County of King William, Virginia
Est. 1702

BOARD OF SUPERVISORS
REGULAR MEETING OF AUGUST 24, 2020 – 7:00 P.M.
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA

A M E N D E D A G E N D A

1. Call to Order

2. Roll Call

3. Moment of Silence

4. Pledge of Allegiance

5. Review and Adoption of Meeting Agenda

6. Public Comment Period – 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. July 27, 2020 Regular Meeting

b. Approval of Payment of Bills – *Month of July, 2020*

8. Presentations:

a. Update by the General Registrar concerning Redistricting, Cyber Security, CARES Relief Funds and the Special Election - *Alison Fox, General Registrar*

9. Old Business:

a. Reassessment Update – *Natasha Joranlien, Director of Finance and Steve Chastang, Bright Minds*

b. CARES Relief Funds Update – *Bobbie Tassinari, County Administrator*

c. Fire and Rescue Update – Stacy Reaves*, Chief of Fire and EMS*

10. New Business:

~~a. Proposed Conveyance of Properties Between a Private Party and King William County – *Steve Hudgins, Director of Operations*~~

b. Resolution 20-49 Approving the Creation of a Finance Board – *Bobbie Tassinari, County Administrator*

c. Resolution 20-50 Instructing the King William County Treasurers Office in Collections of Delinquent Taxes – *Bobbie Tassinari, County Administrator*

d. Preliminary Update on Treasurer's Office Performance Audit – *Bobbie Tassinari, County Administrator*

e. Resolution 20-51 Unappropriating Funding for the Commissioner of Revenue Positions – *Bobbie Tassinari, County Administrator*

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)

b. Motion to Reconvene in Open Session

c. Certification of Closed Meeting

d. Action on Closed Meeting (if necessary)

14. Appointments

a. Consideration of Removal of an Economic Development Authority Member

b. Consideration of Resolution 20-52 - Appointment to the King William County Economic Development Authority to fill a Vacancy Expiring on June 30, 2021

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
REGULAR MEETING OF JULY 27, 2020

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 27th day of July, 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
Andrew McRoberts of Sands Anderson, County Attorney

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

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Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented; 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. Jacob Levy, of District 5, stated his concern for delinquent taxes not being collected and described how this has affected him directly. He stated he chose to move to King William in 2015 under the impression the vacant home next to the property he was purchasing would be auctioned off for delinquent taxes owed. Since 2017 there has been no advertisements for this properties delinquent taxes or an auction as promised by Treasurer, Harry Whitt.

2. Robert Hubbard, of District 5, stated his concern for delinquent taxes not being collected and suggested that money could be used for the buses needed by the King William County Public Schools.

3. Chris Couch, of Dreaming Tree Farms, stated his concerns over the current meals tax, the amount being spent in legal fees by the Commissioner of Revenues Office and reasons why his salads should be exempt from the meals tax.

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

Agenda Item 7. CONSENT AGENDA

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

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

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-ll(Rl) 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-ll(Rl) 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-ll(Rl)
Reimbursement to KWC	-181,940.49	Resolution 20-ll(Rl)
KWCPS Request for Capital Needs FY21	-170.246.00	
New Restricted General Fund Balance	$172,253.26	

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

Agenda Item 8. PRESENTATIONS

a. Resolution of Appreciation for Presentation to Susan G. Russell

Supervisor Garber presented Resolution 20-35 to Susan G. Russell recognizing her service on the Social Services Board.

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

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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 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.

Agenda Item 9. OLD BUSINESS

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

Natasha Joranlien, Director of Finance, presented Resolution 20-31. 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 are to be included in all solicitations. No other terms are approved as to form by the County Attorney as required by **Virginia Code § 15.2-1237**. If edits are needed to the terms, the County Attorney will review requests and advise.

King William County Procurement Policy was adopted on January 26, 2015. The Finance staff is recommending the following amendments to the 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 mitigate unnecessary delays in purchases of routine supplies, materials, services, vehicles, machinery, equipment apparatus, construction, repair, and maintenance necessary to provide timely public service.

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Revisions are summarized by topic:

- 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
- 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.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Hodges, Resolution 20-31 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

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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

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

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

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and any procedures issued pursuant to it. The Purchasing Agent shall not execute a purchase order if such procurement has not been in compliance with this policy and any procedures developed pursuant to it.

Article II. Purchasing Agent: Competition Requirements

2-3 Competition requirements

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

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

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

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

(d) For purchases in excess of ~~$10,000~~ $***30,000*** but not greater than ~~$60,000~~ ***$100,000***, written solicitations and quotes are required and at least four (4) suppliers shall be contacted. Telephone solicitations for purchases less than $20,000 (provided a written memorandum is made of the supplier contacted and the item on which the quote is requested) are acceptable. The supplier shall be required to submit a written quote within the specified time to be further considered. Requests for quotation shall be posted, at least ~~fifteen (15)~~ **ten (10)** days prior to the due date, on the County's

web site and on the purchasing web site maintained by the Virginia Department of General Services and, if deemed appropriate by the Purchasing Agent, may be published in a newspaper of general circulation in King William County***. A Purchase Order is required before the funds may be committed and been expended.***

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

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

(g) Purchases of professional services as that term is defined in §2.2- 4301 of the Code of Virginia, when the cost of such services is expected to exceed $60,000.00, shall be made in accordance with the process set forth in § 2.2- 4302.2 of the Code of Virginia.

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

(i) The purchase of goods or nonprofessional services, but not construction or professional services, may be made by reverse auctioning. However,

bulk purchases of commodities used in road and highway construction and maintenance, and aggregates shall not be made by reverse auctioning.

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

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

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

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

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

Except as provided for emergency purchases, all purchases in excess of ~~$3,000~~ ***$5,000*** shall be specifically approved by the County Administrator for the Board, or by the appropriate approving authority, prior to the issuance of a purchase order. Emergency purchases may be approved after the fact. The request for approval shall identify the method of price competition used in the procurement.

3-19. Contract requirements and legal review.

The terms and conditions of procurements in excess of $~~25,000~~ ***$100,000*** shall be reviewed and approved by the County Attorney prior to solicitation. Advertisements for Formal Invitations for Bids (IFB) and Requests for Proposals (RFP) for procurement of construction or services in excess of ~~$25,000~~ ***$100,000*** shall be reviewed by the County Attorney prior to advertising. Contracts signed by all parties and containing, or

incorporating by reference, all applicable terms and conditions shall be required for procurements of services or construction in excess of $25,000. Such contracts and all amendments and changes thereto shall be approved as to form by the County Attorney.

APPENDIX 1

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

b. CARES Relief Funds Update

Bobbie Tassinari, County Administrator, presented an update on the CARES Relief Funds. On 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 are under development. The Board of Supervisors agreed to table the proposed King William County TOGETHER Coupon Program until a later date. 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.

The recommendations being presented included:

- King William Public Schools: WIFI Access Points around the County for online and blended learning, software for online and blended learning administrative software to operate "new normal" teacher devices to accommodate online and blended learning, jump drives for student use to accommodate blended learning, IT services to support additional devices needed for blended and online learning for CSPS and AES and a 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.
- Local Business Support: Food delivery to residents, including for example, senior citizens and other vulnerable populations, expenditures related to provisions of grants to small businesses to reimburse the costs of business interruption caused by required closures, 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 and expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, 5. Funds may be used to cover employment and training programs for employees that have been furloughed due to the public health emergency, 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, installation of screens and buffers to allow for proper social distancing practices and reimbursement for storage costs to store seating until the restrictions are lifted.
- Economic Development Authority: Distribute $50,000 to the organization to address local business economic issues related to COVID and 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.
- King William County: PPE purchased, above and beyond what was budgeted, for both law enforcement and fire and emergency medical services departments, additional cleaning supplies, such a disinfectant that were not included in the regular budgetary request, reimbursement for employees quarantined due to suspected COVID-19 (up to the 80 hours granted by the Federal Government as Administrative Leave), and replacement of desk top computers with laptops for those employees identified with job functions that would require remote work.

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Agenda Item 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, presented Resolution 20-36, requesting 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%. 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.

Supervisor Moskalski recommended keeping the percentage of tax relief at 35% to alleviate additional taxes added to the citizens. Commissioner Pearson stated the Board has the authority to set the percentage.

Supervisor Hodges agreed to keep the current percentage.

Chairman Greenwood questioned why we do not prorate and if we should consider this change.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Hodges, Resolution 20-36R 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 20-36R
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 Five Percent (35%) 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 Five Percent (35%) of the amount otherwise owed.

b. Update on 360/30 Intersection and 360 Park and Ride Project

Ron Etter, Director of Community Development, presented photos of the project and stated it should be completed within 12 to 18 months.

c. Subdivision Ordinance Revision Status Update

Ron Etter, Director of Community Development, stated the ordinances were under review still and would be presented to the public, Board of Supervisors and Planning Commission soon.

d. 2020 Smart Scale Resolution 20-43

Ron Etter, Director of Community Development, presented Resolution 20-43 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.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Hodges, Resolution 20-43 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 20-43
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 3 0 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.

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, presented Ordinance 08-20 requesting to construct a 24x56.6 feet attached accessory dwelling as an addition to the existing residence located at 6585 Mount Olive Cohoke Road, King William, Virginia, Tax Map Parcel 53-1-1.

Chairman Greenwood opened the public hearing.

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

Upon the motion of Supervisor Hodges, seconded by Supervisor Moskalski, Ordinance 08-20 was approved 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

ORDINANCE 08-20
AN ORDINANCE APPROVING CONDITIONAL USE PERMIT CUP-02-20
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-02-20, 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-02-20; and

NOW, THEREFORE, BE IT RESOLVED, the King William County Board of Supervisors this 27th day of July, 2020, hereby approves CUP-02-20, with the following condition:

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

f. Fire and Ems Update

Stacy Reaves, Battalion Chief of Administration, in the absence of Interim Chief Nunnally gave an update concerning the Fire and Emergency Services Department stating that staffing the schedule adequately has been challenging over the past month, primarily due to summer time vacations playing a role and with the Governor's reopening in Phase III aggressive advertising for the full-time positions have begun. He also stated the new ambulance is in service, engine 1 is currently at AES for an estimate of needed repairs. While Engine 1 is out-of-service the County is leasing an engine. 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.

Supervisor Garber thanked him for his service.

Supervisor Moren requested a meeting between the Mangohick Station and Battalion Chief Reaves.

g. Resolution 20-44

Supervisor Hodges presented Resolution 20-44 expressing continued opposition to any law that would unconstitutionally restrict the rights of the citizens of, and visitors to, King William County to keep and bear arms.

Upon the motion of Supervisor Hodges, seconded by Supervisor Moskalski, Resolution 20-44 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

RESOLUTION 20-44

WHEREAS, in acknowledgment of its deep commitment to the rights of all citizens of, and visitors to, King William County to keep and bear arms, King William County Board of Supervisors previously declared King William County to be a 'Second Amendment Sanctuary', and

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

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

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

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

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

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

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 stated they are pushing to solve the delinquent tax issue, he is open to listening to Mr. Couch, and thanked everyone for attending.

Supervisor Moskalski commented on the delinquent taxes issue as well as the Dreaming Farms issue. He stated an investigation is taking place in the constitutional officer's office currently due to these issues. He stated the legal fee expenditure of $31,000 is

unacceptable, and they will be institute a policy going forward to avoid this sort of event from reoccurring.

Supervisor Garber thanked everyone for attending and commented on the delinquent tax issue stating Treasurer, Harry Whitt, stated delinquent taxes would be placed on the County's website within the next 30 days but still had not done so. He congratulated Stacy Reaves on becoming King William County's new Fire Chief as of August 1, 2020.

Supervisor Moren commented on the painfulness of how slow local government works. He stated his disappointment in the activities he's seen happening on Facebook recently as well. He wished every to be stay safe and thanked them for coming.

Chairman Greenwood thanked everyone for attending and expressed how little control they have over Constitutional Officers. He encouraged everyone to continue to social distancing and use their masks.

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, 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 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 27th day of July, 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 27th day of July, 2020.

d. Action on Closed Meeting

Agenda Item 14. APPOINTMENTS

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Scoots Curry was appointed to the Recreation Commission for a term expiring on December 31, 2023 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 20-37
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 Scoots Curry be appointed or reappointed to the aforementioned organization for a term ending December 31, 2023.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Robert Hubbard was appointed to the Historic Preservation and Architectural Review Board for a term expiring on June 30, 2025 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 20-38
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 Robert Hubbard be reappointed to the aforementioned organization for an unexpired term ending June 30, 2025.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Beth Woolford was appointed to the Social Services Board for a term expiring on June 30, 2025 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 20-39
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;

DRAFT

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that Beth Woolford be appointed to the aforementioned organization for an unexpired term ending June 30, 2024.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Jay Brown was appointed to the Economic Development Authority for a term expiring on June 30, 2024 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 20-40
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 Jay Brown be reappointed to the aforementioned organization for an unexpired term ending June 30, 2024.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Eugene Campbell was appointed to the Economic Development Authority for a term expiring on June 30, 2024 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

DRAFT

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 Eugene Campbell be reappointed to the aforementioned organization for an unexpired term ending June 30, 2024.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Doris White was appointed to the Board of Zoning Appeals for a term expiring on June 30, 2025 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 20-42
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 a 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 Doris White be reappointed to the aforementioned organization for an unexpired term ending June 30, 2025.

DRAFT

Agenda Item 15. ADJOURN

Upon motion of Supervisor Moskalski, second by Supervisor Garber, the meeting was adjourned 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

COPY TESTE:

Stephen K. Greenwood, Chairman Board of Supervisors	Olivia S. Lawrence Deputy Clerk to the Board

DRAFT

AGENDA ITEM 7.b.

Natasha L. Joranlien
Director of Financial Services

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

DATE: August 24, 2020

TO: King William County Board of Supervisors

FROM: Natasha Joranlien, Director of Financial Services

SUBJECT: Monthly Expenditures
July-20

County Expenditures are as follows:

County Administration Funds	2,799,136.77
Department of Social Services	82,476.66
Comprehensive Services Act	80,732.56
Tax Refunds	-
Total County Administration, Social Services, CSA & Tax Refunds Amount:	2,962,345.99

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Fax: 804-769-4964
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AGENDA ITEM 8.a.

King William County
Est. 1702

Board of Supervisors

General Registrar's Office

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: 8/14/2020

TO: King William County Board of Supervisors

FROM: Alison W. Fox, General Registrar

SUBJECT: Update on multiple changes and new additions to the General Registrar's Office

SUMMARY

Redistricting:

In 2021, King William County will undergo another redistricting by result of the 2020 Census. Although production had been halted and pushed back due to COVID-19. I believe the Census is back on track for a redistricting to happen next year.

Cybersecurity:

In the 2019 Session of the General Assembly, House Bill 2178 was passed. HB 2178 updated the cybersecurity standards for the State Board of Elections that require all localities follow. With these changes, the Office of the General Registrar had to fill out extensive surveys and meet deadlines to ensure that our office would be in compliance and could operate at full capacity. A requirement in HB 2178 states localities that share the County's servers and secure networks, such as King William's County offices, have to ensure that the county as a whole is in compliance with the State's new standards. This will create increased workload for the County's IT department as well as added cost. The initial steps to bring King William into compliance was to acknowledge all areas that we were not operating at 100% and submitting a signed memo to the State citing our plan for coming into compliance.

Each locality has two options:

1. Work on getting the guidelines up to date and working with the General Registrar's Office to ensure cybersecurity standards are in line with the State.

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

2. Placing the General Registrar's Office on their own server and secure network not connected with the County. This option was NOT a recommended route, simply because of the extreme cost associated with it.

So far, there has been one initial expense associated with proper training for the entire County staff. The General Registrar's Office has signed a 3-year subscription to help train staff on Phishing emails and how to avoid them. The 3-year subscription was approximately $2,000.00

The General Registrar has been working directly with Travis Wolfe; the IT Director to ensure all requirements are being met to meet the needed compliance with State guidelines. Failure to meet these guidelines could result in losing access to the State's site that is needed to perform the duties of the General Registrar.

CARES Grant Money:

During the COVID-19 pandemic various organizations and localities have been awarded CARES money to help offset the increased costs associated with the standards and needs to protect against COVID-19 as well as provide relief aid. The Office of the General Registrar will be receiving $51, 176 directly from the Commonwealth to assist with increased costs for the November election. This money is allocated for new machines to help with the increase in absentee voting, additional staff, supplies, increased postage for voting by mail, etc. The County has not received the money at this time, but our office is guaranteed these funds. The Department already has pinpointed items that can be purchased with these CARES funds.

COVID Restrictions and its impact on our office/elections:

There have been many new requirements put in place at the polling locations to protect against COVID-19. The first election this year did incur an additional cost for supplies needed to protect against COVID-19. The State did provide additional supplies, but the Office of the General Registrar was proactive in purchasing items needed before stock was depleted. With the new regulations and recommendations for each polling location and Registrar's Office, added training was necessary to ensure all Election Officials knew what to expect on Election Day and to make sure they knew how to sanitize properly for their safety and the safety of the voters. The State is providing the required PPE for each locality in each of their polling locations for the upcoming November election. Our office will assess the items received and add additional items if necessary due to the potential for increased staff at each location.

King William County
Est. 1702

Board of Supervisors

General Registrar's Office

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

Special Election- February 2, 2021:

The Special Election placed on the calendar in 2021 will increase workload and cost to the General Registrar's Office. This is not a typical time an election would be held and may cost the Department $10,000-$12,000. The cost of the election comes from staff, ballot orders, machine maintenance, testing of the machines before each election, supplies for precincts, additional supplies for COVID, etc.

The timeline for the Special election is as follows:

- December 4th - Deadline to file for candidacy
- December 18th- First day of absentee voting
- January 19th- Final day to update/register to vote
- January 22nd- last day to request and absentee ballot

The Special election taking place is Countywide so it will require all precincts to be in use as well as all staff to run each location. All staff will need to be trained before the election, and all staff are compensated for their training for each election. If we are still feeling effects of COVID 19, then there will also be a cost of adding PPE for this specific election, which will NOT be provided by the State. The General Registrar's Office will need to start compiling these items to ensure they are delivered in plenty of time for the election. The Registrar will try to be as resourceful as possible by reusing any unused items from the General Election.

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AGENDA ITEM 9.a.

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
C. Steward Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: August 24, 2020

TO: King William County Board of Supervisors

FROM: Natasha Joranlien, Director of Financial Services

SUBJECT: Reassessment Update

In January 2019, King William County contracted BrightMinds, LLC to appraise real property at its fair market values as of January 1, 2021, as stated in Title 58.1-3201 of the Code of Virginia, and to perform a comprehensive sales study with corresponding appraisal manual for the purpose of this reassessment of real property. The reassessment shall include taxable and nontaxable parcels and exclude the reassessment of public service properties.

Below are findings thus far with the Reassessment:

- 632 new accounts created for 2021; 244 accounts out of the 632 were not assigned, linked with other accounts, or previously bundled together
- 11,673 total parcels for 2021 compared to 11,204 total parcels in February of 2019; 469 new parcels created
  A parcel is one individual property. An account is the associated number for the parcel and/or another way to identify the parcel other than by Tax Map ID/ number.
- Building permits for interior renovations, additions, in-ground swimming pools, porches, decks, detached garages, and all "other improvements" *were not* maintained in the CAMA (Computerized-assisted mass appraisal) system. The added value of these types of improvements may be small compared to the total property value, although they will add up over the course of a few years to a significant amount of taxable real property.
- Homes and/or buildings that require a certificate of occupancy *were* maintained in the CAMA system, but some were missed and were not added to the tax roll. By entering the proposed building plans and specifications into the CAMA system upon approval of the plans, a more full proof method of tracking new construction may be implemented. A home listed in CAMA at zero percent complete based on the building plans is much better than a home that has been 100% complete for 1 to 6 years with no record at all. This method may also provide a more fair and equitable way to determine the cost and associated fees for any proposed construction.

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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
C. Steward Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

- Warehouse building values were not assessed previously and/or not included in the tax roll, although it may appear they were in fact valued/assessed. This is due to having a combination of separate uses in one building such as warehouses, offices, and storage; or warehouses and retail. For warehouse properties with multiple uses listed, a building value was recognized. However, the warehouse portion was assessed at zero value. This type of data correction may appear as a significant increase to the property owner, well above any required market adjustments.
- Land values, previously, were not equalized according to the fair market value. Even though land values have been relatively stable since 2015, an increase in land assessments was recognized due to overall equalization.
- The 2015 commercial assessed values were missing the consideration of the sales comparison approach and income approach. The 2015 assessed values for commercial properties were based almost exclusively on the cost approach. BrightMinds, LLC studied and considered the sales, cost, and income approaches at the local level for commercial properties including regional and mid-Atlantic searches for special use/heavy manufacturing and other property types with limited local data. As with land, the final reconciliation may appear as a significant increase to the property owner, well above any required market adjustments.
- Tax Exempt properties were grossly under assessed in 2015. Churches, schools, government buildings, water/sewer treatment plants, etc. will see a significant increase in 2021. BrightMinds, LLC approach was to provide a fair and equitable opinion of market value regardless of ownership.

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AGENDA ITEM 9.b.
CARES Relief
Funds Update
No Attachment

AGENDA ITEM 9.c.

Stacy Reaves, Fire Chief

King William Fire & Emergency Services
Department Report
July – August 14th, 2020

Staffing

- Staffing continues to be challenging with full time vacancies and part time employees being unavailable during summer breaks.
- One full time employee out on extended leave.
- Currently interviewing for full time and part time Fire EMT-Medic and Fire Captain.
- Posted jobs on newly created Professional Face Book Page with great success in attracting attention. The page is and will continue to be managed and monitored by 3 upper administrative positions to ensure safety and positive promotion of the county and the fire department.
- Currently meeting with Volunteer Chiefs. Will be working with the County Administrator and Board Members to produce an agenda for the work session to maximize productivity.
- Making plans to begin having Chiefs' meetings with all county Chiefs and the Walkerton Chief.
- Continuing to work on operational policies to govern daily activity and improve quality of service delivery.

Apparatus

- The new ambulance is in service, the stretcher issue has been resolved under warranty.
- Engine 1 has been returned to service with all issues repaired. Will be working with staff and vendors to create contingency plan for maintenance and repairs in the future.
- The leased engine was returned to AES 1 day after Engine 1 was returned. AES did not pick up until the following Monday.

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.
- Due to the impact of the COVID 19 pandemic, many of the practices put in place during this time may become common practice to ensure safety of personnel and citizens.

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- Fit testing has been completed with a couple of individuals who were out for various reasons and will be tested ASAP on case by case when returning to work.
- We will be supplying structural firefighting gear extractors (washers) and dryers to Stations 1, 2, and 3 using the CARES Relief Funds. Each fire department will own the machines delivered to them and each fire department will be solely responsible for any costs of operation and maintenance beyond delivery.

Noteworthy

- Thank you to the personnel that have been working extended shift hours to help cover the schedule.
- Thanks to all of our county volunteer stations for helping cover calls during times of higher volume and critical calls. Mangohick, West Point and Walkerton have all been a great help this month.

AGENDA ITEM 10.a.

Item Struck

AGENDA ITEM 10.b.

RESOLUTION 20-49
KING WILLIAM COUNTY ESTABLISHING A FINANCE BOARD

WHEREAS, under **Virginia Code § 58.1-3151. County Finance Board. —** Each county of the Commonwealth may establish a county finance board, which shall consist of the chairman of the governing body of the county, the treasurer of the county and a citizen of the county of proven integrity and business ability. The citizen member shall be appointed by the circuit court of the county……. The term of the citizen member shall be four years, but the circuit court of the county may remove for cause any such member and appoint some other qualified citizen of the county in his stead for the unexpired portion of his term.; and

WHEREAS, the King William County Board of Supervisors wishes to create such a County Finance Board to direct the Treasurer to invest under certain circumstances per **Virginia Code § 58.1-3156**; and

WHEREAS, the Treasurer shall report to the County Finance Board at the end of each month the amount of money on deposit with depository per **Virginia Code § 58.1-3160**; and

WHEREAS, the King William County Board of Supervisors wishes to recommend Ms. Natasha Joranlien, resident of West Point, Virginia to the Circuit Court as the citizen member;

NOW, THEREFORE BE IT RESOLVED by the King William County Board of Supervisors this 24th day of August, 2020, a County Finance Board is created to act as an advisory board to the County Treasurer and to ensure County funds are being invested appropriately with due knowledge of the County Finance Board.

AGENDA ITEM 10.c.

RESOLUTION 20-50
INSTRUCTING THE COUNTY TREASURER IN THE METHODS OF COLLECTING DELINQUENT TAXES AS RECOMMENDED BY THE KING WILLIAM COUNTY BOARD OF SUPERVISORS

WHEREAS, under Virginia Code § 58.1-3919. Collection of taxes or other charges not paid when due; distress for same. The treasurer, after the due date of any tax or other charge collected by such treasurer, shall call upon each person chargeable with such tax or other charge who has not paid the same prior to that time, or upon the agent, if any, of such person resident within the county, city or town for payment thereof; and upon failure or refusal of such person or agent to pay the same he shall proceed to collect by distress or otherwise. Should it come to the knowledge of the treasurer that any person owing taxes or other charges is moving or contemplates moving from the county, city or town prior to the due date of such taxes or other charges, he shall have power to collect the same by distress or otherwise at any time after such bills shall have come into his hands. Notwithstanding § 58.1-3954, the treasurer or his deputy, in person or by counsel, may institute and prosecute all proceedings to enforce the payment of any tax or other charge in courts not of record**;** and

WHEREAS, the King William County Board of Supervisors wishes to address current delinquent taxes and future delinquent taxes under **Virginia Codes § 58.1-3919.1, § 58.1-3952, § 46.2-752, § 58.1-3952, § 58.1-3919, § 58.1-3952 and § 58.1-524**; and

WHEREAS, the Treasurer is instructed to, by these means, collect delinquent taxes owed to the County; Assignment to Attorney for Collections, Bank Account Liens, Division of Motor Vehicle (DMV) Registration Withholding, Employment Liens/Wage Liens, Seizure and Sale of Property, Tax Sale at Public Auction, Third Party Liens, and/or Withholding of State Tax Refund (Debt Set-Off); and

WHEREAS, the Treasurer is instructed to coordinate the collection process and method used with the County Financial Services Department to ensure timely collection;

NOW, THEREFORE BE IT RESOLVED by the King William County Board of Supervisors this 24th day of August, 2020, the Treasurer is instructed to begin collection of delinquent taxes utilizing the methods outlined herein and to provide to the King William County Board of Supervisors on a monthly basis a report reflecting the methods and amounts of taxes collected.

AGENDA ITEM 10.d.

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: August 24, 2020

TO: King William County Board of Supervisors

FROM: Bobbie Tassinari, County Administrator

RE: Performance Audit of Treasurer's Office

SUMMARY

The attached "Notes from Preliminary AUP work in King William County Treasurer's Office" provided by Robinson, Farmer, Cox Associates, PLLC on August 14, 2020 outlines the initial comments of the auditors. A representative from RFC will be on site again August 24-25, 2020 to review the cash dispersals and cash reconciliation documents. A final report will be provided to the Board of Supervisors upon completion of the August 24-25 audit work.

BACKGROUND INFORMATION

With the pending retirement of the County Treasurer and concerns over processes within the Department I requested RFC perform an audit of the Treasurer's Office. The audit was to focus on process, procedures, knowledge level and training needs of staff. A similar audit will be performed for the Commissioner of Revenue's Office September 2-3, 2020.

REQUESTED ACTION(S)

None at this time.

ATTACHMENT(S)

- Exit Notes from Preliminary AUP Work in King William County Treasurer's Office Provided by Robinson, Farmer, Cox Associates, PLLC

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www.kingwilliamcounty.us

ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

CPAs | CONSULTANTS

DATE: August 14, 2020

Exit Notes from Preliminary AUP work in King William County Treasurer's office

1. During our review of wire transfers, we noted that wire transfers can be initiated, approved, and posted by one person. We recommend a dual process where an individual who is not the person initiating, must approve the transfer.
2. During our review of wire transfers, we noted a lack of adequate support documentation on file. We recommend that all wire transfers include an invoice or other documentation (amortization schedule) indicating the amount and purpose of the wire transfer to improve the audit trail over wire transfers.
3. During our review of procedures, we noted that the Treasurer possibly conducts County banking transactions using his personal cell phone. We recommend employees not use personal cell phones to conduct County bank transactions. It was communicated to us that no employee in the treasurer's office is issued a County cell phone.
4. During our review of procedures, we noted that a log is not being maintained indicating items received in the treasurer's office by mail. We recommend that whoever is opening the mail prepare a receipt/check log indicating date, whom the amount was received from, purpose, and amounts. We recommend the person opening the mail sign the log and a second person review and sign the log as well noting accuracy and completeness. This process will improve the audit trail over mail receipts.
5. During our review of procedures, we noted all Treasurer's Office personnel can void transactions in the accounting system. We recommend that only the Treasurer and Chief Deputy Treasurer have authorization to complete voids in the accounting system.
6. Consideration should be given to the remote bank deposit of funds in the treasurer's office as the bank is physically located in the Town of West Point.
7. During our review of procedures, we noted that all Treasurer's Office personnel can remove penalties and interest from tax accounts in BAI. We recommend that only the Treasurer and Chief Deputy Treasurer have authorization to remove penalties and interest.
8. During our review of cash receipting process, we noted that the Treasurer was not reviewing the daily transaction summary (TR-40) on a timely basis. We recommend that the Treasurer, or his appointee, review the daily transaction summary within 2 business days.
9. During our review of business license tax payments, we noted that, at times, interest is not being assessed on delinquent business license payments. This is due to the fact that the Commissioner of Revenue is entering into BAI the date the tax is calculated and not when it is due. This causes the system to assume the taxes are due on the assessed date and calculates interest on that date instead of the due date of the tax (March 1). An example is that an ongoing business can complete their business license form on 10/31, pay on 11/30, and not be charged interest (even though the tax was due 3/1). According to Article I, Sec. 18-39 (e) of the King William County Code of Ordinance, "Interest shall be charged on the late payment of the tax from the due date until the date paid…" During our walkthrough with the Deputy Commissioner of Revenue, we were able to determine that the COR can calculate the interest due in BAI when the assessment is completed. We recommend that the Commissioner's Office

assess interest on late payments on a consistent when forms are received after 30 days from the due date of the tax.

10. During our review of business license tax payment, we noted that online payments are not calculating interest due. We recommend that the system be updated to allow for interest calculations of online business license taxes due.
11. During our review of business license tax payment, we noted that payment for penalties are being posted as payment for business license tax. This is because the penalties assessed by the Commissioner's Office are included in the same line in BAI as the Business License Tax revenue. This is causing the business license tax collection rate to be higher than actual. We recommend that the Commissioner's Office include the penalties in a separate line in BAI, so they are accurately reported.
12. During our review of meals tax, we noted that penalties were not charged on late remittances. According to Article VIII, Section 70-328 of the King William County Code of Ordinance, meals tax "reports and remittance shall be made on or before the 20th day of each month…" According to Article VIII, Section 70-337 of the King William County Code of Ordinance, "If any seller whose duty is to do so shall fail or refuse to file any report required by this article within the time and in the amount specified in the this article or by the commissioner pursuant to this article or fails to remit to the county treasurer the tax required to be collected and paid under this article within the time and in the amount specified in this article, there shall be added to such tax by the county treasurer a penalty in the amount of ten percent if the failure is not for more that 30 days, with an additional ten percent of the total amount of tax owed for each additional 30 days or fraction thereof during which the failure continues, not to exceed 25 percent in the aggregate, with a minimum penalty of $2.00." Of the 11 meals tax receipts examined, 4 remittances indicated that the money was received on 4/22, with a due date of 4/20. None of these 4 tested had any penalties added. Per the Deputy Commissioner of Revenue, these were not charged penalties because the envelope received in the mail was stamped by the post office prior to 4/20. However, per our reading of the Ordinance, the money has to be received by the 20th or penalties will be assessed. We recommend that penalties be assessed to meals tax payments received after the 20th of the month.
13. RFC reviewed real estate and personal property collections during in FY20. We performed an analytical procedure wherein we re-calculate the tax levy, add or subtract supplements, exonerations and tax relief for the elderly, and then subtract the cash basis collections. This calculated amount should reconcile to the uncollected tax balance by tax year and type. This procedure resulted in immaterial differences between the calculated tax receivable and the actual taxes receivable as reported in BAI.
14. During our review of tax collections, we noted that several tax years are rolling into current tax collections. It appears that RE current tax collections include tax years 2017-2020 and PP current tax collections include tax years 2017-2019. Consider reporting all collections by tax year or adjusting the posting in BAI.
15. RFC reviewed balances in Fund 999 Treasurer's Accountability Fund. It is not clear why there are Uncollected Meals tax and Business License Tax balances being carried in BAI.
16. Treasurer was not available to confirm, but based on files provided there have been no land sales in the County for delinquent taxes since 2012.
17. The combination to the safe is known to all employees in the office and cannot be changed without changing the lock. There are no cameras in the Treasurer's office.
18. Single signature check (treasurer's checks) can be issued by 3 of the 4 employees in the office and the Sona Bank account may include all 4 employees on the bank signature card.

19. Recommend more cross training of staff. Chief Deputy Treasurer has never reconciled the bank statements, reviewed the reconciliations or assisted with any RE and PP tax reconciliations or review. She operates the office on a day to day basis.
20. Chief Deputy Treasurer noted that Treasurer's Association fees are not covered by the County. Being a member of the Treasurer's Association adds opportunities to learn from peers across the Commonwealth as well as the ability to participate in various training activities.
21. We were unable to complete our review of the bank reconciliations. We audited the main operating account. The Treasurer reconciles 4 bank accounts together to include a C&F Checking, C&F money market savings, CARES Act account and an Investment Account. We recommend that accounts be reconciled on an individual basis to create a better audit trail and a less cumbersome reconciliation. All reconciliations were prepared in pencil and were difficult to follow. The overall reconciliation agreed to the general ledger within $184 but there were several immaterial reconciling items that we could not identify and need to ask the treasurer. Adam Duncan, RFC, could return to King William to work on the cash reconciliations on August 24-25, 2020.

AGENDA ITEM 10.e.

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: August 24, 2020

TO: King William County Board of Supervisors

FROM: Bobbie Tassinari, County Administrator

RE: King William County Commissioner of Revenue (COR) Department Update
2021 Reassessment
Implementation of Vision Software
Resolution 20-51 Unappropriating Funding to COR

SUMMARY

Commissioner of Revenue Office Responsibilities

The King William County Commissioner of Revenue (COR) administers the assessments for businesses and individuals in the following areas:

- Business license fees
- Personal property taxes
- Real estate taxes
- Machinery and tools taxes
- Meals tax
- Consumer utility taxes

2021 Reassessment

With the award of the 2021 Reassessment of real property to Bright Minds, the County Administrator was designated primary contact though specific language stated within the Request for Proposal (RFP) the contractor would cooperate fully with the offices of Financial Services and the Commissioner of Revenue (COR). A great amount of the reports and clean up work as well as coordination with Bright Minds was handled by Emily Teagle, Special Projects Assistant under the County Administration. Ms. Teagle

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provided informational updates to both the Commissioner of Revenue (COR) and County Administrator on a consistent basis.

July 30th the COR notified Bright Minds and the Financial Services Department she would not be assisting with finalizing the 2021 Reassessment (see e-mail below). This refusal is generating a cost increase to our original contracted amount of $156,856 by $9,650. The two areas outside of the scope of the original contract include the 475 parcels added and assessed plus the 40 building permits delivered but not yet input. Generally, these would fall under the responsibility of the COR. Instead, Bright Minds will certify the values for all parcels listed on the Land Book - all the parcels included in the final CAMA export from 08/04/2020. Parcel count fluctuation during a reassessment is normal. In between reassessment contracts, the COR is supposed to maintain all CAMA system information.

Because the reassessment is critical to the County and is also required by statute the Financial Services Department and the contracted vendor, Bright Minds, will finalize the process to the point that the COR deems it acceptable to assume her responsibilities.

E-Mail between Commissioner Pearson and Steven Chastang, Bright Minds:
From: Sally Pearson <spearson@kingwilliamcounty.us>
Sent: Thursday, July 30, 2020 10:26 AM
To: Steven Chastang <schastang@brightmindsvyw.com>
Subject: RE: Closing the Reassessment File

Hello Steven,
I do not have access to the Bright CAMA 2021 file. You will need to obtain those records from the County Administration. The Commissioner of the Revenue has not been involved in the 2021 Reassessment to date and I am not willing to accept that responsibility at this time. Once the Reassessment is approved by the Board of Equalization, the administration of the 2021 Reassessment will become the responsibility of the Commissioner of the Revenue.
Best Regards,
Sally

King William County
Est. 1702

Board of Supervisors

County Administrator

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Implementation of Vision Software

The Vision appraisal software was selected to be implemented as part of the overall transition away from BAI Municipal (Bright) to Edmunds. Edmunds will be the new financial system for the County and School system and Vision will be the appraisal software the COR Office accesses for real property activities. Both Edmunds and Vision are compatible systems and will provide staff a broader ability to integrate the data and access the information. The functions integral to Vision will be real estate appraisal, building sketches, land use, disabled real estate relief and disabled veteran, address set up and changes, parcel splits, new construction and deed transfers.

The COR staff were included in the software demonstrations and a COR staff member participated in the RFP evaluation and award to Vision. Emily Teagle was tasked with assisting the County IT, the Vision implementation staff, and the COR staff through the initial implementation steps. Ms. Teagle also performed all data mapping for the implementation prior to going on maternity leave. Prior to going out on maternity leave, the COR staff were requested to work through the BETA test and review the data prior to implementation. Commissioner Pearson informed the County IT staff that they were too busy to address the implementation of Vision (see e-mails below) even though the cost of pushing back implementation would include a penalty of $11,000 for every two weeks delayed.

E-Mail String between Commissioner Person, Steven Chastang of Bright Minds and Travis Wolfe, County IT:

From: Sally Pearson
To: Travis Wolfe
Re: Vision Implementation
Date: 8/13/2020 2:13 pm

Travis,
With all due respect, my department did not sign the contract agreeing to a penalty of $11,000 per every two weeks for pushing back the Vision Go Live date. I had no involvement in the implementation schedule or planning for this project. I think everyone was aware that Emily was going to have a baby and I don't know why anyone would assume that the COR office would assume her responsibilities. My team is quite busy preparing for an audit, finalizing the personal property book, assisting with the audit of the Treasurer's Office, processing business license, meals tax, supplements for new construction and revalidating land use. Barbara has a scheduled vacation next week and if she doesn't take it, she will lose her time. With all of this being said, the Commissioner of the Revenue Office is excited about the Vision software and we have been trying to perform the Beta Review. The problem for us

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with the Vision Beta Review is we don't know what we are looking at. The values in Vision currently do not agree to our file and we don't know where the data is coming from. Emily had told Barbara that the values in Vision were from the reassessment but when I asked Steve about this, I will copy you on his response:
Best Regards,
Sally

Good Afternoon, Sally

I cannot certify values that I'm not responsible for developing, in a system that I did not use (Vision) for a company/ client (Vision) that I don't work for. If the scenario you described were true, Vision would be responsible for the outcome.

We worked to complete the 2021 Reassessment in Bright and I will certify the 2021 Bright file for the Land Book. Just have to make sure your final transfer of acreage and addresses comes over smoothly/ accurately.

Sincerely, in service,

Steven M. Chastang
Founder
Certified General Appraiser
Certified Professional Assessor
www.brightmindsvyw.com

This leads me to the other part of your email that concerns me. If Steve is not going to certify his value in Visions, I am certainly not going to certify them. I have had no involvement in the reassessment contract. I have not seen the reassessment values and I do not have access to the 2021 values. The management of the Reassessment Contract is a function of the County Administration and I will not assume this responsibility.
We will do our best to complete the Beta Review but we will not certify the reassessment values.

Sally W. Pearson
Sally W. Pearson, CPA, MCOR
Commissioner of the Revenue
King William County, VA
(o)804-769-4941 (f)804-769-4902

King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
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From: Travis Wolfe
Sent: Thursday, August 13, 2020 11:48 AM
To: Sally Pearson <spearson@kingwilliamcounty.us>
Subject: Vision Implementation

Sally,

With a penalty of $11,000 per every two weeks we would push back the Go Live date for Vision, we have made the decision to keep the original Go Live date of October 2nd. Between now and August 25th we will need your team to complete the Beta Review that is already in progress. I know you said Barbara has been working on this so if there are any questions or concerns please let me know and I can get with Jen from Vision to help resolve these issues. I have attached the Beta Review Guide that was provided by Vision. Once this is complete Vision will revise and install the data on September 9th, we will then have until September 16th to go in and verify all the data converted properly and give our approval to Vision. Once all data has been approved, we will then need to send over all LIVE data for a final conversion by September 18th. This will give Vision time to upload all LIVE data for our Go Live date of October 2nd. Once we go LIVE with Vision the BAI access to the Real Estate/Assessment module will no longer be available. I know there is a lot going on right now but it is crucial that we hit our target dates so that we do not incur any penalty for pushing this project back. With the Commissioner of Revenue's office being the only users of this software, it is very important that you and your team be a part of this implementation. Please let me know if there are any foreseeable issues with meeting these target dates.

Thanks,
Travis Wolfe
Systems Engineer

Due to the Commissioner refusing to participate in agreed upon implementation activities and timelines, the Vision software will be utilized by the Assessor's Office (to be created) and Financial Services Department. The COR Office staff will have "view only" access to Vision and will therefore be able to perform their responsibilities but will have no direct access to the system. COR staff will be required to fill out a form, which they will develop, to provide the Assessor's Office the needed information for data entry. This will allow timely and accurate entry of data into the system, provide the COR staff the ability to view the data and to validate it has been entered accurately.

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The COR will jointly co-publish the land book annually with the County Assessor which will become the official real estate tax roll. The Assessor's Office will assume the responsibilities of:

- Assess all real estate at it fair market value
- Conduct hearings and review assessment with the public
- Interpret and administer all always pertaining to real estate assessments
- Maintain records and provide information for each parcel of real estate in the county
- Represent the county before the Board of Equalization and Circuit Court as necessary

BACKGROUND INFORMATION

The Commissioner of the Revenue is the chief tax-assessing official of the locality. The responsibilities of Commissioners vary from office to office across the Commonwealth. Generally, the Office of the Commissioner of the Revenue is responsible for administering the following taxes: Business and Professional Occupational License Tax, Bank Franchise Stock Tax, Motor Vehicle Rental Tax, Meals Tax, Personal Property Tax, Public Service Corporation Tax, Consumer Utility Tax, and Virginia Income Tax. Commissioners also assist taxpayers in completing state tax returns and filing forms.

ACTION(S) REQUESTED

1. Authorize the County Administrator to enter into a contract with Bright Minds to employ Steven Chastang as the full-time contracted licensed Tax Assessor for King William County or recruit for a direct employee of the County. May require an interim contract with the goal to hire a direct employee.
2. Authorize the County Administrator to set up and fund an office for the Tax Assessor within the County facilities. (See Attachment A)
3. Utilize salary and benefits savings from one full-time position being unappropriated in the COR Office to aid in funding the Assessor's Office. (See Attachment A)

ATTACHMENT

Attachment A – Proposed Assessors Budget

King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
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ATTACHMENT A
PROPOSED COUNTY ASSESSOR ANNUAL BUDGET

ASSESSOR – 100-012320

Description	Revenue Allocation	Expenditure Allocation
FY21 Transfer of Unappropriated Funds from COR budget (salary + benefits for one position)	$40,330.31	
Revenue – Additional General Fund Allocation	$98,769.69	
Revenue – Total	**$139,100**	
Professional Services – Bright Minds Contracted Employee		$75,000 (Placeholder)
Professional Services – Other		$50,000 (Placeholder)
Data Processing Maintenance/Licenses		$8,950
Printing & Binding		$250
Advertising		$500
Data Processing		$750
Post Services		$500
Telecommunications		$500
Travel (Edu/Conv)		$500
Office Supplies		$750
Vehicle Fuel and Maintenance		$850
Uniforms		$300
Books & Subscriptions		$250
Expenditures – Total		**$139,100**

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RESOLUTION 20-51
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2021 BUDGET TO UNAPPROPRIATE SUPPLEMENTAL FUNDING PROVIDED BY THE COUNTY TO THE COMMISSIONER OF REVENUE'S OFFICE

WHEREAS, under **Virginia Code § 15.2-1605.1. Supplementing compensation of certain county and city officers and their employees. —** Notwithstanding any other provision of law, the governing body of any county or city, in its discretion, may supplement the compensation of the sheriff, treasurer, commissioner of the revenue, director of finance, clerk of the circuit court, or attorney for the Commonwealth, or any of their deputies or employees, above the salary of any such officer, deputy or employee, in such amounts as it may deem expedient. Such additional compensation shall be wholly payable from the funds of any such county or city; and

WHEREAS, for reasons acceptable to the King William County Board of Supervisors, the Board wishes to unappropriate certain supplemental funding provided by the County to the Commissioner of Revenue's Office; and

WHEREAS, the Virginia State Compensation Board provides financial support to the King William County Commissioner of Revenue's Office in varying amounts for staff positions with the County supplementing with local funds the balance; and

POSITION NO.	CLASS CODE	BUDGETED SALARY BY COMP BOARD	SUPPLEMENTED SALARY BY KWC	TOTAL BASE SALARY (EXCLUDING FB)
00003	CREV9	$78,212.00	$3,909.88	$82,121.88
00004	MDI	$23,955.00	$16,817.04	$40,772.04
00001	DI	$5,487.00	$30,513.00	$36,000.00
00002	DIII	$5,487.00	$29,013.00	$34,500.00
	TOTAL	**$113,141.00**	**$80,252.92**	**$193,393.92**

WHEREAS, the King William County Board of Supervisors wishes to unappropriate supplemental funding provided by the County in FY 2021 and future years for position numbers 00001-DI and 00002-DIII; and

WHEREAS, the Board of Supervisors has set the effective date of October 1, 2020 to transfer the County's supplemental balance of funds within FY 2021; and

WHEREAS, King William County Board of Supervisors appropriates the unexpended amount from the Commissioner of Revenue's budget 100-012310 to Legal Services 100-012210 and Assessor's Office 100-012320;

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors that the FY 2021 Budget, Commissioner of Revenue 100-012310, is amended to reduce County supplemental funding.

POSITION NO.	CLASS CODE	BUDGETED SALARY BY COMP BOARD	SUPPLEMENTED SALARY BY KWC	TOTAL BASE SALARY (EXCLUDING FB)
00003	CREV9	$78,212.00	$3,909.88	$82,121.88
00004	MDI	$23,955.00	$16,817.04	$40,772.04
00001	DI	$5,487.00	$0.00	$5,487.00
00002	DIII	$5,487.00	$0.00	$5,487.00
	TOTAL	**$113,141.00**	**$20,726.92**	**$133,867.92**

AGENDA ITEM 11.a.

Memorandum

To: Bobbie Tassinari, King William County Administrator

From: Dennis Gaston, Forester, Virginia Department of Forestry

Date: 8/13/2020

Re: Payment in lieu of taxes for timber sale on State Forest property

---

As you no doubt know, we operate two State Forest properties in King William County. These properties are managed for forest products as well as a number of other objectives surrounding environmental and societal goals.

As part of our management activities, we recently conducted a timber harvest on Sandy Point State Forest. Since the State does not pay real estate taxes, and we harvest the timber for cash flow, in lieu of taxes we pay to the locality 25% of our gross proceeds from the sale of forest products on our State Forest properties in any given fiscal year.

We are pleased to present to you the attached check for $16,451.00 which represents this amount.

Dennis Gaston
11301 Pocahontas Trial
Providence Forge, VA 23140
(804) 966-2201 Office
(804) 966-9801 fax
(804) 840-5493 cell
dennis.gaston@dof.virginia.gov

www.dof.virginia.gov

Regional Animal Shelter
Animal Activities Report
July 2020

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	8	61	0	0	0	0	1	6	0	0	9	67
K & Q Animal Control	5	30	0	45	0	0	0	3	0	6	5	84
King William Citizens	0	15	0	0	0	0	8	27	0	0	8	42
King & Queen Citizens	0	16	0	0	0	0	1	12	0	0	1	28
Other	0	0	0	0	0	0	0	0	0	3	0	3
Totals	13	122	0	45	0	0	10	48	0	9	23	224
Disposition (Dogs)	**Reclaimed**		**Adopted**		**Transferred**		**Euthanized**		**Other**		**Total**	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	5	55	11	34	6	102	1	32	0	1	23	224
Cats Received	**Stray**		**Seized**		**Bite Cases**		**Surrendered**		**Other**		**Total**	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	2	29	0	0	0	0	6	8	0	4	8	41
K & Q Animal Control	1	5	0	0	0	0	0	1	0	5	1	11
King William Citizens	0	8	0	0	0	0	9	35	0	0	9	43
King & Queen Citizens	4	11	0	0	0	0	4	19	0	0	8	30
Other	0	0	0	0	0	0	0	0	0	0	0	0
Totals	7	53	0	0	0	0	19	63	0	9	26	125
Disposition (Cats)	**Reclaimed**		**Adopted**		**Transferred**		**Euthanized**		**Other**		**Total**	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	1	5	11	28	5	53	9	38	0	1	26	125
Feral Cats	Month	YTD	Other Species Handled									
	4	26			Month	0	YTD	0				
Other Received Explanation	6 dogs transferred in from Gloucester Co. (KQ dogs) 2/20; 3 dogs transferred in from New Kent Co. 2/20; 5 kittens born at RAS 4/20											
	4 kittens born at RAS 6/20											
Other Disposition Explanation	1 puppy died at RAS 3/20; 1 kitten died at RAS 6/20											
Animals On Hand	7/1/20											
Dogs	2	Cats	20	Other Species	0							

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	$ 2,922.00	$ 8,349.83	$ 1,300.00	$ 4,057.00
August				
September				
October				
November				
December				

King William County Monthly Building Report
August 3, 2020

PERMIT TYPE	NUMBER OF PERMITS	VALUE	FEE	STATE LEVY	PLAN REVIEW FEE	E & S INSP FEE	RE INSP FEE OTHER FEES	TOTAL FEES	YTD FEES
RESIDENTIAL									
Building Permits	29	2,593,563.00	9,600.00	335.50	5,502.90			15,438.40	79,630.52
Electrical Permits	19	92,761.45	2,069.00	41.38				2,110.38	13,584.77
Gas Permits	7	12,583.20	712.00	14.24				726.24	8,419.12
Plumbing Permits	9	50,950.00	924.00	18.48				942.48	9,224.88
Mechanical Permits	17	94,770.00	1,768.00	37.36				1,805.36	10,576.88
Demolition	1	4,500.00	100.00	2.00				102.00	1,018.00
Total Residential Permits	**82**	**2,849,127.65**	**15,173.00**	**448.96**	**5,502.90**		**0.00**	**21,124.86**	122,454.17
COMMERCIAL									
Building Permits	4	295,500.00	3,360.00	67.20	672.00			4,099.20	292,241.17
Electrical Permits	2	18,500.00	265.00	5.30				270.30	2,160.00
Gas Permits									306.00
Plumbing Permits	2	6,500.00	204.00	4.08				208.08	549.20
Mechanical Permits	2	12,998.00	216.00	4.32				220.32	1,136.56
Total Commerical Permits	**10**	**333,498.00**	**4,045.00**	**80.90**	**672.00**			**4,797.90**	296,392.93
Land Disturbance Permits	14		3,913.70					3,913.70	21,313.70
Commerical Land Disturbance Permits	1		150.00					150.00	1,650.00
									0.00
Tenant Upfit Permit								0.00	0.00
Total Misc. Permits	**15**		**4,063.70**					**4,063.70**	22,963.70
PERMIT TOTALS	**107**	**3,182,625.65**	**23,281.70**	**529.86**	**6,174.90**	**0.00**	**0.00**	**29,986.46**	**441,810.80**

NEW CONSTRUCTION PERMIT VALUE

	MONTHLY	VALUE	YTD PERMIT	YTD VALUE
Stick Built Home	16	2,329,875.00	85	11,034,875.00
Manufactured Housing			1	2,757,566.00
TOTAL	**16**	2,329,875.00	86	13,792,441.00
Commerical/Industrial Buildings	4	295,500.00	10	6,548,186.00
TOTAL NEW BULDINGS	**20**	**2,625,375.00**	**96**	**19,342,627.00**

AVERAGE BUILDING SIZE

New Dwelling	2,320
Commerical Buildings	1,673

CERTIFICATE OF OCCUPANCY

	MONTHLY	YTD PERMIT
Single Family Dwelling	18	77
Commerical		1
TOTAL CO'S	**18**	**78**

INSPECTIONS

	MONTHLY	YTD INSPECTIONS
Building Inspections	369	2471
Zoning Inspections	76	410
TOTAL INSPECTIONS	**445**	**2881**

WAIVED FEES

SCHOOL OR COUNTY PROJECTS	**YTD**	
Residential Fees	$150.00	
Commerical Fees	$3,620.48	School- Solar Panels
Total Waived Fees	**$3,770.48**	

Prepared By: Betty Brooks
August 3, 2020

AGENDA ITEM 12
BoS Comments

AGENDA ITEM 13.

November 2017

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)

☐ 3. Employment	☐ 6. Promotion	☐ 9. Salary
☐ 4. Assignment	☐ 7. Performance	☐ 10. Discipline
☐ 5. Appointment	☐ 8. Demotion	☐ 11. Resignation

of a specific public officer/appointee/employee.

☐ **PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose 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.

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.

AGENDA ITEM 14.b.

RESOLUTION 20-52

APPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, William Lee's term on the Economic Development Authority is being vacated as of August 24, 2020, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that _____ be appointed to the aforementioned organization for an unexpired term ending June 30, 2021.

DONE this the 24th day of August, 2020.

Application to Serve on a County Board/Commission/Committee

(Please type or print clearly)

Name Justin Horning

Home Address 340 Shelton Place
Aylett VA 23009

Phone 8048554947 Fax _____ Email justinhinva@yahoo.com

County Election District of Residence ☐ First District ☐ Second District ☑ Third District
☐ Fourth District ☐ Fifth District

Employer Pepsi Co Phone 8048749271

Business Address 1608 Willis rd Richmond Va 23237

Education still attending -ASS Small Business adm (Diploma/Degree) Reynolds Community College (School Attended)

How long have you been a resident of King William County? 14 months

Civic Activities (include other Boards/Commissions/Committees)
volunteered with youth organizations but not on the board

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 Business Development

2nd Choice Workforce Development

3rd Choice Properties

Signature _____ Date Submitted 7/14/20

Return this application to:
Olivia Lawrence, Deputy Clerk to the Board
180 Horse Landing Road #4
King William, VA 23086
Fax: (804) 485-0200
Email: deputyclerk@kingwilliamcounty.us

Date Received
Copy to Board
Updated

RECEIVED
JUL 17 2020
BY:

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 Darrell Kellum

Home Address 10284 West River Road
Aylett, VA. 23009

Phone 804-370-4704 Fax 804-769-1741 Email kellumhome@gmail.com

County Election District of Residence ☐ First District ☐ Second District ☒ Third District
☐ Fourth District ☐ Fifth District

Employer Darrell Kellum, Inc. Phone 804-370-4704

Business Address 662 Sharon Road King William, VA. 23086

Education High school, certified Appraiser, Realtor + class A Contractor
Diploma/Degree School Attended

How long have you been a resident of King William County? 25 years

Civic Activities (include other Boards/Commissions/Committees)

Sharon Church, Arlington Masonic Lodge
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 Economic Development Board

2nd Choice

3rd Choice

Signature James D. Kellum Date Submitted 5-20-19

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

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 Allen Brinkley

Home Address 85 Aylletts Mill Dr.
King William, VA 23086

Phone 804-690-7870 Fax 804-769-0067 Email Allen@TwinRiversRealty.com

County Election District of Residence ☐ First District ☐ Second District ☑ Third District ☐ Fourth District ☐ Fifth District

Employer Twin Rivers Realty, Inc Phone 804-769-2445

Business Address 5833 Richmond Tappahannock Hwy. Aylett VA 23009

Education Academic High School (Diploma/Degree) James Monroe / Fredericksburg (School Attended)

How long have you been a resident of King William County? 19 years

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 Economic Developement Authority

2nd Choice

3rd Choice

Signature Allen Brinkley Date Submitted 5-16-19

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

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 STEPHEN SANDERS

Home Address 7743 DARNEYS MILL ROAD
MANQUIN, VA 23106

Phone 920-5910 Fax ——— Email stephensanders78@gmail.com

County Election District of Residence ☐ First District ☐ Second District ☐ Third District
☑ Fourth District ☐ Fifth District

Employer SALEM WEB NETWORK Phone 205-9718

Business Address 111 VIRGINIA ST / SUITE 500 / RICHMOND / 23219

Education HIGH SCHOOL (Diploma/Degree) JENKINS H.S. / JENKINS, KY. (School Attended)

How long have you been a resident of King William County? ONE YEAR

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 ECONOMIC DEVELOPMENT AUTHORITY

2nd Choice PARKS AND RECREATION

3rd Choice

Signature [signature] Date Submitted 5/17/19

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

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 David Prevs

Home Address 8 Horse Landing Ct. King William, Va. 23086

Phone 804-513-9139 Fax n/a Email david.previs@evonik.com

County Election District of Residence ☐ First District ☒ Second District ☐ Third District ☐ Fourth District ☐ Fifth District

Employer Evonik Phone 804-221-1338

Business Address 7801 Whitepine Rd, Richmond, VA 23237

Education B.S. in Chemistry (Diploma/Degree) VMI & VCU (School Attended)

How long have you been a resident of King William County? 37 non-consecutive years

Civic Activities (include other Boards/Commissions/Committees)

Ruritan Club, Sharon Baptist Church (Deacon)

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 Economic Development Authority

2nd Choice

3rd Choice

Signature Date Submitted 30 May, 2019

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

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 Charles F Piersa

Home Address 31590 King William Rd
West Point Va 23181

Phone 804-241-5336 Fax _____ Email abcpiersa@gmail.com

County Election District of Residence ☐ First District ☑ Second District ☐ Third District
☐ Fourth District ☐ Fifth District

Employer Self- Phone 804-241-5336

Business Address Same

Education King William High School - Diploma King William School
Diploma/Degree School Attended

How long have you been a resident of King William County? 62 years

Civic Activities (include other Boards/Commissions/Committees)

Wet Land,

Memberships in Fraternal, Business, Church, or Social Organizations (include offices held)

Farm Bureau, Runtar Club, Coach of Baseball - 12 years

Indicate your top three Boards/Commissions/Committees choices (you must select at least one specific choice)

1st Choice EDA

2nd Choice _____

3rd Choice _____

Signature Charles Piersa Date Submitted Nov 26, 2019

RECEIVED
NOV 26 2019
BY:

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

Date Received _____
Copy to Board _____
Updated _____

This application will be kept on file for 2 years. Thank you for your application.