



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**

**AMENDED AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Moment of Silence**
4. **Pledge of Allegiance**
5. **Review and Adoption of Meeting Agenda**
6. **Public Comment Period – Speakers:** *One Opportunity of 3 Minutes per Individual or 5 Minutes per Group on Non-Public Hearing Matters*
7. **Consent Agenda:**
  - a. Approval of Minutes:
    - i. July 27, 2020 Regular Meeting
  - b. Approval of Payment of Bills – *Month of July, 2020*
8. **Presentations:**
  - a. **Resolution 20-53** and 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:**

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- a. ~~Proposed Conveyance of Properties Between a Private Party and King William County – Steve Hudgins, Director of Operations~~
- a. Motion to Approve Supporting the Economic Development Authority to Enter Into an Agreement with All Points Partners, LLC – Ed Moren, District 5, Board of Supervisor
- 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
- f. County Tax Assessor Department - 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)

NOTES REGARDING AGENDA:

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

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

**14. Appointments**

- a. Consideration of 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 27<sup>th</sup> 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**

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 20-11(RI) from the Restricted Funds for an emergency procurement of the intercom system at Cools Springs Elementary; and

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

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

<b>RESTRICTED GENERAL FUND</b>	<b>AMOUNTS REQUESTED</b>
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-II(RI)
Reimbursement to KWC	-181,940.49	Resolution 20-II(RI)
KWCPS Request for Capital Needs FY21	<u>-170,246.00</u>	
New Restricted General Fund Balance	<u>\$172,253.26</u>	

**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

**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.

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

**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

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, KWCPSS 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.

**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 12<sup>th</sup> 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 27<sup>th</sup> 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 30 and Highway 360 intersection;

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

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

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

**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 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> 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;

**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

**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.

**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:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Olivia S. Lawrence  
Deputy Clerk to the Board

## AGENDA ITEM 7.b.



Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

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

DATE: 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

## 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.



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

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 4<sup>th</sup> - Deadline to file for candidacy
- December 18<sup>th</sup>- First day of absentee voting
- January 19<sup>th</sup>- Final day to update/register to vote
- January 22<sup>nd</sup>- 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.

2020 SPECIAL SESSION I  
20200854D

**HOUSE BILL NO. 5103**

Offered August 20, 2020

*A BILL to amend and reenact Chapter 1289 of the Acts of Assembly of 2020, which appropriates the public revenues for two years ending, respectively, on June 30, 2021, and June 30, 2022, by adding an item numbered 86.10, relating to the general appropriation act; appropriation of funds for the Department of Elections.*

Patrons-- Sickles, Filler-Corn, Krizek, Lindsey, Torian, Carr and Kory; Senator: Ebbin

Referred to Committee on Appropriations

Be it enacted by the General Assembly of Virginia:

**1. That Chapter 1289 of the Acts of Assembly of 2020 is amended and reenacted by adding an item numbered 86.10 as follows:**

*Department of Elections*

86.10	<i>First Year - FY2021</i>	<i>Second Year - FY2022</i>
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<i>Electoral Services (72300)</i>	<b>\$2,000,000</b>
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*Electoral Administration, Uniformity, Legality, and Quality Assurance Services (72302)* \$2,000,000

*Fund Sources:*

<i>General</i>	<b>\$2,000,000</b>
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*Authority: Title 24.2, Chapter 1, Code of Virginia*

*A. 1. For the general election and special elections to be held November 3, 2020, upon receipt of an absentee ballot returned the Friday before Election Day, each general registrar shall examine the ballot envelopes to verify completion of the required voter affirmation.*

*2. If the general registrar finds during the examination of a returned absentee ballot envelope that the required voter affirmation was not correctly or completely filled out or that a procedure required by § 24.2-707 was not properly followed, and such error or failure shall render the ballot void by law, the general registrar shall, within three days of such finding, notify the voter of the error or failure. However, notwithstanding the provisions of §§ 24.2-706 and 24.2-707 of the Code of Virginia, the failure of an absentee voter marking and returning a mail absentee ballot for the November 3, 2020, general election, and any special election or ballot measure held on that date, to have a witness sign the statement on the back of the absentee ballot return envelope shall not be considered a material omission and shall not render his ballot void. Such notice shall be made by phone, email, or in writing and shall provide information to the voter as to how to correct the issue so his ballot may be counted. The voter shall be entitled to make such necessary corrections before noon on the third day after the election, and his ballot shall then be counted pursuant to the procedures set forth in § 24.2-709.1 if he is found to be entitled to vote.*

*3. The general registrar may issue a new absentee ballot to the voter if necessary and shall preserve the first ballot with other spoiled ballots.*

- B. 1. Notwithstanding any other provision of law, for the general election and special elections to be held on November 3, 2020, mailed absentee ballots shall be returned (i) by mail to the office of the general registrar; (ii) by the voter in person to the general registrar; or (iii) to a drop-off location.*
- 2. Mailed absentee ballots shall include instructions that include information on the locations of all drop-off locations in the locality.*
- 3. The general registrar of each county or city shall establish at the office of the general registrar and each voter satellite office in operation for an election a drop-off location for the purpose of allowing voters to deposit completed absentee ballots for such election. On the day of the election, there shall also be a drop-off location at each polling place in operation for the election. The general registrar may establish additional drop-off locations within the county or city as he deems necessary. All drop-off locations shall be accessible, be on public property, and otherwise comply with any criteria for drop-off locations set by the Department.*
- 4. The State Board shall promulgate emergency regulations for the establishment and operation of drop-off locations, including necessary security requirements.*
- 5. The general registrar of a county or city utilizing drop-off locations shall post notice of the locations of the drop-off locations in the locality in the office of the general registrar and on the official website for the county or city. Such notice shall remain in the office of the general registrar and on the official website for the county or city for the duration of the period during which absentee ballots may be returned.*
- 6. Absentee ballots shall be collected from drop-off locations in accordance with the instructions provided by the Department. Such instructions shall include chain of custody requirements and recordkeeping requirements. Absentee ballots shall be collected at least daily, by two officers of election representing the two major political parties, when practicable, or by two employees from the office of the general registrar, unless the drop-off location is in the office of the general registrar, in which case the general registrar or an assistant general registrar may collect the absentee ballots.*
- 7. Any ballot returned to a drop-off location in any manner except as prescribed by law shall be void. Absentee ballots shall be returned to a drop-off location before the closing of the polls. Any voter who is in line to return the voter's absentee ballot at a drop-off location by 7:00 p.m. on the day of the election shall be permitted to deposit the absentee ballot.*
- C. 1. The general registrar shall include with the absentee ballot prescribed in § 24.2-706, an envelope, properly addressed and postage prepaid, for the return of the ballot to the general registrar by mail for the general election and special elections held on November 3, 2020.*
- 2. Included in this appropriation is up to \$2,000,000 the first year from the general fund to reimburse localities for the cost of prepaid postage required in subparagraph C. 1. of this Item. This amount shall remain unallotted until the Department of Elections provides documentation of qualifying amounts to be reimbursed to localities for prepaid postage of return absentee ballots and shall not be used or otherwise obligated for any other purposes.*
- 2. That this act is effective on its passage as provided in § 1-214 of the Code of Virginia.*

**RESOLUTION 20-53**

**Board of Supervisors Approval for Ballot Drop Box Location**

1  
2  
3  
4       **WHEREAS**, Governor Northam has proposed to the General Assembly House Bill  
5 5103 amending Chapter 1289 of the Acts of Assembly of 2020 by adding an item numbered  
6 86.10 Electoral Services (72300); and  
7

8       **WHEREAS**, House Bill 5103 addressed the potential requirement of drop off locations  
9 for absentee ballot collection to be used for the November 2020 General Election; and  
10

11       **WHEREAS**, if House Bill 5103 passes the amendment would require local governing  
12 bodies to be responsible for approving the central location and other locations to which drop  
13 off receptacles would be placed.  
14

15       **WHEREAS**, the General Registrar is requesting the central location for such a drop  
16 box be the Administrative Building, 180 Horse Landing Road, as this location is the most  
17 centrally located facility for all voters in King William County.  
18

19       **NOW, THEREFORE BE IT RESOLVED**, the King William County Board of Supervisors  
20 this 24<sup>th</sup> day of August, 2020, hereby approves the central location of the drop box as the  
21 King William County Administration Building, 180 Horse Landing Road, King William,  
22 Virginia 23086.

## 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.

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

Phone: 804-769-4929 • Fax: 804-769-4964  
[www.kingwilliamcounty.us](http://www.kingwilliamcounty.us)



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.

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

Phone: 804-769-4929 • Fax: 804-769-4964

[www.kingwilliamcounty.us](http://www.kingwilliamcounty.us)

AGENDA ITEM 9.b.  
CARES Relief  
Funds Update



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 H. Tassinari, County Administrator  
RE: CARES Coronavirus Relief Funds Update

### SUMMARY

The Board of Supervisors to-date has accepted and authorized the expenditure of the allocations received from the CARES Relief Act funds. This provided the County a total of **\$2,992,194.00** in federal funds to commit to COVID-19 related expenditures by December 30, 2020. As part of the overall allocation, the County has allocated **\$571,509.04** to the Town of West Point.

The Board of Supervisors, has approved funding for the following categories with the understanding this will be updated at each Board meeting through December 30th. They include the following:

- Allocate up to **\$645,406.00** to the King William County Public Schools
- Allocate up to **\$275,000.00** to local business support and regional agencies request
- Allocate up to **\$50,000.00** to the King William County Economic Development Authority for local business support
- Allocate up to **\$100,000.00** to King William County to reimburse COVID related expenditures to date and anticipated expenditures through December 30th

The local business support program was launched on the County website Thursday, August 6<sup>th</sup>. A direct marketing plan is in place to begin visiting brick and mortar businesses within the County with flyers and applications/information (see attachment). Letters were mailed to businesses the week of August 17<sup>th</sup> and packets of information will be distributed to businesses starting on Wednesday, August 26<sup>th</sup>.



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

Allocations to date:

DESCRIPTION	AMOUNT
CARES Relief Fund First Allocation to County	\$1,496,097.00
Allocation to Town of West Point – First Allocation	\$285,754.52
CARES Relief Fund Second and Final Allocation to County	\$1,496,097.00
Allocation to Town of West Point – Second and Final Allocation	\$285,754.52
<i>Sub-Total</i>	<i>\$2,420,684.98</i>
King William County Public Schools	\$645,406.00
Local Businesses Support Program	\$275,000.00
Economic Development Authority Grant Program	\$50,000.00
King William County Allocation	\$100,000.00
<i>Sub-Total</i>	<i>\$1,070,406.00</i>
<b>BALANCE AVAILABLE</b>	<b>\$1,350,278.98</b>



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

August 14, 2020

<Name of Owner>  
<Name of Business>  
<Mailing Address>  
<City, State, Zip Code>

Dear <Name of Owner>,

Many of the businesses in the King William County have suffered as a result of the restrictions imposed due to the COVID-19 virus. Some businesses have had to close while others have significantly modified their operations. In recognition of these hardships, King William County will assist impacted businesses by providing CARES Relief financial support. King William County CARES Relief Support Program is designed to reimburse the local business for increased cost of operations due to the changed business practices spent in response to the pandemic. This does not cover the normal cost of operating the business. To be eligible for these funds a business must be a business entity with a place of business located in King William County.

**Program Participation Requirements for Reimbursement**

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

**Program Time Table**

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



*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

The application to submit request for COVID related expenses is located at <https://kingwilliamcounty.us/DocumentCenter/View/479/KWC-CARES-Relief-Fund-Program-Application>  
Additional information may be found on the King William County website, <https://kingwilliamcounty.us>

Questions about the program or having issues with your application? Please contact:

Ms. Nita McInteer, 804-769-4968, or [jmcinteer@kingwilliamcounty.us](mailto:jmcinteer@kingwilliamcounty.us)  
Ms. Natasha Joranlien, 804-769-4929, or [nlangston@kingwilliamcounty.us](mailto:nlangston@kingwilliamcounty.us).  
Ms. Olivia Lawrence, 804-769-4927, or [deputyclerk@kingwilliamcounty.us](mailto:deputyclerk@kingwilliamcounty.us)

King William County  
 CARES Act Funding

<u>King William County Expenses FY2020</u>	<u>Amount</u>
Compliance w/Public health Measures	44,171.48
Facility Improvements	1,538.77
Fund Admin	252.23
Labor expenses	688.69
Other	4,235.09
PPE	3,887.42
Public Health expenses	885.04
<b>Subtotal</b>	<u>55,658.72</u>
Allocation to Town of West Point	285,754.52
<b>Total</b>	<u>341,413.24</u>

*as of 8/24/2020*

**ESTIMATES FOR FY2021**

King William County Public Schools	657,126.00
Local Businesses/Agencies/Organizations	275,000.00
Economic Development Authority Grant Program	50,000.00
King William County	
Circuit Court	51,241.18
360 Complex	56,594.20
IT Services, Supplies, and Equipment	44,437.50
Fire & EMS	177,218.02
Sheriff's Office	120,532.46
PPE	15,000.00
Facility Improvements	<u>45,000.00</u>
<b>Total</b>	<u>1,492,149.36</u>

*as of 8/24/2020*

## 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.



---

Stacy Reaves, Fire Chief

- 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.

## **EXHIBIT B GENERAL TERMS AND CONDITIONS**

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

A. Anti-Discrimination:

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

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, political affiliation, veteran status, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor shall include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Pursuant to Section 2.2-4343.1 of the *Code of Virginia* of 1950, as amended, in all invitations to bid, requests for proposals, contracts, and purchase orders, the EDA does not discriminate against faith-based organizations. "Faith-based Organization" means a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

B. Ethics in Public Contracting:

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

C. Immigration Reform and Control Act of 1986:

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

D. Policy on Drug and Alcohol Abuse:

In every contract over \$10,000 the following provisions apply:

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

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

E. Taxes:

The EDA is exempt from federal, state and local taxes. Taxes included on invoices will be deducted from the payment amount. Tax-exempt forms will be completed for a vendor upon request.

F. Qualifications of Bidders, Offerors or Contractors:

The bidder, offeror, or contractor represents and warrants that it has the requisite experience, skills, capabilities, and manpower to perform the duties required by the contract in a good and workmanlike fashion and that it is authorized to do business in Virginia and has all necessary licenses required by law. The EDA may make such reasonable investigations as deemed

proper and necessary to determine the ability of a bidder, offeror or contractor to perform the work or supply the goods. The bidder, offeror or contractor shall furnish to the EDA all such information and data for this purpose as may be requested. The EDA reserves the right to inspect the bidder's, offeror's, or contractor's physical facilities prior to award to satisfy questions regarding the bidder's or offeror's capabilities. Further, the EDA reserves the right to reject any bid or proposal if the evidence submitted by, or investigations of, such bidder or offeror fails to satisfy the EDA that such bidder or offeror is properly qualified to carry out the obligations of the contract and to complete the work or supply the goods.

G. Changes to the Contract:

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

H. Payment Terms:

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

I. Assignment:

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

J. Hold Harmless:

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

K. Audit:

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

L. Ownership of Documents:

Any reports, studies, photographs, negatives, or other documents prepared by the contractor in the performance of its obligations under this contract shall be remitted to the EDA upon completion, termination or cancellation of the contract. The Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of

the contractor' obligations under this Agreement without the prior written consent of the EDA. The EDA shall own the intellectual property rights to all materials produced under this Agreement.

M. Payment and Performance Bond:

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

N. Required Payment to Subcontractors:

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

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

O. Liability Coverage:

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

P. No Waiver:

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

Q. Termination:

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

R. Choice of Law:

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

S. Severability:

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

T. Contractual Claims Procedure:

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

- B. The decision on contractual claims by the governing body of the EDA shall be final and conclusive unless the contractor appeals within six months of the date of the final decision on the claim by instituting legal action in the appropriate circuit court.

U. Subject to Annual Appropriation:

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

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

V. Forum Selection

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

## BROADBAND PARTNERSHIP AGREEMENT

This Broadband Partnership Agreement (“Agreement”) dated as of the date last set forth below, is entered into by and between the King William County Economic Development Authority (“EDA”) and All Points Broadband Partners, LLC (“APB”). The EDA and APB are each a “Party” and collectively the “Parties”.

WHEREAS, the EDA recognizes the critical importance of ensuring universal broadband access for all of the residents and businesses of King William County Virginia (the “County”) in order to support economic development, educational advancement, and quality of life in the County; and

WHEREAS, the EDA desires to engage a broadband deployment partner to develop and execute a comprehensive strategy for achieving universal broadband access for all residents and businesses in the County; and

WHEREAS, the COVID-19 pandemic has caused significant disruption to the County’s customary modes of operation, including by significantly increasing the need to ensure that County employees can conduct business via teleworking and other remote means; and

WHEREAS, the COVID-19 pandemic has caused significant disruption to the County’s public education system, including by necessitating a shift to a blended or 100% distance learning model for all students for some or all of each week; and

WHEREAS, the EDA desires to engage a broadband deployment partner that can plan and deploy immediate upgrades to the existing broadband infrastructure in the County in order to maximize the ability of County employees and students in the County’s public school system to telework and fully participate in distance learning; and,

WHEREAS, the EDA desires to engage a broadband deployment partner that can plan and deploy immediate upgrades to the existing broadband infrastructure in the County in order to maximize the ability of County employees and students in the County’s public school system to telework and fully participate in distance learning; and,

WHEREAS, on behalf of the EDA, the County issued RFP 2020-09 dated May 28, 2020 (the “Procurement”), to which APB submitted a timely response dated June 29, 2020 and provided further information during a qualifications interview on August 5, 2020 (such response and further information, collectively, the “RFP Response”).

NOW THEREFORE, the EDA and APB agree as follows.

1. Engagement of APB as Broadband Partner. EDA engages APB as its primary broadband deployment partner to pursue one or more broadband deployment projects for all of the areas of the County that are currently underserved or unserved by broadband with the objective of developing a strategy for achieving universal broadband availability in the County, obtaining state and federal grant funding to offset the costs of executing such strategy, and building, operating and maintaining new broadband infrastructure in the

County. Recognizing that APB will be its primary broadband deployment partner for the term hereof, the EDA agrees that it will not provide financial resources to broadband deployment proposals that are inconsistent with the whole-of-County approach the EDA has engaged APB to pursue in its delivery of the APB Services.

2. Broadband Planning Scope of Work. APB shall deliver those planning and feasibility services described in APB's RFP Response (the "APB Services"). Without limiting the foregoing, the key milestones and indicative timeframes for such activities are set forth in Exhibit A. These terms are expressly incorporated into this Agreement as if stated herein.
3. Broadband Service Objectives. In performing the APB Services, APB shall prioritize deployments of gigabit-capable, fiber-to-the-home networks to the greatest extent feasible. The Parties aspire to establish broadband access with minimum download rates of at least 50 Mbps for all new deployments to be developed through the APB Services.
4. Engagement of Partners. APB has identified Dominion Energy Virginia and Rappahannock Electric Cooperative ("REC") as immediate priorities for the establishment of deployment partnerships in pursuit of achieving universal access for the County. The extent to which REC elects to participate in any broader partnership for achieving universal broadband in the County will be determined by REC. APB will also seek to engage all other infrastructure partners whose existing, planned, or potential assets or deployments can support the achievement of universal broadband access in the most cost-effective manner.
5. Regular Planning Meetings. The Parties will designate a management committee comprised of relevant EDA and County personnel and senior management from APB, which management committee shall hold meetings no less than monthly ("Status Meetings") to review the status of APB's deliverables comprising the APB Services, and to discuss future steps and milestones related to the APB Services. At each Status Meeting, APB will present a written report of its activities and progress against milestones.
6. Information Sharing and In-Kind Support for Grant Applications and Regulatory Proceedings. Upon request from APB, the EDA agrees to provide APB with all relevant information in its possession that will facilitate APB's provision of the APB Services. The EDA will request that the County provide one point of contact on the County's GIS team and reasonable and customary in-kind support to APB in the development of the grant application and advancement of regulatory proceedings.
7. Deployment and Operation of Broadband Networks. APB will be solely responsible for building, operating and maintaining any new broadband infrastructure that is developed through the APB Services. Aside from the specific fees and in-kind assistance described in this Agreement, Neither the County nor the EDA shall have any further obligation to provide local matching funds or other financial support for deployment activities (collectively, "Local Match"), unless such Local Match is specifically agreed to by the EDA or the County in writing.

8. Fees for the APB Services. In exchange for the APB Services, the EDA agrees to pay APB the “Planning Services Fees” in the amount of one-hundred, seventy-five thousand dollars (\$175,000). The first fifty thousand dollars (\$50,000) of the Planning Services Fees shall be paid within 20 days of the execution of this Agreement, and the balance shall be paid in ten (10) equal installments, monthly in advance, commencing with the third month of the Initial Term.
9. Discounted Fees for Cooperative Contracting. In the event another county (or agency or instrumentality thereof) that is immediately adjacent to the County elects to engage APB under the Procurement in accordance with the provisions of Virginia Code §2.2-4304, the Planning Services Fees shall be reduced to one-hundred, fifty thousand dollars (\$150,000).
10. Optional Interim Deployment Services. Upon the EDA’s request, APB will develop an interim deployment strategy to rapidly deploy fixed-wireless and other last-mile access technologies in order to ensure that, to the greatest extent achievable before December 30, 2020, the maximum number of County employees and County students have the ability to telework and participate in distance learning, respectively, (the “Interim Deployment Plan”), and present such Interim Deployment Plan to the EDA and the County. The Interim Deployment Plan will specify the costs the EDA would incur for APB to purchase, install and operate all supplemental broadband infrastructure set forth in the Interim Deployment Plan for a period of no less than three years (or such longer period as APB and the EDA may agree) (the “Interim Deployment Costs”). Upon receipt of the Interim Deployment Plan, the EDA shall have thirty days to confer with APB to make adjustments or modifications to the Interim Deployment Plan, and to elect to engage APB to execute the Interim Deployment Plan as it may have been modified by the mutual consent of the Parties. In the event the EDA elects to engage APB to execute the Interim Deployment Plan, the EDA shall pay to APB the Interim Deployment Costs according to the schedule set forth in the Interim Deployment Plan.
11. Term. The Initial Term of this Agreement will be twelve months, commencing on the last date set forth below. At the conclusion of the Initial Term, this Agreement shall continue on a month-to-month basis until either Party provides the other with no less than 60 days advance notice of its intention to terminate this Agreement.
12. General Terms and Conditions Incorporated. The General Terms and Conditions set forth in Exhibit B are hereby incorporated into this Broadband Partnership Agreement as if stated expressly herein.

[SIGNATURE PAGE FOLLOWS]

WITNESSETH the following signatures:

KING WILLIAM COUNTY ECONOMIC DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Date: \_\_\_\_\_

ALL POINTS BROADBAND PARTNERS, LLC

By: \_\_\_\_\_  
James G. Carr, Chief Executive Officer

Date: \_\_\_\_\_

EXHIBIT A

**Key Deliverables**

<b>Activity</b>	<b>Start Month</b>	<b>Complete Month</b>
Contract Award	1	1
Detailed Needs Assessment	1	3
Market & Demographics Analysis	1	3
Identification of opportunities to leverage existing infrastructure	1	3
Project Scoping for Partnership with Dominion Under the Pilot Statute	1	3
Project Scoping for Partnership with Rappahannock Electric Cooperative in Conjunction with Dominion	2	4
Identification of Funding Resources for deployment	2	4
Technology and Network Architecture Analysis	3	4
Financial Feasibility Analysis	3	4
Public Support Program Application Scoping	3	4
Network Feasibility Study Complete	1	5
Development of Materials in Support of SCC Petition for Pilot Statute Deployment with Dominion and Prosecution of SCC Petition in Conjunction with Dominion	4	12
Coordination With Rappahannock Electric Cooperative Regarding Extension of Network Described in SCC Petition	4	12
Prepare and Submit Other Grant Applications Consistent with Financial Plan on Rolling Basis	4	12

## AGENDA ITEM 10.b.

**RESOLUTION 20-49**

**KING WILLIAM COUNTY ESTABLISHING A FINANCE BOARD**

1  
2  
3  
4       **WHEREAS, under Virginia Code § 58.1-3151. County Finance Board.** — Each  
5 county of the Commonwealth may establish a county finance board, which shall consist of  
6 the chairman of the governing body of the county, the treasurer of the county and a citizen  
7 of the county of proven integrity and business ability. The citizen member shall be appointed  
8 by the circuit court of the county..... The term of the citizen member shall be four years,  
9 but the circuit court of the county may remove for cause any such member and appoint some  
10 other qualified citizen of the county in his stead for the unexpired portion of his term.; and

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

14  
15       **WHEREAS,** the Treasurer shall report to the County Finance Board at the end of each  
16 month the amount of money on deposit with depository per **Virginia Code § 58.1-3160;**  
17 and

18  
19       **WHEREAS,** the King William County Board of Supervisors wishes to recommend Ms.  
20 Natasha Joranlien, resident of West Point, Virginia to the Circuit Court as the citizen member;

21  
22 **NOW, THEREFORE BE IT RESOLVED** by the King William County Board of Supervisors this  
23 24<sup>th</sup> day of August, 2020, a County Finance Board is created to act as an advisory board to  
24 the County Treasurer and to ensure County funds are being invested appropriately with due  
25 knowledge of the County Finance Board.

## AGENDA ITEM 10.c.



## 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



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 20<sup>th</sup> 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 20<sup>th</sup> or penalties will be assessed. We recommend that penalties be assessed to meals tax payments received after the 20<sup>th</sup> 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



King William County  
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Board of Supervisors

County Administrator

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Edwin H. Moren, Jr., Fifth District

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

July 30<sup>th</sup> 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](mailto:spearson@kingwilliamcounty.us)>  
**Sent:** Thursday, July 30, 2020 10:26 AM  
**To:** Steven Chastang <[schastang@brightmindsvyw.com](mailto: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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Stephen K. Greenwood, Third District  
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Edwin H. Moren, Jr., Fifth District

## **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



King William County  
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Board of Supervisors

County Administrator

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Edwin H. Moren, Jr., Fifth District

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](http://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  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

**From:** Travis Wolfe  
**Sent:** Thursday, August 13, 2020 11:48 AM  
**To:** Sally Pearson <[spearson@kingwilliamcounty.us](mailto: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 2<sup>nd</sup>. Between now and August 25<sup>th</sup> 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 9<sup>th</sup>, we will then have until September 16<sup>th</sup> 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 18<sup>th</sup>. This will give Vision time to upload all LIVE data for our Go Live date of October 2<sup>nd</sup>. 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.



King William County  
Est. 1702

Board of Supervisors

County Administrator

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Edwin H. Moren, Jr., Fifth District

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 its fair market value
- Conduct hearings and review assessment with the public
- Interpret and administer all appeals 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  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

**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	
<b>Revenue – Total</b>	<b>\$139,100</b>	
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
<b>Expenditures – Total</b>		<b>\$139,100</b>

**RESOLUTION 20-51(R)**

**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
	<b>TOTAL</b>	<b>\$113,141.00</b>	<b>\$80,252.92</b>	<b>\$193,393.92</b>

**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;

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

37

<b>POSITION NO.</b>	<b>CLASS CODE</b>	<b>BUDGETED SALARY BY COMP BOARD</b>	<b>SUPPLEMENTED SALARY BY KWC</b>	<b>TOTAL BASE SALARY (EXCLUDING FB)</b>
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	\$29,013.00	\$34,500.00
	<b>TOTAL</b>	<b>\$113,141.00</b>	<b>\$49,739.92</b>	<b>\$162,880.92</b>

38

## AGENDA ITEM 10.f.

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## LICENSURES

### **Certified General Real Estate Appraiser**

The Commonwealth of Virginia License #4001014085

### **Certified Professional Assessor**

Department of Taxation, The Commonwealth of Virginia

## PROFESSIONAL AFFILIATIONS

Candidate for Designation –Appraisal Institute

## EDUCATION

Maryhurst University

**Bachelor of Science, Real Estate Studies**

## WORK EXPERIENCE

July 2018 to Present, Founder BRIGHTMINDS, LLC.

Responsibilities include Advisory Board Member, Mass-Appraisal business development, supervising Residential and Commercial appraisers, public hearings and appeals.

January 2018 to January 2019, Residential and Commercial Staff Appraiser, Bruce W. Reyle & Co., Inc.

Responsibilities include valuing Residential and Commercial properties.

September 2017 to December 2017, Associate Appraiser, Valbridge Property Advisors Baltimore Washington Metro.

Responsibilities include assisting Commercial Staff Appraisers in the valuation of commercial properties.

January 2007 to September 2017, Supervisor and Independent Contractor, Wampler-Eanes Appraisal Group, Ltd.

Responsibilities included the valuation, research and defense of all property types.

January 2016 for one year, Supervisor Real Estate Assessments, City of Manassas.

Responsibilities included planning and directing all aspects of the annual assessment of real property.

January 2015 for one year, Associate Appraiser, Thomas E. Reed & Associates Inc.

Responsibilities included residential appraisals and a water main easement valuation project.

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## AD VALOREM MASS APPRAISAL EXPERIENCE

Franklin County, Virginia (2007)  
Warren County, North Carolina (2007-2008)  
Patrick County, Virginia (2008)  
Fauquier County, Virginia (2008-2009)  
Clarke County, Virginia (2008-2009)  
Montgomery County, Virginia (2009-2010)  
Franklin County, Virginia (2010)  
Orange County, Virginia (2010-2011)  
Alleghany County, Virginia (2011-2012) Supervisor, Expert Witness  
Russel County, Virginia (2012-2013)  
Fauquier County, Virginia (2012-2013)  
Prince Edward County, Virginia (2012-2013) Supervisor  
King William County, Virginia (2013-2014) Review Appraiser  
Charles City County, Virginia (2013-2014)  
Clarke County, Virginia (2014-2015) Supervisor  
Shenandoah County, Virginia (2014-2015) Supervisor  
City of Manassas, Virginia (2015-2016) Supervisor  
Fauquier County, Virginia (2016-2017)  
King William County, Virginia (2019-2021) Supervisor  
Patrick County, Virginia (2019-2021) General Manager  
Essex County, Virginia (2019- 2021) Supervisor  
King George County, Virginia (2022) Supervisor  
Pittsylvania County, Virginia (2022) General Manager  
Lee County, Virginia (2022) General Manager

## EXPERT WITNESS TESTIMONY

WHITE, ROBERT S. GURTRUDE T. v. ALLEGHANY COUNTY CL13-110-00 NOVEMBER 7<sup>TH</sup>,  
2013

## PUBLIC HEARINGS SUBJECT TO COURT TESTIMONY

### **MORE THAN 750 HEARINGS**

City of Manassas, Virginia (2016)  
Clarke County, Virginia (2010, 2016)  
Fauquier County, Virginia (2010, 2014)  
King William County, Virginia (2015)  
Prince Edward County, Virginia (2015)  
Alleghany County, Virginia (2013)  
Orange County, Virginia (2011)  
Montgomery County, Virginia (2010)

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## EXPERIENCE & SKILLS

- Extensive experience with mass appraisals in conformance with USPAP Standards 5 & 6, state laws, and jurisdictional exceptions
- Experience defending values in public hearings subject to court testimony
- Extensive experience with inferential statistics, data modeling, CAMA system development, reporting, and review for ad valorem purposes
- Experience creating, disseminating, and interpreting income and expense surveys and market studies, utilizing interpolation and extrapolation, creating market extracted land, building, capitalization rate, and depreciation rate tables, and appraising properties in markets where information is limited or non-existent
- Experience with Real Estate technology/software including, but not limited to: Argus, Excel, Word, Pictometry, GIS, Google Earth Pro, CoStar, Loopnet, Compstack, Datappraise, MLS, MRIS, Matrix, Win Total, Site To Do Business, Marshall Swift Cost Estimator, ESRI, VISION, IASWORLD, KEYSTONE, CAMRA, BRIGHT, BORMUTH, DATASYNCH

## EXPERIENCE APPRAISING THE FOLLOWING TYPES OF REAL ESTATE INCLUDING, BUT NOT LIMITED TO

- Cellular towers, FAA towers, Radio towers, Water towers, Water treatment plants, Semiconductor plant, Paper mill, Distribution centers; Greyfields, Brownfields, and Greenfields, Portfolios, Subdivisions/ neighborhoods, Wetlands and Wetland mitigation banking sites, Flood plain; Mountain land, Lakes, and Rivers; State and Federally owned properties, Airports/ municipal/regional, Mobile Home Parks,
- Timber rights, Mineral rights, and Riparian rights; Rock Quarries, Development rights, Purchase of Development right easements, Development Unit Rights, Conservation easements, Water-main easements, Power line easements, Highway easements,
- Rail road right-of-way, Nature trails, Strip mines, Movie theaters, Regional malls, Piers, Bridges, Dairy farms, Horse farms, Poultry farms, Hog farms, Solar Farms/solar panels, Gas stations, Auto dealerships, Jails, Prisons, Libraries, Hospitals, Nursing homes,
- Marinas, Boathouses, Golf courses, Public schools, Private schools, Churches, Buddhist Temples, Public cemeteries, Private cemeteries, Natatoriums, Arboretums, Greenhouses, Historic homes, Wineries and Vineyards, Cheese caves, Breweries, Bed and Breakfasts, Public parks, Sporting complexes, Parking garages; Non-conforming Use, Illegal Use, Common Area Elements.
- Hotels, Air BnB's, Apartments, LIHTC Apartments, Office, Retail, Mixed Use, Light/heavy Industrial, Special Use and non-realty components
- All residential property types ranging from small rural cabins and historic homes to modern mansions and estates.

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## **PROFESSIONAL COURSES**

Capstone Thesis on Real Estate Damages: Is a Bald Eagle's Nest Worth \$500,000?  
Applied Management Principles  
Real Estate Investment Strategies  
Beyond Raw Land (Appraisal Institute text on Damages)  
Laws and Regulations- Real Estate  
Leveraging Real Estate I  
Leveraging Real Estate II  
Information Technology Strategies  
Business Statistics for Managers  
Foundations of Management  
The Economics of Business  
Business Writing and Communications  
Real Estate Technology  
Personal Ethics in Organizations  
Real Estate Practices and Marketing  
Real Estate Marketing  
The Real Estate Development Process  
Real Estate as a Profession  
The Deal: Analysis of Real Estate Transactions  
Culture, Conflict, and Communication  
Business, Media, and Popular Culture  
Sustainable Real Estate  
Intro to Real Estate Principles  
Intro to Argus/Excel in Real Estate  
Intro to Real Estate Financing  
Intro to Real Estate Valuation  
Intro to Real Estate Investing  
Intro to Real Estate Law  
Intro to Real Estate Development  
General Appraiser Sales Comparison Approach  
General Appraiser Site Valuation and Cost Approach  
General Appraiser Income Approach  
General Appraiser Market Analysis Highest and Best Use  
General Report Writing and Case Studies  
Expert Witness for Commercial Appraisers  
Commercial Appraisal Review  
Statistics, Modeling, and Finance  
Uniform Standards of Professional Appraisal Practice (USPAP)  
Answered 1,000 Questions on Appraisal Institute Practice Exam  
Appraisal Institute – Business Practices and Ethics

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## TEACHING

Guest Lecture: PowerPoint Presentation of Real Estate Appraisal Concepts, Finance 451,  
Longwood University, Department of Business and Economics, Professor George Jackson, J.D.,  
CPA

## VIRGINIA CERTIFIED GENERAL REAL ESTATE APPRAISER LICENSE

<b>EXPIRES ON</b> 05-31-2021	<b>COMMONWEALTH of VIRGINIA</b> Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500	<b>NUMBER</b> 4001014085
<b>REAL ESTATE APPRAISER BOARD</b> <b>CERTIFIED GENERAL REAL ESTATE APPRAISER</b>		
	<b>STEVEN MICHAEL CHASTANG</b> 590 GROVE ST BOX 259 HERNDON, VA 20170	
<small>Status can be verified at <a href="http://www.dpor.virginia.gov">http://www.dpor.virginia.gov</a></small>		
 <small>Mary Brant-Vaughan, Acting Director</small>		

# Steven M. Chastang

Founder BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## VA DEPARTMENT OF TAXATION CERTIFIED PROFESSIONAL ASSESSOR



### **COMMONWEALTH of VIRGINIA**

*Department of Taxation  
Property Tax Unit  
P.O. Box 2460  
Richmond, Virginia 23218-0715*

**ISSUED July 27, 2018**

July 27, 2018

Mr. Steven M. Chastang  
C/O Bruce W. Reyle & Company, Inc.  
3837 Plaza Drive, Second Floor  
Fairfax, Virginia 22030

Dear Mr. Chastang:

This letter is to certify that Steven M. Chastang is qualified to serve as the Professional Assessor in the Commonwealth of Virginia, having fully met the requirements established by the Department of Taxation pursuant to the *Code of Virginia*.

Please be advised that the Department is reviewing its certification criteria, and may amend certain requirements at a future date. Please keep your contact information current. If changes occur, and we cannot contact you, you may lose your certification.

If at any time you have any questions, feel we can be of further assistance, please do not hesitate to contact me.

Sincerely,

Nicholas G. Morris

Property Tax/Railroad & Pipeline Assessment Manager  
Virginia Department of Taxation  
Phone: 804/371-0856 Fax: 804/371-4991  
Email: [nicholas.morris@tax.virginia.gov](mailto:nicholas.morris@tax.virginia.gov)

# WILLIAM D. COLE

Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## LICENSURES

### **Certified General Real Estate Appraiser**

- The Commonwealth of Virginia License #4001014631
- The State of North Carolina License #A8304

### **Certified Professional Assessor**

- Virginia Department of Taxation
- North Carolina Department of Revenue

## PROFESSIONAL AFFILIATIONS & APPOINTMENTS

- Candidate for Designation – International Association of Assessing Officers
- Virginia Association of Assessing Officers (VAAO)
- Court Appointed to The Board of Equalization, City of Danville

## EDUCATION

Liberty University

- **Bachelor of Science, Interdisciplinary Studies**

Guilford Technical Community College

- **Associate of Arts & Science, General Education**

## WORK EXPERIENCE

July 2018 to Present, Partner BRIGHTMINDS LLC.

Responsibilities include Advisory Board Member, Mass-Appraisal business development, supervising Residential and Commercial appraisers, public hearings and appeals.

March 2017 to December 2018, Residential and Commercial Ad Valorem Tax Appraiser, City of Danville VA.

Responsibilities include valuations, analysis and defense of all property types. Appointed to the Board of Equalization.

June 2008 to March 2017, Independent Contractor, Wampler-Eanes Appraisal Group, Ltd.

Responsibilities included the valuation, analysis and defense of all property types

# WILLIAM D. COLE

Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

March 2016 to Present, Owner, WDC Appraisal LLC, Serving Virginia and North Carolina. Responsibilities include valuing residential real estate, supervising data technicians and administrative assistants. Overseeing the work of associate appraisers. Client Operations.

September 2014 to March 2016, Associate Appraiser, Smith & Associates. Responsibilities included assisting on multiple assignments including two conservation easement valuations.

September 2014 to March 2016, Associate Appraiser, First Choice Real Estate. Responsibilities include valuing Residential properties.

## **EXPERIENCE APPRAISING THE FOLLOWING TYPES OF REAL ESTATE INCLUDING, BUT NOT LIMITED TO**

Properties bordering the Blue Ridge Parkway and Appalachian Trail, Cellular Towers, Hotels, Motels, Industrial properties, Wetlands, Mountain land, Waterfront properties, Mobile Home Parks, Conservation Easements, Multi-Family properties, Right-of- way easements, State and Federally owned properties, Timber rights, Estates, Horse Farms, Golf Courses, Cheese caves, Bed and Breakfast, Public Parks, Parking garages, Common Area Elements, Wineries and Vineyards, Restaurants, Private Cemeteries, Airports, Public Libraries, Gas stations, Schools, Religious facilities, Power line easements, Marinas, Boat slips, Farm Land, Dairy Farms, Poultry Farms, Non-conforming Use, Illegal Use, Mountain View Sites, Water View Sites, Land Use Properties, Museums, Subdivisions, Strip Malls, Paper Mills, Public cemeteries, Convenience Stores, Private Libraries, Manufacturing Facilities.

## **AD VALOREM MASS APPRAISAL EXPERIENCE**

Patrick County, Virginia (2008)  
Fauquier County, Virginia (2009)  
Franklin County, Virginia (2010)  
Mathews County, Virginia (2011)  
Isle of Wight County Virginia (2012)  
City of Franklin, Virginia (2012)  
Middlesex County, Virginia (2012)  
Alleghany County, North Carolina (2013)  
Mitchell County, North Carolina (2013)  
Isle of Wight County, Virginia (2014)  
City of Franklin, Virginia (2014)  
Orange County, Virginia (2015)

# WILLIAM D. COLE

Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

Franklin County, Virginia (2015)  
City of Galax, Virginia (2016)  
Carroll County, Virginia (2016)  
Fauquier County, Virginia (2017)  
City of Danville, Virginia (2018) Court Appointed to The Board of Equalization  
King William County, Virginia (2019-2021) General Manager  
Patrick County, Virginia (2019-2021) Supervisor  
Essex County, Virginia (2019- 2021) GM  
King George County, Virginia (2020-2022) GM  
Pittsylvania County, Virginia (2020-2022) Supervisor  
Lee County, Virginia (2020-2022) Supervisor

## **PUBLIC HEARINGS SUBJECT TO COURT TESTIMONY** **MORE THAN 750 HEARINGS**

Patrick County, Virginia  
Franklin County, Virginia  
Mathews County, Virginia  
Alleghany County, North Carolina  
Mitchell County, North Carolina  
City of Galax, Virginia  
Carroll County, Virginia  
City of Danville, Virginia

## **EXPERIENCE & SKILLS**

- Extensive experience with Ad Valorem assignments in conformance with USPAP Standard 6, state laws and jurisdictional exceptions.
- Extensive experience defending values in public hearings subject to court testimony
- Extensive experience with public relations in hostile situations.
- Extensive experience dissecting markets and interpreting data to reach value conclusions.
- Extensive experience with various software/technology types including, but not limited to: Total, Microsoft Office, Pictometry, Geographical Interactive Services, Google Earth, Multiple Listing Services, Site to Do Business, Marshall & Swift Cost Guide, Adobe, Apex, Greenshot, Outlook, ArcMap, ESRI, CAMRA, PROVAL, KEYSTONE, VISION, BRIGHT, DEVNET

# WILLIAM D. COLE

Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## **PROFESSIONAL COURSES:**

Principles of Accounting I  
Business Law  
Money & the Financial System  
Principles of Microeconomics  
Principles of Macroeconomics  
International Business  
State and Local Government  
Constitutional Studies – Amendments & Rights  
Financial & Retirement Planning  
Estate Planning  
Intro to Comparative Politics  
History of Western Civilization I  
History of Western Civilization II  
Criminal Justice  
Criminology  
General Psychology  
Composition & Rhetoric  
Contemporary Worldviews  
Knowledge Syn for Professional & Personal Development  
IAAO-101 Fundamentals of Real Property Appraisal  
IAAO-102 Income Approach to Valuation  
Ad Valorem Tax Consultation Land and Site Valuation  
Residential Market Analysis and Highest and Best Use  
Residential Appraiser Site Valuation and Cost Approach  
Residential Report Writing and Case Studies  
Residential Report Writing: More than Forms  
Advanced Residential Applications and Case Studies  
General Appraiser Market Analysis Highest and Best Use  
General Appraiser Sales Comparison Approach  
General Appraiser Site Valuation and Cost Approach  
General Appraiser Income Approach  
General Report Writing & Case Studies  
Supervisor-Trainee Course for Virginia  
Appraisal Subject Matter Electives  
Environmental Contamination of Income Properties  
Statistics, Modeling and Finance  
Answered 1,000 Questions on Appraisal Institute Practice Exam  
Uniform Standards of Professional Appraisal Practice (USPAP)

# WILLIAM D. COLE

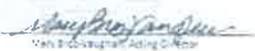
Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsvyw.com](mailto:contact@brightmindsvyw.com)

## VIRGINIA CERTIFIED GENERAL REAL ESTATE APPRAISER

**COMMONWEALTH of VIRGINIA**  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400, Richmond, VA 23233  
Telephone: (804) 367-8500

<b>EXPIRES ON</b> 08-31-2020		<b>NUMBER</b> 4001014631
---------------------------------	--	-----------------------------

**REAL ESTATE APPRAISER BOARD**  
**CERTIFIED GENERAL REAL ESTATE APPRAISER**

	<b>WILLIAM DAVID COLE SR</b> 321 GRENADIER CIRCLE DANVILLE, VA 24541	  <small>Mark B. Crockett, Acting Director</small>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Status can be verified at <http://www.dpor.virginia.gov>

## NORTH CAROLINA CERTIFIED GENERAL REAL ESTATE APPRAISER



**North Carolina**  
**Appraisal Board**  
**WILLIAM D. COLE**

having satisfied the North Carolina Appraisal Board regarding the qualifications to practice as a General Real Estate Appraiser in this State and having complied with the requirements prescribed by law, is hereby certified as a

**Certified General**  
**Real Estate Appraiser**

Given under and by virtue of the provisions of Article 1 Chapter 93E of the General Statutes of North Carolina, I hereunto set my hand and seal of the North Carolina Appraisal Board at Raleigh on the date herein shown:



This certificate shall expire on the 30th day of June following the date shown below unless renewed prior to expiration.

JULY 19, 2020

  
Donald E. Hodges  
Executive Director

# WILLIAM D. COLE

Partner BRIGHTMINDS LLC  
Certified General Real Estate Appraiser  
Certified Professional Assessor  
[contact@brightmindsyvw.com](mailto:contact@brightmindsyvw.com)

**VA DEPARTMENT OF TAXATION CERTIFIED PROFESSIONAL ASSESSOR**



## ***COMMONWEALTH of VIRGINIA***

*Department of Taxation*

*Property Tax  
Unit P.O. Box  
2460*

*Richmond, Virginia 23218-0715*

**ISSUED February 20, 2019**

February 20, 2019

Mr. William D. Cole  
321 Grenadier Circle  
Danville, Virginia 24541

Dear Mr. Cole:

This letter is to certify that William D. Cole is qualified to serve as the Professional Assessor in the Commonwealth of Virginia, having fully met the requirements established by the Department of Taxation pursuant to the *Code of Virginia*.

Please be advised that the Department is reviewing its certification criteria, and may amend certain requirements at a future date. Please keep your contact information current. If changes occur, and we cannot contact you, you may lose your certification.

If at any time you have any questions, feel we can be of further assistance, please do not hesitate to contact me.

Sincerely,

Nicholas G. Morris

Property Tax/Railroad & Pipeline Assessment Manager  
Virginia Department of Taxation  
Phone: 804/371-0856 Fax: 804/371-4991  
Email: [nicholas.morris@tax.virginia.gov](mailto:nicholas.morris@tax.virginia.gov)

**NORTH CAROLINA DEPARTMENT OF REVENUE CERTIFICATION**

**NORTH CAROLINA DEPARTMENT OF REVENUE**

**William David Cole**

*in recognition of having successfully completed a comprehensive examination in the appraisal of property for ad valorem purposes.*

**Presented this 7th day of February 2013**



*Lyons Gray*  
Secretary of Revenue  
State of North Carolina

# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

Revised - December 2019

The following persons with the listed appraisal companies have been certified to perform real estate appraisals for tax assessment as Professional Assessor.

Mr. Don Thomas  
License #: 4001001660  
Mr. Miles F P Willett, Jr  
License # 4001010239

Wingate Appraisal Service  
511 Melrose Ave., N.W.  
Roanoke, Virginia 24017  
Phone: (540) 986-0472

---

Mr. Gary Eanes  
License #: 4001002218

Wampler-Eanes Appraisal Group, Ltd.  
120 Amsterdam Rd.  
Daleville, Virginia 24083  
Phone: (540) 992-2323 FAX: (540) 992-5238

---

Mr. Fred W. Pearson  
License #: 4001000428

Pearson's Appraisal Service  
7808 Ardendale Rd.  
Richmond, Virginia 23236  
Phone: (804) 560-9200

---

Mr. William D. Cole  
License #: 4001014631  
Mr. Steven Michael Chastang  
License #: 4001014085

BRIGHTMINDS, LLC  
105 Teal Ct. #10434  
Danville, Virginia 24541  
Phone: (919) 475-7861; (804) 453-8164  
[www.brightmindsvyw.com](http://www.brightmindsvyw.com)

---

Mr. Michael Tarello, MAI, ASA  
VP of Appraisal Operations  
License #: 4001017831

Vision Government Solutions  
Phone: (508) 351-3616  
Cell: (508) 254-0138

- 
- Anyone serving as a contracted Professional Assessor must have a Virginia Certified General Real Estate Appraiser license.
  - Please note that the Blue Ridge Mass Appraisal Co of Staunton, VA 24401-9052, also active during this time, has been acquired by Pearson's Appraisal Service.
  - When an appraiser is selected for assessment work, please notify the Department of Taxation.



# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

Revised - December 2019

- There may be a need to update our information on the selected contractor. Please contact:

- Virginia Department of Taxation  
Attention: Nick Morris, 10<sup>th</sup> Floor  
PO Box 565  
Richmond, Virginia 23218-0565

Phone: (804) 371-0856      FAX: (804) 371-4991

[nicholas.morris@tax.virginia.gov](mailto:nicholas.morris@tax.virginia.gov)

\*\*\*\*\*

On December 15, 1983, Tax Commissioner W. H. Forst distributed to all local governments qualifications criteria for staff and contract assessors, appraisers, and supervisors. Those persons engaged in ad valorem mass real estate appraisal within the Commonwealth are to have the qualifications prescribed for the position held. The tasking set forth by Chapter 304 of the 1983 Acts of Assembly established the requirement for the prescribed qualifications.

The *Code of Virginia § 58.1-3258.1* establishes the requirement that those contracting to perform assessment-reassessment valuations in the Commonwealth hold valid certification issued by the Department of Taxation. The Property Tax Unit administers the certification process. The certification process generally addresses education and experience. This discussion is specific to contractors required to have Department of Taxation certification.

The Professional Assessor designee “Insures that the entire assessment process is completed in compliance with Virginia State law”. The *Code of Virginia § 54.1-2011* established the necessity for appraiser licensure after December 31, 1992. With some exemptions, which do not apply to contract assessment-reassessment work, it is unlawful to engage in the appraisal of real estate for compensation or valuable consideration in the Commonwealth without first obtaining a real estate appraiser's license.

The Virginia Department of Professional and Occupational Regulation considers a general reassessment a fee appraisal assignment when performed by a contract appraiser. In addition to satisfying mass appraisal education and experience, qualifications specified in “Qualifications Criteria for Supervisors, Assessors and Appraisers in the State of Virginia”, the contract supervisor, assessor, or appraiser must also hold the appropriate Virginia real estate appraiser license and be in good standing with the Virginia Department of Professional and Occupational Regulation.



# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

Revised - December 2019

To serve as the locality's Professional Assessor, the designee must hold a Certified General Real Estate Appraiser license. With this license, the holder may appraise all property types and value. Licensees holding Licensed Residential Real Estate Appraiser and Certified Residential Real Estate Appraiser licenses may be certified, but are limited to specific property types, and to values below a specified level for some property types covered by their license.

## **Qualifications Criteria**

**For**

**Supervisors, Assessors and Appraisers**

**In the**

**State of Virginia**

Prepared by the

Department of Taxation

(Ref. Senate Bill 274 of 1983 Session. § 58-785)



# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

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## **Supervisors, Assessor, and Appraisers - Staff**

Those persons who are employees of local government are required by law to possess qualifications prescribed by the Department of Taxation. The following describes the qualifications prescribed by the Department for the various levels of appraisal staff, and apply to those who are involved with the valuation of property for assessment purposes.

### **Professional Assessor**

#### **General Statements of Duties and Responsibilities:**

Responsible for the determination of fair market value and equalization of all locally assessable real estate taxable and non-taxable; supervises the appraisal of real property for assessment purposes and the maintenance of all accompanying records; responsible for public relations between the taxpayers and the assessment department; does related work as requested. Responsible for compliance with general laws of state governing property assessments.

#### **Distinguishing Feature of the Class:**

Plans, coordinates and administers the real estate assessment function. Responsible for the supervision and training of all appraisers and supporting staff. Responsible for the maintenance of all related records.

#### **Examples of Work:**

Plans, supervises and participates in the assessment of all taxable real estate within the jurisdiction. Develops and maintains appraisal records, property maps and related records and files.

Develops procedures for and directs the supervision of all appraisers and clerical personnel. Develops and maintains assessment sales ratio studies to determine the level of assessment equality throughout the jurisdiction. Develops and maintains the scheduling for the various levels of production.

Performs ancillary management duties (i.e. budget, revenue forecasting) for the assessment department.

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Meets with taxpayers, explaining and interpreting appraisal procedures and policies and answers more difficult complaints.

Coordinates assessment program with other departments and agencies.

Testifies on behalf of the jurisdiction in court cases in the defense of assessments.

## **Required Knowledge, Skills, and Abilities:**

Comprehensive knowledge of modern real estate appraisal and assessment practices and related regulations and laws. Ability to work effectively with the public; ability to supervise a professional and clerical staff. Ability to make difficult real property appraisals. Ability to analyze facts and to present clear and concise oral and written reports. Ability to establish and maintain effective working relationships with public officials.

## **Education and Experience Requirement:**

Graduation from college preferably with a degree in Business, Real Estate, or Economics and six years of real estate appraisal experience including three years assessment administrative experience OR

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Successful completion of core course curriculum of the International Association of Assessing Officers (IAAO)

## **Highly Recommended:**

Certification as Certified Assessment Evaluator (CAE) by the IAAO

Certified General Real Estate Appraisal License issued by the Commonwealth of Virginia Department of Professional and Occupational Regulation

## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

## **Deputy Assessor (Supervisor)**

### **General Statement of Duties and Responsibilities:**

Supervises the appraisal branch of the real estate assessment section. Answers directly to the assessor; acts for the assessor during his absence; does related work as required.



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## **Distinguishing Features of the Class:**

Responsible for administrative and supervisory work in the appraisal of real property for tax assessment purposes. Responsible for personal supervision of difficult and complex properties. Supervises the real estate section when the assessor is absent.

## **Examples of Work:**

Provides management oversight and participates in the appraisal process of all type properties in the jurisdiction.

Plans and coordinates work of the appraisers.

Counsels with the assessor concerning decisions regarding appraisal process and administration

Interprets office procedures to personnel as set forth by the assessor.

Has responsibility for maintenance of records and reports.

Reviews complaints and appeal brought by property owners

Acts in the assessor's place during his absence.

## **Required Knowledge, Skills and Abilities:**

Thorough knowledge of real estate appraisal and assessment practices. Ability to interpret laws and ordinances. Ability to analyze facts and to present clear and concise oral and written reports. Ability to maintain records and perform statistical analysis.

Ability to plan and supervise work of subordinates.

## **Minimum Education and Experience:**

Graduation from college preferably with a degree in Business, Real Estate, or Economics, and five years real estate appraisal experience including one year in a supervisory capacity OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

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## **Supervising Real Estate Appraiser (Supervisor)**

### **General Statement of Duties and Responsibilities:**

Supervises the work of other appraisers and trainees. Assists subordinates in appraisal of more difficult properties. Responsible for individual training programs; does related work as required. Usually responsible for the valuation of all real estate in a specified geographical area or a particular class or type of real estate. Usually reports to the Deputy Assessor.

### **Distinguishing Features of the Class:**

Responsible for supervision and training of subordinate appraisers and support staff. Plans, delegates and monitors work flow to insure timely and accurate completion of the assessment process. Renders assistance in appraising the more complex properties.

### **Examples of Work:**

Delegates, supervises and reviews the work of other appraisers.

Administers the training program of all appraisers and trainees.

Develops the work plan and monitors appraiser's work to insure timely completion of tasks.

Maintains pertinent publications and data records.

Answers inquiries of taxpayers.

Provides assistance and guidance on more complex appraisal assignments.

### **Required Knowledge, Skills and Abilities:**

Thorough knowledge of real estate appraisal and assessment procedures. Ability to plan and supervise the work of subordinates. Ability to appraise complex properties. Ability to set up and administer the training program for appraisers and trainees. Ability to express oneself in a clear and concise manner, both in written format and orally.

### **Education and Experience Requirement:**

Graduation from college preferably with a degree in Business, Real Estate or Economics and four years of real estate appraisal experience including some experience in a supervisory capacity OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

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## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

## **Senior Real Estate Appraiser**

### **General Statement of Duties and Responsibilities:**

Makes appraisals of residential, commercial, industrial and agricultural land and improvements for assessment purposes. Usually reports to the Supervising Real Estate Appraiser.

### **Distinguishing Features of the Class:**

Highest level of the journeyman class of appraisers. Works with minimal supervision, collects, analyzes and interprets data for all types of properties including complex income producing commercial and industrial properties, mineral lands, timberlands and leasehold rights, and has the expertise to accurately value the most complex properties.

### **Examples of Work:**

Physically inspects properties and appraises them. Interviews property owners to ascertain data needed in the appraisal process. Collects, evaluates and correlates market data. Examines public records, maps, aerial photographs, building permits and plans, and zoning regulations to determine pertinent factors needed in the appraisal of real estate. Gives information and answers complaints regarding assessments. May assist in implementation of land use. Appraises land to determine value of mineral rights, timber and leases.

### **Required Knowledge, Skills and Abilities:**

Thorough knowledge of real property appraisal techniques and building construction practices. Ability to collect and analyze income data for income properties. Knowledge of zoning regulations and their impact on value. Ability to read maps, soil studies and building plans. Ability to present data clearly and concisely.

### **Education and Experience Requirements:**

Graduation from college preferably with a degree in Business, Real Estate, or Economics and three years real estate appraisal experience OR graduation from high school with



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good concentration or math courses and six years real estate appraisal experience OR any equivalent combinations of experience and training which provides the required knowledge, skills, and abilities.

## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

## **Real Estate Appraiser**

### **General Statement of Duties and Responsibilities:**

Usually under supervision of the senior real estate appraiser makes appraisals of land and improvements and new construction of assessment purposes; does related work as required.

### **Distinguishing Features of the Class:**

This is a production level of the journeyman class of appraisers. Makes appraisals of the more typical residential and acreage type properties for reassessment purposes. Under supervision makes appraisals of more complex properties.

### **Examples of Work:**

Physically inspects properties and appraises them. Interview property owners to ascertain data needed in the appraisal process. Collects, evaluates and correlates market data. Examines public records, maps, aerial photographs, building permits and plans, and zoning regulations to determine pertinent factors needed in the appraisal of real estate. Collects and reviews data from the private sector, which may have an influence on value (e.g., interest rates, conditions of sale).

### **Required Knowledge, Skills and Abilities:**

Working knowledge of real property appraisal techniques and building construction practices. Knowledge of factors effecting the value of land. Knowledge of impact of zoning regulations. Ability to read maps, soil studies, and building plans.

### **Education and Experience Requirements:**

Graduation from college preferably with a degree in Business, Real Estate or Economics, two years of real estate appraisal experience; OR graduation from high school with a good concentration of math courses and four years of real estate appraisal experience;



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OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

## **Real Estate Appraiser Trainee**

### **General Statement of Duties and Responsibilities:**

Assists in data collection process, inspections, and measurement and description of improvements and performs routine appraisals of land and improvements and new construction under close supervision.

### **Distinguishing Features of the Class:**

This is an entry-level position in the appraiser series designed to provide basic appraisal training required as a foundation for the higher levels in the appraiser series. Initial assignments involve working with and under the close supervision of other appraisers until experience is gained. As the trainee gains proficiency, he is given appraisal assignments ranging progressively in complexity.

### **Examples of Work:**

Trains under higher-level appraisers. Inspects, measures, lists, and appraises properties of a less complex nature. Compiles market data for some analysis. Inspects new construction and gathers pertinent information. Codes data on appraisal work sheets. Maintains the record keeping necessary for appraisal and assessment process. Gives information and answers complaints regarding assessments.

### **Required Knowledge, Skills and Abilities:**

Ability to read and understand building and construction plans and specifications.  
Ability to meet and deal with the public. Basic mathematical and writing skills necessary for recording and interpreting market data.

### **Education and Experience Requirements:**

Graduation from high school with a good concentration of math courses; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



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## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.

## **Supervisors, Assessor, and Appraisers - Contractor**

Those contracted to perform appraisal work are considered to be fee appraisers. To perform real estate assessment valuation in Virginia, contracted supervisors, assessors and appraisers are required to be certified by the Department of Taxation. In addition to having the Department's prescribed qualifications, they must be licensed by Department of Professional and Occupational Regulation (DPOR). The contractor overseeing and responsible for the appraised values, the designated Professional Assessor, must be a Certified General Real Estate Appraiser. Appraisal staff working under the designated Professional Assessor are to have the prescribed Department of Taxation qualifications for their respective position, and the appropriate license for the property being appraised. Several categories of licensure are offered by DPOR. A Certified General Real Estate Appraiser may appraise all property types. Other limited licenses are available.

## **Designated Professional Assessor (Contractor)**

### **General Statement of Duties and Responsibilities:**

Responsible for the assessment of all taxable real estate and nontaxable real estate other than that assessed by central state agencies. Compliance with general laws of the state governing property assessments. Compliance with constitutional requirements for "fair market value" and uniformity.

### **Distinguishing Features of the Class:**

Plans, coordinates, and administers the real estate assessment function. May be responsible for supervision of additional appraisers and supporting staff. Responsible for the maintenance of all related records. Has the expertise to accurately appraise all properties in the jurisdiction.

### **Examples of Work:**

Physically inspects properties and appraises them. Interviews property owners to ascertain data needed in the appraisal process. Collects, evaluates and correlates market data. Examines public records, maps, aerial photographs, building permits and



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plans, and zoning regulations to determine pertinent factors needed in the appraisal of real estate.

Delegates, supervises, and reviews work of other appraisers and support staff. Gives information and answers questions regarding assessments. Holds public hearings of new assessments. Insures that the entire assessment process is completed in compliance with Virginia State law.

## **Required Knowledge, Skills and Abilities:**

Thorough knowledge of real estate theory and appraisal techniques and building construction practices. General knowledge of court cases and opinions of the Attorney General, which are applicable to the assessment process in the state of Virginia and the ability to accurately interpret them. Thorough knowledge of the duties and legal responsibilities of the Board of Assessors and the Board of Equalization. Ability to identify and classify real property. Thorough knowledge of the general laws of the state governing real property assessments. Ability to read maps, sale studies and building plans. Ability to supervise subordinates. Ability to work with the public and conduct public hearings on new assessment values.

## **Education and Experience Requirement:**

Graduation from college preferably with a degree in Business, Real Estate, or Economics and six years of real estate appraisal experience including three years administrative experience

Successful completion of core course curriculum of the International Association of Assessing Officers (IAAO)

OR

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Additional Requirements:**

Possession of a valid motor vehicle operator's license issued by the State of Virginia.  
Certified General Real Estate Appraisal License issued by the Commonwealth of Virginia  
Department of Professional and Occupational Regulation

## **Highly Recommended:**

Certification as Certified Assessment Evaluator (CAE) by the IAAO



# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

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## Statutes

**§ 58.1-3258.** Provisions for annual or biennial assessment not repealed; qualifications of supervisors, assessors and appraisers.

A. Nothing contained in this article shall be construed as repealing or amending any provisions of law authorizing or permitting the annual or biennial assessment or reassessment of real estate in cities or counties, except as hereinafter expressly provided.

B. The supervisors, assessors and appraisers conducting assessments who are employees of the locality shall have the qualifications prescribed by the Department for the particular position held, which shall include such combination of education, training and experience as deemed necessary for the performance of their duties.

C. The supervisors, assessors and appraisers conducting assessments who have been contracted by the locality to conduct assessments shall hold a valid certification issued by the Department pursuant to § 58.1-3258.1.

(Code 1950, § 58-785; 1950, p. 1267; 1983, c. 304; 1984, c. 675; 2008, c. 540)

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**§ 58.1-3258.1.** Certification of supervisors, assessors and appraisers contracted by a locality to perform assessments

A. No supervisor, assessor or appraiser shall contract or offer to contract to perform the assessment or reassessment of real property for any locality unless he holds a valid certification issued by the Department.

B. The Department shall establish requirements for the certification of all supervisors, appraisers and personnel contracted by a locality to perform the assessment or reassessment of real property located in the locality. Such requirements shall prescribe qualifications for certification including (i) minimum education and training requirements, to include guidance for conducting appraisals of certain multi-unit real estate under § 58.1-3295 and guidance for following generally accepted appraisal practices; (ii) minimum levels of experience; and (iii) standards of conduct. All supervisors, appraisers, and personnel employed or contracted to perform general assessments shall be required to hold a valid certification issued by the Department.

# VIRGINIA TAX - CERTIFIED CONTRACT APPRAISERS

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C. The Department may establish requirements for continuing education as a prerequisite to renewal of any certificate issued under this section.

(2008, c. 540; 2010, c. 552)

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## **§ 58.1-3258.2.** Grounds for denial or revocation of certification

The Department shall have the power to require remedial education, suspend, revoke, or deny renewal of the certificate of any supervisor, assessor or appraiser who is found to be in violation of the regulations established by the Department pursuant to § 58.1-3258.1.

The Department may suspend, revoke, or deny renewal of an existing certificate, or refuse to issue a certificate, to any supervisor, assessor or appraiser who is shown to have a substantial identity of interest with a supervisor, assessor or appraiser whose certificate has been revoked or not renewed by the Department.

(2008, c. 540)

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## 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

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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 Trail  
Providence Forge, VA 23140  
(804) 966-2201 Office  
(804) 966-9801 fax  
(804) 840-5493 cell  
[dennis.gaston@dof.virginia.gov](mailto:dennis.gaston@dof.virginia.gov)

[www.dof.virginia.gov](http://www.dof.virginia.gov)

**Regional Animal Shelter  
Animal Activities Report  
July 2020**

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total		
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	
Month	8	61	0	0	0	0	1	6	0	0	9	67	
KW 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	
Month	5	55	11	34	6	102	1	32	0	1	23	224	
Cats Received	Stray		Seized		Bite Cases		Surrendered		Other		Total		
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	
Month	2	29	0	0	0	0	6	8	0	4	8	41	
KW 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	
Month	1	5	11	28	5	53	9	38	0	1	26	125	
Feral Cats	Month	YTD	Other Species Handled		Month	YTD	Month	YTD	Month	YTD	Month	YTD	
Month	4	26					0	0	0	0	0	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
<b>RESIDENTIAL</b>									
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
<b>Total Residential Permits</b>	<b>82</b>	<b>2,849,127.65</b>	<b>15,173.00</b>	<b>448.96</b>	<b>5,502.90</b>	<b>0.00</b>	<b>0.00</b>	<b>21,124.86</b>	<b>122,454.17</b>
<b>COMMERCIAL</b>									
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
<b>Total Commercial Permits</b>	<b>10</b>	<b>333,498.00</b>	<b>4,045.00</b>	<b>80.90</b>	<b>672.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,797.90</b>	<b>296,392.93</b>
Land Disturbance Permits	14		3,913.70					3,913.70	21,313.70
Commercial Land Disturbance Permits	1		150.00					150.00	1,650.00
Tenant Upfit Permit								0.00	0.00
<b>Total Misc. Permits</b>	<b>15</b>		<b>4,063.70</b>					<b>4,063.70</b>	<b>22,963.70</b>
<b>PERMIT TOTALS</b>	<b>107</b>	<b>3,182,625.65</b>	<b>23,281.70</b>	<b>529.86</b>	<b>6,174.90</b>	<b>0.00</b>	<b>0.00</b>	<b>29,986.46</b>	<b>441,810.80</b>
<b>NEW CONSTRUCTION PERMIT VALUE</b>									
	MONTHLY	VALUE	YTD PERMIT	YTD VALUE	<b>AVERAGE BUILDING SIZE</b>				
Stick Built Home	16	2,329,875.00	85	11,034,875.00	New Dwelling	2,320			
Manufactured Housing			1	2,757,566.00	Commercial Buildings	1,673			
<b>TOTAL</b>	<b>16</b>	<b>2,329,875.00</b>	<b>86</b>	<b>13,792,441.00</b>					
Commercial/Industrial Buildings	4	295,500.00	10	6,548,186.00					
<b>TOTAL NEW BUILDINGS</b>	<b>20</b>	<b>2,625,375.00</b>	<b>96</b>	<b>19,342,627.00</b>					
<b>CERTIFICATE OF OCCUPANCY</b>									
	MONTHLY	YTD PERMIT							
Single Family Dwelling	18	77							
Commercial		1							
<b>TOTAL CO'S</b>	<b>18</b>	<b>78</b>							
<b>INSPECTIONS</b>									
	MONTHLY	YTD INSPECTIONS	<b>WAIVED FEES</b>						
Building Inspections	369	2471	<b>SCHOOL OR COUNTY PROJECTS</b>						
Zoning Inspections	76	410	Residential Fees	\$150.00					
<b>TOTAL INSPECTIONS</b>	<b>445</b>	<b>2881</b>	Commercial Fees	\$3,620.48					
			<b>Total Waived Fees</b>	<b>\$3,770.48</b>					

AGENDA ITEM 12  
BoS Comments

## AGENDA ITEM 13.

### CLOSED MEETING MOTIONS

**PERSONNEL** – In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from list below):

- 1. appointment of individuals to Boards and Commissions.
- 2. interview of a prospective candidate for employment

(or the)

- |                                         |                                         |                                          |
|-----------------------------------------|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> 3. Employment  | <input type="checkbox"/> 6. Promotion   | <input type="checkbox"/> 9. Salary       |
| <input type="checkbox"/> 4. Assignment  | <input type="checkbox"/> 7. Performance | <input type="checkbox"/> 10. Discipline  |
| <input type="checkbox"/> 5. Appointment | <input type="checkbox"/> 8. Demotion    | <input type="checkbox"/> 11. Resignation |

of a specific public officer/appointee/employee.

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

- 1. the acquisition of real property for a public purpose.
- 2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely the bargaining position or negotiating strategy of the Board.

**PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.

**PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

**INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

November 2017

- 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\_\_\_\_:

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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 24<sup>th</sup> 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 Reynolds Community College  
Diploma/Degree 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)

1<sup>st</sup> Choice Business Development

2<sup>nd</sup> Choice Workforce Development

3<sup>rd</sup> 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](mailto:deputyclerk@kingwilliamcounty.us)

Date Received \_\_\_\_\_  
Copy to Board \_\_\_\_\_  
Updated \_\_\_\_\_  
BY: \_\_\_\_\_  
**RECEIVED**  
JUL 17 2020

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 Kellumhomer@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)

1<sup>st</sup> Choice Economic Development Board

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> 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](mailto: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 Brintley

Home Address 85 Aylett's 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 Topogrand Hwy, Aylett VA 23089

Education Academic High School James Monroe/Federicksburg  
Diploma/Degree 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)

1<sup>st</sup> Choice Economic Development Authority

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Signature Allen Brintley 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](mailto: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 DABNEYS 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)

1<sup>st</sup> Choice ECONOMIC DEVELOPMENT AUTHORITY

2<sup>nd</sup> Choice PARKS AND RECREATION

3<sup>rd</sup> 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](mailto: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 VMI & VCU  
Diploma/Degree 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)

1<sup>st</sup> Choice Economic Development Authority

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> 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](mailto: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 SAMC

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, Ruritan Club, Coach of Baseball - 12 years

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

1<sup>st</sup> Choice EDA

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Signature Charles Piersa Date Submitted Nov 26, 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](mailto:deputyclerk@kingwilliamcounty.us)

RECEIVED  
NOV 26 2019  
Date Received \_\_\_\_\_  
Copy to Board \_\_\_\_\_  
Updated BY: \_\_\_\_\_