permanent, to include seating and tables, allowing service to customers with proper social distancing to include seating and tables.
7. Installation of screens and buffers to allow for proper social distancing practices.
8. Reimbursement for storage costs to store seating until the restrictions are lifted

Sub-Total: \$175,000

Economic Development Authority (ATTACHMENT C):

The Economic Development Authority has provided grants related to economic impact of COVID to local businesses with roll forward funds. Provide an allocation to the EDA to either continue the COVID-19 grant program to local businesses or allow the EDA to development (planned for the August 12th work session) an opportunity to develop a new program impacting the local businesses and improve the economy.

1. Distribute \$50,000 to the organization to address local business economic issues related to COVID.
2. Current grant program has been distributed in a \$3,000 increment to local businesses that can show negative impact. To date, ten (10) businesses have been awarded grants.

Sub-Total: \$50,000

King William County (ATTACHMENT D):

The County will seek reimbursement for incurred costs associated with the COVID that were not budgeted and prepare for remote working in the future. Some of the items identified include:

1. PPE purchased, above and beyond what was budgeted, for both law enforcement and fire and emergency medical services departments.
2. Additional cleaning supplies, such a disinfectant that were not included in the regular budgetary request.
3. Reimbursement for employees quarantined due to suspected COVID-19 (up to the 80 hours granted by the Federal Government as Administrative Leave).
4. Replacement of desk top computers with laptops for those employees identified with job functions that would require remote work.



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5. Further discussions will be held with Social Services, RAS, Sheriff's Office, Fire & EMS, Parks and Recreation and other County departments to ensure they are included in the current and future needs of the County for COVID-19.

Sub-Total: \$100,000

The funds allocated to the County and Town may be used for expenditures from March 1, 2020 through December 30, 2020. Compliance with the governing guidance, validity and justification for expenditures, and detailed documentation for those expenditures will make this a successful program for the County. Awarding the funding to address the needs of businesses, citizens, Schools and organizations and agencies will make this a successful program for the community.

All awards will be expended on a "reimbursement" basis to ensure the County receives the documentation that will be required to meeting auditing specifications.

ACTION REQUESTED

Provide guidance to the County Administrator concerning the priorities of funding initiatives with the CARES Relief Funds.

CATEGORY	PROJECTED AMOUNT	USE/JUSTIFICATION
King William County Public Schools	\$414,306 for technology support to address remote learning and academic support; Balance to be used for PPE and associated expenditures.	Support for technology-based improvements to allow for better home schooling and remote working of staff.
Local Business Support to Include Volunteer Organizations, Agencies, etc.	Project \$100,000 for "for profit businesses" and additional \$75,000 for agencies and organizations such as Bay Aging, MPNNCB, non-profits, etc.	Providing an opportunity for reimbursement for COVID-19 related expenditures. Must be in good standing within the County and can show justification and documentation for award.



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Economic Authority	Development	\$50,000 CARES Relief Funding to continue the grant program already underway utilizing roll forward funds.	Providing a grant-based investment back into local businesses impacted by COVID-19. Must be in good standing and taxes up-to-date as well as show need for award.
King William County		\$100,000 Estimated	To provide reimbursement for expenditures made for COVID-19 to date as well as future expenditures to include some technology upgrades to address remote working for staff.

The following is a breakdown of the **projected** expenditures as identified above. This may be changed at any point or the allocations increased or decreased as well. The proposed allocations will only be utilized to the level of reimbursement request and valid backup documentation received. I anticipate the Board will be provided additional opportunities as the timeframe (December 30th) draws near to readdress the needs of each category.

CARES Relief Funds Allocation to County	\$1,496,097.00
Allocation to Town of West Point	<u>\$ 285,754.52</u>
<i>Sub-Total</i>	\$1,210,342.48
KWCPS	\$ 414,306.00
Local Businesses/Agencies/Organizations	\$ 175,000.00
Economic Development Authority Grant Program	\$ 50,000.00
King William County	<u>\$ 100,000.00</u>
<i>Sub-Total</i>	
Total	<u>\$ 739,306.00</u>
Balance	\$ 471,036.48



King William County
Est. 1702

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ATTACHMENTS

- Attachment A – King William County Public Schools Request and Backup
- Attachment B – Local Business Support Backup
- Attachment C – Economic Development Authority Program and Backup
- Attachment D – King William County Request and Backup
- Attachment E – CARES Relief Fund Guidance and Reporting and Records Retention Requirements

ATTACHMENT A

ATTACHMENT A

County Cares Funding

1. WIFI Access Points around the County for online and blended learning

Do we have locations already picked out? Do we have permission to use these locations? Have we tested these sites to make sure there is a strong enough cellular signal to provide WIFI through the HotSpot? How would we put the device in the locations? Do we know how many students are interested in utilizing this service? (Are there any stats on how many students utilized the schools wifi that was broadcast to the bus loop during the COVID shutdown?)

- **Outside wifi access points (weatherproof) with cabling, all schools**
- **Smart bus mobile hotspots (if buses or locations are available, still working thru details for the school year)**

2. Software for online and blended learning

Please provide a list of the software and the uses for each?

- **Testing, evaluation, and assessment software (ex.- Edmentum, Performance Matters, MAP) this will be used to assess where students are and conduct progress monitoring throughout the school year**
- **Kami-tool that allows students to edit a pdf document; can be accessed offline; needed for blended and online learning**
- **All-Adobe Creative Cloud licenses- needed for blending learning.**
- **Scholastic Readers- take-home reading assignments needed for blended learning**
- **English/Language arts software needed for online and blended learning (Ex.- Snap & Read, Newsela, Learning A-Z, Raz Kids)**
- **Mathematics and Science software needed for online and blended learning (Ex.- Gizmos, Flocabulary, Dreambox Learning)**
- **General instructional software needed for online and blended learning (Ex.- Wevideo, storyboard)**
- **On-line platform for students/families that chose “full-time” distance learning option (Ex.- Virtual Virginia)**
- **Plagiarism software (Ex.- Turn it in)**
- **STEM Lab Software (Ex.- ABC YA)**

*****We are currently still pricing software as well as determining products that best meet the various instructional needs of our students; therefore, vendors/products may change if we receive better pricing or new software products are found that align with our standards and/or are products that better serve our students.***

3. Administrative software to operate “new normal”

Please provide a list of the software and the uses for each?

- **Talent-Ed- purchased in April 2020 used for evaluation process for teachers and staff**
 - **Solarwinds- remote software for IT**
 - **DocuSign- (IEP software already purchased)**
4. Teacher devices to accommodate online and blended learning
How many devices and please provide the specs for each device?
- **Teacher devices: Based on availability of devices and pricing at time of purchase; can vary in price. # of devices we will be purchasing: 215**
 - **Make and Model: HP ProBook 450 G7 (or something similar with what, if any, are still available)**
 - **Specifications:**
 - **15.6" Notebook - 1920 x 1080 - Intel Core i5**
 - **(10th Gen) i5-10210U Quad-core (4 Core) 1.60 GHz - 8 GB RAM - 256 GB SSD - Pike Silver - Windows 10 Pro - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard -13.5**
 - **Internal Microphone and Camera (or something similar with what, if any, are still available)**
 - **Microsoft volume licenses for teacher laptops**
5. Jump drives for student use to accommodate blended learning
Will these be required to be returned? What will the policy be for lost/damaged jump drives? How many and what size?
- **2500 jump drives; 16g; Students will be able to use in future years; will be used to download assignments and videos**
6. IT services to support additional devices needed for blended and online learning for CSPS and AES \$10,000
What are the specs for the additional devices and how many do we need? Does this include warranty or support/labor services? If so will this require hiring a person or using a third party support company?
- **Charging carts to support devices being used at CSPS and AES for the one- to- one model; pricing changes daily based on demand.**
 - **Additional access points within schools to accommodate increase in number of devices connecting to our network; pricing changes daily based on demand.**

Additional \$40,506- staff is requesting that these dollars be used to purchase additional COVID-19 cleaning supplies for classrooms, hand sanitizer dispensers in hallways and common areas, and cleaning supplies for buses in order to keep staff and students safe and healthy.

Information provided by Staci Longest, Director of Finance, KWCPS on 7/9/2020

ATTACHMENT B

ATTACHMENT B

KING WILLIAM COUNTY CARES RELIEF SUPPORT PROGRAM

(Standard Narratives for Responding to Request)

Thank you for your interest in the King William County CARES Relief Support Program. We have received your reimbursement request and it is currently being reviewed. County staff will be in touch with follow up questions, as needed.

Congratulations, your request for reimbursement is eligible for the King William County CARES Relief Support Program and your reimbursement request has been approved. Your application has been forwarded for check processing. If you have not received a check within 10 days please contact Ms. Nita McInteer, 804-769-4968, or jmcinteer@kingwilliamcounty.us.

Your request for reimbursement is not eligible for the King William County CARES Relief Support Program due to the following reason(s):

- [reason 1] The business is not eligible to receive these funds under the provisions of this program.
- [reason 2] The following items are not eligible for reimbursement:
 - Personnel – The salaries, fringe and related costs of permanent or part-time staff required to operate the business.
 - Lost Revenues – The costs to the business related to the loss of revenues from lack of sales, cancellation of orders or cancellation of contracts.
 - Normal Operating Expenses – The cost of rent payments, utilities, mortgage payments, insurance, etc.

It was determined the attached highlighted list of items are not eligible for reimbursement. You may request to appeal the denial of the ineligible items by contacting Ms. Nita McInteer, 804-769-4968, or jmcinteer@kingwilliamcounty.us who will work with the County Administrator of King William County where the business is located for a final determination of eligibility of the reimbursement request. Appeals will be processed within 30 days, subject to available fund balance. Requests for final appeal reimbursement must be received by November 15th, 2020 to ensure payment processing and remittance by Dec 30, 2020.

Your request for assistance from the King William County CARES Relief Support Program could not be determined due to the lack of information. The following items did not have sufficient documentation to determine if they are eligible for reimbursement:

- [Item 1] – [information/documentation that is missing]
- [etc.]

Please submit additional information related to the items listed above to Ms. Nita McInteer, 804-769-4968, or jmcinteer@kingwilliamcounty.us.

Thank you for submitting a reimbursement request, however all funds have been awarded. If additional funds become available, we will reactivate your application.

PROGRAM OVERVIEW

Many of the businesses in the King William County have suffered as a result of the restrictions imposed due to the COVID-19 virus. Some businesses have had to close while others have significantly modified their operations. In recognition of these hardships, King William County will assist impacted businesses by providing CARES Relief financial support of the increased costs incurred in response to social distancing and compliance with new health and safety requirements. This King William County CARES Relief Support Program is designed to reimburse the increased cost of changed business practices that have been spent in response to the pandemic. This does not cover the normal cost of operating the business.

Eligibility requirements are listed below. Please read thoroughly and if you have questions, please contact Ms. Nita McInteer, 804-769-4968, or jmcinteer@kingwilliamcounty.us.

ELIGIBILITY REQUIREMENTS

The King William County CARES Relief Support Program funds are designed to provide immediate relief to businesses in helping them remain in business through the COVID-19 pandemic and prepare for reopening and/or modified opening.

Participating businesses must certify that expenditures requested for reimbursement were expended to specifically address the impact of the COVID-19 pandemic. Participating businesses must certify that any cost reimbursement request has not been paid for with any other Federal funds associated with COVID-19 pandemic. In addition, if the business has applied for and received Federal aid, please denote the program and how the funding has been used.

To be eligible for these funds a business must be a business entity with a place of business located in King William County. Funds are meant to reimburse businesses for the costs of business interruption caused by COVID-19.

The King William County CARES Relief Support Program funds may be used for:

- Outdoor business operations - The cost of constructing outdoor facilities either temporary (i.e. tents) or permanent to allow service to customers with proper social distancing.
- Outdoor seating areas – The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating – The acquisition of chairs, tables and stands for a outdoor seating area.
- Signage – Acquisition of signage relating to the operation of the business in accordance with the Covid-19 guidelines.
- Checkout counter modifications – Installation of screens and buffers to allow for proper social distancing practices.
- Seating modification or storage – Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating until the restrictions are lifted.
- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.

- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees.
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.
- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.
- Sanitation Supplies – The cost of disinfection supplies materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.

The grant can **NOT** be used for:

- Personnel – The salaries, fringe and related costs of permanent or part-time staff required to operate the business.
- Lost Revenues – The costs to the business related to the loss of revenues from lack of sales, cancelation of orders or cancelation of contracts.
- Normal Operating Expenses – The cost of rent payments, utilities, mortgage payments, insurance, etc.

The following businesses are eligible to apply for cost reimbursement as a result of impact from the Governor's Executive Orders:

Executive Order 53

- Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;
- Medical, laboratory, and vision supply retailers;
- Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
- Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
- Home improvement, hardware, building material, and building supply retailers;
- Lawn and garden equipment retailers;
- Beer, wine, and liquor stores;
- Retail functions of gas stations and convenience stores;
- Retail located within health care facilities;
- Banks and other financial institutions with retail functions;
- Pet and feed stores;
- Printing and office supply stores;
- Laundromats and dry cleaners;
- Professional rather than retail services;

- Day care providers;
- Brick and Mortar Retail;
- Health care facilities and providers including nursing homes and assisted living facilities;
- Lodging facilities – hotels, motels and bed and breakfast businesses providing overnight lodging;

Executive Order 61

- Restaurants, dining establishments, food courts breweries, microbreweries, distilleries, wineries, and tasting rooms; ~~and~~
- Farmers markets;
- Agriculture businesses serving the public;
- Seafood, aquaculture or fishing businesses serving the public.
- Brick and Mortar Retail;
- Fitness and Exercise Facilities;
- Personal Care and Grooming Services; and
- Campgrounds and Summer Camps.

Applicants will be required to demonstrate that they are eligible, that they were operational pre-COVID-19, and that they are suffering negative impacts from COVID-19 closures.

Applicants will be asked to provide a current Business License and a Statement of COVID-19 Financial Impact.

Please check back on the King William County web page as more information becomes available.

PROGRAM TIME TABLE

Reimbursement of all eligible costs identified are for the period of March 1, 2020 – December 30, 2020. Prior expenditures before March 1, 2020 are not eligible. All request for reimbursements that are approved will be paid out no later than December 15, 2020.

All funds must be expended no later than December 30, 2020. Any funds not disbursed by King William County for valid expenses must be returned to the Commonwealth of Virginia Department of the Treasury.

CONTACT US

Questions about the program or having issues with your application? Please contact Ms. Nita McInteer, 804-769-4968, or jmcinteer@kingwilliamcounty.us or Ms. Natasha Joranlien, 804-769-4929, or nlangston@kingwilliamcounty.us.

KING WILLIAM COUNTY CARES RELIEF SUPPORT PROGRAM

King William County will evaluate and consider reimbursement of eligible costs incurred by an eligible business to allow the operation of that business in compliance with Governor Northam's Executive Orders related to the COVID-19 emergency declarations and associated guidelines in accordance with the reimbursement timeframes outline below.

Participating businesses must certify that expenditures requested for reimbursement were expended to specifically address the impact of the COVID-19 pandemic. Participating businesses must certify that any cost reimbursement request has not been paid for with any Federal funds associated with COVID-19 pandemic. In addition, if the business has applied for and received Federal aid, please denote the program and how the funding has been used.

Reimbursement will be considered, and if approved, for documented costs associated with physical modification to business facilities, equipment purchase, personal protection equipment, sanitation supplies or technology upgrades needed to comply with the Governor's Executive Orders and associated guidelines for business operation. Documentation of expenditures must include paid receipts accompanied by photographs, when applicable, (please explain the reason for no photographs) as well as a brief explanation of the request for reimbursement.

For a business to be eligible for assistance it must have a current business license issued by the County or be a category of business that is not required to have a business license.

The King William County CARES Relief Support Program staff will review the applications and attachments for completeness and eligibility. No reimbursement will be made without complete documentation and verification. Applications turned down for program funding will be provided with the reason and the procedure to initiate the appeal process. Appeals will be directed to the County Administrator.

Examples of Eligible Reimbursable Costs Include:

- Outdoor business operations - The cost of constructing of outdoor facilities either temporary (i.e. tents) or permanent to allow service to customers with proper social distancing.
- Outdoor seating areas - The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating - The acquisition of chairs, tables and stands for a outdoor seating area.
- Signage - Acquisition of signage relating to the operation of the business in accordance with the COVID-19 guidelines.
- Checkout counter modifications - Installation of screens and buffers to allow for proper social distancing practices.
- Seating modification or storage - Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating until the restrictions are lifted.

- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.
- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees. (where applicable)
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.
- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.
- Sanitation Supplies – The cost of disinfection supplies and materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.

Examples of Costs that are NOT Eligible Reimbursable Include:

- Personnel – The salaries, fringe and related costs of permanent or part-time staff required to operate the business.
- Lost Revenues – The costs to the business related to the loss of revenues from lack of sales, cancelation of orders or cancelation of contracts.
- Normal Operating Expenses – The cost of rent payments, utilities, mortgage payments, insurance, etc.

Program Participation Requirements for Reimbursement

- The business must have a current business license from King William County or certify that the business is a category of business that is not required to have a business license.
- Certify that all expenditures requested for reimbursement were expended to specifically address the impact of the COVID-19 pandemic.
- Certify the business is physically located within King William County.
- Certify the business was in existence prior to March 1, 2020.
- Certify that reimbursement request will be made only once.

Appeal Process

Upon notification to the applicant that the request for reimbursement is not eligible for assistance, the applicant may appeal the denial of the reimbursement request. Such request will be delivered to the County Administrator for a final determination of eligibility of the reimbursement request. Appeals will be processed within 30 days, subject to available fund balance. Requests for final appeal reimbursement must be received by November 15th, 2020 to ensure payment processing and remittance by Dec 30, 2020.

Program Time Table

Reimbursement of all eligible costs identified are from the period of March 1, 2020 – December 30, 2020. Prior expenditures before March 1, 2020 are not eligible. All request for reimbursements, that are approved, will be paid out no later than December 15, 2020.

All funds must be expended no later than December 30, 2020. Any funds not disbursed by King William County for valid expenses must be returned to the Commonwealth of Virginia Department of the Treasury.

Eligible Businesses

The following businesses are eligible to apply for cost reimbursement:

- Restaurants, dining establishments, food courts breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets offering delivery and take-out services only.
- Essential Businesses including:
 - Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;
 - Medical, laboratory, and vision supply retailers;
 - Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
 - Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
 - Home improvement, hardware, building material, and building supply retailers;
 - Lawn and garden equipment retailers;
 - Beer, wine, and liquor stores;
 - Retail functions of gas stations and convenience stores;
 - Retail located within healthcare facilities;
 - Banks and other financial institutions with retail functions;
 - Pet and feed stores;
 - Printing and office supply stores; and
 - Laundromats and dry cleaners.
- Professional rather than retail services
- Health Care Facilities and Providers
- Lodging facilities – Hotels, motels and Bed and Breakfast businesses providing overnight lodging.
- Agriculture businesses serving the public.
- Seafood, aquaculture or fishing businesses serving the public.
- Farmers Markets
- Brick and Mortar Retail - All non-essential brick and mortar retail establishments
- Fitness and Exercise Facilities - Gymnasiums, recreation centers, swimming pools, indoor sports facilities, and indoor exercise facilities.
- Personal Care and Grooming Services - Beauty salons, barbershops, spas, massage centers, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed

- Campgrounds and Summer Camps - Private campgrounds and overnight summer camps
- Health Care Providers – Doctors, dentists, and other medical professionals providing elective health care including nursing homes and assisted living facilities.
- Child Care Providers – State licensed and certified facilities providing care for children.

ATTACHMENT C

King William County Economic Development Authority 2020 SMALL BUSINESS COVID-19 EMERGENCY ASSISTANCE GRANT PROGRAM Information, Instructions & Application



On March 23, 2020, Governor Ralph Northam issued Executive Order 53 that banned crowds of more than 10 people; closed recreation, entertainment, and personal care businesses; and limited restaurants to offering takeout and delivery services only. In furtherance of Executive Order 53, Governor Northam issued Executive Order 55, requiring all individuals to stay at home except for essential travel. On April 15, 2020, Governor Northam announced he would be extending business closings until May 8th. These measures will continue to cause an adverse economic impact on our state and local economy.

The King William County EDA has approved a grant program as emergency assistance to our local businesses. Prospective applicants are encouraged to read through these documents thoroughly to become familiar with the program resources and requirements before applying. KW EDA members are available to assist and answer questions any time during the process.

COVID-19 Emergency Assistance Grants are a one-time cash operating expense grant up to \$3,000.00. Grants are limited. They will be awarded based on merit and in the EDA's sole discretion.

For more information contact:
Joyce Wolfe, Member, King William Economic Development Authority
(804) 382-6378

To submit a grant application
E-mail to: jwolfe@kingwilliamcounty.us

ELIGIBILITY

Business Eligibility:

- Have between 1 and 10 FTEs (An FTE is the hours worked by one employee on a full-time basis. Used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.)
- Industries
 - Retail
 - Food Service & Accommodation
 - Arts, Entertainment & Recreation
 - Manufacturing
 - Repair & Maintenance, including Auto
 - Communications
 - Personal and Laundry Services
 - Non-Profit Entities in the Above Categories with one of the following designations (501(c)(3), 501(c)(4) or 501(c)(7)
- Must be physically located in King William County and hold a current business license in King William County; if multiple locations – headquarters must be in King William.
- Must be registered to do business in the Commonwealth of Virginia
- Must be in good tax standing with the Commonwealth of Virginia and King William County
- Must be in good standing with the Department of Labor and Industry
- Must certify to negative impact of emergency

King William County Economic Development Authority
2020 SMALL BUSINESS
COVID - 19 EMERGENCY ASSISTANCE GRANT PROGRAM
Information, Instructions & Application



▪ **Types of Businesses NOT eligible:**

- Related to gambling or gaming activities
- Related to the purveyance of "adult" (i.e., pornographic, lewd, prurient, obscene) activities, services, products or materials (including nude or semi-nude performances or the sale of sexual aids or devices)
- Any activity not in conformance with local zoning ordinance
- Illegal under the laws of the Commonwealth of Virginia

DOCUMENTATION

The CEO of the business must certify that the business:

1. Has been negatively impacted by the COVID-19 Executive Order 53 (e.g., has been temporarily shut down, has been required to reduce hours, has had at least a 20% drop in revenue, has been materially impacted by employees who cannot work due to the outbreak, or has a supply chain that has materially been disrupted and therefore slowed firm-level production).
2. Will make a best effort not to furlough or lay off any individuals from the time of application through six months after the end of the declared state of emergency. Businesses that have already furloughed or laid off workers must make a best-effort pledge to re-hire those workers as soon as possible. Any material breach of its best efforts certification may result in the KWEDA seeking repayment of the grant.
3. Has a material financial need that cannot be overcome without the grant of emergency relief funds at this time (e.g., does not have significant cash reserves that can support the business during this period of economic disruption)

King William County Economic Development Authority
2020 SMALL BUSINESS
COVID-19 EMERGENCY ASSISTANCE GRANT PROGRAM
Application



Legal Business Name: _____

d.b.a. Business Name if Applicable: _____

EIN or Tax ID _____

Contact Person: _____

Title: _____

Business Physical Address: _____

Mailing address: _____

Phone: (day) _____ Phone: (mobile) _____

E-mail: _____

Type of business: Retail Restaurant or Food Service Accommodation Personal Service
 Arts/Entertainment Recreation Repair/Maintenance Other _____

Description of Business: _____

Year business was established: _____

Full Time Employees as of 12/31/19: _____

Part Time Employees as of 12/31/19: _____

Do you own or lease your space? Own Lease

Please explain how this business has been negatively impacted by COVID-19 and Executive Order 53:

King William County Economic Development Authority
2020 SMALL BUSINESS
COVID - 19 EMERGENCY ASSISTANCE GRANT PROGRAM
Application



Have you had to furlough, lay off or reduce the hours of employees? If so explain and quantify (give numbers of each):

Under penalty of Law, I hereby certify the following:

1. I am not applying for this grant on behalf of a prohibited business.
2. My business is operating in accordance with applicable laws and zoning ordinances.
3. My business has been impacted by the COVID-19 outbreak.
4. I have a material financial need that could be mitigated by the grant funds.
5. I will make a best effort not to lay off any additional employees and re-hire any whom I have already laid off.
6. All information I have provided in this application is correct and true.

Signature of Authorized Representative

Printed Name & Title

Date

FOR EDA USE ONLY:

Application Received: _____

Funding Decision:

Approved _____ Not Approved _____

Amount: _____

Business	Type of Business	Applicant, Title	Business Physical Address	Year Established	Hdqt in KW?	Current KW Business License?	In Good Tax Standing in KW?	Own or Lease	# of FT Empl	# of PT Empl
Underpressure, Inc.	Restaurant Grease Exhaust Cleaning	Amy Poythress, President	4404 E. River Road, King William, VA 23086	2000	Yes	Yes	Yes	Own	6	3
Aylett Hose and Fittings, LLC	Manufacturing/Sale of Hydraulic Hoses	Jessica Boardman, Co-Owner	7691 Richmond-Tappahannock Hwy, Aylett, VA 23009	2014	yes	Yes	Yes	Lease	2	0
James Tibbs Auto Sales, Inc.	Used Auto Sales	James Tibbs, President	3668 Richmond-Tappahannock Hwy, King William, VA 23086	1990	yes	Yes	Yes	Lease	1	0
King William Tire, Inc.	Auto repair/maint, towing, fuel sales	Van Walker, President	2105 Richmond-Tappahannock Hwy, Manquin, VA 23106	2006	yes	Yes	Yes	Lease	5	0
West Point Antiques, LLC	Antiques/Collectibles /Specialty foods	Juanita & William Cawley, Owners	706 Main Street, West Point, VA 23181	2008	yes	In Town	Yes	Own	1	3
Sahib Enterprises, LLC	Subway Franchise	Dharvinder Singh, President	4915 E Richmond-Tappahannock Hwy, Aylett, VA 23009	2018	yes (franchise)	Yes	Yes	Lease	4	6
All Star Designs, LLC	Screenprinting, Embroidery, Uniforms	Troy Simons, Owner	141 Millwood Road, Aylett, VA 23009	2005	yes	Yes	Yes	Own	1	0
West Point Boarding & Grooming	Dog and cat grooming and boarding	Janet Schmidt (Aldelizzi)	1118 Seatons Lane, West Point, VA 23181	2016	Yes	Yes	Yes	Own	2	2
King William Veterinary Clinic	Veterinary Office	John Haile	1242 Sharon Road, King William, VA 23086	1973	Yes	Yes	Yes	Lease	5	4
Schools Electrical Service	Electrical Contractor	Ronnie Schools, Owner	301 Dylan Drive, Aylett, VA 23009	2002	Yes	Yes	Yes	Lease	2	2

ATTACHMENT D



ATTACHMENT D

1. Summary:

On May 12, 2020, the County was notified by the Secretary of Finance for the Commonwealth informing the county of the local allocation of CARES Relief funds. King William County would receive **\$1,496,097** in Relief funds if the County complied with the guidelines and submitted the acceptance documentation by the May 22, 2020 deadline. The King William Board of Supervisors gave approval on May 18, 2020 for King William County to accept the CARES Relief funding.

- County bank account set up June 1, 2020 for CARES Relief funds deposit and funds received.
- Town of West Point's allocation of CARES Relief funds (\$285,754.52). Town Manager provided a letter dated June 9, 2020 agreeing to a separate bank account, adherence with the guidelines of the program, agreement to cooperatively work with County on program administration, and "hold harmless" for expenditures.
- The Town and County agreed to address the School Districts request separately.

Funds may only be used to cover costs that:

- Are necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19).
- Expenditures not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act).
- Were incurred during the period that begins March 1, 2020 and ends on December 30, 2020.

Funds should be considered "one-time monies" and should not be used for ongoing services and/or base operations. Because funds must be expended by December 30, 2020, localities are advised not to create services with expenses beyond that timeframe. Any expenses beyond this date must be paid by the locality with local funds.

2. Budget Categories:

Medical expenses related to COVID-19:

- Hospital and clinic expenses
- Testing expenses
- Medical response expenses

Public Health expenses related to COVID-19:

- Communication of public health orders
- Expenses for medical and protective supplies, police officers, social workers
- Technical assistance to mitigate threats to public safety
- Expenses for quarantining individuals



Compliance with COVID-19 Public health Measures expenses

- Food delivery for vulnerable population
- Long-distance learning
- Improvement of teleworking capabilities
- Providing paid sick and medical leave related to COVID-19

Economic Support expenses

- Grants to small businesses to reimburse for business interruption
- Financial stimulus program designed to assist families and business within the community

Personnel Protective Equipment (PPE)

- Supplies of PPE used to protect county and school division employees from the transmission of the COVID virus. Only these categories of PPE are eligible:
 - Surgical masks
 - N95 masks
 - Face shields
 - Disposable latex/vinyl gloves
 - Disposable gowns
 - Disposable shoe coverings
 - Hand sanitizing/disinfectant lotions
 - Sanitizing/disinfectant wipes, chemicals, or sprays

Labor expenses

- Straight and overtime hours for any county employee engaged in COVID related tasks or work activities.

Facility Improvements

- Improvements or enhancements made to an office area, building, or infrastructure and equipment that provides an additional level of protection from the spread of the COVID virus.

Contracts

- Professional services by outside contractors. Scope of work must be COVID related.

Fund Administration

- Hours (*non Force Account Labor hours*), supplies/materials, and equipment necessary to administrator and manage the application of the CARES Act.

Other

- Any expense, that can be determined a COVID related eligible expense, and does not fit into one of the above categories, may be considered an “Other” expense.



3. Minimum Required Documentation:

- An email or correspondence requesting to encumber CARES Act funds.
Important: This must be done prior to placing any order, entering into a contract, or grant.
- Employee timesheet, including regular and overtime hourly rate, with both employee and supervisor signature.
- A description of the employees works and/or task conducted that is COVID related.
- Copies of orders, contract quotes, or estimates.
- Copies of invoices, credit card receipts and statements.
- Proof of payment.

4. Budget:

King William County Original Allocation: \$ 1,496,097.00

Expense Categories:

• Allocation to Town of West Point	285,754.52	19%
• King William County Public Schools	_____	
• Medical expenses	_____	
• Public Health expenses	_____	
• Compliance with COVID-19 Public Health Measures expenses	_____	
• Economic Support expenses	_____	
• Personnel Protective Equipment	_____	
• Labor expenses	_____	
• Facility Improvements	_____	
• Contracts	_____	
• Fund Administration	_____	
• Other	_____	



Process to be Followed When Seeking Reimbursement for COVID Related Expenses
Period From: January 20 through June 30, 2020

1. The expense must be assigned to one of the CARES Act Budget - Expense Categories as reflected in **2. Budget Categories**.
2. The Department Head responsible for the expense must request reimbursement come from CARES Relief funds.
This request may be in the form of an email (send to jmcinteer@kingwilliamcounty.us) with the required documentation attached. This email should, at a minimum, include the following information.
 - Department requesting reimbursement.
 - Amount being requested.
 - The Department operational account code that the expense came from, (i.e. 6014 – Other Operational Supplies as an example).
 - CARES Relief funds budget category to assign the expense to, (*see Section 2.*).
 - Documentation attached for each expense (*see below for what is acceptable*).
3. Documentation must be provided for each expense reimbursement being requested using the specifications listed in the following categories.

Medical, Public Health & Compliance with Public Health Measures expenses, provide:

- A description of the purchase that includes:
 - How the item was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of the invoice.

Personnel Protective Equipment (PPE), provide:

- A description of the PPE purchased that also includes:
 - How the PPE was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged to.
- A document that proves payment of the invoice for the PPE.

Labor expenses, provide:

- Copy of the employee time sheet.
- Description of task or duty performed during the work hours (*must be a COVID related duty*).
- Date the work was completed, start time, end time, total number of hours.



- Regular hourly rate, or Overtime hourly rate.
- The departments account code to reimburse the expense to.
- And, a document that proves payment for the hours worked to the employee. (*pay-stub, payroll report, etc.*).

Facility Improvements, provide:

- A description of the improvement and or work performed that also includes:
 - How the facility improvement was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of the invoice for the improvement.

Contracts, provide:

- A description of the contract and or work performed that also includes:
 - How the contract was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the contract, including any statements of work.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of the contracts invoice.

Other, provide:

- A description of “Other” expense that also includes:
 - How the item(s) were used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of an invoice.

Process to be Followed When Requesting Use of CARES Relief Act Funds

Period From: July 1 through November 30, 2020

If a County department, agency, business, or organization that supports citizen needs, wishes to use funds from the King William County CARES Relief allocation, they must request utilization of the funds by the following process:

IMPORTANT NOTE: No department, agency, business, or organization, that supports citizen needs, should enter into any contract, make any facility improvements, purchase materials, supplies, PPE, or incur additional labor expenses assuming that the CARES Relief funds will pay for the expense without first making a request for use of the said funds. Once your request is approved, funds for your project will be encumbered to cover its costs and you may proceed.



Supplanting – Supplanting means to “replace” or “take the place of”. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. CARES Act funding guidance is very specific that the fund cannot be used to replace lost revenue or supplant any budget amount that is already in place at the time of the incident.

To request CARES Relief funds:

1. The expense must be assigned to one of the CARES Act Budget - Expense Categories as reflected in **2. Budget Categories**.
2. Any County Department Head, Agency Administrator, Citizen Support Service Executive Director, and or Business Owner, responsible for incurring the expense, must request use of the CARES Relief funds. *(This request can be in the form of an Email to jmcinteer@kingwilliamcounty.us)*
3. The requestor must provide the following information at the time of the request.
 - A description of the project, support, service, material, supply, PPE, facility improvement, labor costs, contract, or other expense.
 - Amount of the expense being requested.
 - A description of how this project or expense prepares for, responds to, or recovers from the impact the COVID incident.
 - A statement that indicates that the requestor understands that the project or expense will be completed no later than November 30, 2020.
4. Once the project is complete, the following documentation must be provided for each expense that was requested:

Labor expenses, provide:

- Copy of an Employee time sheet.
- Description of task or duty performed during the work hours, *(must be a COVID related duty or task)*.
- Date of the work, start time, end time, total number of hours.
- Regular hourly rate, or Overtime hourly rate.
- The departments account code to reimburse the expense against (if applicable).
- And, a document that proves payment for the hours worked to the employee. *(pay-stub, payroll report, etc.)*.

Medical, Public Health & Compliance with Public Health Measures Expenses
Materials and Supplies, provide:

- A description of the purchased that includes:
 - How the item was used to prepare for, respond to, or recover from the impact of the COVID incident.



- A copy of the invoice that clearly indicates what departmental account the expense was charged against (if applicable).
- A document that proves payment of the invoice.

Personnel Protective Equipment (PPE), provide:

- A description of the PPE purchased that also includes:
 - How the PPE was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged against (if applicable).
- A document that proves payment of the invoice for the PPE.

Facility Improvements, provide:

- A description of the improvement and or work performed that also includes:
 - How the facility improvement was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged against (if applicable).
- A document that proves payment of the invoice for the improvement.

Contracts, provide:

- A description of the contract and or work performed that also includes:
 - How the contract was used to prepare for, respond to, or recover from the impact of the COVID incident.
- A copy of the contract, including any statements of work.
- A copy of the Invoice that clearly indicates what departmental account the expense was charged against (if applicable).
- A document that proves payment of the contracts invoice.

Fund Administration, provide:

- Copy of an employee time sheet (County, School Division or FEMA Form 123).
- Description of Fund Administration task or duty performed during normal work hours.
- Date of the work, start time, end time, total number of hours.
- Regular hourly rate, or overtime hourly rate.
- The percentage of the hourly rate that is calculated for benefits.
- The departments account code for reimbursing the expense.
- And, a document that proves payment for the hours worked to the employee. (*pay-stub, payroll report, etc.*).
- A description of any materials or supplies that also includes:
 - How the item was used to manage or administer in addressing the COVID-19 impact.
-



- A copy of the invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of the invoice for the materials or supplies.

Other category, provide:

- A description of “Other” expense that also includes:
 - How the item(s) were used to prepare for, respond to, or recover from the impact of the COVID-19 incident.
- A copy of the invoice that clearly indicates what departmental account the expense was charged against.
- A document that proves payment of an invoice.

DRAFT

ATTACHMENT E



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

July 2, 2020

OIG-CA-20-021

MEMORANDUM FOR CORONAVIRUS RELIEF FUND RECIPIENTS

FROM: Richard K. Delmar /s/
Deputy Inspector General

SUBJECT: Coronavirus Relief Fund Reporting and Record Retention
Requirements

Title VI of the Social Security Act, as amended by Title V of Division A of the *Coronavirus Aid, Relief, and Economic Security Act* (Public Law 115-136), provides that the Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund payments. Treasury OIG also has authority to recover funds in the event that it is determined a recipient of a Coronavirus Relief Fund payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Accordingly, we are providing recipient reporting and record retention requirements that are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

Reporting Requirements and Timelines

Each prime recipient of Coronavirus Relief Fund payments¹ shall report Coronavirus Disease 2019 (COVID-19) related "costs incurred" during the "covered period"² (the period beginning on March 1, 2020 and ending on December 30, 2020), in the manner of and according to the timelines outlined in this memorandum. As described below, each prime recipient shall report interim and quarterly data and other recipient data according to these requirements. Treasury OIG is working on development of a portal with GrantSolutions³ that is expected to be operational on

¹ Prime recipients include all 50 States, Units of Local Governments, the District of Columbia, U.S. Territories, and Tribal Governments that received a direct payment from Treasury in accordance with Title V.

² Refer to Treasury's guidance dated June 30, 2020 for more information on costs incurred and the covered period.

³ A grant management service provider under the U.S. Department of Health and Human Services.

September 1, 2020, for recipients to report data on a quarterly basis. Until the GrantSolutions portal is operational, each prime recipient shall follow the interim reporting requirements. Treasury OIG will notify each prime recipient when GrantSolutions is operational or of any changes to the expected September 1, 2020 start date.

Interim Reporting for the period March 1 through June 30, 2020

By no later than July 17, 2020, each prime recipient is responsible for reporting costs incurred during the period March 1 through June 30, 2020. For this interim report, prime recipients need only report totals by the following broad categories:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

Recipients should consult Treasury's guidance and Frequently Asked Questions in reporting costs incurred during the period March 1 through June 30, 2020. The total of all categories must equal the total of all costs incurred during that period. A spreadsheet is attached for your use in providing the data. As discussed below, the prime recipient will be required to report information for the period March 1 through June 30, 2020 into GrantSolutions once it is operational.

Interim reporting information should be submitted to CARES@oig.treas.gov

Quarterly Reporting

Each prime recipient of Coronavirus Relief Fund payments shall report COVID-19 related costs into the GrantSolutions portal. Data required to be reported includes, but is not limited to, the following:

1. the total amount of payments from the Coronavirus Relief Fund received from Treasury;
2. the amount of funds received that were expended or obligated for each project or activity;

3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;
 - b. a description of the project or activity; and
4. detailed information on any loans issued; contracts and grants awarded; transfers made to other government entities; and direct payments made by the recipient that are greater than \$50,000.

The prime recipient is responsible for reporting into the GrantSolutions portal information on uses of Coronavirus Relief Fund payments.

Recipient Portal Access: For future quarterly reporting, each prime recipient will have GrantSolutions portal access for three (3) individuals: two (2) designees (preparers) to input quarterly data and one (1) official authorized to certify that the data is true, accurate, and complete.⁴ **By no later than July 17, 2020**, please provide the name, title, email address, phone number, and postal address of these individuals via email to CARES@oig.treas.gov, so that portal access can be granted. After this information is received, guidance on the GrantSolutions portal access and data submission instructions will be issued separately.

Reporting timeline

By no later than September 21, 2020, recipients shall submit via the portal the first detailed quarterly report, which shall cover the period March 1 through June 30, 2020. Thereafter, quarterly reporting will be due no later than 10 days after each calendar quarter. For example, the period July 1 through September 30, 2020, must be reported no later than October 13, 2020 (Tuesday after the 10th day of October and the Columbus Day Holiday). Reporting shall end with either the calendar quarter after the COVID-19 related costs and expenditures have been liquidated and paid or the calendar quarter ending September 30, 2021, whichever comes first.

Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

⁴ The certifying official is an authorized representative of the recipient organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the recipient.

(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

1. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
3. were incurred⁵ during the period that begins on March 1, 2020, and ends on December 30, 2020.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and

⁵ Refer to Treasury's guidance dated June 30, 2020 for more information on the definition of costs incurred.

10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

If you have any questions about this memorandum or need assistance complying with the reporting requirements, please contact Treasury OIG at CARES@oig.treas.gov. Thank you and we appreciate your assistance.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

connection with the COVID-19 public health emergency.

- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund Frequently Asked Questions April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

AGENDA ITEM 10.a.

Commissioner of the Revenue
Sally W. Pearson
King William County



180 Horse Landing Road
P. O. Box 217
King William, VA 23086
Phone: (804) 769-4941
Fax: (804) 769-4902
Email: spearson@kingwilliamcounty.us

June 25, 2020

King William County Board of Supervisors

I am writing to ask you to pass a resolution at the July 27th, 2020 Board of Supervisors meeting to set the percentage of tax relief at 30% for the 2020 Personal Property Tax Book. Sec. 70-149 "Method of computing and reflecting tax relief" of the King William County Code, Section (b) requests the Board to set the rate of Tax Relief reimbursement annually. The tax relief rate requested went down from the 2019 PPTRA tax relief percentage of 35%. I have attached the PPTRA allocation module which shows the PPTRA given since 2007. The amount given to King William County by the state of Virginia to fund the PPTRA program remains the same at \$1,204,131 annually while the vehicle values housed in King William have grown on average 5.73% per year. Please contact me if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Sally W. Pearson".

Sally W. Pearson
Commissioner of the Revenue

RESOLUTION 20-36

**SETTING THE PERSONAL PROPERTY TAX RELIEF PERCENTAGE
FOR THE PERSONAL PROPERTY 2020 BILLING
IN ACCORDANCE WITH THE 2004-2005 CHANGES
TO THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998**

WHEREAS, the Personal Property Tax Relief Act of 1998, Virginia Code 58.1-3523, et seq. ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session 1 (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-2006 Appropriations Act, hereinafter cited as the "2005 Appropriations Act"); and

WHEREAS, the Board of Supervisors (hereinafter Board) adopted King William County Code Sections 70-149 and 70-150 on December 12th 2005 implementing the 2004-2005 changes to the Personal Property Tax Relief Act of 1998, in response to these legislative enactments; and

WHEREAS, such County Code sections provide that the Board shall annually set the rate of tax relief on qualifying vehicles at a level that is anticipated to fully exhaust tax relief funds provided to the County by the Commonwealth; and

WHEREAS, County Code Section 70-150 provides that personal property tax relief shall be applied so as to eliminate personal property taxation on qualifying vehicles with an assessed value of One Thousand Dollars (\$1,000.00) or less; and

WHEREAS, the County Treasurer has received the amount of relief in the County's block grant from the Commonwealth, and made a projection based upon the County's historical growth in personal property tax values of the level necessary to fully exhaust the PPTRA relief fund provided to the County by the Commonwealth, as called for in the ordinance; and

WHEREAS, it is necessary for this Board to establish the allocation of tax relief for the first Twenty Thousand Dollars (\$20,000.00) in assessed value of other qualifying vehicles; and

WHEREAS, this Board has been informed that for the 2019 calendar year, the remaining relief funds available will be sufficient to provide a reduction of Thirty Percent (30%) in the tax bill of such qualifying vehicles valued at greater than \$1,000;

NOW THEREFORE BE IT RESOLVED, this 27th day of July, 2020, that for Calendar Year 2020, qualifying vehicles with assessed values of more than One Thousand Dollars (\$1,000.00) shall have their tax computed by reducing the amount otherwise owed on the first Twenty Thousand Dollars (\$20,000.00) of assessed value of such qualifying vehicle by a dollar amount equal to Thirty Percent (30%) of the amount otherwise owed.

AGENDA ITEM 10.b.

9/29/00
MSJ:JW

0030-050-585
Plan of WAPORTS

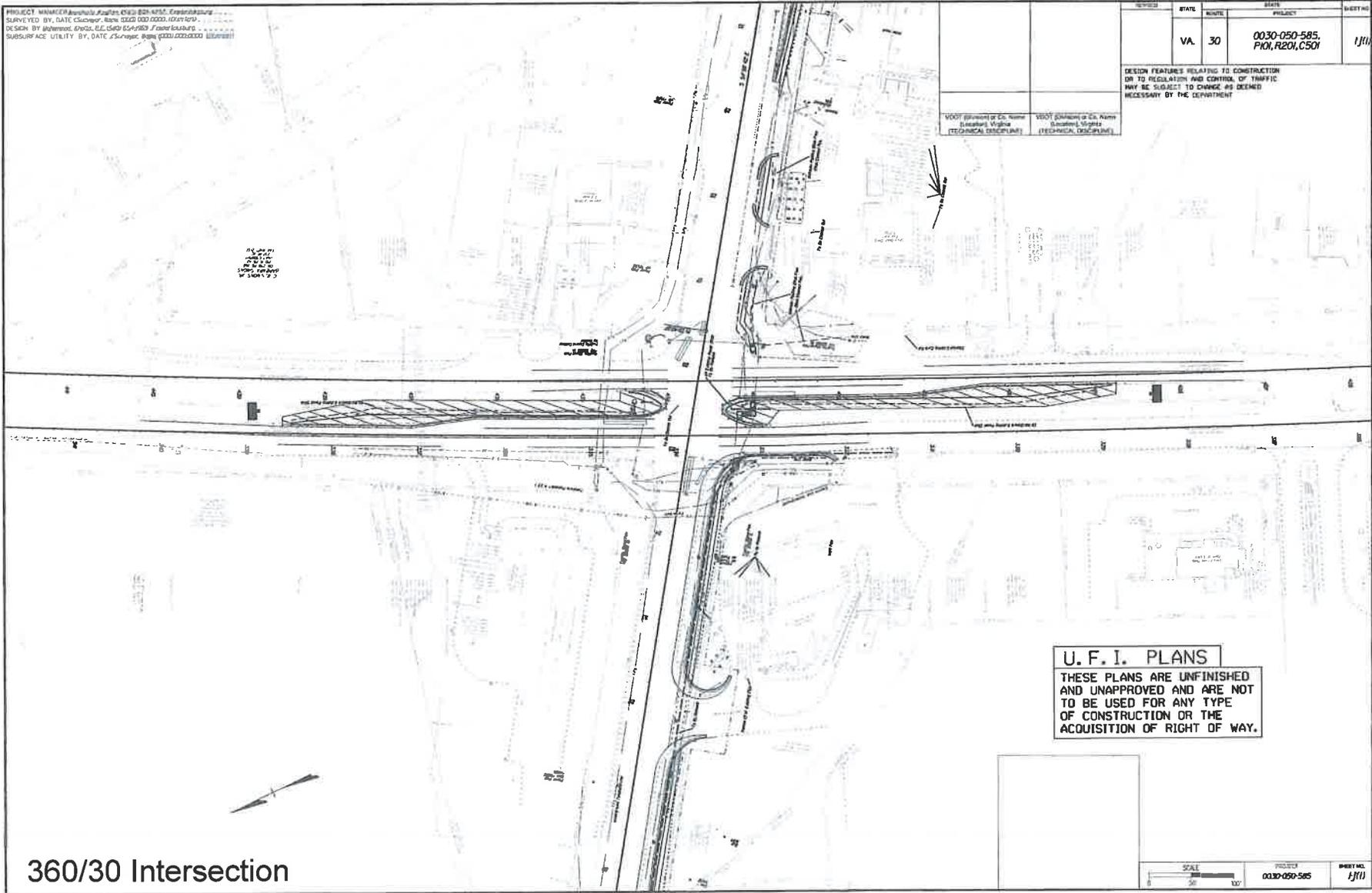
PROJECT MANAGER: Joseph A. Aguirre, ESQ., 624-4752, Joseph.Aguirre@va.gov
SURVEYED BY, DATE: C. Sawyer, 8/98, 000 0000 10/97 8/97
DESIGN BY: William D. Smith, 624-5470, 000 0000 10/97 8/97
SUBSURFACE UTILITY BY, DATE: C. Sawyer, 8/98, 000 0000 10/97 8/97

VECT. (Division of C.S. Army
Locations, Virginia
(TECHNICAL DISCIPLINE))

VECT. (Division of C.S. Army
Locations, Virginia
(TECHNICAL DISCIPLINE))

STATE	ROUTE	POLICY	SHEET NO.
VA.	30	0030-050-585, P.O.N., R201, C501	1/11

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT



U. F. I. PLANS
THESE PLANS ARE UNFINISHED
AND UNAPPROVED AND ARE NOT
TO BE USED FOR ANY TYPE
OF CONSTRUCTION OR THE
ACQUISITION OF RIGHT OF WAY.

360/30 Intersection

SCALE 0' 50' 100'	PROJECT 0030-050-585	SHEET NO. 1/11
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FREDERICKSBURG DISTRICT DESIGN UNIT

6/4/2020
9:07 AM

0360-05-598
Plan# 03-11404074

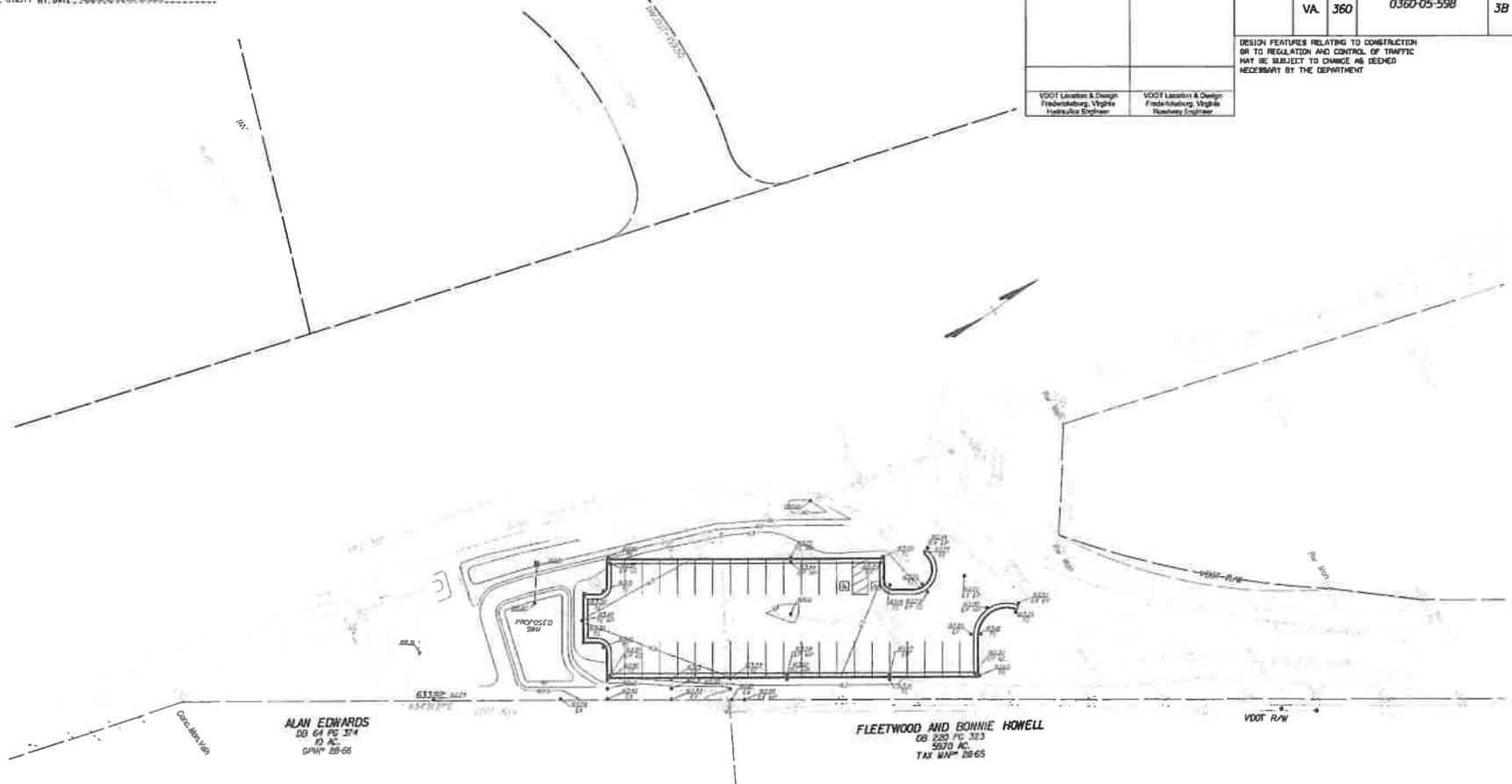
PROJECT MANAGER: Andrew Fisher, P.E. 0360-05-598
 SURVEYED BY, DATE: DATE SURVEYED
 DESIGN BY: ALAN EDWARDS
 SUBSURFACE UTILITY BY, DATE: DATE SURVEYED

GRADING & DRAINAGE PLAN

REVISION	STATE		STATE		SHEET NO.
	ROUTE	PROJECT	ROUTE	PROJECT	
	VA	360	0360-05-598		3B

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

VOOT Location & Design Fredericksburg, Virginia Hydraulic Engineer	VOOT Location & Design Fredericksburg, Virginia Roadway Engineer
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ALAN EDWARDS
 DB 64 PG 314
 P. AC.
 GPM# 25-66

FLEETWOOD AND BONNIE HOWELL
 DB 220 PG 313
 9970 AC.
 TAX MAP# 2865

Park & Ride

REFERENCES
 (PROFILES, DETAIL & DRAINAGE
 DESCRIPTION SHEETS, ETC.)
 SITE PLAN 3
 GRADING & DRAINAGE PLAN 3A

UFI PLANS

THESE PLANS ARE UNFINISHED AND
 UNAPPROVED AND ARE NOT TO BE
 USED FOR ANY TYPE OF
 CONSTRUCTION.

SCALE 0 20 40	PROJECT 0360-05-598	SHEET NO. 3B
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AGENDA ITEM 10.c.
Subdivision
Ordinance Revision
Status Update
No Attachment

AGENDA ITEM 10.d.



King William
County
Est. 1702

Board of Supervisors

Ron W. Etter, Director
Community Development

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

MEMO

TO: King William County Board of Supervisors

FROM: Ron Etter, Director of Community Development

SUBJECT: Resolution 20-43 Supporting King William County's Smart Scale Project-Mixed Use Trail

DATE: July 27, 2020

SUMMARY

A Virginia Department of Transportation (VDOT) Smart Scale application is being prepared for submittal for the construction of a shared use pedestrian/bicycle trail. The pedestrian/bicycle trail will extend from the intersection of Kelly Lane and Route 30 north to the Highway 360 intersection for approximately 2,300 feet. The trail will extend north of Highway 360 to the intersection of Route 30 and Pine Crest Lane for a distance of approximately 1,800 feet. The proposed project will include an at-grade crossing at Sharon Road from the King William High School.

This project is being submitted to address the safety issues for citizens crossing the 30/360 intersection to and from the King William High School. The project will also address the safety issues around the shopping areas at the intersection, as well as, provide paths to and from the shopping areas from the neighborhoods along Route 30.

BACKGROUND

The County was notified of the 2020 Smart Scale application deadline with a submittal deadline of April 1, 2020. After meeting with staff at the Saluda VDOT Office the decision was made to submit a project to address the safety issues surrounding the traffic and pedestrian activities along Route 30 crossing over Hwy. 360. Planning and Zoning Department staff submitted the Mixed-Use Pedestrian/Bicycle Trail project on April 1st. As part of the application process, a resolution supporting the Smart Scale project submittal by the Board of Supervisors is required. In addition, the Middle Peninsula Planning District Commission is usually included in the formal support requests. The extended deadline established by VDOT for submittal of additional information and the formal support by the Board of Supervisors is August 17, 2020.

In January 2021, VDOT will release the project priorities and base allocation scenarios. This will be presented to the Commonwealth Transportation Board. Projects approved within the Smart Scale framework will receive notification in June 2021. Those projects approved will be funded in FY 25-26. No County funds will be required as match for the project.

ACTION REQUESTED

Staff is recommending the Board of Supervisors approve Resolution 20-43.

Attachments:

- Resolution 20-43 for Board of Supervisors approval.
- Support document provided by the MPPDC to be voted and approved at the July 22, 2020 meeting.

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RESOLUTION 20-43

**2020 SMART SCALE PROJECT SUPPORT REQUEST FOR
PEDESTRIAN/BICYCLE ACCOMODATIONS
ON ROUTE 30 AND HIGHWAY 360**

WHEREAS, the Board of Supervisors of King William County desires to submit applications through the Virginia Department of Transportation (VDOT) 2020 SMART SCALE Program; and

WHEREAS, the County intends to submit an application to install shared-use pedestrian/bike facilities that will extend from the intersection of Kelly Lane and Route 30 north to the Highway 360 intersection for approximately 2,300 feet. The trail will extend north of Highway 360 to the intersection of Route 30 and Pine Crest Lane for a distance of approximately 1,800 feet. The project will include an at-grade crossing over Sharon Road from the King William High School and incorporate cross-walks at the Route 30 and Highway 360 intersection;

WHEREAS, this Project will provide for safer access to the King William High School and businesses located at the Route 30 and Highway 360 intersection and provide trails to residents in the neighborhoods on Route 30 north and south of Highway 360 to access the businesses located at the Route 30 and Highway 360 intersection.

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors does on this 27th day of July 2020 support the 2020 SMART SCALE Program Round #4 application request for the installation of the mixed-use trail.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

DONE this the 27th day of July, 2020.



MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION

July 22, 2020

COMMISSIONERS

Essex County
Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Mr. Don Blanton
Mr. Michael A. Lombardo

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
(Vice-Chairman)
Hon. Michael R. Winebarger
Dr. William G. Reay
Mr. J. Brent Fedors

King and Queen County
Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J. Swartzwelder
(Chairman)

King William County
Hon. Ed Moren, Jr.
Hon. Travis J. Moskalski
(Treasurer)
Mr. Otto O. Williams

Town of West Point
Hon. James Pruett

Mathews County
Hon. Michael C. Rowe
Hon. Melissa Mason
Mr. Thornton Hill

Middlesex County
Hon. Wayne H. Jessie, Sr.
Hon. Reggie Williams, Sr.
Mr. Gordon E. White
Mr. Matthew L. Walker

Town of Urbanna
Hon. Diane Gravatt
Ms. Holly Gailey

Secretary/Director
Mr. Lewis L. Lawrence

**RESOLUTION ENDORSING THE SUBMISSION OF
SMART SCALE APPLICATIONS REQUESTING
TRANSPORTATION FUNDING**

WHEREAS the Middle Peninsula Planning District Commission (“the Commission”) in cooperation with the Virginia Department of Transportation (VDOT) and its member jurisdictions completed the 2040 Long Range Transportation Plan (LRTP); and

WHEREAS the 2040 LRTP includes the following transportation improvements; and

WHEREAS during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2, now titled “Smart Scale”, which established criteria for the allocation of transportation funding for projects within the state; and

WHEREAS the Commonwealth Transportation Board during its meeting of June 27, 2015 approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS many of the transportation projects identified by the MPPDC meet the eligibility criteria for funding under Smart Scale; and

WHEREAS it is in the best interests of the MPPDC and its member jurisdictions to submit applications for Smart Scale funding for eligible transportation projects.

THEREFORE BE IT RESOLVED that the MPPDC fully endorses the submission of Smart Scale applications requesting funding for the following transportation projects:

- **Rte. 30 Bicycle & Pedestrian Improvements** – Project would include bicycle accommodations and pedestrian safety improvements along Rte. 30 between the County Park Entrance and Rte. 612 (Kelley Lane). (Located in King William County)

This the _____ day of _____, 2020

ATTEST

(Clerk or Secretary)

AGENDA ITEM 10.e.



King William
County
Est. 1702

Board of Supervisors

Ron W. Etter, Director
Community Development

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

TO: Board of Supervisors
FROM: Ron Etter, Director of Community Development
SUBJECT: CUP 02-20
DATE: July 27, 2020

Summary of Request for CUP 02-20

The applicants, Todd Shoaf and Kelly Tait, are requesting a Conditional Use Permit in order to construct a 24 x 56.6' attached accessory dwelling. The proposed accessory dwelling is to be located at 6585 Mount Olive Cohoke Road, Tax Map Parcel 53-1-1. The property consists of 10.68 acres and is mostly cleared with woods located to the left side and rear of the property. There is currently a single-family home located on the property that was constructed in 2007. The property is zoned A-C, (Agricultural-Conservation) and is located in the Courthouse District.

Attachments

Application
Receipt
Public Hearing Notice
Public Notice-Owner, Applicant and Adjacent Property Owners
Health Department Approval
Plats
Zoning Map
GIS View
Future Land Use Map
Pictures

Public Notice:

Legal ads were run in the Tidewater Review on July 15 and July 22, 2020, for the Board of Supervisor's Public Hearing. Notices to adjacent property owners were mailed on July 8, 2020. Staff posted a sign in front of the property on June 12, 2020 indicating there is a pending zoning action and provided contact information.

Analysis

This area consists of single-family residential homes and farm land, predominately on lots over 5 acres.

2016 Comprehensive Plan

One of the goals in the Comprehensive Plan is to encourage the development of a variety of housing types to accommodate current and future citizens of varying ages, stations in life, and income levels.

One of the implementation strategies is to “Consider revisions to the County Ordinance that permits options for accessory/secondary housing for family members requiring care”.

Conditional Use Permit Analysis

The designation of a use as a conditional use in a zoning district means that the use may not be appropriate in all cases, depending upon whether CUP conditions can be met.

Article X, Section 86-452 provides general guide and standards for obtaining a Conditional Use Permit. The Zoning Ordinance, Section 86-456 states that a conditional use should be approved if it is found that:

1. The location is appropriate and not in conflict with the comprehensive plan.
Staff Comment: The property is zoned A-C and is designated Agricultural in the 2016 Future Land Use Map of the Comprehensive Plans.
2. The public health, safety, morals and general welfare will not be adversely affected.
Staff Comment: There is an existing single-family dwelling located on the property. The accessory dwelling will be constructed onto the back of the existing dwelling and is for the mother/mother-in-law.
3. Adequate utilities and off-street parking facilities will be provided.
Staff Comment: The property is on well water and a private septic system. The homeowners have already obtained approval from the Health Department for this addition. The property currently provides adequate off-street parking.
4. Necessary safeguards will be provided for the protection of surrounding property, persons and the neighborhood values.
Staff Comment: Since the accessory dwelling will be constructed as an addition, the surrounding properties will not see any difference. The accessory dwelling cannot be seen from the road and will be located more than seventy-five (75) feet from the nearest property line.

Planning Commission Recommendation

The Planning Commission voted 5-0 to approve the application with the following condition:

1. The accessory dwelling shall be occupied by immediate family only.



CONDITIONAL USE PERMIT APPLICATION

King William County

Department of Community Development

180 Horse Landing Rd. #4 King William, VA 23086

Phone (804) 769-4980 Fax (804) 769-2235

1. Owner: Todd Shoaf, Kelly Tait
Name: _____
Address: 6585 Mount Olive Coboke Rd., King William, VA 23086
Phone Number: 804-887-9848

2. Applicant:
Name: _____
Address: _____
Phone Number: _____

3. Property description:
(a) Size (acres): 10.68 Road frontage: 360 ft

(b) Deed recorded in Deed Book _____ at Page _____

Plat recorded in Plat Book 20 at Page 3

Tax Map: 53 Section 1, Parcel 1

(c) Zoning District: 03 - West Point

4. Hours of operation of the planned facility: Residence

5. Describe water supply plans: Well (existing)

6. Describe sewage disposal plans: Septic (existing)

7. Attach a statement describing how specific conditions stated in Article X, Sec. 86-451, of the Zoning Ordinance for the type of project planned will be met.

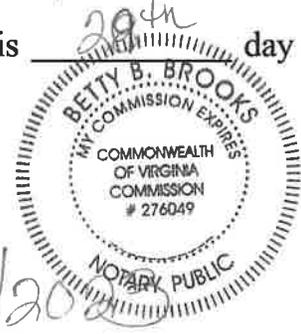
I hereby certify that the information presented in this application and on the accompanying site plan is complete and accurate to the best of my knowledge. County officials and employees are authorized to enter upon the property described herein during regular working hours for the purpose of performing assigned duties in connection with this application.

Signature of Owner or Applicant:

Kelly Tan'it

STATE OF: Virginia COUNTY OF: King William, to-wit:

The foregoing instrument was acknowledged before me this 29th day of 20²⁰.



Betty B. Brooks

Notary Public

8/31/2020
My Commission Expires

Revenue Transmittal Planning/Building Department King William County, VA

May 29, 2020
Date

Name: B. B. Williams

Subdivision: _____

Address: 2571 Liberty Hill S.
Mechanicsville, VA 23139

Permit No: _____

Tax Map No: 53-1-1

<u>Dept.</u>	<u>Description</u>	<u>Amount</u>
COPIES	Sale Of Copies (Maps, Data, Etc.)	\$ _____
CONUSE	Conditional Use/Rezoning Ap.	\$ <u>2500.⁰⁰</u>
VARINC	Variance Applications	\$ _____
APPEAL	Appeals Fees-Zoning Decisions	\$ _____
HISREV	Hist. Pres. & Architectural Review Bd.	\$ _____
SITE	Site Plan	\$ _____
SIGN	911 Road Sign Maintenance	\$ _____
BOND	Escrow Acct. for Cash Bonds	\$ _____
ERSE	Erosion/Sediment Control	\$ _____
PROF	Cash Proffers	\$ _____
SUBD	Subdivision Application	\$ _____
WETL	Wetlands Board	\$ _____
ZPER	Zoning Permits	\$ _____
BPER	Building Permits	\$ _____
SURC	Building Permit Surcharge	\$ _____
PLNR	Building Plans Review Fee	\$ _____
RENSP	Re-Inspection Fee / Penalty	\$ _____
FPCP	Fire Prevention	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL REMITTANCE TO TREASURER		\$ <u>2500.⁰⁰</u>

Pd
CK# 11318

B. B. Williams 5/29/2020

Signature and Date
Planning Office

William A. Miller 5/29/2020

Signature and Date
Treasurer's Office

**King William County
Public Hearing Notice**

The Board of Supervisors of King William County, Virginia will hold a Public Hearing on Monday, July 27, 2020, at 7:00 p.m., or as soon thereafter, in the Board Meeting Room of the County Administration Building, 180 Horse Landing Road, King William, Virginia, or virtually via Zoom Meeting, to receive public comment on the following matter:

CUP-02-20: Owners/Applicants – Clayton Todd Shoaf and Kelly I. Tait

A request for a Conditional Use Permit to construct an attached accessory dwelling to be located at 6585 Mount Olive Cohoke Road, Tax Map Parcel 53-1-1. The property consists of 10.68 acres and is zoned A-C, (Agricultural-Conservation) and located in the Courthouse District. The Future Land Use Map in the 2016 Comprehensive Plan indicates Rural Land use for the property.

All interested persons may appear and present their views at the above time and place, or via the Zoom Meeting, as applicable. If a member of the public cannot attend, comments may be submitted by mail to 180 Horse Landing Road, #4, King William, VA 23086; by email to sgraham@kingwilliamcounty.us or by calling 804-769-4980. Comments received by 12:00 noon on the day of the hearing will be distributed to Board members and made a part of the public record. All records pertaining to this matter may be viewed in the Office of Community Development at 180 Horse Landing Road, King William, VA during regular business hours. Anyone needing assistance or accommodations under the provisions of the American with Disabilities Act should contact the Office of Community Development at (804)769-4978 or sgraham@kingwilliamcounty.us.

By Authority of
Ron W. Etter
Director of Community Development
Secretary to the Planning Commission
Ad to run July 15th and July 22th, 2020

**Todd Clayton Shoaf
Kelly I. Tait
6585 Mount Olive Cohoke Road
53-1-1
10.68 Acres, Zoned A-C
Proposed Attached Accessory Dwelling (In-law Suite)**

- 1) Anna Paz
6653 Mount Olive Cohoke Road
King William, VA 23086
10.37 acres, zoned A-C
53-2-2

- 2) William Brian Hodges
6533 Mount Olive Cohoke Road
King William, VA 23086
10.69 acres, zoned A-C
53-1-2

- 3) Howard E. Barton, Jr.
734 Green Vale Road
Lancaster, VA 22503
Property located at 6578 Mount Olive Cohoke Road
7.14 acres, zoned A-C
53-5-3

- 4) KWCC, LLC
3108 Monticello Drive
Raleigh, NC 27612
Property located on Powhatan Trail (located behind subject property)
388.5 acres, zoned A-C
46-22

- 5) Luke T. Hallman
6709 Mount Olive Cohoke Road
King William, VA 23086
10.39 acres, zoned A-C
53-2-1

- 6) Michael L. Norman
6822 Mount Olive Cohoke Road
King William, VA 23086
6.33 acres, zoned A-C
53-9C

- 7) William C. Prince
714 Waterfence Road
Mattaponi, VA 23110
Property located to the left of 6533 Mount Olive Cohoke Road
20.64 acres, zoned A-C
53-2

- 8) Mitchell Bays
9634 Mesquite Road
Glen Allen, VA 23060
Property located at 6474 Mount Olive Cohoke Road
10.1 acres, zoned A-C
53-5-2

- 9) Michael A. Foster
6684 Mount Olive Cohoke Road
King William, VA 23086
5.53 acres, zoned A-C
53-9D



King William
County
Est. 1702

Board of Supervisors

Ron W. Etter, Director
Community Development

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

July 8, 2020

Ms. Anna Paz
6653 Mount Olive Cohoke Road
King William, VA 23086

**RE: Notice to Adjacent Property Owners
Request for Conditional Use Permit 02-20
Tax Map Parcel: 53-1-1
Owner/Applicants: Todd Clayton Shoaf and Kelly I. Tait**

Dear Property Owner:

The King William County Board of Supervisors will hold a Public Hearing on Monday, July 27, 2020, at 7:00 p.m., or as soon thereafter, in the Board Meeting Room of the County Administration Building, 180 Horse Landing Road, King William, Virginia to receive public comment on the following matter:

A request for a Conditional Use Permit to construct an attached accessory dwelling to be located at 6585 Mount Olive Cohoke Road, Tax Map Parcel 53-1-1. The property consists of 10.68 acres and is zoned A-C, (Agricultural-Conservation) and located in the Courthouse District.

You are being notified of this hearing because your property is adjacent to or in close proximity to the above-stated request. All interested persons may appear and present their views at the above time and place, or via the Zoom Meeting, as applicable. If a member of the public cannot attend, comments may be submitted by mail to 180 Horse Landing Road, #4, King William, VA 23086; by email to sgraham@kingwilliamcounty.us or by calling 804-769-4980. Comments received by 12:00 noon on the day of the hearing will be distributed to Board Members and made a part of the public record. All records pertaining to this matter may be viewed in the Office of Community Development at 180 Horse Landing Road, King William, VA during regular business hours. Anyone needing assistance or accommodations under the provisions of the American with Disabilities Act should contact the Office of Community Development at (804)769-4978 or sgraham@kingwilliamcounty.us.

Sherry L. Graham
Zoning Administrator



COMMONWEALTH OF VIRGINIA
VIRGINIA DEPARTMENT OF HEALTH
King William County
172 Courthouse Lane • P.O. Box 155
King William, VA 23086

Findings:

Review pursuant to Va. Code § 32.1-165

Name: Todd Shoaf Tax Map: 53-1-1

Agent: Bethlehem Construction, c/o: Eli Grimes

Phone Number: (434) 547-8879

Subdivision: (If Applicable) Mount Olive Estates Section: _____ Lot: 1

Physical Address: 6585 Mt. Olive-Cohoke Road

Is the existing onsite sewage system safe, adequate and proper or approvable as nonconforming for the proposed use?

(YES) Comments: The existing sewage disposal system was recently maintained and evaluated by C&W Hanover Septic and was found to be in proper working condition at the of his evaluation ***See attached evaluation report *** VDH also conducted a site evaluation were no deficiencies were observed

(NO) Comments: _____

Other Comments:

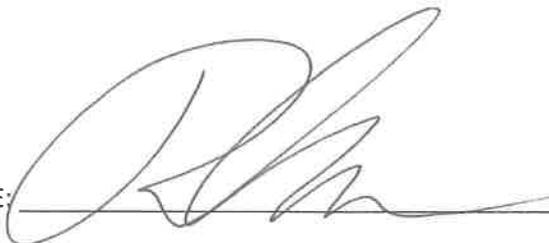
It appears that the Newly Proposed Addition is to be constructed within 50' of the existing well, if termite treatment is desired alternative termite treatment will be required, per 12VAC5-630-380. VDH Private Well Regulations required a minimum setback of 10' from a well and **any** building foundation, per 12VAC-630-380.

The SDS serving this dwelling has been approved as a 4bdrm/600gpd system (OP attached). Records indicate that the current existing dwelling is a three bedroom, therefore the additional 1 bedroom addition may be added without obtaining additional VDH permits if not additional SDS components are required to tie into the existing system.

Site Sketch:

See Attached

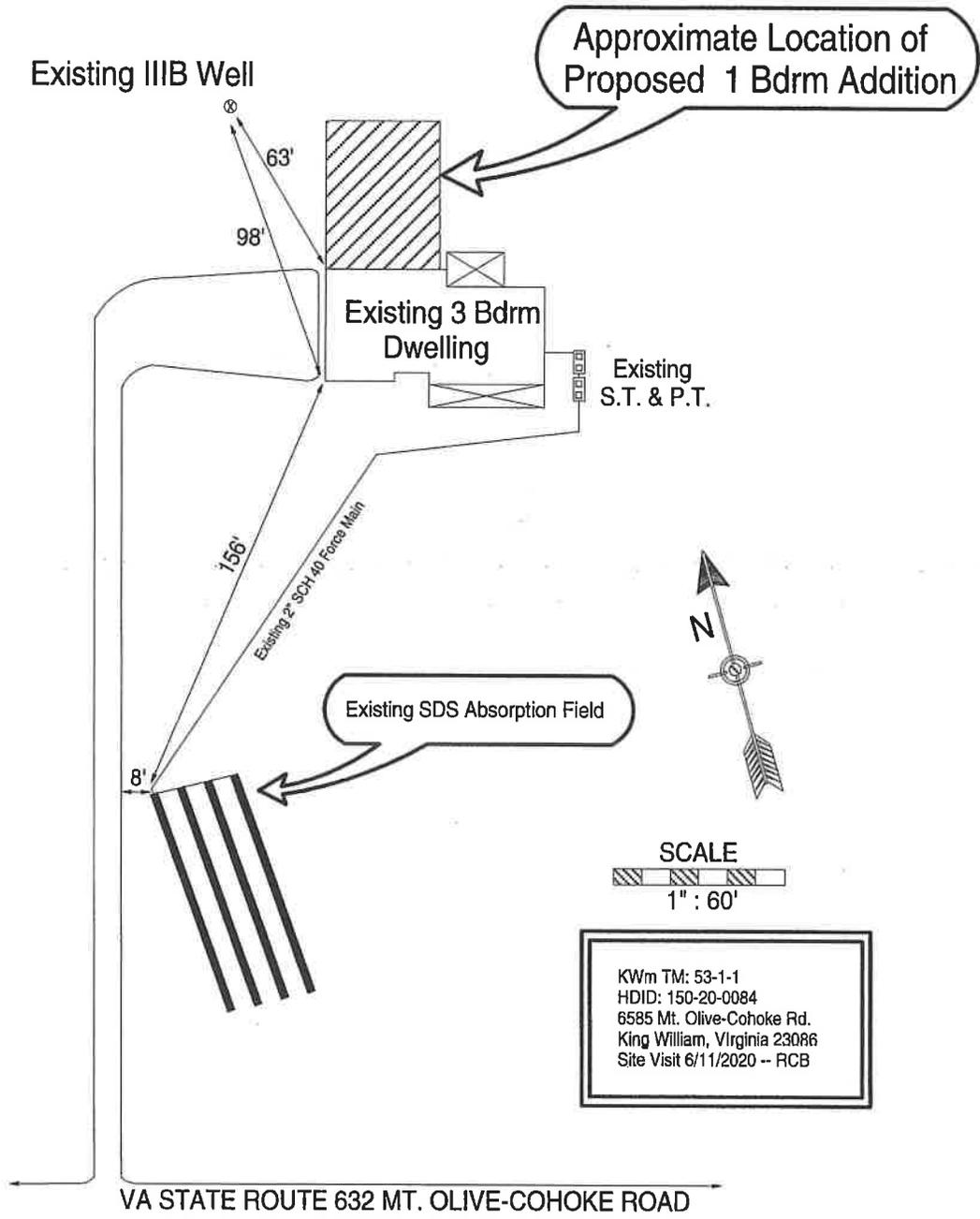
SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'R. H.', written over a horizontal line.

DATE: _____

A handwritten date '6/5/2020' in black ink, written over a horizontal line.

An owner may challenge a denial by requesting an Informal Fact-Finding Conference (IFFC) within 30 days of receipt of a decision. All requests for an IFFC must be sent in writing to the District Health Director and cite the reason or reasons for the request.



KWm TM: 53-1-1
 HDID: 150-20-0084
 6585 Mt. Olive-Cohoake Rd.
 King William, Virginia 23086
 Site Visit 6/11/2020 -- RCB



JAMIE SARVER

6585 MOUNT OLIVE COHOKE RD
King William, Virginia 23086

For Services Rendered

Invoice #18051

From C&W HANOVER SEPTIC
804-746-2749
cwhanoverseptic@gmail.com
cwhanoverseptic.com
PO BOX 727
MECHANICSVILLE, VA 23111

Client Phone 804-869-6480
Bill To 6585 MOUNT OLIVE COHOKE RD
King William, Virginia 23086
Issued 03/13/2020
Due 03/28/2020
DPOR Oper Lic 1942001281

DPOR Inst Lic # 1944001260

PRODUCT / SERVICE	DESCRIPTION	TOTAL
-------------------	-------------	-------

03/12/2020

INSPECTION W/ PUMPING REPORT

Our company performed the septic inspection on the property listed above on 03/12/2020. The tank was opened, inspected and pumped. This system is a pump station. Meaning that the water from the septic tank is held in a separate tank and then pumped to the drainfield. The lid on the pump tank has a small break in it. The pump and it's component are working well. The system has four drainfield lines. The lines are approximately 60-70' long. There was no water surfacing over the drainfield during rod probing.

\$585.00

Recommendation: At this time the septic system is in proper working order with no evidence of malfunction. We do recommend replacing the riser lid on the pump tank. The small hole will allow rain water to get into the pump tank. If you would like a quote on replacing it, please let us know.

There are many extenuating circumstances that affect how a septic system will work over a period of time. These factors include and are not limited to, age of system, number of occupants, weather conditions, personal habits of occupants, and maintenance of the system. Our findings and representations are based on the conditions in place at the time of our inspection and in no way extend any liability for occurrences within this system in the future.

Total \$585.00

Thank you for your business. Please contact us with any questions regarding this invoice.



King William County Health Department
P.O. Box 155
King William Courthouse, Virginia 23086
(804) 769-4988 Voice
(804) 769-2155 Fax

Sewage Disposal System Operation Permit

Property Owner

Holly Homes
9138 Barricade Ln.
Mechanicsville, Virginia 23116
Phone: (804) 400-5230

Health Dept. ID: **150-06-229**
Tax Map: **53-2 Mount Olive Estates**
Lot 1

Locality: King William

Property Location

Property Address: Mt. Olive/Cohoke Rd.
King William, Virginia

Subdivision: Mt. Olive Estates, Lot 1

Directions: Rt. 30 towards West Point, right onto Rt. 633 (Powhatan Trail), right onto Rt. 632 (Mt. Olive/Cohoke Rd.) and the property is on the right and occupies a cleared soybean field.

=====

Holly Homes is hereby granted permission to operate a septic tank effluent and drainfield Sewage System at the above referenced location, having a design capacity of **600** gallons per day, or **4** bedrooms maximum.

This permit is issued in accordance with the provisions of Title 32.1, Chapter 6 of the Code of Virginia as Amended, and Section 12VAC 5-610-340 of the Sewage Handling and Disposal Regulations of the Virginia Department of Health. The issuance of an operation permit does not denote or imply any guarantee by the department that the sewage disposal system will function for any specified period of time. It shall be the responsibility of the owner or any subsequent owner to maintain, repair, or replace any sewage disposal system that ceases to operate in accordance with the regulations.

Water Supply: Installed CIIB Well

October 30, 2007
Effective Date

Ryan Fletcher
EHS


Signed October 30, 2007

King William County, Virginia

Legend

- County Boundary
- Parcel Boundaries
- Hidden WestPoint_Streets 4514



Title:

Date: 5/27/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and King William County, VA is not responsible for its accuracy or how current it may be.

NOTIFICATION

NOTIFICATION OF THE LAND
 TOTAL AREA 42.15 ACRES,
 THESE ESTATES SITUATED
 IN THE DISTRICT OF KING
 WILLIAM COUNTY, VIRGINIA,
 AS SHOWN ON THE TAX MAPS,
 AND IN ACCORDANCE WITH
 THE DEED OWNERS,
 IF ANY.

THIS 6th

2006.

Alta (SEAL)

LLC

CATE

THE STATE OF VIRGINIA,
 I DO HEREBY CERTIFY
 IF ANY, WHOSE NAME(S)
 SENT AND DEDICATION
 DATE OF March 6th
 BEFORE ME IN MY COUNTY

THIS 6th DAY OF

2006

2008

CATE

BEST OF MY KNOWLEDGE
 THESE ESTATES OF THE KING WILLIAM
 COUNTY HAVE BEEN COMPLIED WITH,
 AS SHOWN ON THIS PLAT
 CONVEYED BY DEED DATED
 RECORDED IN THE OFFICE OF
 THE CLERK OF KING WILLIAM COUNTY AS
 RECORDED ON THE 17th DAY OF

22nd

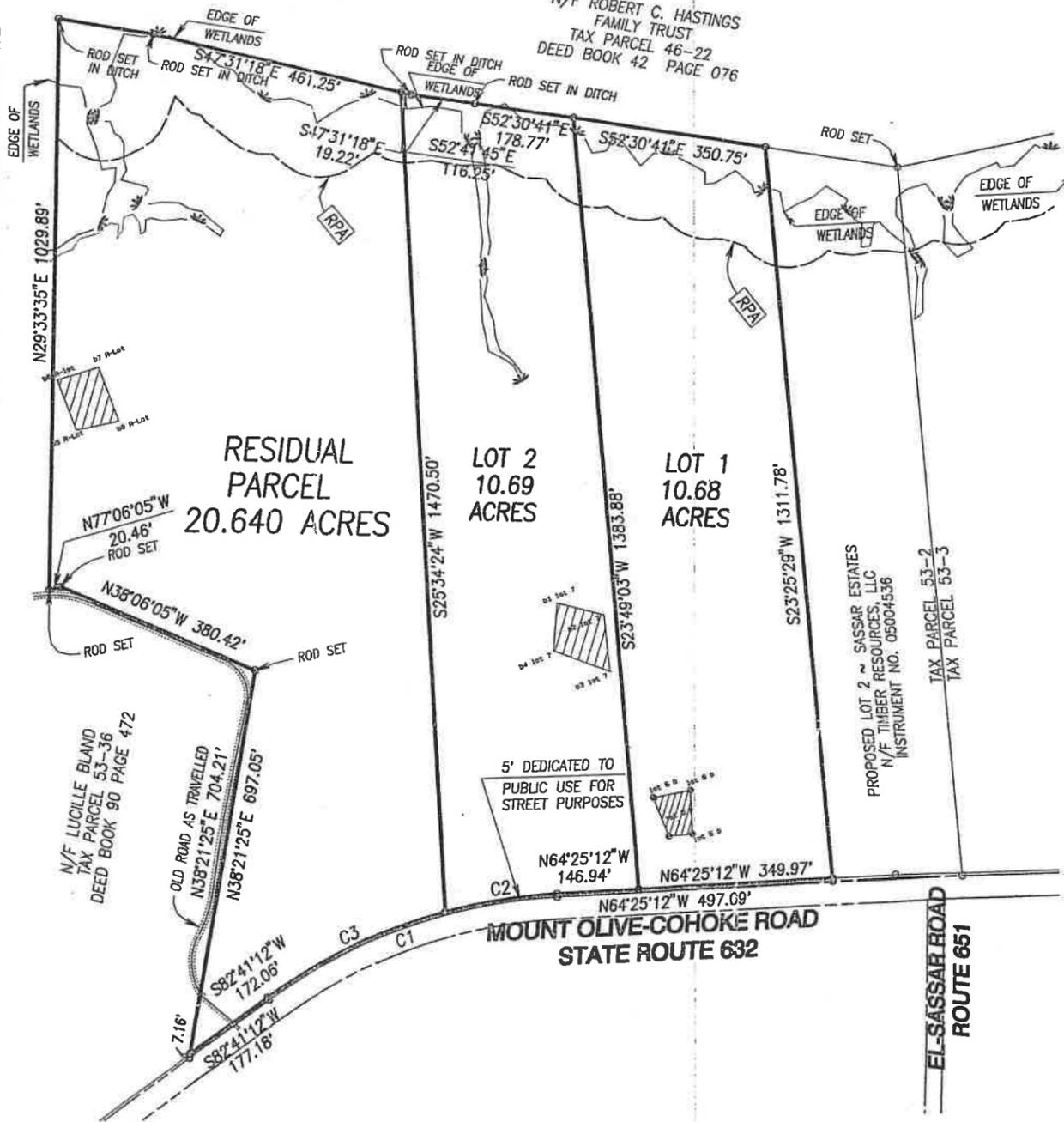
INSTRUMENT #060001764
 RECORDED IN THE CLERK'S OFFICE OF
 KING WILLIAM COUNTY ON
 MAR 10, 2006 AT 09:22AM
 PATRICIA M. NORMAN, CLERK
 RECORDED BY: PMN PMN
 ASSOC., INC

APPROVAL STATEMENT

FOR INDIVIDUAL ONSITE SEWAGE SYSTEMS IN ACCORDANCE
 WITH THE CODE OF VIRGINIA, AND THE SEWAGE HANDLING
 ORDINANCE (THE LOCAL HEALTH DEPARTMENT TO ACCEPT
 THESE WITH LOCAL ORDINANCES).

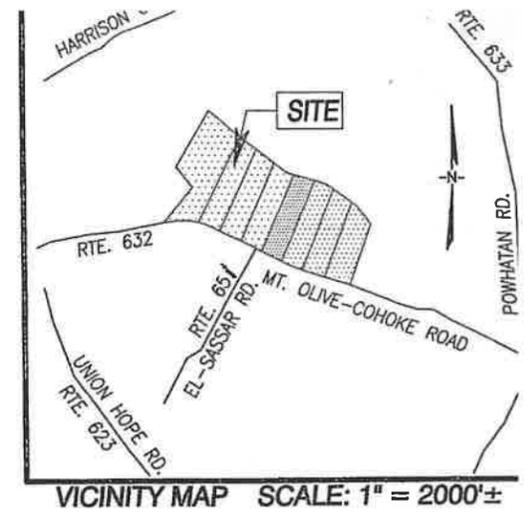
TO THE HEALTH DEPARTMENT FOR REVIEW PURSUANT TO
 A WHICH REQUIRES THE HEALTH DEPARTMENT TO ACCEPT

N/F LUCILLE BLAND ~ TAX PARCEL 53-36 ~ DEED BOOK 90 PAGE 472



LINE	LENGTH	CHORD BEARING	RADIUS	DELTA	CHORD
C1	559.70'	N80°52'00"W	974.93'	32°53'35"	552.05'
C2	204.07'	N70°23'10"W	979.93'	11°55'56"	203.71'
C3	358.50'	N86°49'58"W	979.93'	20°57'40"	356.50'

RECEIVED
 MAR 07 2006
 RECEIVED



GENERAL NOTES :

- 1) WATER : INDIVIDUAL WELL
- 2) SEWER : INDIVIDUAL SEPTIC TANK & DRAINFIELD
- 3) TOTAL AREA : 42.15 ACRES
 AREA IN LOTS : 42.01 ACRES
 AREA IN ROAD R-O-W = 0.14 ACRES
- 4) USE: RESIDENTIAL
- 5) NUMBER OF LOTS: THREE
- 6) ZONED: A-R
- 7) TAX PARCEL: 53-2 (PART)
- 8) OWNER & DEVELOPER
 TIMBER RESOURCES, LLC
 ROUTE 1, BOX 10A
 WALKERTON, VIRGINIA 23177
- 9) THIS PROPERTY DOES NOT LIE IN A H.U.D. DESIGNATED FLOOD HAZARD ZONE A AS SHOWN ON COMMUNITY PANEL NUMBER 510304-0045A. THIS PROPERTY DOES LIE IN ZONE X. EFFECTIVE DATE FEBRUARY 06, 1991.
- 10) THERE ARE RESOURCE PROTECTION AREAS LOCATED WITHIN THE LIMITS OF THIS SUBDIVISION APPROXIMATELY AS SHOWN HEREON.
- 11) NON-TIDAL WETLANDS ARE APPROXIMATELY AS SHOWN HEREON.

THESE LOTS ARE NOT TO BE FURTHER SUBDIVIDED

RESOURCE PROTECTION AREA CERTIFICATE

I, PAUL JALBERT, A LICENSED LAND SURVEYOR DO HEREBY CERTIFY THAT THE RESOURCE PROTECTION AREA IS DELINEATED PRESCRIBED IN THE KING WILLIAM COUNTY ZONING ORDINANCE.

Paul Jalbert
 PAUL JALBERT (S. 14348)

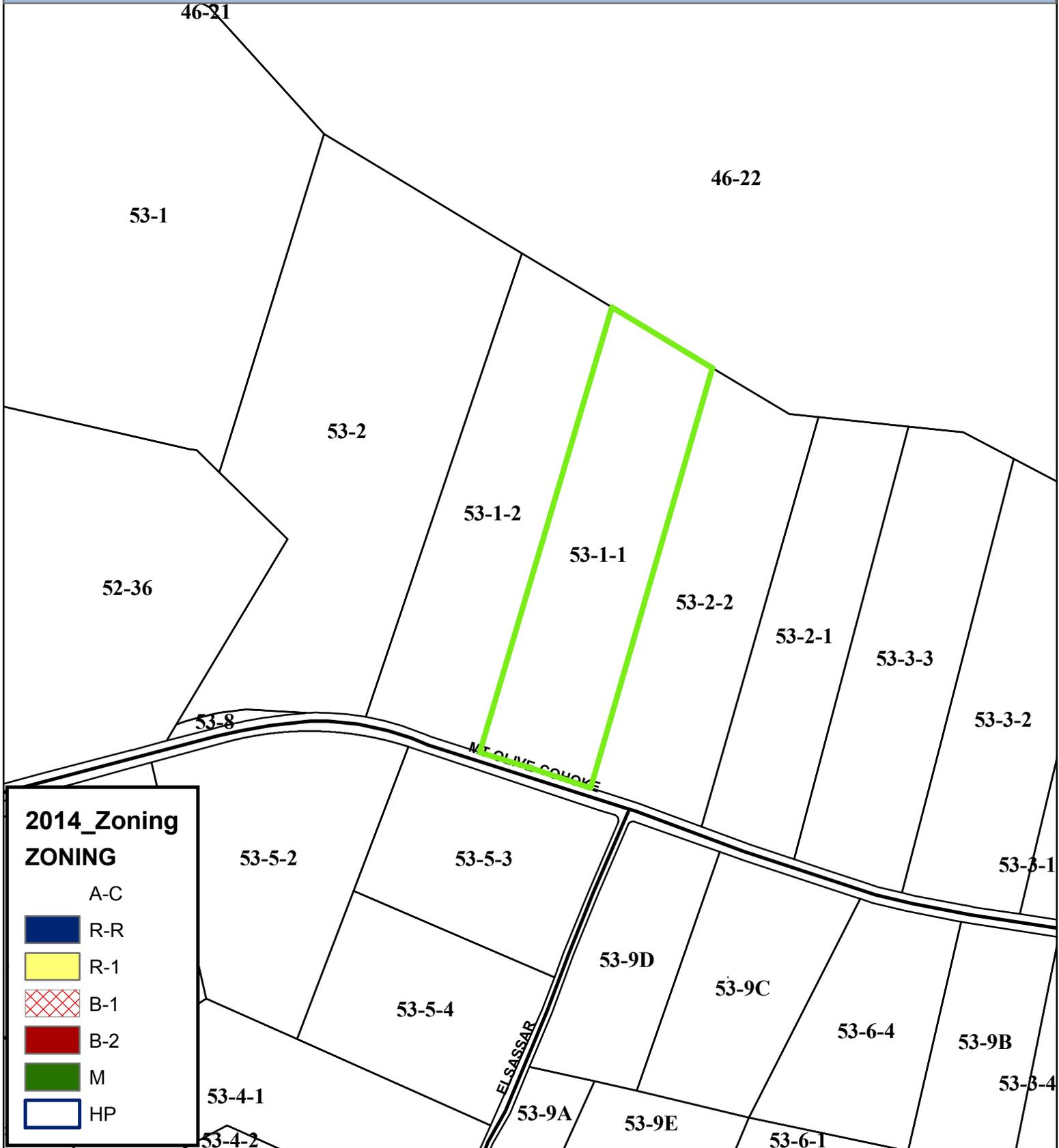
THIS SUBDIVISION KNOWN AS, MOUNT OLIVE ESTATES, IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION

Goodfellow, Jalbert, Beard, and Associates Inc.
 7104 Mechanicsville Turnpike / P.O. Box 539

Case: CUP-02-20

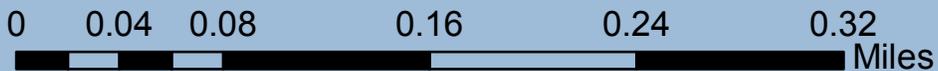
Owner/Applicant: Clayton Todd Shoaf & Kelly I. Tait

Tax Parcel: 53-1-1

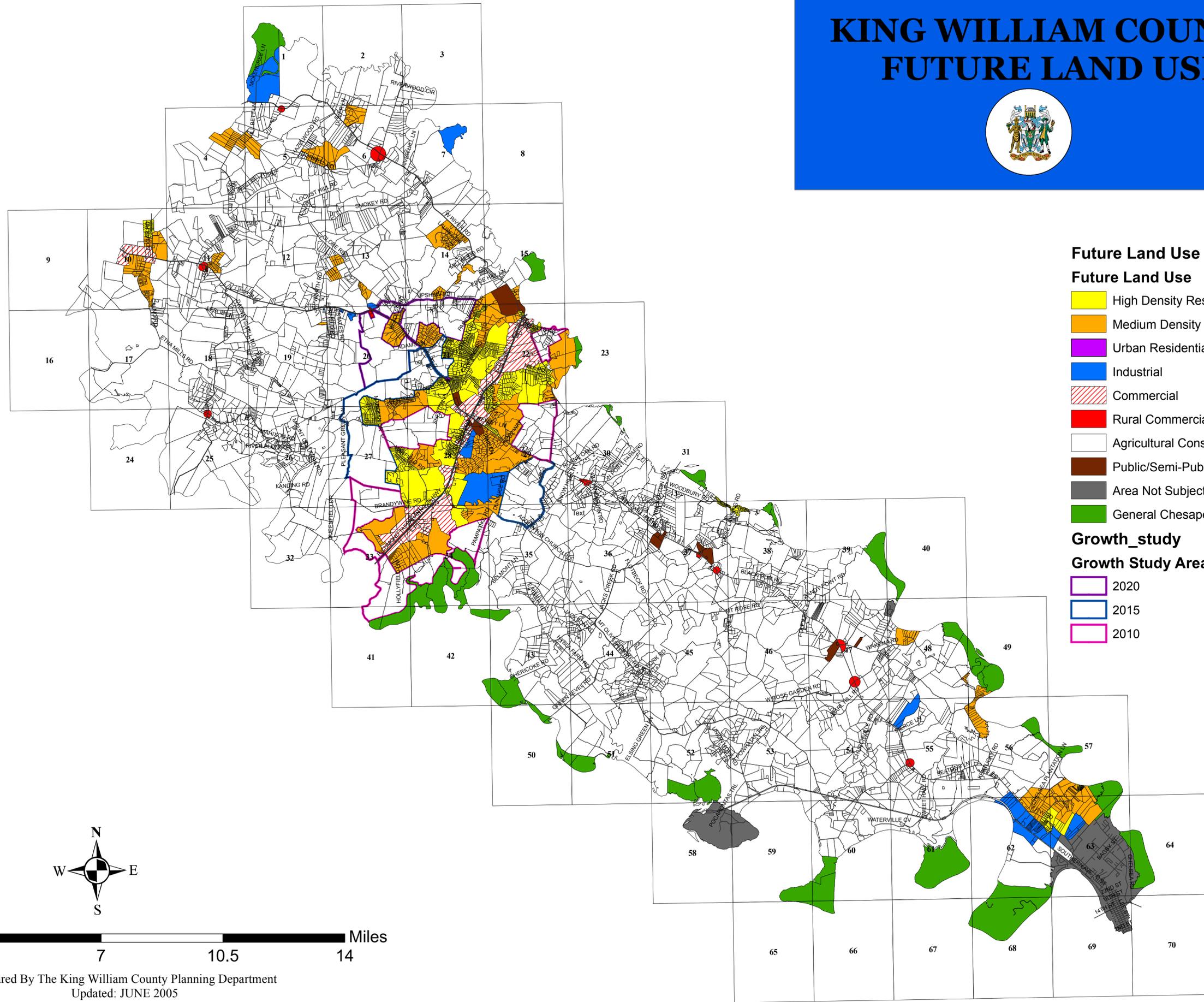


2014_Zoning
ZONING

- A-C
- R-R
- R-1
- B-1
- B-2
- M
- HP



KING WILLIAM COUNTY FUTURE LAND USE



Future Land Use

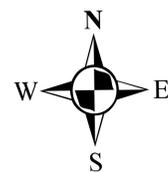
Future Land Use

- High Density Residential
- Medium Density Residential
- Urban Residential
- Industrial
- Commercial
- Rural Commercial
- Agricultural Conservation
- Public/Semi-Public
- Area Not Subject to County Land Use Regulations
- General Chesapeake Bay Preservation Area

Growth_study

Growth Study Area

- 2020
- 2015
- 2010



Prepared By The King William County Planning Department
Updated: JUNE 2005

NOTICE
ZONING ACTION
PENDING ON THIS PROPERTY
Contact:
King William County
Planning
804-769-4969





6585







ORDINANCE 08-20

**AN ORDINANCE APPROVING CONDITIONAL USE PERMIT CUP-08-20
6585 Mount Olive Cohoke Road – Attached Accessory Dwelling**

WHEREAS, Section 86-173 of the King William County Code provides for the addition of an attached accessory dwelling associated with properties in the A-C, Agricultural-Conservation zoning district following review and approval of a Conditional Use Permit; and

WHEREAS, applicant Todd Shoaf and Kelly Tait submitted a Conditional Use Permit application, CUP-08-20, proposing to construct a 24x56.6 feet attached accessory dwelling. The attached accessory dwelling will be constructed as an addition to the existing residence located at 6585 Mount Olive Cohoke Road, King William, Virginia, Tax Map Parcel 53-1-1.

WHEREAS, staff in the King William County Department of Community Development have proposed conditions to mitigate potential impacts of the use on the public; and

WHEREAS, the Planning Commission voted unanimously to recommend that the Board of Supervisors approve such application as proposed; and

WHEREAS, the Board of Supervisors conducted a public hearing on July 27, 2020 to consider CUP-08-20; and

NOW, THEREFORE, BE IT RESOLVED, the King William County Board of Supervisors this 27th day of July, 2020, hereby approves CUP-08-20, with the following condition:

- 1) The accessory dwelling will be occupied by immediate family only.

AGENDA ITEM 10.f.



Laura Nunnally, Interim Fire Chief

King William Fire & Emergency Services
Department Report
June – July 17th, 2020

Staffing

- Staffing the schedule adequately has been challenging over the past month, primarily due to summer time vacations playing a role.
- With the Governor's reopening in Phase III aggressive advertising for the full-time positions has begun.
- One of the County's full-time firefighter has been hired by Portsmouth but will stay with KWF&EMS as a part-time provider.
- Interviews are being conducted for full and part-time positions weekly.

Apparatus

- The new ambulance is in service, issues with the stretcher have been identified and we are working with Stryker (vendor) to repair the stretcher (under warranty).
- Engine 1 is currently at AES for an estimate of needed repairs. The estimate should be completed within the next 1-2 weeks.
- While Engine 1 is out-of-service the County is leasing an engine.

Station 1

- Broadband has been installed and is up and running at the station.
- Station 1 is still closed to the public due to the COVID-19 Pandemic. At this time, we have not reopened the hall for public rental.

Equipment

- Adequate levels of PPE are in supply for our responders.
- All personnel have been instructed that they must wear a mask in public if they are in King William County uniform.
- The beginning stages of the demobilization for COVID-19 state of emergency is being put together. However, many of the practices put in place during this time may become common practice to ensure safety of personnel and citizens.
- The final two fit testing for N95 and SCBA will be completed in the next 2 weeks.



Laura Nunnally, Interim Fire Chief

Noteworthy

- Thank you to the personnel that have been working extended shift hours to help cover the schedule.
- Lt. Larsen has done an excellent job in the QA of our EMS reporting. He has worked with Cornerstone to make sure are billing correctly.

AGENDA ITEM 10.g.

RESOLUTION 20-44

1
2 **WHEREAS**, in acknowledgment of its deep commitment to the rights of all citizens of,
3 and visitors to, King William County to keep and bear arms, King William County Board of
4 Supervisors previously declared King William County to be a ‘Second Amendment
5 Sanctuary’, and

6 **WHEREAS**, certain legislation has been passed in the Virginia General Assembly that
7 allows localities to, by ordinance, ban otherwise lawfully possessed and transported
8 firearms from certain public spaces, causing law-abiding citizens to be exposed to a
9 patchwork of local ordinances as they travel throughout the Commonwealth, and

10 **WHEREAS**, the King William County Board of Supervisors acknowledges the
11 significant economic contribution made to our community by tourists and visitors and does
12 not wish to discourage travel to King William County, and

13 **WHEREAS**, King William County wishes to welcome all law-abiding citizens who wish
14 to live in, visit, or otherwise participate in the economy of our community, including those
15 citizens and visitors who choose to legally carry a firearm for personal protection, and

16 **WHEREAS**, the King William County Board of Supervisors does not wish to infringe
17 on the rights of the citizens of, or visitors to, King William County to keep and bear arms, and

18 **WHEREAS**, the King William County Board of Supervisors wishes to express its
19 continued opposition to any law that would unconstitutionally restrict the rights of the
20 citizens of, and visitors to, King William County to keep and bear arms.

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

23 That the King William Board of Supervisors hereby declares King William County, Virginia
24 shall not exercise any authority granted to it by § 15.2-915(E) of the Code of Virginia to
25 regulate or prohibit the otherwise legal purchase, possession, or transfer of firearms or
26 ammunition.

AGENDA ITEM 11.a.

**KING WILLIAM COUNTY
LEGAL SERVICES /COUNTY ATTORNEY SANDS ANDERSON PC
FY2020**

<u>BILLING</u>	<u>PLANNING ZONING</u>	<u>COMMISSIONER</u>	<u>TREASURER</u>	<u>BOS</u>	<u>C.A.</u>	<u>COVID</u>	<u>MOTOROLA</u>	<u>MISC</u>	<u>TOTAL</u>
Sep-19	3,965.00	6,003.00		2,762.50				2,827.50	15,558.00
Oct-19	2,215.41	17,181.67		3,250.00	444.17		1,186.25	59.75	24,337.25
Nov-19	5,005.00	16,266.17		1,061.67	2,052.83		3,130.83	71.60	27,588.10
Dec-19	2,915.00	4,842.50		-	5,460.00		487.50	96.50	13,801.50
Jan-20	7,875.83	5,395.00		3,141.67	3,282.50			53.50	19,748.50
Feb-20	9,274.15	7,345.00	751.50	2,002.33	3,072.53			26.25	22,471.76
Mar-20	1,592.50	2,925.00	-	3,250.00	4,875.00	2,210.00		2.00	14,854.50
Apr-20	65.00	8,169.67	1,110.67	704.16	1,202.50	325.00	1,495.00		13,072.00
May-20	4,192.50	503.75	1,378.32	1,755.00	520.00	195.00	1,917.50		10,462.07
Jun-20	2,681.25	5,070.00		2,080.00	2,860.00		3,656.25	14.57	16,362.07
Subtotal	39,781.64	73,701.76	3,240.49	20,007.33	23,769.53	2,730.00	11,873.33	3,151.67	178,255.75

Additional Legal costs

	<u>Paid to:</u>	<u>Description:</u>
8/29/2019		
10/10/2019		
11/27/2019		
1/8/2020		
1/31/2020		
4/29/2020		
5/14/2020		

39,781.64	82,088.51	3,240.49	20,007.33	32,675.39	2,730.00	11,873.33	3,151.67	195,548.36
20%	42%	2%	10%	17%	1%	6%	2%	



King William County
Est. 1702

Board of Supervisors

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

MEMO

DATE: July 27, 2020

TO: King William County Board of Supervisors

FROM: Bobbie Tassinari, County Administrator

RE: Northern Neck Community Services Board Annual Performance Contract

SUMMARY

At this time of year, Mr. Charles Walsh, Executive Director for the Middle Peninsula Northern Neck Community Service Board presents to the Board of Supervisors the next year's performance contract. However, due to the pandemic, the Department of Behavioral Health and Developmental Services (DBHDS) has extended the current FY19/20 Performance Contract for six months ending on December 31, 2020. There are a few changes in the extended Performance Contract primarily having to do with due dates and an Exhibit M addendum which deals specifically with the Department of Justice Settlement Agreement and DBHDS and the CSBs requirements. The FY19/20 extended Performance Contract is posted on the Middle Peninsula Northern Neck Community Service Board website at www.mpnncsb.org.

ACTION REQUIRED

None at this time.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

July 17, 2020

TO: Local DSS Directors

RE: Administration of Benefit Programs related to COVID-19

First, we want to thank you for your tremendous leadership over the last several months as we, as a human services team, have faced and overcome a variety of unexpected challenges related to COVID-19. Your commitment to serve your fellow citizens has been heroic and to the shared core values of our mission. We have managed to ensure that thousands of Virginians have had affordable access to healthcare, food for the table, essentials in their homes, and the list goes on. You and your staff should be very proud of the great work you have accomplished during this very difficult time.

As you know we recently communicated with your local leaders about the many changes and mandates that the public assistance area continues to deal with in the face of the public health crisis. As the end of summer approaches we know that many local agencies are preparing to handle a significant increase in benefit program workload. To assist agencies with determining adequate distribution of work and staffing and resources, the state has requested a special ad hoc report which will provide agencies with projected program statistics (counts) by program through December 2020. The report will include SNAP renewals, SNAP interim reports, TANF renewals and Medicaid renewals. This report is expected to be delivered no later than July 24th.

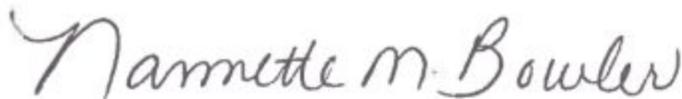
VDSS is committed to supporting local agencies with managing the increased workload by continuing to advocate with our federal partners to pursue waivers which will streamline processes that we believe add value. Unfortunately, the SNAP interview waiver expired effective June 30, 2020 and interviewing of SNAP applicants has resumed. Local agencies are reminded of the flexibilities allowed through telephonic interviewing and are encouraged to continue to use this method for all program interview requirements to comply with CDC guidance on social distancing.

Other ways VDSS commits to support local agencies is through encouraging peer relationship support. We strongly encourage local jurisdictions to communicate needs and provide support, guidance and assistance in processing of applications and renewals to each other as needed. We commend agencies who are leading the way in these efforts. This strategy has proven to work and our case management system is structured to support these enterprise goals.

Additionally, there is a limited amount of overtime funds available, which will be approved on a case by case basis. Overtime funds will not be provided to all agencies as has been done in the past, rather, agencies will request an allocation based on need which will be reviewed by VDSS leadership (Director of Benefit Programs, Chief Financial Officer, etc). VDSS is also exploring expanding its part-time team to provide additional support to local agencies.

This is a trying time. We are all facing increased demand. We are having to innovate around a complex and ever changing local environment. We have had to adjust to a new normal and going forward we continue to face uncertainty on multiple fronts. We truly appreciate your constant leadership, care for each other, and your ongoing partnership with our Department and Divisions. Again, we are here to serve you in any way we can.

Thanks,

A handwritten signature in cursive script that reads "Nannette M. Bowler".

Nannette M. Bowler, JD
Deputy Commissioner, Human Services
Virginia Department of Social Services

A handwritten signature in cursive script that reads "Toni Blue Washington".

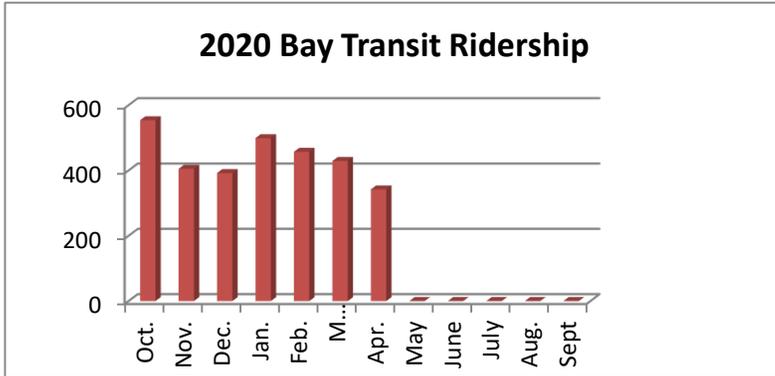
Toni Washington
Director, Benefit Programs
Virginia Department of Social Services

cc: VDSS Regional Directors, Local Board Chairs, City Managers, & County Administrators

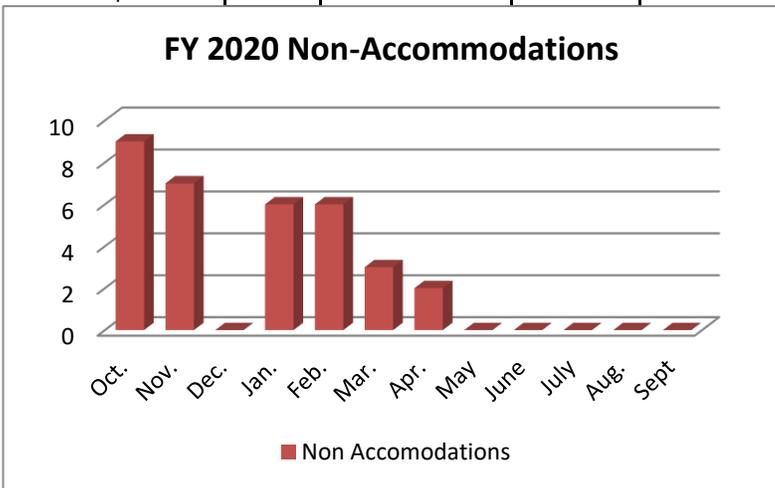
Regional Animal Shelter 2020 Monetary and In-Kind Donation Record

Month	Monetary Donations	YTD Monetary Donations	In-Kind Donation Value	YTD In-Kind Donation Value
January	\$ 406.00	\$ 406.00	\$ 560.00	\$ 560.00
February	\$ 195.00	\$ 601.00	\$ 420.00	\$ 980.00
March	\$ 230.00	\$ 831.00	\$ 160.00	\$ 1,140.00
April	\$ 1,633.68	\$ 2,464.68	\$ 620.00	\$ 1,760.00
May	\$ 925.00	\$ 3,389.68	\$ 557.00	\$ 2,317.00
June	\$ 2,038.15	\$ 5,427.83	\$ 440.00	\$ 2,757.00
July				
August				
September				
October				
November				
December				

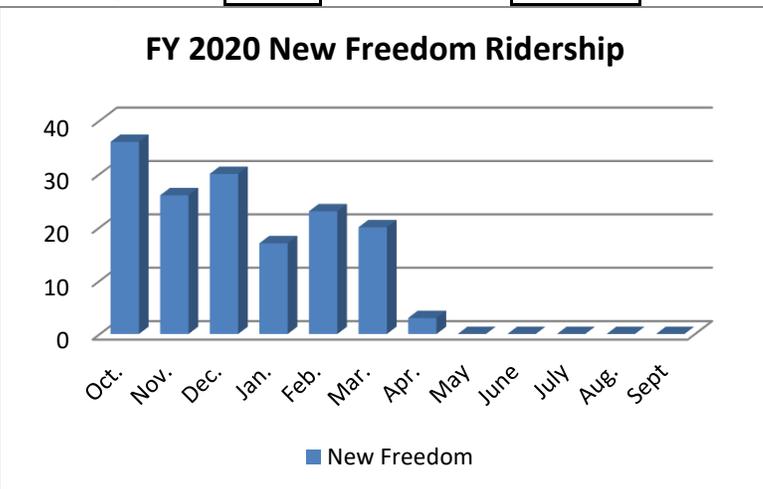
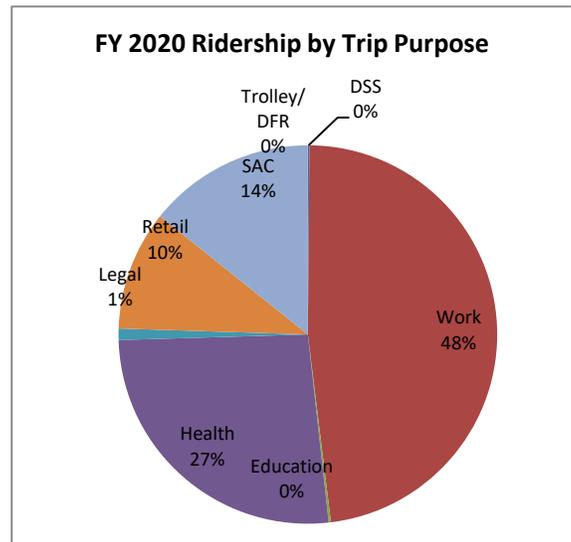
Bay Transit began providing public transportation services to the citizens of King William County, five days a week, in October 2001. New Freedom services for the disabled started in FY 2011. Following is a snapshot of the services delivered year-to-date FY 2020.



April Ytd.



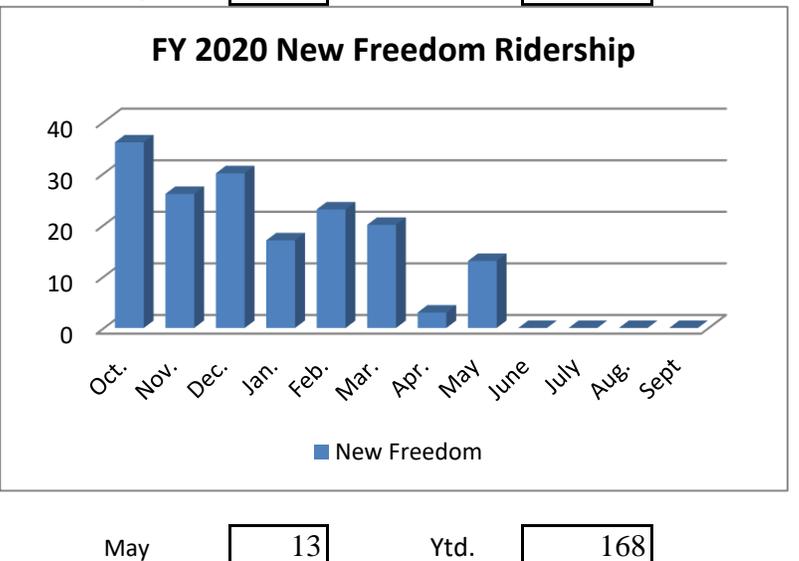
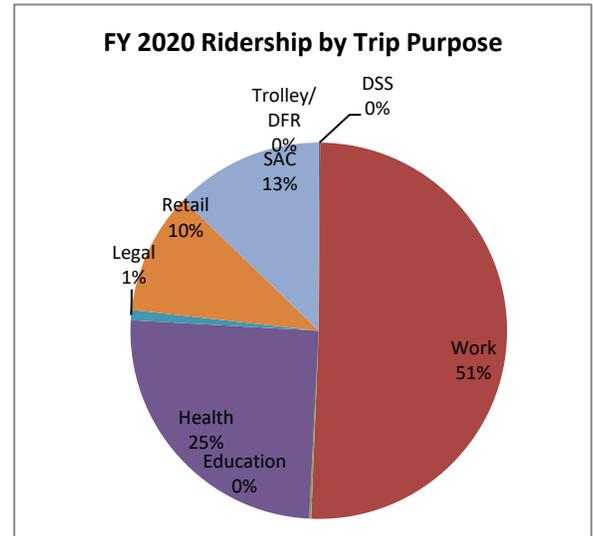
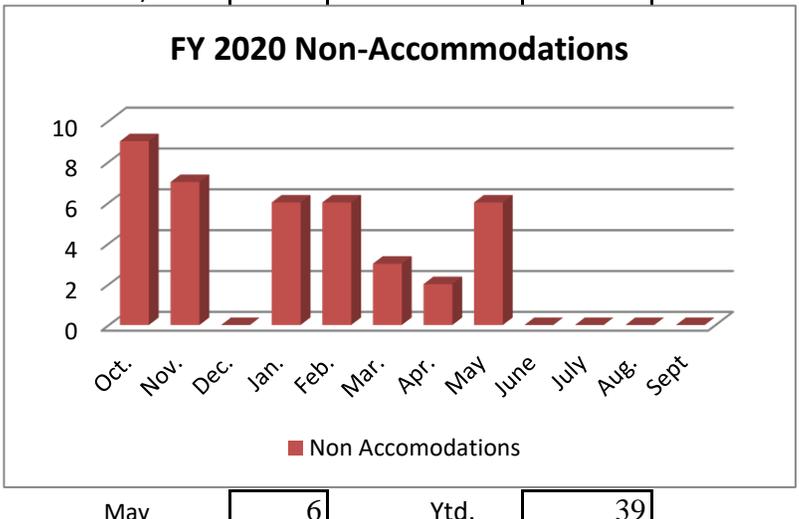
April Ytd.



April Ytd.

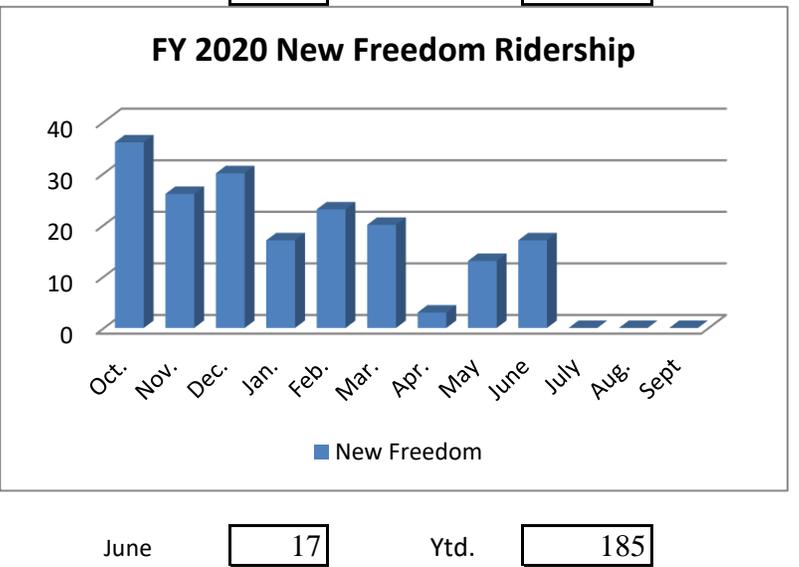
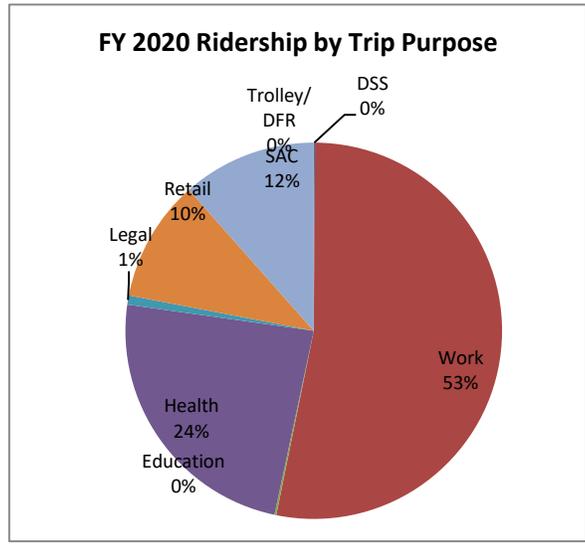
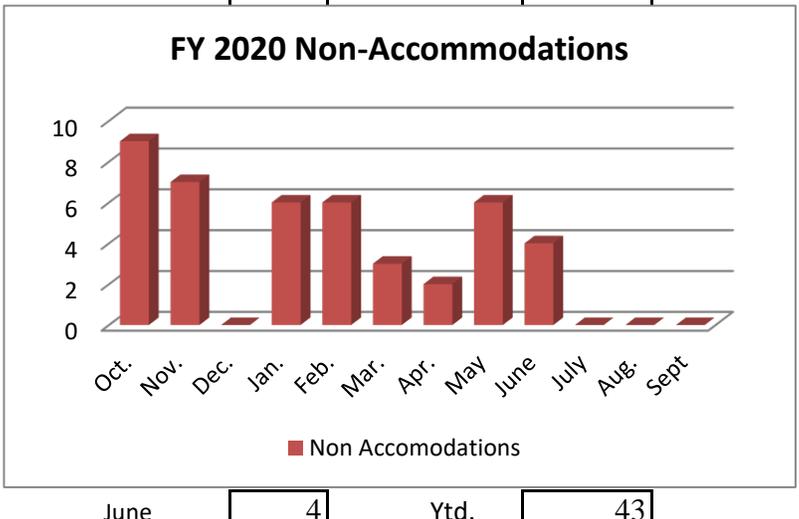
Ridership Comments

Bay Transit began providing public transportation services to the citizens of King William County, five days a week, in October 2001. New Freedom services for the disabled started in FY 2011. Following is a snapshot of the services delivered year-to-date FY 2020.



Ridership Comments

Bay Transit began providing public transportation services to the citizens of King William County, five days a week, in October 2001. New Freedom services for the disabled started in FY 2011. Following is a snapshot of the services delivered year-to-date FY 2020.



Ridership Comments



Fredericksburg

King William County Board of Supervisors July 2020 VDOT Transportation Briefing

Construction Projects Completed

Route 608 Hazelwood Road Streambed Relocation project

Construction Projects Underway

Route 30 over Pamunkey River – Eltham Bridge Conduit Repair under construction

UPC 109466 – Route 30 and 360 Intersection Improvements, Awarded 6/4/2020 - Smartscale

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 608 Hazelwood Road – UPC 110089 – December 2022

Route 637 White Oak Landing Road – UPC 114817 – March 2022

Route 634 Kentucky Road – UPC 114818 – March 2023

Route 633 Sandy Point Road – UPC 114819 – March 2024

Route 617 W. Spring Forest Road – UPC 115626 – March 2024

Route 624 Trimmers Shop Road – UPC 114820 – March 2024

Route 621 Green Level Road – UPC 115628 – March 2025

Asphalt Paving Routes 2020

Route 30 – From Route 1114 (18th Street) to Route 30/33 (14TH Street) 0.21 miles

Route 30 – From Route 30/33 (14TH Street) to East End Eltham Bridge 0.1 miles

Route 33 – From Route 30 (Main Street) to West End Lord Delaware Bridge 0.23 miles

Resurfacing Routes 2020

Surface Treatment Routes

Route 609 – Smokey Road

Route 622 – Hills Fork Road

Route 645 – Moorefield Road

Cape Seal Routes 2020

Route 1101 – Lee Street

Route 1113 – 17TH Street

Route 1114 – 18TH Street

Route 1115 – 19TH Street

Route 1116 – 21ST Street

Route 1118 – 16TH Street

Route 1119 – 20TH Street

Route 1120 – 23RD Street

Route 1122 – 15TH Street

Route 1125 – 22ND Street

Route 1127 – F Street

Construction Projects Next 24 Months

UPC 106179 – Route 600 Turn lane addition at Route 360, planned start August 2020 – STP funds

Bridge Projects next 24 Months

UPC 110112 – Route 632 over Harrison’s Creek – Bridge Replacement, planned start 12/15/19 closed to traffic using a detour with a planned completion of October 2020.

Route 608 over Dorrell Creek – Culvert Replacement planned start September 2020

Supervisor Requests

None

Traffic Engineering Requests

None

Maintenance Operation Highlights

Completed Projects

- Primary Mowing completed
- Secondary Mowing completed
- Routes 620, 635, 646, 648 and 658 Boom Axe Brushcutting
- Routes 607 and 608 Pipe Washing
- Routes 607 and 608 Ditching
- Unpaved road maintenance countywide
- Patch potholes countywide

Upcoming Projects

- Routes 620 and 658 Boom Axing
- Route 609 Shoulder Repair
- Routes 641 and 1135 Ditching
- Brush Cutting countywide
- Unpaved Road maintenance throughout the county
- Continue to patch potholes Countywide

Land Use Highlights

- Site Plan reviews completed: 4
- Subdivision reviews completed: 0
- Average number of days per review: 7.3
- Number of permits issued: 10
- Number of permits completed: 6

Contact for questions or concerns:

Joyce M. McGowan

Residency Administrator

(804) 286-3115

joyce.mcgowan@vdot.virginia.gov

Ron Peaks

Assistant Residency Administrator

(804) 286-3118

ronald.peaks@vdot.virginia.gov



***Growing Together: New Initiatives, Partnerships and Perspectives
Shape Bay Aging’s COVID-19 Response***

Bay Transit named Outstanding Community Program of the year

The Virginia Transit Association (VTA) has selected Bay Transit as the 2020 recipient of their Outstanding Community Program for rural transit systems. The award recognizes Bay Transit’s partnership with Rappahannock Community College (RCC) that improves student access to educational opportunities by providing free rides on Bay Transit buses to all four RCC campuses. Bay Transit will be recognized at VTA’s Annual Awards Luncheon at the historic Jefferson Hotel in Richmond on November 16th.

The faces of Helping Neighbors volunteers and recipients

Bay Aging’s Helping Neighbors program is now in its second month of delivering dinner hot meals. Volunteers from across the Middle Peninsula and Northern Neck are delivering over 1,400 hot meals a week prepared by seventeen local restaurants to area seniors with underlying health conditions who need to stay in their homes during the COVID-19 crisis. “We are absolutely thrilled by the community support that ‘Helping Neighbors’ has generated,” said Kathy Vesley, President and CEO of Bay Aging. “We are also happy that so many of the region’s hard-hit local restaurants have been able to take part in Helping Neighbors as it provides much needed revenue for them.”



Helping Neighbors volunteer Aime Jenkins delivers a hot meal to Edward Baker.



Bay Aging’s Board Chairman, Stanley Clarke, also volunteers to deliver meals through Bay Aging’s Helping Neighbors



Her smile shows Deltaville resident Shirley Wesley enjoys her Helping Neighbors meals.

Volunteering is a family affair

With the growth of participation in the Helping Neighbors and Meals on Wheels programs, Bay Aging needs more community volunteers. Fortunately, there has been no shortage of civic engagement as members of area Rotary, Moose and Ruritan Clubs, parishioners from area churches, inspired individuals, and Bay Aging board members and staff have all pitched in as volunteers.

Many volunteers work in partnership with their husband or wife, while some work with their children such as Jessica Schlosshan, who has been a Meals on Wheels volunteer in Mathews County for over six years. Jessica and her daughter, Raven, a recent graduate at Mathews County High School, “love Meals on Wheels,” Jessica said. “The Meals on Wheels recipients love Raven and she loves them. It’s become a family affair for all.”



Bay Aging’s Mobile Food Pantry service

To provide additional services with both public health and economic stimulus benefits, Bay Aging launched a “Mobile Food Pantry” program delivering shelf-stable groceries, sourced from local grocery stores and the Healthy Harvest Food Bank to area seniors who are sheltering at home. In the Mobile Food Pantry’s first week of operation, 250 bags of groceries were delivered to the residents of Bay Aging’s senior apartments across the region.

Now the Mobile Food Pantry program is being expanded to include interested residents of senior apartments in addition to the ten income-restricted senior apartment complexes operated by Bay Aging. “We had planned to expand Mobile Food Pantry deliveries over the next several weeks by enrolling additional seniors and local grocery stores into the program,” said Bay Aging’s President and CEO Kathy Vesley. “We are now partnering with Hands Across Middlesex to substantially increase our collective abilities to provide not only shelf-stable groceries but meat, bakery goods, fresh produce, paper products, cleaning supplies, pet food and much more. While we have a robust Meals on Wheels program and continue to provide free restaurant meals to area seniors through our Helping Neighbors initiative, these services are restricted to people who are sixty or older. Hands Across Middlesex’s resources are available to people of all ages. Together we are growing the Mobile Food Pantry program.”

For more information about Bay Aging’s Mobile Food Pantry program, or to volunteer or donate, please visit Bay Aging’s website at www.bayaging.org. For those without access to the internet, please call Bay Aging at **1-800-493-0238**. For more information about Hands Across Middlesex, call or email Dave Cryer at (804) 363-0280 or davecryer@aol.com.



Bay Transit’s David “DJ” Taylor loading groceries for delivery to area seniors.

It's never too early to foster a sense of civic duty in the kids

For Bay Aging's Senior Vice President of Housing, Joshua Gemerek, volunteering is in the family's genes. Josh, his wife Robin, and their sons from left to right, Henry, Theo and Beckham were among the many Bay Aging staff members and volunteers who delivered groceries to the residents of Bay Aging's senior apartment complexes across the region in support of the Mobile Food Pantry program. In addition to volunteering, Gemerek is in the final stages of preparing the groundbreaking of Bay Aging's new senior apartment complex in Gloucester County which will be called Daffodil Gardens II.



Seed packets distributed to "Grow Together" with our neighbors

With all the safety measures we must take during the COVID-19 pandemic, coming up with creative ways to engage with one another can be challenging. Bay Aging volunteers and staff miss their time together with area seniors, so we've come up with a fun new initiative called "Growing Together" for them to take part in. We recently distributed 600 seed packets to encourage participation in Growing Together by exercising green thumbs and growing the seed packets into Cosmos, Sunflowers or Zinnias. Participants are encouraged to take pictures of their flowers and email them to Bay Aging at growing@bayaging.org. For those without phones that takes pictures or aren't equipped with email capabilities we'll ask a Bay Aging volunteer or staff person to take pictures of them and their flowers and post them on Bay Aging's website and/or Facebook page.



Of course, not everyone is blessed with a green thumb. For those who would prefer to draw or paint a picture of their favorite summertime scene, we'll ask a Bay Aging volunteer or staff person to take a picture of their artwork. Just like the pictures of flowers, we'll post the artwork on Bay Aging's website and/or Facebook page.

Bay Transit keeps focus on customer service and safety



Throughout the COVID-19 pandemic, Bay Transit has operated without interruption ensuring area residents have access to transportation for healthcare services, work or other critical needs. On demand service continues to be available throughout the area Monday to Friday from 6 AM to 6 PM. Bay Transit's fixed-route service in Gloucester, Tappahannock and West Point are also operating as usual. To help ensure passenger and driver safety Bay Transit has implemented a number of precautionary measures including suspending all fare collection until further notice, installing plexiglass shields around the driver's seat, cordoning off seating to ensure social distancing among riders, cleaning buses daily, and requiring drivers and

riders to wear masks. For more information about Bay Transit visit our website at www.BayTransit.org or call the toll-free Ride Line at (877) 869-6046 to schedule a ride.

Community support helps drive initiatives

Bay Aging thanks the following community partners, as well as the many individual donors, who recently made generous donations to the Bay Aging Foundation:

- Bethpage Camp-Resort
- Sonabank
- B.H. Baird Insurance
- M & M Building Supply
- Consociate Media
- The Northern Neck Rotary Club



To learn about previous donations, please visit the “News” page on Bay Aging’s website at <https://bayaging.org/news/> to see last month’s newsletter.

Summary:

Bay Aging appreciates the many community partners, volunteers and donors who have helped us deploy these initiatives and quickly respond to COVID-19 challenges. For more information about how Bay Aging is responding to COVID-19, please contact Michael Norvell at mnorvell@bayaging.org or Kathy Vesley at kvesley@bayaging.org. To donate to Bay Aging, please visit our website at www.BayAging.org.



Board Notes

June—July 2020

Program activities shown in this publication reflect the Bay Aging strategic plan and indicate staff is meeting their program's strategic goals.

In the spirit of advocacy, please share Board Notes with Boards of Supervisors, the community, civic groups and others who are interested in community affairs.

Kathy E. Vesley
President/ CEO



Poster, gaily colored by a Port Town Village resident, was spotted taped to their front door. The resident reminds all of us that no matter the circumstances, we can always find beauty in our lives.

Enhanced Diversity and Inclusion

The following letter was sent to every Bay Aging employee from the office of Kathy Vesley, President and CEO:

Dear Colleagues:

Bay Aging has remained strong and committed to providing quality service in our communities during the COVID 19 Pandemic. It is **thanks to each of you** that we can continue service to the many citizens with varying needs. **Your commitment and dedication are greatly appreciated.** We are committed to continue meeting needs in a manner that is safe for staff and our consumers. If you have any safety or health concerns or need clarification on safety requirements to work in the office or in homes, please discuss them with your supervisor.

We are also committed to live by our values — to cultivate and sustain an organizational environment that affirms and respects diversity and employs inclusive practices throughout its daily operations. The goal of the Bay Aging workplace is to be an example for the greater community. We must continue to listen and learn from one another in safe and inclusive environments — and with respect for different perspectives and backgrounds.

Martin Luther King Jr. once said, "Injustice anywhere is a threat to justice everywhere." As individuals and as an organization, we must stand up against acts or attitudes of intolerance and racism as well as behaviors that promote divisiveness. In line with our values at Bay Aging, we need to sustain an infrastructure that effectively supports progress in achieving diversity and social justice.

As we focus on an environment of enhanced diversity and inclusion, we are doing the following:

- Establishing an internal committee of staff (Enhanced Diversity & Inclusion Committee).
- Participating in a Succession Planning Project with consultants from The Spark Mill to design a plan that provides for professional growth and development and a path for Bay Aging to follow when key positions become vacant. Diversity & Inclusion are a key part of this project. Interviews, focus groups, and an employee survey are part of this key project. Your feedback is valuable to us.
- Seeking employees who would like to be a part of a focus group or the staff committee. Please let MaDena DuChemin know by 7/17/2020 via email mduchemin@bayaging.org or phone (804) 758-2386, Ext. 1228.
- Inviting you to send recommendations and suggestions regarding Diversity & Inclusion to MaDena DuChemin, Human Resource Manager, by phone (804)758-2386, Ext. 1228 or email mduchemin@bayaging.org.

Thank you for your dedication to improving the lives of so many in our region. Please continue to be safe and well.

Placement of State Unit on Aging

Kathy Vesley was asked to summarize the impact of moving the current Office for Aging Services/State Unit on Aging (SUA) out of Department of Aging and Rehabilitative Services (DARS) in the Department of Social Services or into placement as a stand-alone agency. This request is in response to House Bill 30 Conference Committee Report Item 1-2C.

The report will be shared with the Board of Directors. It is a thoughtful description of the purpose and desired attributes of a SUA and a summary of information that AAAs, as the major player in the Aging Network in Virginia, will want to be considered as this moves forward. It has policy implications for Aging in the Commonwealth.



ADMINISTRATION

Human Resources

- Families First Coronavirus Response ACT (FFCRA): Continued monitoring of any requests. Return to Work Protocols Established and Communicated for safety of staff/visitors/clients. Attestation forms provided for staff to review/commit to following all safety protocols due to COVID-19.
- The Virginia Values Act went into effect on July 1, 2020 to protect the rights of lesbian, gay, bisexual and transgender (LGBT+) Virginians in employment, housing and accommodations. It prohibits discrimination in employment on the basis of sexual orientation and gender identity, making Virginia the first Southern state to adopt such protections. There are several other key changes-pregnancy protections and accommodations, minimum wage increases, non-compete agreements for low wage earners are unenforceable, etc.
- Development of Enhanced Diversity & Inclusion Committee: Initial Steering Committee established. In the process of adding staff for an internal committee design.
 - Changed name of Senior Leadership Team to Leadership Team.
 - Succession Planning Interviews, Focus Groups, and employee survey will include diversity and inclusion.
- OFCCP Review Audit changed to an Electronic Review instead of an on-site. Date not confirmed yet.
- Bay Aging is recruiting 24/7 and hiring is in full swing for multiple divisions—Home Care, Housing, and Information Systems.
- Reconvened the Leadership Institute Program on 6/24/2020 via Zoom classroom meetings. A revised schedule has been shared with participants for the remainder of the year. We are providing two 1-hour classes per month.
- The Succession Planning Project kicked off with a planning meeting on 6/11/2020. The Spark Mill consultants attended the leadership team meeting on 6/17/2020 and discussed the project. Leadership interviews began 7/1/2020 and will continue through the month of July. Interviews, Focus Groups and a survey of all staff are part of this key project.

Finance

- New Software Platforms: Bay Aging purchased and will be implementing new packages for general ledger and payroll processing functions. Blackbaud Financial Edge NXT will replace GMS with an expected launch on October 1, 2020. Blackbaud is a state-of-the-art, cloud-based system that focuses specifically on nonprofit clients. Its reporting features, usability, and reliability are all superior. In conjunction with this change Bay Aging will be moving from Clockwise GHG to ADP for payroll processing. ADP is also a cloud-based system that will work much more easily with other packages such as the Electronic Visit Verification platform, while greatly improving reporting and compliance operations. ADP also offers new features to help human resources better track and manage human resources processes.
- Paycheck Protection Program (PPP) Loan Update: As discussed at the May meeting, Bay Aging secured a PPP loan from the Small Business Administration CARES Act program. The loan terms were recently changed, moving the deadline for expending funds on eligible items from 8 to 26 weeks.
- Citizens and Farmers Sweep Account: Due to several factors, including liquidation of a large portion of receivables from the Veteran's Administration and receipt of pandemic-related funding, Bay Aging has increased its normal cash balance above \$5M, which was an existing cap on the overnight sweep account. Staff is in the process of moving this cap to \$8M to ensure that all cash is properly insured.
- Area Plan: Bay Aging will ask the Board to approve the Year 2 update to the Area Plan, after it was reviewed by the Advisory Council on July 9. The only changes are adding a Care Coordination service and discontinuing the Fee for Service Meals on Wheels. Existing clients in the latter will be moved to the standard Meals on Wheels program.

COMMUNITY LIVING

Virginia Insurance Counseling and Assistance Program (VICAP)

- VICAP is getting ready to go virtual! Yes, the program will “virtually” help people as they transition to Medicare and with comparing plans. The pandemic is teaching us to look at alternative ways of imparting information and helping people so the VICAP staff is looking at offering presentations electronically. Please let Lisa Walker know of groups who may be interested in connecting to a virtual presentation. Lisa Walker, Bay Aging’s VICAP Program Coordinator can be reached at 866-758-2386 ext. 1234 or lwalker@bayaging.org.

Long-Term Care Ombudsman Program

- Even though Bay Aging’s LTC Ombudsmen are not visiting residents in nursing facilities and assisted living facilities, they are working with residents and families to answer questions and resolve complaints by telephone or video conferencing.

Veteran Directed Care—Virginia Veterans Administration Medical Centers

- 242 veterans enrolled as of 6/30/2020 (232 Richmond & 10 Hampton)
- 10 new enrollees in May 2020-Richmond (Veterans Affairs Medical Center) VAMC
- 4 new enrollees in June 2020-Richmond VAMC
- 22 veterans are using Electronic Visit Verification (EVV) to submit timesheets
- Goal of full Electronic Visit Verification implementation is set for 9/30/2020
- Automating submission of Virginia unemployment and withholding tax returns was tested and is ready to implement for the second quarter 2020 tax returns due by 7/31/2020
- Emergency Savings Funds (ESF) purchases are in full swing. Options Counselors are working with veterans to purchase refrigerators, air conditioners, microwaves, and various other items to promote their independence at home. As of 6/30/2020, we have processed over \$53,000.00 in ESF purchases for enrolled veterans.

Veteran Directed Care—Out of State Veterans Administration Medical Centers

Exciting things are happening with the Veteran Directed Care Program, and expansion into new states is at the top of the list.

- New Jersey - Effective July 1, 2020, Bay Aging is the Aging and Disability Network Agency for East Orange VA Medical Center.
 - Partnering with Resources for Independent Living, Inc. for option counseling services.
 - Welcomed 6 new veterans
 - Referral a direct result of favorable customer service reviews
- Missouri & Kansas – Forward movement is happening with Mid-America Regional Council, the Aging and Disability Network Agency, for Kansas City VA Medical Center
 - Contract review complete and contract signed
 - Bay Aging will welcome all newly enrolled veterans going forward
 - On January 1, 2021, we will welcome all currently enrolled veterans
 - Referrals are a direct result of favorable customer service reviews
- Future Opportunities
 - Contacted by a AAA in Springfield Missouri for Financial Management Services
- Evaluating software options and other opportunities to automate workflow
 - Assessing benefit of No Wrong Door Program for Veteran call center

COMMUNITY LIVING continued

Home Care

- Currently the Home Care Department is serving approximately 91 clients weekly. Staff continues to serve all clients as well as open new referrals to anyone who feels comfortable receiving services in their home. Staff received personal protective equipment. They also complete a COVID 19 screening tool prior to entering the homes of clients to ensure and promote safety.
- Veteran (VA) referrals have continued despite the COVID 19 pandemic. Staff is currently providing in-home care to 26 veterans in Bay Aging's service area.
- The Home Care Department is working with Peninsula Area Agency on Aging to expand private pay in-home services to their service area. This service is being developed under Bay Health Solutions. Bay Health Solutions is advertised and marketed in specific territories in the Williamsburg and Newport News areas. Bay Aging contracted with Peninsula Area Agency on Aging to hire La-Netta Davis as Director of Peninsula Program Development to assist in growing programs and services in the Peninsula area and to assist with continued growth in the Home Care Department in that area.
- Adult Day Care Centers reopened May 18, 2020 and are providing service to participants ensuring that safety, infection control, and social distancing measures are followed. The Essex Adult Day Care had a successful remote inspection by the Department of Social Services in June; there were no areas of deficiency noted.

Care Coordination

- Bay Aging continues to partner with a Commonwealth Coordinated Care Plus (CCC Plus) MCO to provide health screenings to members who have enrolled in Virginia's Medicaid expansion program.
- Staff have completed over 50,000 outreaches and health screenings.

Community Living



Colored in by a Port Town Village resident.

During the month of April . . .

- 15,733 Meals on Wheels served
- 573 congregate meals served in the home setting

During the month of May . . .

- 24,981 Meals on Wheels served (9,248 increase in meals in one month)
- 871 congregate meals served in the home setting (298 increase in one month)

Year-To-Date Served Through May 2020* . . .

112,925 Meals on Wheels
6,571 Congregate Meals

**For Helping Neighbors evening meals and other program updates, see page 5.*

COMMUNITY LIVING continued

VAAACares® – Care Transitions

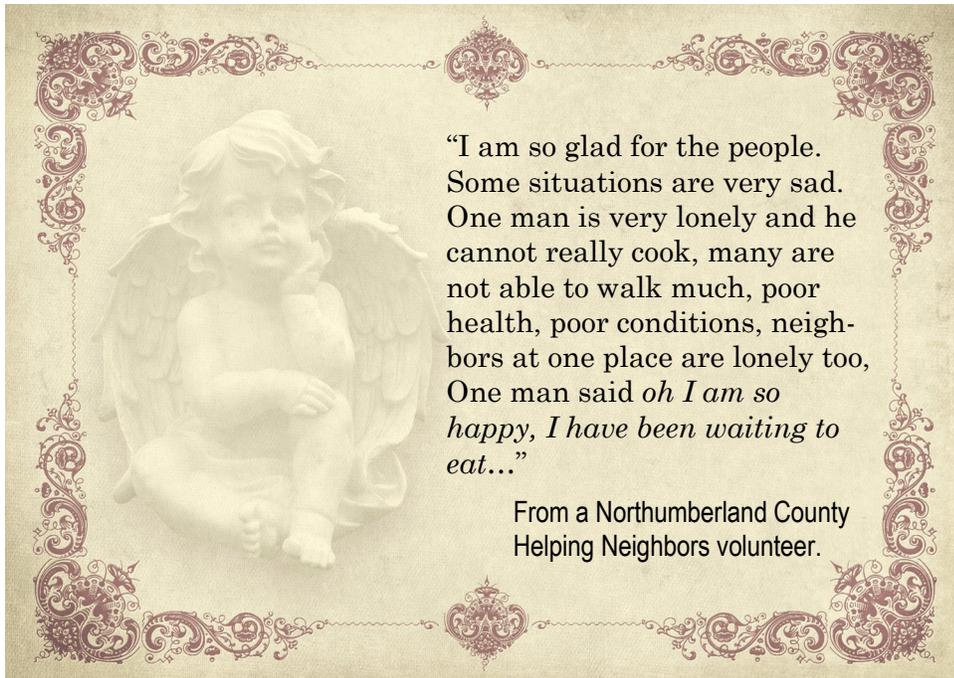
- Statewide Managed Care Organization (MCO) – Year to date home visits completed: 1,176. All Coaches continue to work remotely from home during the COVID-19 pandemic. Health Coaches screen and identify for COVID positive patients, coordinate services, connect patients to food sources and other local initiatives in addition to enrollment in the Care Transitions program.
- A MCO approached VAAACares® with a Medicare Advantage pay-for-performance opportunity to develop and implement a Medication Reconciliation Post-Discharge program for their Dual Eligible Special Needs Plan (D-SNP) members. D-SNPs are people who can receive Medicare **and** Medicaid. The MCO has approximately 17,000 members who fall into the D-SNP category.
 - D-SNP plan members must receive a review of the medication that was prescribed at the hospital compared to what they were taking prior to admission and the review must be completed within 30 days of the discharge. Implementing a medication reconciliation program reduces medication errors and improves patient health outcomes.
- Valley Healthcare Winchester Memorial Medical Center – Project start for Valley Health Hospital 2 Home began February 3, 2020. The objective of the partnership is to leverage the evidence-based care transitions program to reduce and impact 30-day Medicare readmissions to improve the overall patient experience for Valley Health patients. This partnership involves an employee supported by the health system as well as VAAACares® staff. To ensure success and optimize the collaboration, VAAACares® provided all necessary training for Valley Health and VAAACares® staff. The project is off to a great start and continuing telephonically during this time of the coronavirus pandemic.
- The Sentara Williamsburg project met the goals of enrolling over 200 patients by December 2019 and reducing emergency department and hospital admission utilization of the enrolled patients. All enrolled patients received an extensive array of community services and education during their enrollment. The project has been renewed for 2020.
- The Sentara Martha Jefferson project also exceeded the enrollment goals and readmission reductions of the project which was renewed for 2020.
- Bay Rivers Telehealth Alliance (BRTA) partnership is exploring new funding opportunities for 2020 and beyond. Bay Aging will participate if opportunities are available. Submitted a request to the Federal Communications Commission for 100 tablets, Zoom Licenses and software for future telehealth opportunities May 1, 2020.



Helping Neighbors Volunteer Program

The Helping Neighbors Program is an initiative that was started in response to the COVID-19 pandemic to help seniors and those with underlying health conditions stay safely at home. The program pairs volunteers in the community with those in need of assistance to help get groceries and medications. It is also providing restaurant meals twice a week to those in need.

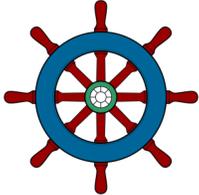
- 423 people receiving meals twice a week on the Middle Peninsula
- 455 people receiving meals twice a week in the Northern Neck
- 75 people volunteering their time and vehicles
- 16 restaurants providing 1,756 warm meals twice a week
- 29 people matched with volunteers for grocery pick-up
- 19 people matched with volunteers for pharmacy pick-up
- \$4,320 donation received from Grace Episcopal Church for restaurant meals in Lancaster County



At top and right are notes sent to Lauren Cobb who is managing the Helping Neighbors project.

Lauren,

Thanks to you and everyone else at Bay Aging for letting us be part of such a wonderful idea (Helping Neighbors).



It was a true blessing for us because it helped keep the restaurant going and for that we will be forever grateful. It also filled our hearts with joy knowing how much we were helping the seniors. Some of those lovely people sent thank you cards telling us how much they enjoyed our food...that meant a lot!

If Bay Aging ever does this again please count us in! Thanks again and may God bless you all for the wonderful things you do.

Tony and George, Owners
Tony and George's Seafood and Italian Restaurant
West Point

Retired and Senior Volunteer Program (RSVP)

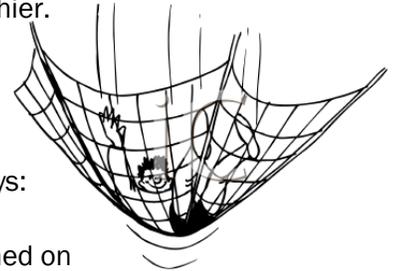
- RSVP volunteers have been stepping up to handle the increase in demand for Meals on Wheels by signing up for extra routes to ensure all Bay Aging's older adults are receiving nutritional meals.
- Several Helping Neighbors volunteers say they want to be part of the RSVP Meals on Wheels program once the project closes, thereby boosting the number of volunteers for Meals on Wheels.

Senior Employment Training Program

- The Department of Aging and Rehabilitative Services and the Department of Labor approved sick leave for 11 eligible participants during the pandemic, ensuring their health and safety.

COMMUNITY ACTION

- By the end of June, Bay Aging's Community Action Program staff completed work on distributing the Temporary Assistance to Needy Families (TANF) funds for the contract year that ended on June 30, 2020. These funds were distributed to partnering non-profit organizations located throughout the Middle Peninsula and the Northern Neck Regions.
- In addition, \$13,867.45 in TANF funds were used to assist eligible clients with Emergency Assistance requests that helped families living with low incomes live safer and healthier.
 - There were 48 families with 117 children
 - Three of these families were made up of grandparents raising their grandchildren
 - Bay Aging, through Community Action, helped in the following ways:
 - rental assistance so 17 families maintained housing
 - utilities assistance for 21 families kept the electricity turned on
 - water hook-ups stayed connected for 4 families
 - found temporary lodging for 5 homeless families
 - helped support one family with acquiring a car (see story below)



 **Gloucester Resource Council**
Published by Quinton Sheppard [?] · 26 mins · 🌐

A STORY OF ONE OF THE WAYS THE RESOURCE COUNCIL WORKS:

Latesha Washington, a twenty eight year old single hard working mom had her world turned upside down when her mother passed away due to cancer. Eight months pregnant, Washington had to plan a funeral for her beloved mother, who was her support system and who had planned to help care for her daughter while she worked and attended school.

When COVID-19 began, Washington's daughter's daycare shut down, forcing her to continue to stay home and out of work to care for her daughter while take classes at Rappahannock Community College. She became part of a program that assists people get back on their feet and formed an agreement with them to help her find reliable transportation. The program would pay for the car and Washington would be responsible for \$300 and her monthly car insurance. The price then changed making her responsible for paying substantially more.

Washington turned to the Needs Network, a subsidiary of the Gloucester Resource Council to help make up the difference and it wasn't long before she drove her new car home!

Many thanks to the local Department of Social Services, Bay Aging and individual donations for making this happen!

Here, Latesha and Lailah are shown with their new car!



- In the pipeline for the 2020-2021 program year include
 - Summer feeding program for the No Child Hungry initiative where Bay Aging will partner with other community organizations that are ensuring children in their community have access to nutritious food
 - Connecting Bay Aging to other community partners who can help people move forward through education, workforce development, health counseling, after school enrichment, mentoring, child care and other services

DEVELOPMENT

- Bay Aging was awarded \$66,200 from the Meals on Wheels America to purchase more meals for Meals on Wheels, purchase freezers to store food, purchase meal delivery supplies, purchase food cards, and to provide additional funding for the Helping Neighbors project.
- Year to date, Bay Aging has received almost \$13,000 in donations through the 2020 Business Partner Giving Campaign. Since the last board meeting in May, donations were made by the following business partners, churches and civic organizations:

Bethpage Camp Resort
B.H. Baird Insurance
The Northern Neck Rotary Club
Sonabank – Urbanna Branch
State Farm Insurance
Food Lion Feeds Foundation
M & M Building Supply
Consociate Media
Grace Episcopal Church



- Food Lion Feeds Charitable Foundation awards Feeding the Hungry grant to Bay Aging: In late March, Bay Aging applied for a “Feeding the Hungry” grant from the Food Lion Feeds Charitable Foundation to support area hunger relief efforts. On 6/22/2020 we were notified that the Food Lion Feeds Charitable Foundation awarded Bay Aging \$2,100 for food purchases or nutrition education.
- Several radio interviews were conducted to promote the need for more Helping Neighbors volunteers to meet the demand for evening meals. Radio interviews also focused on promoting the Virginia Insurance Counseling Assistance Program and Bay Transit.
- Articles about Bay Aging and its initiatives in response to the COVID-19 crisis appeared in newspapers across the region throughout May, June and early July. Specific topics included: Mobile Food Pantry, Food Lion Feeds, Helping Neighbors, home care services, Hands Across Middlesex partnership with Bay Aging, and the Virginia Insurance Counseling and Assistance Program.
- Campaigns launched to grow customer base of Bay Home Care Services, Tappahannock Adult Day Care center and Virginia Insurance Counseling and Assistance Program: Bay Aging development staff-initiated campaigns with press releases, radio interviews, paid newspaper and radio advertising, and Facebook postings to help grow Bay Home Care Services’ home care clientele, increase enrollment at the Tappahannock Adult Day Care Center and increase utilization of Bay Aging’s free, unbiased insurance counseling services.
- June newsletter disseminated: Through a covering email sent on behalf of Kathy Vesley, over 130 local elected officials, mayors, town managers, county administrators, state senators and delegates, Governor Northam and Senators Tim Kaine and Mark Warner, business partners and community stakeholders all received copies of Bay Aging’s June newsletter.
- Bay Transit named Outstanding Community Program of the year: The Virginia Transit Association (VTA) selected Bay Transit as the 2020 recipient of their Outstanding Community Program for rural transit systems. The award recognizes Bay Transit’s partnership with Rappahannock Community College (RCC) that improves student access to educational opportunities by providing free rides on Bay Transit buses to all four RCC campuses. Bay Transit will be recognized at VTA’s Annual Awards Luncheon at the historic Jefferson Hotel in Richmond on November 16, 2020.

DEVELOPMENT *continued*

- Bay Transit’s “Pledge” Campaign launched: To reassure bus riders and regenerate ridership, Bay Transit recently launched a campaign pledging to be a public transportation system where customer service and safety are always of paramount importance. The campaign will be actively promoted across the region including through local radio stations and newspapers, advertising, and through ride-alongs with local elected officials and the local media.
- Moderator and panelist for Virginia Transit Association’s “Restoring and Growing Ridership” Webinar: On June 15th, Michael Norvell moderated, and Ken Pollock was one of three panelists who gave a Zoom presentation to the members of the Virginia Transit Association (VTA) on restoring and growing ridership on transit systems amid the COVID-19 pandemic. Bay Transit was recognized by VTA as a transit system that quickly implemented best practices to safeguard riders and drivers from COVID-19. By developing innovative strategies to continue serving community stakeholders such as delivering shelf-stable groceries, Bay Transit remained actively engaged with the communities we serve.
- Advertising on Bay Transit buses: Rappahannock Community College, State Farm Insurance Company and Bon Secours Rappahannock General Hospital are all moving ahead with buying advertising space on Bay Transit buses.
- Virtual presentations to area civic organizations: Development staff reached out to area civic organizations to recruit Helping Neighbors volunteers and schedule virtual meetings to promote Bay Aging programs and services. On June 3rd, a presentation was given to the Northern Neck Rotary Club and on July 7th, the Middlesex County Rotary Club was addressed.
- Six hundred seed packets distributed to “Grow Together” with our neighbors: Bay Aging volunteers and staff miss their time together with area seniors, so we’ve come up with a fun new initiative called “Growing Together” for them to take part in. In June we distributed 600 seed packets to encourage participation in Growing Together by exercising green thumbs and growing the seed packets into Cosmos, Sunflowers or Zinnias. Participants were encouraged to take pictures of their flowers and email them to Bay Aging at growing@bayaging.org. For those without phones that take pictures or aren’t equipped with email capabilities, we have asked Bay Aging volunteers or staff to take pictures of them and their flowers and post them on Bay Aging’s website and/or Facebook page.

BAY HOUSING:

Multi-Family Housing

- Bay Aging was designated as the administrator for the Northern Neck and Middle Peninsula’s Virginia Rent and Mortgage Relief Program.
 - Households who have been financially impacted by COVID-19, have a gross household income at/below 80 percent of Annual Median Income, have a lease or mortgage in their name, and have a monthly rent or mortgage payment reasonable to location may be eligible for financial assistance to prevent eviction and foreclosures.
 - Bay Aging staff worked tirelessly to get the program operational in less than three weeks. Staff are working closely with community partners in each county to streamline referrals and work in coordination with other housing-related programs.
 - Gloucester County dedicated additional resource to serve residents through their CARES funding allocations. The Governor released a press statement on June 29, 2020 announcing the program and providing additional details.

BAY HOUSING: continued

Multi-Family Housing continued

- Bay Aging received a \$35,000 COVID-19 Emergency Operations grant from Virginia Housing through its participation in the Housing Choice Voucher Program.
- Bay Aging received a \$40,000 grant to pass along to homeless service organizations participating in the Northern Neck Middle Peninsula Housing Coalition for which Bay Aging is the Department of Housing and Community Development Lead Agency. Recipients include Helping the Homeless, Gloucester United Emergency Shelter Team, Gloucester Housing Partnership, and Avalon Center.
- Hunter LeClair, Program Manager, was elected to the position of Chair of the Gloucester Resource Council. The Council meets monthly to discuss human service-related issues and share resources that can benefit mutual clients, while working closely with local government. It is not out of the ordinary to have over forty individuals in attendance for this popular local networking group.
- Kathryn (Katie) Carson began working full-time as Bay Aging's Housing Navigator, a newly created position designed to link Northern Neck - Middle Peninsula landlords with prospective renters seeking affordable housing. Katie will be stationed in the Bay Housing office.
- Karen Dame, Housing Choice Voucher Program Manager working in the Middle Peninsula program since 1998 and with Bay Aging since 2011 (previously with Gloucester County Housing Department), retired on June 30. She will be greatly missed!
- Daffodil Gardens Phase Two (40 planned age- and income-restricted rental housing units in Gloucester): As previously reported, this project has an allocation of tax credits under the Virginia Housing Development Authority (VHDA) 9% competitive Low Income Housing Tax Credit (LIHTC) Program. The project reached initial closing on June 25 and construction mobilization expected to begin some time in July.



A vegetable garden is lovingly tended to by the older adults at The Meadows senior apartment community in Colonial Beach.

BAY HOUSING: continued

Single-Family Housing

- Completed Weatherization on one home for the month of June. This home, located in King William County, is the first home to be weatherized since work was temporarily halted due to the COVID-19 crisis.
- Weatherization work was started on a second home in June. This home is located in Northumberland County. It is anticipated that the work on this home will be completed in July 2020.
- Work has continued in the month of June on two Indoor Plumbing Rehabilitation (IPR) Projects. The first home is a substantial reconstruction located in Westmoreland County. The second home is a substantial reconstruction located in Gloucester County.
- During the month of June, the Single-Family Housing Program continued its on-line training and re-certification effort for the Weatherization staff. Four staff members took on-line courses that were necessary to keep Bay Aging's certifications up to date.
- Managed to maintain operations in both Single Family Housing and CAP through a combination of remote and on-site staffing.

Bay Transit:

- Bay Transit has been focused on making the buses safe to ride during this pandemic. In addition to suspending fares, conducting daily health checks for drivers, requiring drivers and passengers to wear masks and diligently disinfecting, Bay Transit's Fleet Manager is installing personal protective shields behind each seat on the bus (see photo 1) and a sanitizing and mask station as you board the bus (see photo 2), which will increase seating capacity from 3-4 people to 6-7 people.



- Staff is beginning a PR campaign to show the public that it is safe to ride on Bay Transit. Mike Norvell is spearheading the project and working with a graphic designer to create a logo and a bus ad to support the campaign . . . ***We don't want to tell you its safe to ride the bus, we want to prove it!***
- Ridership is beginning to climb over the last few weeks as more businesses are re-opening. Bay Transit is now up to 60-70% of pre-Covid ridership, and up from 40% in May.
- All ridership information is included on the "Dashboard" page.

Drop Off Recycling
 Site Detail
 June 2020

King William County

	Request Date	Pull Date	Delivery Date	Location	Weight	Paper Revenue	Containers Revenue
Epworth							
Paper	No Pulls						
Containers	7-Jun	7-Jun	8-Jun	CWTS	2520		\$12.60
	30-Jun	30-Jun	30-Jun	CWTS	2780		\$13.90
				Total	5300		\$26.50
				Average	2650		\$13.25

Landfill							
Paper	No Pulls						
Containers	30-May	30-May	4-Jun	CWTS	2760		\$13.80
				Total	2760		\$13.80
				Average	2760		\$13.80

Transfer Station							
Paper	23-Apr	23-Apr	23-Jun	SON	8920	\$89.20	
				Total	8920	\$89.20	
				Average	8920	\$89.20	
Containers	3-Jun	3-Jun	3-Jun	CWTS	3040		\$15.20
	14-Jun	14-Jun	17-Jun	CWTS	3040		\$15.20
	23-May	23-May	19-Jun	CWTS	2920		\$14.60
	26-Jun	26-Jun	26-Jun	CWTS	3020		\$15.10
				Total	12020		\$60.10
				Average	3005		\$15.03

VFW Road							
Paper	No Pulls						
Containers	6-Jun	8-Jun	8-Jun	CWTS	3220		\$16.10
				Total	3220		\$16.10
				Average	3220		\$16.10

Drop Off Recycling

**King William
Number of Collections**

FY 19

	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	1	0	0	0	0	0	3	0	4
August	0	1	0	1	0	2	0	3	0	7
September	0	1	0	1	0	0	1	2	1	4
October	0	0	0	0	1	1	1	3	2	4
November	0	2	0	1	0	1	0	2	0	6
December	1	1	1	0	0	1	0	3	2	5
January	1	1	0	1	0	1	1	3	2	6
February	0	1	0	0	1	0	1	2	2	3
March	0	1	0	1	0	1	1	2	1	5
April	0	1	0	0	0	1	1	3	1	5
May	0	1	0	1	0	1	1	3	1	6
June	0	1	0	1	0	1	1	2	1	5
Totals	2	12	1	7	2	10	8	31	13	60

FY 20

	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	2	0	0	0	1	0	3	0	6
August	1	1	0	1	1	1	0	3	2	6
September	0	1	0	0	0	1	0	2	0	4
October	0	1	0	1	0	1	0	3	0	6
November	0	1	1	0	0	0	3	2	4	3
December	1	1	0	1	1	1	0	3	2	6
January	0	1	0	0	0	1	0	3	0	5
February	0	1	0	1	0	1	1	2	1	5
March	0	2	0	0	0	1	0	2	0	5
April	1	1	0	1	1	1	1	3	3	6
May	0	1	0	0	0	1	0	2	0	4
June	0	2	0	1	0	1	1	4	1	8
Totals	3	15	1	6	3	11	6	32	13	64

Drop Off Recycling

**King William
Total Weights
(Pounds)**

FY 19	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	3,060	0	0	0	0	0	8,440	0	11,500
August	0	2,180	0	2,760	0	5,000	0	8,600	0	18,540
September	0	3,040	0	2,380	0	0	12,260	5,760	12,260	11,180
October	0	0	0	0	10,660	2,880	9,480	9,340	20,140	12,220
November	0	5,820	0	2,640	0	2,700	0	5,900	0	17,060
December	12,720	3,200	9,240	0	0	2,200	0	6,900	21,960	12,300
January	9,280	2,620	0	2,880	0	3,400	10,940	8,880	20,220	17,780
February	0	3,000	0	0	13,120	0	9,940	5,920	23,060	8,920
March	0	2,760	0	2,000	0	3,740	8,940	6,100	8,940	14,600
April	0	3,020	0	0	0	2,880	9,220	9,300	9,220	15,200
May	0	2,900	0	2,440	0	3,200	8,160	8,220	8,160	16,760
June	0	3,060	0	2,900	0	2,840	9,460	5,400	9,460	14,200
Totals	22,000	34,660	9,240	18,000	23,780	28,840	78,400	88,760	133,420	170,260

FY 20	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	5,240	0	0	0	3,420	0	7,800	0	16,460
August	14,200	2,660	0	2,800	15,500	2,540	0	8,120	29,700	16,120
September	0	2,620	0	0	0	2,400	0	5,320	0	10,340
October	0	2,400	0	2,240	0	2,280	0	7,660	0	14,580
November	0	3,020	11,820	0	0	0	32,520	6,020	44,340	9,040
December	9,960	2,380	0	2,360	12,140	3,360	0	9,620	22,100	17,720
January	0	3,360	0	0	0	2,860	0	8,460	0	14,680
February	0	2,700	0	2,600	0	2,540	9,460	5,960	9,460	13,800
March	0	5,300	0	0	0	3,020	0	5,960	0	14,280
April	10,800	2,880	0	2,300	7,000	2,060	8,360	8,400	26,160	15,640
May	0	2,840	0	0	0	2,340	0	5,860	0	11,040
June	0	5,300	0	2,760	0	3,220	8,920	12,020	8,920	23,300
Totals	34,960	40,700	11,820	15,060	34,640	30,040	59,260	91,200	140,680	177,000

Drop Off Recycling

Total Weights (Pounds)

FY 19

	Paper	Container
July	77,760	95,840
August	186,580	114,220
September	165,300	76,580
October	75,420	89,020
November	46,200	83,880
December	209,140	64,740
January	131,240	105,440
February	146,480	69,560
March	58,840	65,100
April	62,340	88,100
May	106,580	98,220
June	71,180	98,080
Totals	1,337,060	1,048,780

FY 20

	Paper	Container
July	133,640	105,020
August	158,040	107,620
September	116,240	79,620
October	128,700	104,220
November	150,440	71,700
December	195,920	114,020
January	85,520	94,720
February	117,960	89,460
March	69,640	87,880
April	171,520	111,840
May	43,100	101,260
June	129,400	144,700
Totals	1,500,120	1,212,060

**Drop Off Recycling
Material Revenue
FY 20**

King William

	Mixed Paper Revenue	Commingled Containers Revenue	Total Revenue
July	\$0.00	\$82.30	\$82.30
August	\$111.11	\$80.60	\$191.71
September	\$0.00	\$51.70	\$51.70
October	\$0.00	\$72.90	\$72.90
November	\$133.02	\$45.20	\$178.22
December	\$66.30	\$88.60	\$154.90
January	\$0.00	\$73.40	\$73.40
February	\$4.73	\$69.00	\$73.73
March	\$0.00	\$71.40	\$71.40
April	\$33.10	\$78.20	\$111.30
May	\$0.00	\$55.20	\$55.20
June	\$89.20	\$116.50	\$205.70
Total	\$437.46	\$885.00	\$1,322.46

**Drop Off Recycling
Material Revenue
FY 20**

Paper

	Essex Paper	King & Queen Paper	King William Paper	Mathews Paper	Middlesex Paper	Total Paper
July	\$102.62	\$0.00	\$0.00	\$0.00	\$136.50	\$239.12
August	\$204.05	\$31.80	\$111.11	\$206.84	\$60.52	\$614.32
September	\$276.19	\$57.23	\$0.00	\$39.99	\$60.29	\$433.70
October	\$59.04	\$101.61	\$0.00	\$49.26	\$90.71	\$300.62
November	\$403.70	\$0.00	\$133.02	\$61.26	\$46.20	\$644.18
December	\$212.80	\$43.44	\$66.30	\$70.08	\$104.64	\$497.26
January	\$194.26	\$0.00	\$0.00	\$23.64	\$56.46	\$274.36
February	\$206.51	\$0.00	\$4.73	\$4.95	\$34.25	\$250.44
March	\$311.74	\$4.67	\$0.00	\$0.00	\$5.94	\$322.35
April	\$74.38	\$6.58	\$33.10	\$28.90	\$33.68	\$176.64
May	\$335.99	\$0.00	\$0.00	\$0.00	\$70.50	\$406.49
June	\$571.68	\$0.00	\$89.20	\$0.00	\$237.26	\$898.14
Total	\$2,952.96	\$245.33	\$437.46	\$484.92	\$936.95	\$5,057.62

Containers

	Essex Containers	King & Queen Containers	King William Containers	Mathews Containers	Middlesex Containers	Total Containers
July	\$64.30	\$28.70	\$82.30	\$118.90	\$179.00	\$473.20
August	\$90.10	\$40.40	\$80.60	\$80.80	\$182.40	\$474.30
September	\$69.30	\$25.90	\$51.70	\$80.80	\$98.00	\$325.70
October	\$73.40	\$41.60	\$72.90	\$82.60	\$174.30	\$444.80
November	\$60.20	\$15.50	\$45.20	\$68.00	\$104.20	\$293.10
December	\$74.90	\$58.00	\$88.60	\$70.40	\$151.40	\$443.30
January	\$72.30	\$30.90	\$73.40	\$69.80	\$145.50	\$391.90
February	\$59.10	\$42.60	\$69.00	\$82.60	\$102.00	\$355.30
March	\$71.30	\$28.80	\$71.40	\$79.90	\$102.30	\$353.70
April	\$90.20	\$29.70	\$78.20	\$103.20	\$153.50	\$454.80
May	\$74.60	\$43.60	\$55.20	\$86.40	\$158.70	\$418.50
June	\$98.80	\$65.30	\$116.50	\$100.90	\$187.40	\$568.90
Total	\$898.50	\$451.00	\$885.00	\$1,024.30	\$1,738.70	\$4,997.50

**Drop Off Recycling
Material Delivery to Sonoco**

FY 20

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	92,700	\$476.32
August	26,100	\$78.30
September	0	\$0.00
October	0	\$0.00
November	106,540	\$654.86
December	195,920	\$1,064.10
January	64,940	\$194.82
February	19,240	\$57.72
March	0	\$0.00
April	0	\$0.00
May	0	\$0.00
June	79,320	\$793.20
Totals	584,760	\$3,319.32

**Drop Off Recycling
Material Delivery to Butler Paper**

FY 20

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	0	\$0.00
August	119,840	\$886.05
September	116,240	\$1,013.88
October	106,200	\$567.86
November	43,900	\$477.31
December	0	\$0.00
January	20,580	\$438.35
February	98,720	\$752.47
March	40,360	\$653.49
April	136,520	\$1,127.67
May	43,100	\$749.43
June	50,080	\$2,355.00
Totals	775,540	\$9,021.51

**Drop Off Recycling
Material Delivery to County Waste**

FY 20

	Material Delivered (Pounds)		Containers Revenue	Paper Revenue
	Containers	Paper		
July	105,020	23,600	\$525.10	\$118.00
August	107,620	0	\$538.10	\$0.00
September	79,620	0	\$398.10	\$0.00
October	104,220	22,500	\$521.10	\$112.50
November	71,700	0	\$358.50	\$0.00
December	114,020	0	\$570.10	\$0.00
January	94,720	0	\$473.60	\$0.00
February	89,460	0	\$447.30	\$0.00
March	87,880	0	\$439.40	\$0.00
April	111,840	13,100	\$559.20	\$65.50
May	101,260	0	\$506.30	\$0.00
June	144,700	0	\$723.50	\$0.00
Totals	1,212,060	59,200	\$6,060.30	\$296.00

**Drop Off Recycling
Material Delivery to Tidewater Fibre**

FY 20

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	0	\$0.00
August	0	\$0.00
September	0	\$0.00
October	0	\$0.00
November	0	\$0.00
December	0	\$0.00
January	0	\$0.00
February	0	\$0.00
March	29,280	\$18.30
April	21,900	\$13.69
May	0	\$0.00
June	0	\$0.00
Totals	51,180	\$31.99

VPPSA Drop Off Recycling

Total Weights (Pounds) FY 20

Corrugated Cardboard

	Weight (pounds)	Processor	Revenue
July	74,180	Sonoco	\$1,483.60
	30,080	International Paper	\$300.80
August	25,620	International Paper	\$256.20
	88,660	Butler Paper	\$1,884.46
September	90,040	Butler Paper	\$1,922.45
October	92,000	Butler Paper	\$1,912.50
November	21,780	Butler Paper	\$449.32
	73,160	Sonoco	\$1,463.20
December	103,980	Sonoco	\$2,079.60
January	22,960	Sonoco	\$459.20
	79,600	Butler Paper	\$1,695.48
February	84,760	Butler Paper	\$2,007.79
March	101,000	Butler Paper	\$3,203.24
April	87,860	Butler Paper	\$3,853.87
May	103,120	Butler Paper	\$6,280.21
June	115,260	Butler Paper	\$5,985.56
Total	1,194,060		\$35,237.48

VPPSA Drop Off Recycling

Total Weights (Pounds) FY 20

Toter Collection Program

Mixed Paper

	Weight (pounds)	Processor	Revenue
July	13,420	Sonoco	\$40.26
August	9,200	Butler Paper	\$41.86
September	0		\$0.00
October	11,180	Butler Paper	\$39.24
November	10,660	Sonoco	\$31.98
December	8,240	Sonoco	\$24.72
January	6,720	Sonoco	\$20.16
February	0		\$0.00
March	8,940	TFC	\$5.59

April	0	\$0.00
May	0	\$0.00
June	0	\$0.00

Total	68,360	\$203.81
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AGENDA ITEM 12
BoS Comments

AGENDA ITEM 13.

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 list below):

1. appointment of individuals to Boards and Commissions.
 2. interview of a prospective candidate for employment

(or the)

- | | | |
|---|---|--|
| <input type="checkbox"/> 3. Employment | <input type="checkbox"/> 6. Promotion | <input type="checkbox"/> 9. Salary |
| <input type="checkbox"/> 4. Assignment | <input type="checkbox"/> 7. Performance | <input type="checkbox"/> 10. Discipline |
| <input type="checkbox"/> 5. Appointment | <input type="checkbox"/> 8. Demotion | <input type="checkbox"/> 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 one of the following):

1. the acquisition of real property for a public purpose.
 2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely the bargaining position or negotiating strategy of the Board.

- PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.
- PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.
- INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

LEGAL MATTERS – In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose one of the following):

- 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 the litigation position or negotiating strategy of the Board.

LEGAL MATTERS – In accordance with Section 2.2-3711(A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

HAZARDOUS WASTE SITING – In accordance with Section 2.2-3711(A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions and provisions of the siting agreement, or both.

TERRORIST ACTIVITY – In accordance with Section 2.2-3711(A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to:

- 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:

- 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.

BOARD OF SUPERVISORS
COUNTY OF KING WILLIAM
KING WILLIAM, VIRGINIA

Resolution

At a [regular or special] meeting of the King William County Board of Supervisors held in the King William County Administration Building, on the _____ day of _____, 20____:

Present

Vote

William L. Hodges
Travis J. Moskalski
Stephen K. Greenwood
C. Stewart Garber, Jr.
Edwin H. Moren, Jr.

On motion of _____, seconded by _____, which carried _____, the following resolution was adopted:

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 by the King William County Board of Supervisors this the _____ day of _____, 20____, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed 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.

AGENDA ITEM 14.a.



Parks & Recreation Commission

King William County Administration Building, 180 Horse Landing Road, King William, VA 23086

TO: King William Board of Supervisor

From: Commissioners of the King William Parks & Recreation

Date: July 15, 2020

SUBJ: Appointment of 2nd District Commissioner

In the March 5, 2020 meeting of the King William Parks and Recreation Commission, the commissioners present reviewed and discussed the applications presented to replace the vacant 2nd District seat. After our review and discussion, it was voted that we would request the King William Board of Supervisors appoint Mr. Scoots Curry as the 2nd District Representative to the Commission effective immediately for a 4 year term.

We thank you for your consideration of this appointment and look forward to working with Mr. Curry.

Sincerely,

Veda G. Frazier

Veda G. Frazier
Commission Chair



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Scoots Curry

Home Address 677 Walkerton Road
Walkerton, VA 23177

Phone 804-357-9737 Fax _____ Email scootscurry@live.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer Henrico County Phone 804-501-7275

Business Address 6800 Staples Mill Rd Henrico, VA 23228

Education Bachelor of Science in Business Administration Ferrum College
Diploma/Degree School Attended

How long have you been a resident of King William County? 42

Civic Activities (include other Boards/Commissions/Committees)

King William Youth Football board and coach, King William High School baseball coach

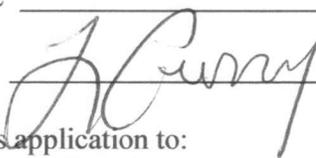
Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice District 2 Representative for Park and Rec.

2nd Choice _____

3rd Choice _____

Signature  Date Submitted 2/17/2020

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4964
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Nita McInteer

Home Address 305 Sweet Air Ln
King William 23086

Phone 921-7657 Fax _____ Email nita.mcinteer@gmail.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer King William County Phone 769-4968

Business Address 180 Horse Landing Rd., King William

Education BA Political Science VCU
Diploma/Degree School Attended

How long have you been a resident of King William County? 20 years

Civic Activities (include other Boards/Commissions/Committees)

4-H Shooting Sports Team for King William

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice Parks & Rec Board

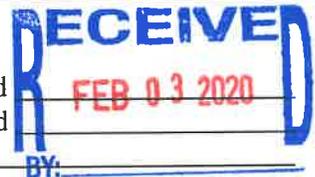
2nd Choice _____

3rd Choice _____

Signature *Nita McInteer* Date Submitted 2-3-20

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4964
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____



This application will be kept on file for 2 years. Thank you for your application.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Otto O. Williams

Home Address 4385 King William Road
Aylett, VA. 23009

Phone 804 347-1802 Fax _____ Email _____

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer Otto O. Williams & Sons, Inc. Phone 804 347-1802
804 994-2163

Business Address 4385 King William Road Aylett, VA 23009

Education _____ Lee Davis H.S.
Diploma/Degree School Attended

How long have you been a resident of King William County? 36 yrs(+)

Civic Activities (include other Boards/Commissions/Committees)

MVED,
Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice MPPDC

2nd Choice KW Planning Commission

3rd Choice Social Services Board

Signature Otto O Williams Date Submitted January 24, 2020

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4964
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name JAMES BRYANT HEALEY

Home Address 1741 Woodbury Rd
Walkerton Va 23177

Phone 804-3852539 Fax _____ Email Sanfranboy24@yahoo.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer VDOT Phone _____

Business Address King William

Education GED Diploma/Degree King + Queen School Attended

How long have you been a resident of King William County? 22 years

Civic Activities (include other Boards/Commissions/Committees)

10 years on board King William little league, fire department, Mathaponi church,
Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice Parks + Rec

2nd Choice _____

3rd Choice _____

Signature James Healey Date Submitted 2-10-20

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4964
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.

RESOLUTION 20-37

APPOINTMENT/REAPPOINTMENT TO RECREATION COMMISSION

WHEREAS, the term of Eugene Rivara on the Recreation Commission was vacated as of December 31, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for a term ending December 31, 2023.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.b.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Robert H Hubbard

Home Address 3736 Herring Creek Road
Aylett, Virginia 23009

Phone 804 994-2637 Fax _____ Email robert_h_hubbard@msn.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer Retired (Altria) Phone _____

Business Address _____

Education Business Management VCU
Diploma/Degree School Attended

How long have you been a resident of King William County? 20 ~~15~~ Years

Civic Activities (include other Boards/Commissions/Committees)

KWC Historical Society Board, Treasurer & Museum Council, KWC Comprehensive Plan Review Committee

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Sons of American Revolution, Virginia Historical Society, National Trust for Historic Preservation, Colonial Williamsburg Foundation

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice Historic Preservation & Architectural Review Board

2nd Choice _____

3rd Choice _____

Signature R H HUBBARD Date Submitted May 21, 2010

Return this application to:

Board of Supervisors
P. O. Box 215
King William, VA 23086
Fax: (804) 769-4964

Email: blangston@kingwilliamcounty.us

Date Received _____

Copy to Board _____

Updated _____

This application will be kept on file for 2 years. Thank you for your application.

RESOLUTION 20-38

**APPOINTMENT/REAPPOINTMENT TO THE
HISTORICAL PRESERVATION AND ARCHITECTURAL REVIEW BOARD**

WHEREAS, Robert Hubbard’s term on the Historical Preservation and Architectural Review Board has expired as of June 30, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for an unexpired term ending June 30, 2025.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.c.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Beth Woolford

Home Address 9349 West River Rd, Aylett, VA 23009

P.O. Box 269, Aylett, VA 23009 (mailing address)

Phone 804-241-5955 Fax _____ Email bethwoolford@gmail.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer Shelker Arms Institute Phone 804-578-6617

Business Address 2000 Wilkes Ridge Drive, Richmond, VA 23233

Education BA/MSW PAWX/VCU
Diploma Degree School Attended

How long have you been a resident of King William County? 37 years

Civic Activities (include other Boards/Commissions/Committees)

Former Board Member CCDC - Hospital Social Worker x 40 years

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

St. Paul's Episcopal Church

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice Social Services

2nd Choice _____

3rd Choice _____

Signature Beth Woolford Date Submitted 7/13/2020

Return this application to:
 Olivia Lawrence, Deputy Clerk to the Board
 180 Horse Landing Road #4
 King William, VA 23086
 Fax: (804) 769-4927
 Email: deputyclerk@kingwilliamcounty.us

Date Received _____
 Copy to Board _____
 Updated _____

This application will be kept on file for 2 years. Thank you for your application.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name _____

Home Address _____

Phone _____ Fax _____ Email _____

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer _____ Phone _____

Business Address _____

Education _____
Diploma/Degree _____ School Attended _____

How long have you been a resident of King William County? _____

Civic Activities (include other Boards/Commissions/Committees)

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice _____

2nd Choice _____

3rd Choice _____

Signature Janella Temple Date Submitted _____

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4964
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.

RESOLUTION 20-39

APPOINTMENT/REAPPOINTMENT TO SOCIAL SERVICES BOARD

WHEREAS, Susan Russell’s term on the Social Services Board has expired as of June 30, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for an unexpired term ending June 30, 2024.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.d.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Jason "Jay" Brown

Home Address 865 King William Road
Hanover, VA 23069

Phone 804.677.3641 Fax _____ Email jayhbrown@gmail.com

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer Commonwealth Catholic Charities Phone 804.285.5900

Business Address 1601 Rolling Hills Drive, Richmond, VA 23229

Education BA, 2006 / MTS, 2010 Villanova / Washington Theological Union
Diploma/Degree School Attended

How long have you been a resident of King William County? 6 years

Civic Activities (include other Boards/Commissions/Committees)

EDA, St. Ann (Ashland) Pastoral Council
Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice EDA

2nd Choice Social Services

3rd Choice _____

Signature  Date Submitted 7/6/2020

Return this application to:
Olivia Lawrence, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4927
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.

RESOLUTION 20-40

APPOINTMENT/REAPPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, Jay Brown's term on the Economic Development Authority has expired as of June 30, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for an unexpired term ending June 30, 2024.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.e.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name EUGENE L CAMPBELL, JR

Home Address P O BOX 95 / 446 WHITE OAK LANDING LANE
KING WILLIAM, VA 23086

Phone 804 363 1781 Fax _____ Email GENEC1781@GMAIL.COM

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer RETIRED Phone _____

Business Address N/A

Education B.S. CIVIL ENGINEERING VA TECH
Diploma/Degree School Attended

How long have you been a resident of King William County? ALL MY LIFE

Civic Activities (include other Boards/Commissions/Committees)
KING WILLIAM RURITAN CLUB, MECHANICVILLE BUS ASSOC, BON SECOURS
MIRMC COMMUNITY ADVISORY BOARD, KING WILLIAM REC COMMISSION
KING WILLIAM ELEC. BOARD KING WILLIAM REDISTRICTING COMM. 2001 &
Memberships in Fraternal, Business, Church, or Social Organizations (include offices held) 2011
BOARD OF DIRECTORS RAPPASHNOCK ELECTRIC COOPERATIVE

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice EDA

2nd Choice _____

3rd Choice _____

Signature Eugene L Campbell Date Submitted _____

Return this application to:
Olivia Schools, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4927
Email: deputyclerk@kingwilliamcounty.us

RECEIVED
Date Received JUN 24 2020
Copy to Board _____
Updated _____
BY: _____

RESOLUTION 20-41

APPOINTMENT/REAPPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, Eugene Campbell's term on the Economic Development Authority has expired as of June 30, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for an unexpired term ending June 30, 2024.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.f.



Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Doris White

Home Address 2817 VENTER RD.
DULLES VA 23009

Phone 804-296-0440 Fax _____ Email dwhite2368@gmail

County Election District of Residence First District Second District Third District
 Fourth District Fifth District

Employer ACS WEST Phone 804-282-7451

Business Address 1904 Byrd AVE

Education High School _____
Diploma/Degree School Attended

How long have you been a resident of King William County? 3 YEARS

Civic Activities (include other Boards/Commissions/Committees)

BZA King William County

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

BZA King William

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice BZA

2nd Choice _____

3rd Choice _____

Signature Doris White Date Submitted 6-22-20

Return this application to:
Olivia Lawrence, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 769-4927
Email: deputyclerk@kingwilliamcounty.us

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.

RESOLUTION 20-42

APPOINTMENT/REAPPOINTMENT TO BOARD OF ZONING APPEALS

WHEREAS, Doris White’s term on the Board of Zoning Appeals has expired as of June 30, 2020, and

WHEREAS, the Board of Supervisors now desires to make an recommendation for appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed or reappointed to the aforementioned organization for an unexpired term ending June 30, 2025.

DONE this the 27th day of July, 2020.

AGENDA ITEM 14.g.



King William County
Est. 1702

Board of Supervisors

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

DATE: July 27, 2020
TO: King William County Board of Supervisors
FROM: Jay Brown, Chairman of the Economic Development Authority
SUBJECT: Authority Member Attendance

SUMMARY

At the July 8, 2020 Economic Development Authority meeting, the Authority unanimously amended the Calendar Year 2020 By-Laws stating, “**Section 4.10 Attendance.** *The Authority acknowledges that, pursuant to Section 15.2-4904 of the Code of Virginia of 1950, as amended, a member of the Board of Directors of the Authority may be removed from office by the King William County Board of Supervisors without limitation in the event that the member is absent from any three consecutive meetings of the Authority or is absent from any four meetings of the Authority within any 12-month period. In any such event, a successor shall be appointed by the King William County Board of Supervisors for the unexpired portion of the term of the member who has been removed. [The Secretary shall report any such absences to the King William County Board of Supervisors.] [The Secretary shall provide an annual report at the end of each fiscal year to the King William County Board of Supervisors reporting any such absences for any current members.]*”

The Authority has had one member, William Lee, absent from three consecutive meetings, and have requested Mrs. Tassinari, as the Secretary to the Economic Development Authority, to bring this to your attention.

CONSIDERATION/OPTION

The Economic Development Authority is requesting the Board of Supervisors remove Authority member William Lee from his seat on the Authority.