



County of King William, Virginia

**BOARD OF SUPERVISORS
WORK SESSION MEETING OF DECEMBER 13, 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. Work Session Matters**
 - a. General Reassessment Update - Fred Pearson, Pearson's Appraisal Service, Inc. (attachment)
 - b. Personal Property Tax Increase Explanation - Karena L. Funkhouser, Commissioner of Revenue
 - c. Fire & EMS Department Update - Stacy Reaves, Fire Chief
 - d. Parks & Recreation Department Update - Kayla Huffman, Parks & Rec Manager
 - e. Proposed Water Tower Update - Sherry Graham, Director of Planning and Josh Sluder, Utilities Manager
 - f. New Circuit Court Clerk Election Process - Steve Hudgins, Interim County Administrator
 - g. VPPSA Budget Request Update - Steve Hudgins, Interim County Administrator
 - h. Public Relations Update - Percy Ashcraft, County Administrator
- 5. Board of Supervisors' Requests**
- 6. Closed Meeting**
 - a. Motion to Convene Closed Meeting In accordance with Section 2.2-3711 (A)(1) of the Code of Virginia, to consider a personnel matter involving the assignment of a specific public employee.
 - b. Motion to Reconvene in Open Session
 - c. Certification of Closed Meeting
 - d. Action on Closed Meeting (if necessary)

7. Adjourn or Recess

NOTES REGARDING AGENDA:

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

There is no Public Comment Period during Work Sessions.

AGENDA ITEM 4.a.

General Reassessment Update - Fred Pearson,
Pearson's Appraisal Service, Inc. (attachment)

King William County Reassessment Update Report
from Pearson's Appraisal Service, Inc.
December 9, 2021

Appraisal Data

Pearson's has loaded King William's real estate data from 2015 onto our field tablets. We have two appraisers onsite making field visits. They are knocking on doors, leaving owner notification cards when no one is at home, and taking pictures of the main buildings as well as outbuildings. So far, they have worked 2,200 properties or 18% of the total parcels.

Office Personnel

Maranda Berry and Brannan Pearson have been in the King William office.

Meetings

I was asked to meet with the King William County Tea Party. I went over our progress with the members. They informed me how Bright Minds used quality grades and effective age to increase property values. I let the members know that I was using the 2015 reassessment file and not the previous reassessment file.

Vision Appraisal Software

We have been reviewing the conversion of the King William County data to Vision appraisal software. During January and February, Pearson's will be working on getting Vision to calculate property values similar to the Bright appraisal software.

Reassessment Bond

The Reassessment bond has been approved and as soon as we receive it, we will send the bond to the County.

I will be happy to meet with any groups of King William's citizens to discuss the reassessment and I welcome information from citizens that will help me perform a better reassessment.

I appreciate all the cooperation I have received from County staff and the public in general.

Fred Pearson
Pearson's Appraisal Service
804-564-9393

AGENDA ITEM 4.c.

Fire & EMS Department Update - Stacy Reaves, Fire Chief



Stacy Reaves, Fire Chief

King William Fire & Emergency Services Department Report - December 13, 2021

- For information regarding booster vaccines, visit Three Rivers website for regional clinics and registration. <https://www.vdh.virginia.gov/three-rivers/>
- The effects of COVID 19 continue to affect the regions Public Safety and Hospital systems. The region is continuously in Status Black requiring VCU to determine ambulance destinations. This can and does lead to extended transport and turnaround times.
- COVID-19 policies for Fire and EMS personnel have been updated to reflect recent CDC recommendations. The station remains closed to the public, personnel still perform screenings when coming on shift, and facemasks are still required when social distancing cannot occur. The building will remain closed to the public and we will continue to say engage with the public away from the facility.
- The county masking policy for all county buildings and continued decontamination efforts have proven to help mitigate contamination and spread of COVID 19 within the work force within the buildings.
- All seven positions have been filled. Finalizing paperwork with TNCC Fire and EMS EMT program. Orientation will begin Jan 3 and EMT class will start Jan 10. The application for the Fire Academy package is being processed through VDFP.
- The department continues to work on standard operating procedures.
- The transition to ESO for all county departments is continuing and currently on schedule for implementation over the next two months.
- The third ambulance is out of service and due to the dollar amount of repairs needed, it will remain out of service and unrepaired.
- The new ambulance final inspection is expected to be completed the 2nd week of January.
- The pre-build engineering for the engine has been completed and final changes are being engineered. Projected production is on time.
- Currently working with VDEM on the EOP and evaluation of the current plan. A workshop has been set up for December 10th to review a scenario in conjunction with the EOP. Tribal and county stakeholders have been invited to participate in the workshop.
- The EOC is being established at Station 1 and the backup will be in the County Administration building Board Room.

AGENDA ITEM 4.e.

Proposed Water Tower Update - Sherry Graham,
Director of Planning and Josh Sluder, Utilities
Manager



King William County
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Board of Supervisors

Director of Planning
Sherry Graham

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: December 13, 2021

TO: King William County Board of Supervisors

FROM: Sherry Graham, Director of Planning
Josh Sluder, Utilities Manager

SUBJECT: Water Tower Update

REQUEST FOR ACTION

For information only.

SUMMARY

Staff discussed the project status with the County's engineering consultants, Bowman Consulting, on November 22, 2021 and directed them to prepare a scope for the next steps in this project. Next steps include surveying by Bowman of the property approved for the location of the proposed water tower, which is anticipated to occur in January 2022.

On December 1, 2021, staff met with the owners of the property, Carlyle and Brenda Clements, and Catherine Taylor to update them and gather further information on their preferences for use of the property. Staff agreed to evaluate several sites on the property.

BACKGROUND

At their November 8, 2021 work session, following a public hearing, the King William County Board of Supervisors approved tax map parcel #28-32 as the site for the proposed 600,000g elevated storage tank. The need for the storage tank is detailed in the County's Master Utility Plan. Land for tower is being offered as a gift to the County by the owner of the property.

AGENDA ITEM 4.f.

New Circuit Court Clerk Election Process - Steve
Hudgins, Interim County Administrator



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Board of Supervisors

Interim County Administrator
Steven G. Hudgins

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: December 13, 2021

TO: King William County Board of Supervisors

FROM: Steve Hudgins, Interim County Administrator

SUBJECT: Clerk of Circuit Court Special Election Process

REQUEST FOR ACTION

Staff seek guidance from the Board on their preferred date for a special election for the Clerk of the Circuit Court.

SUMMARY

With the retirement of the Clerk of the Circuit Court in midterm and pursuant to § 24.2-228.1 of the Code of Virginia, the Board of Supervisors must seek to fill this vacancy by petitioning the Circuit Court to issue a Writ of Election for special election. Pursuant to § 24.2-682, the Board may request in its petition that the special election be held on any Tuesday which is not within 55 days before a general or primary election, or on the date of a primary election. While it may be held on the same day as a general election, it need not be. The special election must be held “promptly,” which is up to the Board to decide. The General Registrar believes it would be most efficient to hold the special election on the same date as the general election in November 2022.

The Board may adopt a resolution for the petition prepared by the County Attorney, who will then submit the petition to the Circuit Court. The submission of the petition must occur before the effective date of the resignation or within 15 days after. Action by the Board need not be taken until its January meeting.

In order to run in the general election in November of 2022, prospective candidates must submit all paperwork by June 2022.



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Board of Supervisors

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Edwin H. Moren, Jr., Fifth District

BACKGROUND

On November 22, 2021, Patricia Norman, Clerk of Circuit Court for King William County provided notice of her retirement effective February 1, 2022. She also designated Deputy Clerk Tina Glazebrook, her highest-ranking deputy, as Interim Clerk of the Circuit Court until a special election is held and the person elected has qualified and has taken oath of office. Mrs. Norman's term is up for election in November 2023.

ATTACHMENTS

- § 24.2-228.1 of the Code of Virginia
- § 24.2-682 of the Code of Virginia

§ 24.2-228.1. Election to fill vacancy in constitutional office

A. Notwithstanding any provision of a charter to the contrary, a vacancy in any elected constitutional office, whether occurring when for any reason an officer-elect does not take office or occurring after an officer begins his term, shall be filled by special election, except as provided in subsection B. Within 15 days of the occurrence of the vacancy, the governing body of the county or city in which the vacancy occurs shall petition the circuit court to issue a writ of election to fill the vacancy as set forth in Article 5 (§ 24.2-681 et seq.) of Chapter 6. Either upon receipt of the petition or on its own motion, the court shall promptly issue the writ ordering the election for a date determined pursuant to § 24.2-682. However, the governing body may request in its petition that the special election be held on the date of the next general election in November, and the court may order the special election to be held on that date.

B. If a vacancy in any elected constitutional office occurs within the 12 months immediately preceding the end of the term of that office, the governing body may petition the circuit court to request that no special election be ordered. Upon receipt of such petition, the court shall grant such request. The highest ranking deputy officer, or in the case of the office of attorney for the Commonwealth, the highest ranking full-time assistant attorney for the Commonwealth, who is qualified to vote for and hold that office, shall be vested with the powers and shall perform all of the duties of the office, and shall be entitled to all the privileges and protections afforded by law to elected or appointed constitutional officers, for the remainder of the unexpired term.

C. Upon receipt of written notification by an officer or officer-elect of his resignation as of a stated date, the governing body may immediately petition the circuit court to issue a writ of election, and the court may immediately issue the writ to call the election. The officer's or officer-elect's resignation shall not be revocable after the date stated by him for his resignation or after the thirtieth day before the date set for the special election.

D. Notwithstanding the provisions of subsection A, a vacancy in any elected constitutional office in any county or city with a population of 15,000 or less, or shared by two or more units of government with a combined population of 15,000 or less, shall be filled by a special election ordered by the court to be held at the next ensuing general election to be held in November. If the vacancy occurs within 90 days prior to that election, however, the writ shall order the election to be held at the second ensuing such general election.

E. Notwithstanding any provision of law to the contrary, no election to fill a vacancy shall be ordered or held if the general election at which it is to be called is scheduled within 60 days of the end of the term of the office to be filled.

F. Notwithstanding any provision of a charter to the contrary, the highest ranking deputy officer, or in the case of the office of attorney for the Commonwealth, the highest ranking full-time assistant attorney for the Commonwealth, if there is such a deputy or assistant in the office, who is qualified to vote for and hold that office, shall be vested with the powers and shall perform all of the duties of the office, and shall be entitled to all the privileges and protections afforded by law to elected or appointed constitutional officers, until the qualified voters fill the vacancy by

election and the person so elected has qualified and taken the oath of office. In the event that (i) there is no deputy officer or full-time assistant attorney for the Commonwealth in the office or (ii) the highest-ranking deputy officer or assistant attorney for the Commonwealth declines to serve, the court shall make an interim appointment to fill the vacancy pursuant to § 24.2-227 until the qualified voters fill the vacancy by election and the person so elected has qualified and taken the oath of office.

G. The absence from the county or city of a constitutional officer by reason of his service in the Armed Forces of the United States shall not be deemed to create a vacancy in the office without a written notification by the officer of his resignation from the office. Notwithstanding any other provision of law, including § 19.2-156, the power to relieve a constitutional officer of the duties or powers of his office or position during the period of such absence shall remain the sole prerogative of the constitutional officer unless expressly waived by him in writing.

2000, cc. 787, 1070;2003, c. 1015;2006, cc. 120, 253;2009, c. 157;2011, c. 599;2015, c. 648;2016, cc. 453, 511.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 24.2-682. Times for special elections

A. Notwithstanding any charter or special act to the contrary, the following provisions govern the times for holding special elections. Every special election shall be held on a Tuesday. No special election shall be held within the 55 days prior to a general or primary election. No special election shall be held on the same day as a primary election. A special election may be held on the same day as a general election.

B. A referendum election shall be ordered at least 81 days prior to the date for which the referendum election is called.

C. A special election to fill a vacancy in any constitutional office shall be held promptly and in accordance with the requirements of subsection A.

Code 1950, §§ 24-44, 24-136, 24-137, 24-138, 24-139, 24-141, 24-346; 1956, c. 378; 1966, c. 115; 1970, c. 462, §§ 24.1-1(5)(c), 24.1-163, 24.1-165; 1971, Ex. Sess., c. 119; 1972, c. 620; 1973, c. 30; 1974, c. 428; 1975, c. 515; 1976, c. 616; 1977, c. 30; 1978, cc. 258, 304, 778; 1979, c. 37; 1980, c. 639; 1981, c. 367; 1982, cc. 498, 650; 1983, c. 461; 1989, c. 322; 1991, c. 592; 1991, 1st Sp. Sess., c. 12; 1993, c. 641; 2000, cc. [787](#), [1070](#); 2008, cc. [107](#), [385](#); 2010, cc. [431](#), [542](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

AGENDA ITEM 4.g.

VPPSA Budget Request Update - Steve Hudgins,
Interim County Administrator



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Board of Supervisors

Steven G. Hudgins

William L. Hodges, First District
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Edwin H. Moren, Jr., Fifth District

DATE: December 13, 2021

TO: King William County Board of Supervisors

FROM: Steve Hudgins, Interim County Administrator

SUBJECT: Virginia Peninsulas Public Service Authority (VPPSA) FY23 Budget Request

REQUEST FOR ACTION

For information only.

SUMMARY

VPPSA's FY23 budget, and King William's share of the funding of such, will be significantly higher than the current fiscal year. This is due predominantly to the staffing crisis VPPSA is facing, and the need to offer more competitive hourly rates. King William's share of the current FY22 VPPSA budget totals \$956,258.00; King William's share of the FY23 VPPSA budget will be \$1,077,499.00, an increase of \$121,241.00 or 12.68%.

A large portion of VPPSA's workforce is employed at minimum wage levels, which increased this past year and is scheduled to increase again in the coming year.

Staff are currently gathering information on the cost of adding operational days to the Epworth and King William Landfill sites.

BACKGROUND

The FY23 VPPSA budget was approved unanimously at its Board meeting on December 3, 2021. A prior budget proposal which included both increased rates as well as an increase in staffing had



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Board of Supervisors

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previously been rejected. The approved budget includes the increase in rates, but not the increase in staffing.

Additional Days:

During budget discussions for the current fiscal year, FY22, the following options were reviewed but ultimately not funded. The cost for these options will increase in FY23.

Proposed Option #1:

Add back in days removed from Epworth and King William Landfill sites. Epworth would then be open five (five) days per week as would the King William Landfill site. This would be an increase of \$14,400/annually.

Proposed Option #2:

Increase the days sites are open to six (6) days at a cost of \$35,300/annually.

Current Operating Sites and Hours

Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
VFW Road	Open	Closed	Open	Closed	Open	Open	Open
Epworth	Closed	Open	Closed	Closed	Open	Open	Open
King William Transfer	Open	Closed	Open	Open	Open	Open	Open
King William Landfill	Open	Open	Closed	Closed	Open	Open	Closed

AGENDA ITEM 6.a.

Motion to Convene Closed Meeting In accordance with Section 2.2-3711 (A)(1) of the Code of Virginia, to consider a personnel matter involving the assignment of a specific public employee.



County of King William, Virginia

BOARD OF SUPERVISORS

Percy C. Ashcraft
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

MEMORANDUM

DATE: December 6, 2021
TO: Members of the Board of Supervisors
FROM: Percy C. Ashcraft, County Administrator
SUBJECT: December 13 Closed Session

REQUEST FOR ACTION

- At the December 13 Worksession, I will be asking the Board of Supervisors to go into Closed Session to establish the position of Deputy County Administrator. I will be discussing the job description, the performance of a certain individual and the salary range for the new position.

SUMMARY

BACKGROUND

ATTACHMENTS

- The proposed job description for the Deputy County Administrator's position.

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 below):

☐ 1. appointment of individuals to Boards and Commissions.

☐ 2. interview of a prospective candidate for employment.

(or the)

☐ 3. Employment

☐ 6. Promotion

☐ 9. Salary

☒ 4. Assignment

☐ 7. Performance

☐ 10. Discipline

☐ 5. Appointment

☐ 8. Demotion

☐ 11. Resignation

of a specific public officer / appointee / employee.

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

☐ 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 affect the bargaining position or negotiating strategy of the Board.

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

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

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

☐ **LEGAL MATTERS** – In accordance with Section 2.2-3711 (A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- ☐ 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 affect 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 (choose from below):

- ☐ 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 (choose from below):

- ☐ 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.

CERTIFICATION OF CLOSED MEETING

Mr. Chairman, I move that the King William County Board of Supervisors approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

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 2.2-3712 (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 that the King William County Board of Supervisors on this _____ day of _____, 2021, 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 by the King William County Board of Supervisors 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.

[ROLL CALL VOTE]