



County of King William, Virginia
Est. 1702

**BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING OF JANUARY 11, 2021 - 7:00 PM
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and Adoption of Meeting Agenda**
- 4. Organization of the Board of Supervisors for Calendar Year 2021:**
 - a. Election of Board Chairman
 - b. Election of Vice-Chairman
 - c. Adoption of Board of Supervisors By-Laws and Rules of Procedure for Calendar Year 2021
 - d. Adoption of Board of Supervisors Meeting Calendar for 2021
 - e. Adoption of Fiscal Year 2022 Budget Schedule
 - f. Board Appointments
 - i. Historical Preservation and Architectural Review Board
 - ii. Middle Peninsula Planning District Commission
 - iii. Planning Commission
 - iv. Recreation Commission
 - v. Social Services Board
- 5. Work Session Matters:**
 - a. Fire and EMS Update - *Stacy Reaves, Chief of Fire*
 - b. DEQ Water Withdrawal - *Steve Hudgins, Director of Operations*

- c. Motorola Radio Project Update - *Steve Hudgins, Director of Operations*
- d. Virginia Peninsula Public Service Authority (VPPSA) - *David Magnant, Executive Director*
- e. Financial Update - *Natasha Joranlien, Director of Financial Services*
- f. Financial Overview and Capital Needs - *Bobbie Tassinari, County Administrator*
- g. Discussion Topic - *Supervisor Bill Hodges***
- 6. Board of Supervisors' Requests**
- 7. Adjourn or Recess**

AGENDA ITEM 4.a.
Election of Chair

AGENDA ITEM 4.b.
Election of Vice Chair

AGENDA ITEM 4.c.

**BY-LAWS AND RULES OF PROCEDURE
OF THE
BOARD OF SUPERVISORS
OF
KING WILLIAM COUNTY, VIRGINIA
FOR
CALENDAR YEAR 2021**



SECTION 1 – MEETINGS

Section 1-1 When and Where Regular Meetings are Held

The time and place of regular meetings of the Board of Supervisors shall be established at each annual meeting. Regular meetings shall be called to order at 7:00 p.m., EST and DST in the Board Room of the County Administration Building, on the fourth Monday of each month and at such other dates, times and places as may be set by the Board at its annual meeting. Should the Board subsequently prescribe any meeting time or place other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Chairman, or the Vice Chairman, if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Board members to attend a regularly scheduled meeting, the meeting shall be continued to the following Thursday at 7:00 p.m. in the Board Room of the County Administration Building. Such finding shall be communicated to the members of the Board and the press and posted on the County's website as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Section 1-2 Special Meetings

The Board of Supervisors may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Board of Supervisors shall be called pursuant to Section 15.2-1418 of the Code of Virginia, as amended.

Section 1-3 Annual Meetings

The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting.

Section 1-3.1 Electronic Participation in Board Meetings

- (1) On or before the day of a meeting, the member shall notify the Chairman and the Clerk that the member is unable to attend the meeting due to an emergency or a personal matter. The member must identify with specificity the nature of the emergency or personal matter. A member may also notify the Chairman and the Clerk that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, but need not disclose the specific nature of such condition.

- (2) A quorum of the Board must be physically assembled at the primary or central meeting location. The Board members present must approve the participation; however, the decision shall be based solely on compliance with the conditions contained in this section, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Clerk shall record in the minutes the specific nature of the emergency or personal matter, or the existence of a medical disability (but not the specific nature of such disability) and the remote location from which the absent member participated. The approval or disapproval of the absent member's remote participation shall be recorded in the meeting minutes and if participation is disapproved because such participation would violate this policy, the facts constituting such violation shall also be recorded.
- (3) Participation by the absent member shall be limited in each calendar year to two (2) meetings of the Board.
- (4) The Clerk shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location.

Section 1-4 Quorum and Method of Voting

At any meeting a majority of the supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a viva voce vote of a majority of the supervisors voting on any such question, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. The Board of Supervisors has elected not to have a tie breaker as provided for by Section 15.2-1421 of the Code of Virginia, and a tie vote on any motion shall defeat the motion.

Section 1-5 Procedure for Roll Call for Board Members

- (1) The Chairman of the Board of Supervisors shall cast the last vote.
- (2) The members of the Board of Supervisors shall cast votes in district order on a rotating basis.

Section 1-6 Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as provided in the Virginia Freedom of Information Act.

SECTION 2 – OFFICERS

Section 2-1 Election and Term of Chairman and Vice Chairman

At the annual meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice Chairman, each of whom shall serve for a term of one year expiring on December 31, or until their respective successors shall have been elected. In the case of the absence from any meeting of the Chairman and Vice Chairman, the members present shall choose one of their number as temporary Chairman.

Section 2-2 Chair May Administer Oaths

The Chairman shall have power to administer an oath to any person concerning any matter submitted to the Board or connected with its powers and duties.

Section 2-3 Clerk

The Clerk of the Board shall be the County Administrator, whose duties and responsibilities shall be those set forth in State law or delegated by the Board of Supervisors. At the discretion of the Board, any County employee can be designated as Deputy Clerk or Temporary Clerk.

Section 2-4 Parliamentary

The County Attorney shall serve as the Parliamentary.

Section 2-5 Preservation of Order

At meetings of the Board, the presiding officer shall preserve order and decorum.

SECTION 3 - CONDUCT OF BUSINESS

Section 3-1 Agenda

For all regular meetings of the Board of Supervisors, the County Administrator or Deputy Clerk shall cause to be prepared and delivered to each member of the Board and the Board's attorney at least five (5) working days in advance of such meeting, an agenda listing all matters to be considered by the Board at such meeting. Any requests for inclusion of an item on the Board agenda must be in the office of the County Administrator by 12:00 p.m. ten (10) working days prior to the Board meeting. The Board may add items to the agenda which were not received by the deadline at its discretion, either by consensus or by a formal vote of the majority. Any matter not disposed of at a regular meeting shall be included on the agenda of the next regular meeting, except that the Board may continue

consideration and disposition of the matter to a date, time and/or place other than the next regular meeting upon a majority vote of those members present.

Any citizen (individual, firm, association, or corporation) desiring to appear before the Board of Supervisors to make a presentation shall make a request to the Clerk or the Clerk's designee and receive approval; however, no written application or approval shall be required in order to speak to the Board during Citizens Comment Period or at public hearings.

The Clerk to the Board shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public in the Office of the County Administrator at the same time the agenda is delivered to the Board. The Clerk shall also have copies available at each meeting.

Section 3-2 Order of Business

At regular meetings of the Board, the order of business shall generally be as follows:

- (a) Call to Order
- (b) Roll Call of Members
- (c) Moment of Silence
- (d) Pledge of Allegiance
- (e) Agenda Review and Adoption of Agenda
- (f) Public Comment Period
- (g) Consent Agenda
 - a. Approval of Minutes
 - b. Approval for Payment of Bills
 - c. Approval of Routine Business Matters and Recognitions
- (h) Presentations
- (i) Old Business
- (j) New Business (includes scheduled Public Hearings)
- (k) Administrative Matters
- * (l) Matters Presented by the Board
- (m) Closed Meeting (if needed)
- (n) Appointments

* This time is generally used for individual Board members to offer comment or to share information with other members of the Board and the public. Items presented under this heading requiring action will be for future agenda items or for additional information from staff members only. No item presented under this heading or at any point during the meeting will be acted upon at the meeting at which presented unless it is with the unanimous consent of the Board that the item be put on the floor for action.

Any advertised public hearing shall be considered a special order of business at the time set for such hearing and shall supplant any matter on the agenda except the approval of the minutes and approval for payment of bills.

During Citizens Comment Period, speakers wishing to address the Board shall clearly state their name and address and, if applicable, organization represented. Speakers shall limit their remarks to three (3) minutes if speaking as an individual and five (5) minutes if speaking on behalf of an organization. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each Comment Period provided by the Board. Speakers shall be limited to speaking on matters within the purview of the Board.

Except as provided herein, no regular, special or closed meeting or public hearing of the Board of Supervisors shall continue after 11:00 p.m., but such meeting or public hearing shall be continued to the next regular meeting or another date, time, and place established by a majority vote of those members present. Any agenda item or public hearing matter under consideration by the Board at 11:00 p.m. may proceed and be acted upon prior to the adjournment of the meeting or public hearing. After 11:00 p.m., the Board may consider and act upon any or all of the matters remaining on the meeting or public hearing agenda but not yet considered by the Board upon a majority vote of those members present.

Section 3-3 Manner of Addressing Board Generally; Speaking Only on Question Before Board

- (1) Any person, including a Board member, who speaks to the Board shall address the Chair and shall confine comments to the question before the Board.
- (2) No person in attendance at a meeting of the Board shall be permitted to address the Board while the members are considering any motion, resolution or ordinance preliminary to a vote on the same, except at the discretion of the Chair.
- (3) During those times when the public is addressing the Board, the Chair may appoint a timekeeper who shall notify speakers and the Board that the allotted time for addressing the Board has expired. Speakers shall conclude their remarks at that time unless the consent of a majority of the Board is affirmatively given to extend the speaker's allotted time.
- (4) All presentations to the Board shall normally be limited to no more than ten (10) minutes, except as hereinafter provided.
- (5) Where persons desire to be heard, other than at citizens comment period, upon matters not on the agenda, the consent of a majority of the members of the Board present shall be required.

Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of the Board shall, in debate at any meeting of the Board use any language or gesture calculated to offend or insult another board member or the public. No discussion of a sectarian or partisan character shall be engaged in by any member of the Board.

Section 3-5 Priority in Speaking to Board

When two or more members of the Board wish to speak at the same time, the Chairman shall name the one to speak.

Section 3-6 Speaking More than Once on Same Subject

In any debate before the Board, no member of the Board shall speak more than once on the same question until all the others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the Board.

Section 3-7 Form of Petitions, etc.

Every petition, communication, or address to the Board shall be in respectful language and, except in cases where it is otherwise allowed, shall be in writing.

Section 3-8 Motions

No proposition shall be entertained by the Chairman until a motion for the same has been duly made and seconded. The Chairman may make a motion without vacating the Chair.

Section 3-9 Decision on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the Chair, may give reasons for any decision made by the Chair on any point of order, and such decision shall be made without debate.

Section 3-10 Same; Appeal to Board

Any member of the Board may appeal to the Board from the decision of the Chairman on any question of order, a majority vote of those present being necessary to over-rule the Chairman.

Section 3-11 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall be always in order and shall be decided without debate.

Section 3-12 Motions While a Question is Under Debate

When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to close debate, to make a substitute motion, to lay on the table, to recess, or to adjourn. Any motion to close debate shall require approval by a two-thirds vote of those members present.

Section 3-13 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side, provided that such motion shall be made at the session of the Board at which it was decided, or at the very next meeting of the Board after notice in advance to the other Board members, County Administrator and County Attorney.

For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting. This section shall have no application to a motion to rescind a previous action taken.

Section 3-14 Suspending Rules

The rules of the Board may be suspended with the unanimous concurrence of the members present.

Section 3-15 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in these rules and by applicable State law, shall be governed by the Robert's Rules of Order applicable to small bodies such as the Board of Supervisors, or by standard practices typically followed by the Board of Supervisors.

Section 3-16 Confidential and Privileged Information

Documents, information and discussions from a closed session, attorney-client privileged communication and other confidential information shall not be disclosed without the approval of the Board. In the event confidential or privileged information is released or otherwise disclosed, without the consent of the Board, then the Board shall vote to either to authorize the disclosure or reaffirm the confidentiality and/or claim of privilege. In addition, the Board may, in its discretion, sanction or censure a member for improper disclosure of confidential or privileged information.

SECTION 4 - PUBLIC HEARINGS

Section 4-1 Speakers

At every public hearing, speakers wishing to address the Board shall clearly state their name and address. All speakers, except as hereinafter provided, shall limit their remarks to three (3) minutes and all remarks shall pertain to the matter under consideration. Speakers may not yield any unused portion of their speaking time to others. Speakers representing organizations and groups shall have one opportunity of five (5) minutes to speak. Staff presentations should be concise and normally limited to no more than ten (10) minutes except when necessary to properly inform the public of the issue before the Board. The applicant in a land use case or his/her representative(s) shall be allowed a maximum of ten (10) minutes to present their case. Each speaker shall be limited to one appearance at each public hearing, except at the discretion of the Chair, and only after all other speakers have been given an opportunity to be heard on the subject being considered.

Speakers may be asked to register with the Clerk prior to the start of the hearing, if the Chair feels it is necessary, on forms provided for citizen participation, and the Chair shall verify that all such registration has been completed before beginning the hearing.

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- public comments

Board members may ask questions of speakers or staff for clarification.

Copies of written or printed materials submitted to the Board shall also be submitted to the Clerk for entry into the public record.

Section 4-2 Members' Participation

Board members shall limit their comments in public hearings to insure participation by the public without Board interference.

Section 4-3 Close of Hearing

When a public hearing shall have been closed by the order of the Chairman of the Board, no further public comments are in order.

SECTION 5 - GENERAL CONDUCT AND DECORUM

Section 5-1 Conduct of the Public

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The soliciting of funds from meeting attendees, the use of threatening or profane language, the failure to comply with time limits on speakers, violation of Board rules, or other forms of disruptive conduct will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

Section 5-2 Conduct of the Board

Supervisors are expected to conduct themselves in a professional and proper manner at all times. Supervisors are representatives of the citizens of King William County and may not bring discredit upon themselves, other Board members, their constituents, or their County at any time. Any board member who by his/her actions, statements, or behavior that brings discredit upon other board members, the County or the citizens may be punished by one or more of the following as determined by the chairman:

- Reprimand either verbally or in written form
- Censure
- Fine by loss of stipend(s)
- Removal from an assigned committee

All disciplinary actions must be reviewed and approved by a majority of the Board and will include legal guidance from the County Attorney and possibly the Commonwealth's Attorney as required.

Interactions w/Staff:

- (1) No one member of the Board of Supervisors shall direct the County Administrator or any staff member to take any action on behalf of the Board without a majority consensus of the Board.
- (2) No Board member shall unduly burden County employees with requests or contacts outside of normal working hours or meetings. Email requests made to staff should also be copied to the County Administrator and Board chair (at a minimum).

Board Agendas:

- (1) When possible, any additions to the agenda should be requested through the County Administrator and Board Chair seven (7) days prior to the meeting.
- (2) Not less than 24 hours in advance of the meeting, Board members should review the draft minutes and offer any comments, corrections, additions via email to the County Administrator and Board Chair.
- (3) Revisions to the agenda can be offered any time prior to start of the meeting.

Conferences and Conventions:

- (1) Any funds designated for Board member attendance will be allocated to each member on a pro rata basis. Each member shall make the sole determination as to which County related conference they will attend.
- (2) Any Board member who consented to attend a conference shall be responsible to take reasonable and timely action to cancel any required registration fees or hotel deposit. If the member does not take such action, they shall reimburse to the County a sum equal to the non-refundable fee/deposit.

Adherence to Confidentiality & Public Information Requirements:

- (1) No Board member shall disclose privileged information to any individual, organization, corporation, or the like.
- (2) Any Board member responding to a citizen's request for public information (*i.e.* FOIA) should also copy the County Administrator and all other Board members on the response.

Section 5-3 Appointments

The Board of Supervisors encourages citizens to apply for and to serve on boards, commissions, committees, and other like bodies. To this end, the Board shall cause notice to be placed on its website and such other notice as it may from time to time deem appropriate and necessary, identifying positions which it intends to fill. Said notice should be placed at least 30 days prior to the meeting at which the appointment is to be made.

The Board of Supervisors will maintain a standard application for all positions. Such applications will be kept on file for a period of two years and may be considered from time to time by the Board as it desires. Prior to making an appointment, the Board may choose to interview one or more candidates.

Where statutes dictate a process other than this, the Board will follow the statutory procedure.

SECTION 6 - ADOPTION AND AMENDMENT OF BY-LAWS

Section 6-1 Adoption

These by-laws shall be adopted annually immediately after election of Board officers at the annual meeting. Upon adoption, the provisions of these by-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these by-laws shall be made part of the minutes of the meeting at which they were adopted. The Clerk of the Board or designee shall provide a copy of these by-laws and any amendment thereto to all Board members within thirty (30) days of adoption.

Section 6-2 Amendment

Amendment of these by-laws may be made as an item of new business on the meeting agenda or amendment thereof at any meeting of the Board. Amendment to these by-laws shall be by vote of a majority of Board members. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment shall be made part of the minutes of the meeting at which they were adopted.

Section 6-3 Savings Clause

If any provision of these by-laws be found inconsistent with the provisions of the Virginia law, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these by-laws shall remain in effect.

Section 6-4 Interpretation and Nature of Bylaws and Rules of Procedure

These Bylaws and Rules of Procedure are rules of parliamentary procedure and are for the convenience of its members only. They do not have the force of law. Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chairman or other action of the Board on the basis of compliance or non-compliance with these Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order as provided above. In no event may questions over compliance herewith be raised judicially. Non-compliance with these Bylaws and Rules of Procedure must be raised at the time of the non-compliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with the Bylaws and Rules of Procedure. If a challenge is not timely made, the right to challenge the non-compliance is waived. In no event will a violation hereof result in the voiding or overturning of any action of the Board. Failure to comply with these Bylaws and Rules of

Procedure or Robert's Rules of Order shall not invalidate Board action otherwise valid at law.

DRAFT

AGENDA ITEM 4.d.



**BOARD OF SUPERVISORS OF
KING WILLIAM COUNTY, VIRGINIA
MEETING SCHEDULE FOR 2021**

MONTH	TIME	DATE	MEETING TYPE
January	7:00 PM	Monday, January 11	Work Session
	7:00 PM	Monday, January 25	Regular Meeting
February	7:00 PM	Monday, February 8	Work Session
	7:00 PM	Monday, February 22	Regular Meeting
March	6:30 PM	Tuesday, March 2	Joint School Board
	7:00 PM	Monday, March 8	Work Session
	7:00 PM	Monday, March 22	Regular Meeting
April	7:00 PM	Monday, April 5	Public Hearing
	7:00 PM	Monday, April 12	Work Session
	9:00 AM	Friday, April 16	Daylong Budget Session
	7:00 PM	Monday, April 26	Regular Meeting
May	7:00 PM	Monday, May 10	Work Session
	7:00 PM	Monday, May 24	Regular Meeting
June	7:00 PM	Monday, June 14	Work Session
	7:00 PM	Monday, June 28	Regular Meeting
July	7:00 PM	Monday, July 12	Work Session
	7:00 PM	Monday, July 26	Regular Meeting
August	7:00 PM	Monday, August 9	Work Session
	7:00 PM	Monday, August 23	Regular Meeting
September	7:00 PM	Monday, September 13	Work Session
	7:00 PM	Monday, September 27	Regular Meeting
October	7:00 PM	Monday, October 4/18	Work Session
	7:00 PM	Monday, October 18/25	Regular Meeting
November	7:00 PM	Monday, November 15	Work Session
	7:00 PM	Monday, November 22/29	Regular Meeting
December	7:00 PM	Monday, December 13	Work Session
	7:00 PM	Monday, December 27	Regular Meeting

- October 11th is the second Monday, but is also Columbus Day. Choose 1st Monday or 3rd Monday for Work Session.
- November 8th is the second Monday, but is also the week of the VACo Annual Conference pushing the Work Session to the third Monday. Choose 4th or 5th Monday for Regular Meeting.

Commonwealth of Virginia 2021 Pay and Holiday Calendar Revised October 2020

State Holidays

January 1
New Year's Day
January 18
Martin Luther King, Jr. Day
February 15
George Washington Day
May 31
Memorial Day
June 18
Juneteenth (Observed)
July 5
Independence Day (Observed)
September 6
Labor Day
October 11
Columbus Day & Yorktown Victory Day
November 2
Election Day
November 11
Veterans Day
November 24
4 hours additional holiday time
November 25
Thanksgiving
November 26
Day After Thanksgiving
December 23
8 hours additional holiday time
December 24
Christmas (Observed)
December 31
New Year's (Observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday ☐

Denotes Holiday ☐

Denotes Additional Time Off ☐ 8 hrs ☐ 4 hrs

Denotes Payday on Holiday or Time Off ☐ ☐

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January

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AGENDA ITEM 4.e.

KING WILLIAM COUNTY



FISCAL YEAR 2022 BUDGET -- PREPARATION AND ADOPTION SCHEDULE Recommended as of November 18, 2020

<u>Date (Time):</u>	<u>Purpose:</u>
Friday, November 20, 2020	Budget Request Documents Submitted to Departments and Outside Agencies
Tuesday, December 15, 2020	Budget Request Submittal Deadline for Departments and Outside Agencies
Monday, January 4, 2021	Staff Annual Performance Evaluations request sent out to Departments
Monday, January 11, 2021	Work Session (7:00 p.m.) – Financial Overview of the County and Funding Future Capital Needs - TENTATIVE
Tuesday, January 12, 2021	Town Hall Meeting for Public Input on the Budget (7:00 p.m.) - TENTATIVE
Monday, February 8, 2021	Work Session (7:00 p.m.) – Budget Retreat – TENTATIVE
Friday, February 26, 2021	Annual Performance Evaluations return deadline
Tuesday, March 9, 2021	Joint Meeting with School Board to Review Draft School Budget – Location TBD (6:30 p.m.) - TENTATIVE
Monday, March 22, 2021	Regular Board Meeting (7:00 p.m.) - Budget Released –TENTATIVE
Wednesday, March 24, 2021	Publication of Public Hearing Notice – Proposed Budget and Tax Levies – TENTATIVE
Monday, April 5, 2021	Public Hearing of Proposed Budget and Tax Levies (7:00 p.m.) - TENTATIVE
Monday, April 12, 2021	Work Session (7:00 p.m.) – Budget Discussion - TENTATIVE
Friday, April 16, 2021	Budget Work Session (9:00 a.m.) – TENTATIVE
Monday, April 26, 2021	Regular Board Meeting (7:00 p.m.) – Adoption of Budget and Tax Levies and Appropriation of Funds - TENTATIVE

Note: The regular meeting of the Board of Supervisors is not listed on this schedule unless specific action is needed that night.

AGENDA ITEM 4.f.



King William County
Est. 1702

Board of Supervisors

Olivia S. Lawrence
Deputy Clerk

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

January 11, 2021

TO: Board of Supervisors

FROM: Olivia Lawrence, Clerk to the Board

SUBJECT: Appointments of the Board

Appointments to be made are to the:

Board/Commission	Current Member
Historical Preservation and Architectural Review Board	Supervisor Hodges
Middle Peninsula Planning District Commission	Supervisor Moren & Moskalski
Planning Commission	Supervisor Greenwood
Recreation Commission	Supervisor Garber
Social Services Board	Supervisor Garber

AGENDA ITEM 5.a.



Stacy Reaves, Fire Chief

King William Fire & Emergency Services
Department Report
Nov 30th, 2020 - Dec 28th, 2020

Staffing

- We have submitted information required to apply for the Safer Grant which will provide assistance with obtaining staffing to cover the counties response needs with support from the Board of Supervisors.
- Continuing to work on operational policies to govern daily activities and improve quality of service delivery.
- Service delivery in the field has improved significantly with the presence of management at Station 1.
- Minimum staffing is being met by both full-time and part-time employees. With interviews being conducted to add to the roster.
- Continuing communication with localities in the area regarding a recruit academy to be held in the Spring of 2021. Richmond Fire Department academy is very likely.
- New hires include 2 paramedics and 1 intermediate. 4 of 8 FT slots are now ALS.

Apparatus

- All apparatus are in working condition with the following updates to be made in the near future:
 - Brush 1 will need new tires.
 - Engine 1 will need new rear tires.
- Two new batteries were purchased for Medic 12.
- Medic 11 has been serviced.

Station 1

- 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.
- We were not awarded the grant through Rappahannock Electric Cooperative.
- New hose has arrived and crews have placed the hose and new nozzles on the engine.
- Bay heaters repaired and heat pumps serviced by county maintenance department. Thank you for all of your assistance with the station.
- West Point has prepped their building for the new washer and dryer. Station 1 delivered the equipment to them.
- Touchless faucets have been installed at the station in the kitchen and bathrooms.
- Upstairs rooms over the kitchen and decon rooms have been cleaned out and are being used to store PPE and Equipment.

Equipment

- One Lifepak monitor from M13 is out of service waiting on repairs.



Stacy Reaves, Fire Chief

- We have applied for the RSAF Grant which will assist with the purchase of more LP 15s and Lucas devices. Awards are expected January 2021 for RSAF.
- We have applied for the AFG Grant which will assist with the purchase of a Brush Truck/First Responder awards are expected January 2021 for AFG.
- Uniforms provided through CARES funding daily. We are ordering reserve PPE for providers also using CARES funding, and will be stored at Station 1.
- All personnel have been instructed that they must wear a mask in public if they are in King William County uniform.
- Quotes are being requested for radio replacement throughout the County and SCBA for Station 1. We will be working with West Point for a possible group grant for the SCBA.
- Having a repeater installed in Station 1 and the administration building so calls can be heard throughout both.

Public Relations

- Chief Jones is establishing a program to provide all citizens in the county with smoke detectors through a grant.
- CPR class held December 4th at 9am with the nurses and coaches with in the school system successfully.
- CodeRED has been utilized to alert citizens of flood warning and watches over the past few weeks. The alerts have been successful, and training continues for staff utilizing the CodeRED system. Information was passed on to West Point to include on their website as well.
- We have met with project engineers with Purina Nestle in reference to new construction at the plant and have had a brief introduction with the Safety Director.

Noteworthy

- Information has been passed on to Station personnel from Three Rivers Health District to assist with the COVID 19 vaccine and its administration. There has been interest from employees to be involved.
- Our EMS License Renewal Inspection is Jan 13, 2021. VA OEMS will be performing a thorough inspection of all apparatus, employee clearance and training files and require legal documents

AGENDA ITEM 5.b.



King William County
Est. 1702

Board of Supervisors

Director of Operations

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: January 11, 2021
TO: King William County Board of Supervisors
FROM: Steve Hudgins, Director of Operations
RE: DEQ Groundwater Withdrawal Permitting Update

SUMMARY

There are three water systems within King William County that are at various stages of the groundwater withdrawal permitting process with the Department of Environmental Quality (DEQ). They are as follows:

Central Garage Water System

King William County is in the midst of applying for a Groundwater Withdrawal Permit (GWWP) renewal from DEQ for the Central Garage water system. Application was first made in January 2019 (existing permit was expiring) by Cardno, a consultant of the County, and the County received DEQ's response on October 23, 2020. Despite what County staff and consultants believed to be a very strong proposal for anticipated water demand, with growth projection numbers tied to real projects and discussions with local developers, DEQ countered arguing for a much lower number, preferring to tie growth projections to census data. Specifically, the County's growth projections equate to about a 25% linear growth rate, while DEQ believes it should be between 7% and 10%. As this does not serve the County's best interest for growth, and water demand numbers in the application are now two years old, the County has again contracted Cardno to respond with updated data further validating our projections and request. This response, due February 15, 2021, is similar in magnitude to the original application, and will also include (at DEQ's request) a comprehensive alternative source analysis.



King William County
Est. 1702

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There are a number of reasons staff and consultants do not agree with DEQ's method of projecting, not least of which being that DEQ has applied a county wide population increase factor to a specific location that is growing much faster than the rest of the county. Furthermore, the census data used for projecting was taken during the Great Recession when growth slowed considerably. DEQ would prefer to permit a low withdrawal amount, and then have the County apply for a permit Major Modification in 5-10 years (a permit expires after 15 years). The amount of work, expense, and uncertainty to the County that would be generated by going in this direction precludes us from accepting it as a feasible solution. DEQ personnel has noted in discussion that the area is growing quickly and faster than the rest of the county. However, it is still their prerogative to protect the groundwater resource as much as possible.

Fontainebleau Industrial Park System

The County operated industrial park well has begun withdrawing above its Virginia Department of Health permitted limit of 300,000 gallons per month and therefore needs a GWWP from DEQ to meet current demand. An analysis was performed on this well and it was shown that its construction does not meet DEQ standards of construction, and therefore will not be permitted for use. In discussion with DEQ on the subject of the Central Garage GWWP, this issue was brought up, and it was noted that the County may seek to combine the Industrial Park system with the Central Garage system. Regardless of the decision for the future of this location, DEQ is requiring application be made immediately for a GWWP on this well. Cardno (through Bowman Consulting) has been contracted to make this application. The permit will be conditional; it is anticipated from similar situations throughout the state that the County will be given 5 years to abandon the existing well.

With growing demand at this location in recent years (see attached demand amounts), further plans for expansion at Nestle Purina, and a desire to attract more businesses to the Park, County staff feel it is imperative to provide the requisite water system infrastructure and the clearest path to permitting that would allow this growth to continue. DEQ continues to tighten its regulation of groundwater, and does not view industrial needs the same as residential, which is why County staff are heavily considering the option of looping this system in with the Central Garage system.

Aquinton Elementary and Hamilton-Holmes System

The GWWP for the well providing water for the school system is set to expire on July 4, 2021. King William County Public Schools has graciously accepted the County's offer to make application for a



King William County
Est. 1702

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GWWP renewal for them. The County anticipates Cardno beginning this application process in January 2021, and that is should be fairly straightforward.

Attachments:

- Central Garage Water System, New Connections 2017-2020
- Water Demand at Fontainebleau Industrial Park 2019-2020

Central Garage New Connections													
	January	February	March	April	May	June	July	August	September	October	November	December	Totals by Year
Year													
2017	6		3	6			1	7	2	1		1	27
2018	5	7	8		1		1			6			28
2019	2		1			6		4		3	6	12	34
2020	1			8	1	11	3	8	6	6	6	7*	57
Totals by Month	14	7	12	14	2	17	5	19	8	16	12	20	

*Connections through Dec. 15

Fontainebleau Industrial Park Well Usage - 2019

Year	Month	Day	Reading	Water Use	Approx. Month Totals
2019	December	30	5,555,470	54,760	193,963
		23	5,500,710	50,171	
		16	5,450,539	44,212	
		9	5,406,327	44,820	
		2	5,361,507	35,527	
	November	25	5,325,980	45,207	268,776
		18	5,280,773	44,448	
		12	5,236,325	143,594	
		4	5,092,731	52,912	
	October	28	5,039,819	56,878	318,989
		21	4,982,941	48,224	
		15	4,934,717	102,089	
	September	7	4,832,628	58,886	225,649
		30	4,773,742	52,110	
		23	4,721,632	45,973	
		16	4,675,659	62,993	
		9	4,612,666	64,573	
	August	3	4,548,093	123,580	474,014
		26	4,424,513	80,861	
		19	4,343,652	78,231	
		12	4,265,421	79,146	
	July	5	4,186,275	112,196	363,375
		29	4,074,079	98,134	
		22	3,975,945	98,196	
		15	3,877,749	85,167	
		8	3,792,582	81,878	
	June	1	3,710,704	80,143	280,781
		24	3,630,561	61,090	
		17	3,569,471	59,261	
		10	3,510,210	80,287	
	May	3	3,429,923	35,416	216,870
		28	3,394,507	49,954	
		20	3,344,553	-15,575	
		13	3,360,128	104,866	
	April	6	3,255,262	42,209	436,896
		29	3,213,053	175,340	
		22	3,037,713	45,642	
		15	2,992,071	172,685	
		8	2,819,386	43,229	
	March	1	2,776,157	44,040	173,616
		25	2,732,117	46,219	
		18	2,685,898	41,916	
		11	2,643,982	41,441	
	February	4	2,602,541	40,570	223,587
		25	2,561,971	39,002	
		19	2,522,969	54,988	
		11	2,467,981	44,546	
	January	4	2,423,435	44,481	172,097
		28	2,378,954	35,436	
		22	2,343,518	48,530	
		14	2,294,988	39,636	
		7	2,255,352	28,936	
		2	2,226,416	19,559	
			3,329,054	3,348,613	3,348,613
			ADD (gpd)	9,174	
			(ADD) gpm	6.37	474,014 max month (MMD)
					15,291 MMD (gpd)

Fontainebleau Industrial Park Well Usage - 2020 (partial year)

Year	Month	Day	Reading	Approx. Monthly		
				Water Use	Totals (gallons)	
2020	August	31	7,034,772	41,755	230,918	
		24	6,993,017	63,337		
		17	6,929,680	68,686		
		10	6,860,994	57,140		
	July	3	6,803,854	58,196	240,246	
		27	6,745,658	35,680		
		20	6,709,978	93,654		
		13	6,616,324	52,716		
	June	6	6,563,608	40,990	309,112	
		29	6,522,618	45,190		
		22	6,477,428	48,651		
		15	6,428,777	50,621		
	May	8	6,378,156	123,660	107,173	
		1	6,254,496	40,807		
		26	6,213,689	23,198		
		18	6,190,491	19,726		
	April	11	6,170,765	23,442	145,223	
		4	6,147,323	72,969		
		27	6,074,354	22,830		
		20	6,051,524	24,316		
	March	13	6,027,208	25,108	187,661	
		6	6,002,100	39,005		
		30	5,963,095	25,408		
		23	5,937,687	27,542		
	February	16	5,910,145	21,789	86,839	
		9	5,888,356	73,917		
		2	5,814,439	21,415		
		24	5,793,024	18,084		
	January	18	5,774,940	23,434	164,163	
		10	5,751,506	23,906		
		3	5,727,600	81,818		
		27	5,645,782	20,793		
			21	5,624,989	25,708	
			13	5,599,281	21,151	
			6	5,578,130	14,693	
			2	5,563,437		
				1,471,335		
			ADD (gpd)	6,018		
			ADD (gpm)	4		

AGENDA ITEM 5.c.



King William County
Est. 1702

Board of Supervisors

Director of Operations

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: January 11, 2021

TO: King William County Board of Supervisors

FROM: Steve Hudgins, Director of Operations

RE: Motorola Radio Project Status Update

SUMMARY

The radio system upgrade project with Motorola Solutions continues to move forward with the recent completion by Motorola of Milestone #2: Successful completion of Staging. Staging was completed at an offsite testing facility, and communication equipment has begun shipping to Radio Communications of Virginia in Glen Allen, Va. Motorola anticipates equipment and material shipment to County sites beginning in January 2021. The next milestone will be the completion of fixed network equipment installation.

Each site within the County will need permitting through the Building and Zoning departments before work on site begins. Four of the five sites have progressed through the review process with the County. The only site remaining is the high school tower site, the plans of which were submitted on December 30, 2020, much later than the others.

Several issues have challenged the smooth progress of the project to date. For sites not owned by the County, Bank of America (BoA) is requiring a landlord agreement be signed between BoA and each tower owner. This agreement is above and beyond the lease agreement the County already has in place with these sites, and would allow BoA to access the site and remove equipment in the event of a default. BoA has thus far allowed the County to draw down on funds as no expenses have been related to equipment on site. However, no further draws will be allowed until these landlord agreements are in place. Currently, three sites do not have signed landlord agreements in place, including the Virginia State Police Tower, the



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agreement of which needs to be signed by the Attorney General. All landlord agreements are with the tower owner's or BoA's respective legal counsels.

A further challenge currently being navigated through involves the high school cell tower site. The original plans for this site called for an enlargement of the tower compound. However, after further development, it was noted that this enlargement would trigger National Environmental Policy Act (NEPA) regulations requiring, among other things, an archaeological investigation of the site. The site has been redesigned to limit its enlargement and not trigger the NEPA regulations, which is why the site is behind on its review and permitting. The tower itself, now owned by the County, was earlier required to undergo a foundational/structural investigation to verify its strength capacity as this was unable to be ascertained from existing records. Besides tightening the guy-wires, the tower requires no further structural remediation.

The Virginia State Police tower does require some remediation work to strengthen the tower, replacing a section of structural steel diagonal supports with stronger steel members. This work has been quoted, but has not yet begun.

Negotiations continue with Hanover over the cost sharing of the radio system, with Hanover signaling that they will come down on the cost they were initially asking of us.

AGENDA ITEM 5.d.
VPPSA Update
No Attachment

AGENDA ITEM 5.e.
Financial Update
No Attachment

AGENDA ITEM 5.f.

KING WILLIAM COUNTY

FINANCIAL OVERVIEW AND CAPITAL NEEDS

JANUARY 11, 2021

Presented By
Bobbie H. Tassinari
County Administrator

Vision Statement

King William County envisions a united community
built on the foundations of its past,
the strength of its diverse population
and the promise of the future generations
by focusing on quality of education for all citizens,
quality of public services and quality of life,
balancing rural and suburban life styles.

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STRATEGIC INITIATIVES

- Focus economic development around existing businesses, commercial operations such as agriculture and timber, small businesses, and start-up companies as well as established commercial ventures interested in relocating to our community
- Ensure County processes, forms and communications are consistent, transparent and business friendly
- Ensure citizens and their property are provided adequate protection through law enforcement and fire and emergency services
- Partner with the King William County Public Schools to provide excellent educational opportunities while providing a safe environment for our students and staff
- Partner with the Town of West Point to ensure the Town and the County prosper together

The County's Strategy for Fiscal Integrity

- Conservative estimates for growth (1-2% annually)
- Pay off long-term debt early or refinance when feasible
- Continued management of the Unassigned General Fund Balance to reduce the reliance on long-term debt
- Continued support for economic development (marketing, financial, ordinances and processes)
- Continued support for King William County Public Schools (financial and programs)
- Continued support for County-wide reliable internet service
- Protect existing assets by investing in County and KWCPS deferred maintenance program

FINANCIAL OVERVIEW - DEBT

- FY2021 annual debt service is split 43.6% County and 56.4% KWCPS (Increase from FY2020 due to the Radio Upgrade Project)
- Benchmark for total debt is 3% of assessed values – County is currently at 1.26%*
- Benchmark for debt compared to County/School expenditure budgets should be less than 10% and County is at 6%*

**GFOA – Governmental Financial Officers Association*

FINANCIAL OVERVIEW - ASSESSMENT

- County Assessment for 2021 has been completed and the Land Book signed and certified with the Clerk of the Court.
 - County has adopted a 2-year reassessment plan to keep assessed values current.
 - Tax rates are set each annual budget cycle with public input solicited.
- 

FINANCIAL OVERVIEW – KWCPS

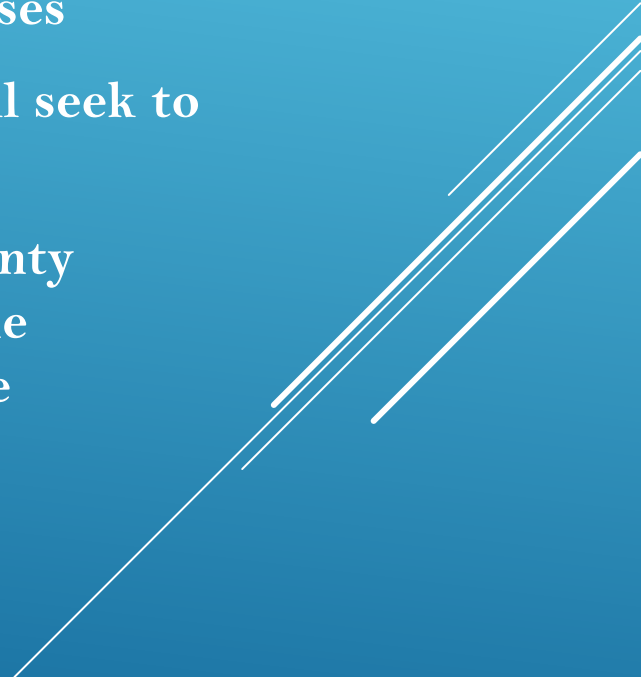
OPERATIONAL AND DEBT SERVICE SUPPORT

- County operates under a Split Levy taxing system due to dual School Systems
- County total contribution to KWCPS, including operational support and debt service, is \$11,128,108 or 42.3% of KWCPS overall operational budget
- In addition, in FY20/FY21 the County provided \$1,017,918 in CARES Relief Funds to KWCPS which excludes the direct CARES funding received by KWCPS

FINANCIAL OVERVIEW - GRANTS

- Grants the County routinely receives each year total \$299,107
 - Each year special grants are applied for to address specific one-time needs
 - Grant funding opportunities are sought for all facets of County activities to offset the impact to County General Fund Balances and Capital
- 
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FINANCIAL OVERVIEW – MISCELLANEOUS

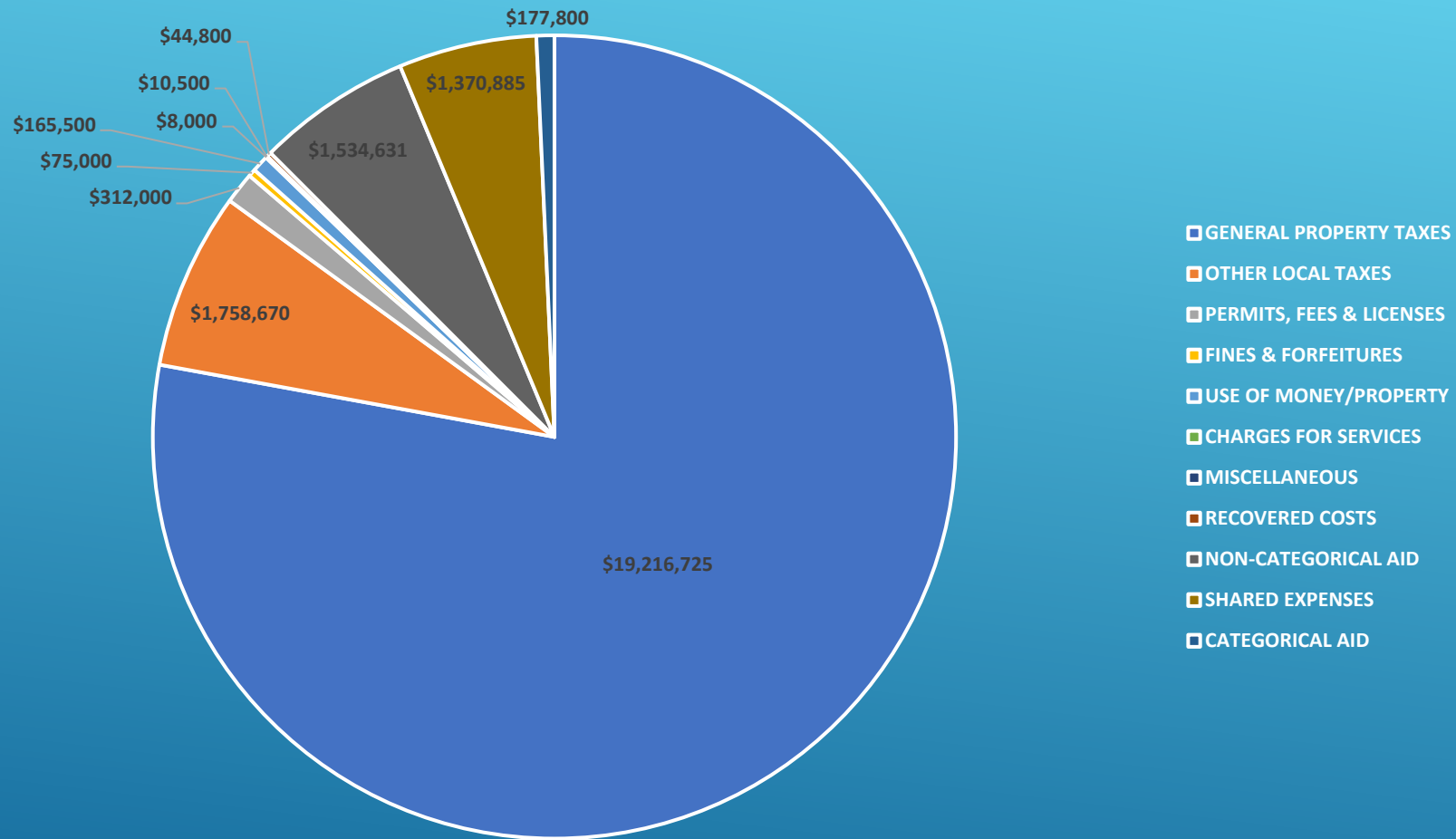
- Delinquent Tax balances are being addressed by the Treasurer's Office contract with TAC that were identified in August 2020
 - Financial policies were adopted in FY21 to formalize the expected processes
 - Anticipate the newly elected Treasurer and Commissioner of Revenue will seek to implement formal policies and processes within their departments
 - The implementation of Edmunds is providing an opportunity for the County departments, Social Services and Schools to review processes to ensure the appropriate staff are addressing and new consistent processes are in place
- 

Financial Overview – Local/State/Regional Agreements

Annual Fixed Expenditures include regional agreements which provide the County with costs efficiencies and stable (minimal escalations) annual contribution rates. Examples are:

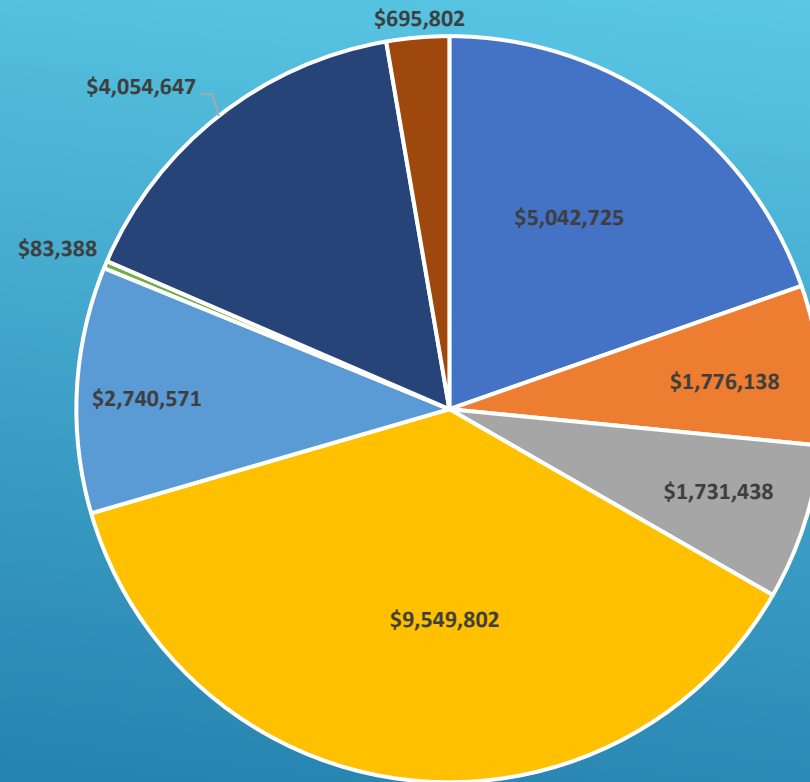
- Middle Peninsula Regional Security Center
- Middle Peninsula Juvenile Detention Commission
- Middle Peninsula Regional Airport
- Virginia Peninsula Public Service Authority (VPPSA)
- General District Court
- Juvenile and Domestic Relations Court
- Regional Animal Shelter
- Pamunkey Regional Library
- Three Rivers Health Department – King William County
- Middle Peninsula-Northern Neck Community Service Board
- Rappahannock Community College
- Three Rivers Soil and Water Conservation District
- Virginia Cooperative Extension Program
- Etc.

FY21 PROJECTED REVENUES



Total FY21 \$25,674,511

FY21 APPROPRIATED EXPENDITURES



□ PAYROLL

□ BENEFITS

□ COUNTY OPERATIONS

□ COUNTY SUPPORT FOR KWCPS

□ DEBT SERVICE - BOTH

□ VOL. CONTRIBUTIONS TO AGENCIES

□ LOCAL/STATE/REGIONAL AGREEMENTS

□ TRANSFERS

Total FY21 \$25,674,511

CAPTIAL ACCOMPLISHMENTS

- County Recreation Park Basketball Courts
- County Recreation Park Dog Park – Thanks to Nestle Purina financial donation and support
- Completed renovation of the 360 Complex Building to create a Community Center and a Satellite Sheriff's Office
- Implementing Edmunds financial software for County/Schools
- Implementing new assessment/GIS software (Vision)
- Implemented new County website (CivicPlus)
- Implemented Civic Clerk e-board software

CAPITAL NEEDS IDENTIFIED FOR FY2021 – FY2025

Renovation and Construction -

Courthouse/Paving/Rec Center/Old Health Building

County Facilities Maintenance Program -

HVAC/Roofing/General Replacement

Fleet Scheduled Replacement -

Patrol Cars/Fire Engine/Ambulance/Brush Truck/Misc.

Fire & EMS Equipment Needs -

Emergency Signal/SCBA/Vol & Career Support

Infrastructure Build Out – Water Related -

600 Gallon Water Tower/Loop Extension/Fire Flow/NP

PROJECTED FOR FY22 \$15,558,648

Thank You



AGENDA ITEM 5.g.

Discussion Topic

No Attachment