

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

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

CALL TO ORDER

Chairman Greenwood called the meeting to order.

ROLL CALL

The members were polled:

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

REVIEW AND ADOPTION OF MEETING AGENDA

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

The members were polled:

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

Agenda Item 4. WORK SESSION MATTERS

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

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

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

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

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

c. Update on Fire and Emergency Medical Services Employees

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

d. Recommended Revisions to the King William County Procurement

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

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

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

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

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

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

e. Recommended Financial Policies for the County

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

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

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

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

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

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

General Obligation School Bond, Series 2002B:

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

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

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

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

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

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

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

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

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

h. CARES Relief Funds

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

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

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

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

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

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

Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS

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

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

Agenda Item 6. CLOSED MEETING

a. Motion to Convene Closed Meeting

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

The roll call vote on the motion was as follows:

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

b. Motion to Reconvene in Open Session

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

c. Certification of Closed Meeting

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

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

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

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

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

**STANDING RESOLUTION – 1 (SR-1)
A RESOLUTION TO CERTIFY COMPLIANCE WITH THE
FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors on this 8th day of June, 2020, hereby certifies that, to the best of each member’s knowledge:

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

DONE this the 8th day of June, 2020.

Agenda Item 7. ADJOURN

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

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

COPY TESTE:

Stephen K. Greenwood, Chairman
Board of Supervisors

Olivia S. Lawrence
Deputy Clerk to the Board