

**APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
REGULAR MEETING OF JANUARY 8, 2024**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 8th day of January 2024 beginning at 6:30 p.m. in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. CALL TO ORDER

Chair Hodges called the meeting to order.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER

Not needed.

AGENDA ITEM 3. ROLL CALL

The members of the Board of Supervisors were polled:

Supervisor, 1st District: William L. Hodges – Chair	Present
Supervisor, 2nd District: Benjamin J. Edwards, III	Present
Supervisor, 3rd District: Justin Catlett	Present
Supervisor, 5th District: Mary Sue Bancroft	Present
Supervisor, 4th District: Lindsay M. Robinson	Present

AGENDA ITEM 4. REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Catlett made a motion to approve the meeting agenda. Supervisor Edwards seconded. The Chair called for any discussion. The members were polled:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges – Chair	Aye
Supervisor, 4th District: Lindsay M. Robinson	Aye

AGENDA ITEM 5. Organizational Meeting and Work Session Matters

5.a. Election of Board Chair

Supervisor Bancroft made a motion to nominate Supervisor Robinson for Board Chair. Supervisor Edwards seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 3rd District: Justin Catlett	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges – Chair	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay M. Robinson	Aye

Chair Robinson took the Chair's seat.

5.b. Election of Board Vice Chair

Supervisor Bancroft made a motion to nominate Supervisor Catlett for Board Vice Chair. Supervisor Edwards seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

5.c. Adoption of Board of Supervisors 2024 Meeting Calendar

Supervisor Bancroft made a motion to move the June 24, 2024 Board Meeting to June 17, 2024. Supervisor Hodges seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

Vice Chair Catlett made a motion to adopt the amended 2024 Meeting Calendar. Supervisor Bancroft seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

5.d. Adoption of Fiscal Year 2025 Budget Schedule

Supervisor Bancroft made a motion to adopt the Fiscal Year 2025 Budget Schedule. Vice Chair Catlett seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

5.e. Adoption of Board of Supervisors By-Laws and Rules of Procedure for Calendar Year 2024

Chair Robinson called for discussion on the by-law changes recommended by the Board. Maxwell Hlavin (Legal Counsel) provided input on wording to ensure adherence to legal and statutory regulations.

Supervisor Hodges voiced concern over switching the times from 5 minutes back to 3 minutes when there are 12 or more people present for citizen comments and public hearing.

Supervisor Bancroft made a motion to adopt the Board of Supervisor By-Laws and Rules of Procedure for Calendar Year 2024 with the changes discussed and agreed to by the Board. The motion was seconded by Vice Chair Catlett. The Chair called for any discussion. All were in favor with none opposed.

5.f. Board Appointments to Boards & Commissions

i. Resolution 24-01 - Appointments (2) to Middle Peninsula Planning District Commission (MPPDC)

Vice Chair Catlett made a motion to appoint Supervisor Edwards and Supervisor Hodges made a motion to appoint Vice Chair Catlett to the MPPDC via Resolution 24-01. The motions were seconded by Supervisor Bancroft. The Chair called for any discussion. All were in favor with none opposed.

**RESOLUTION 24-01
BOARD APPOINTMENT TO THE
MIDDLE PENINSULA PLANNING DISTRICT COMMISSION (MPPDC)**

WHEREAS voting representation on the Middle Peninsula Planning District Commission (MPPDC) includes two elected officials from King William County with terms coincident with their elected terms of office or such shorter terms as the governing body shall determine.; and

WHEREAS the Board of Supervisors now desires to make appointments to these positions;

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors that Benjamin J. Edwards, III and Justin Catlett be appointed as the Board of Supervisors Representatives on the Middle Peninsula Planning District Commission (MPPDC) for a term coincident with their elected terms of office (December 31, 2027) or such shorter terms as the Board shall determine.

DONE this 8th day of January, 2024.

ii. Resolution 24-02 - Appointment to Bay Consortium Chief Local Elected Officials Consortium

Supervisor Bancroft made a motion to approve Resolution 24-02 and appoint Vice Chair Catlett to the Bay Consortium Chief Local Elected Officials Consortium. The motion was seconded by Supervisor Hodges. The Chair called for any discussion. All were in favor with none opposed.

**RESOLUTION 24-02
APPOINTMENT(S) TO BAY CONSORTIUM CHIEF LOCAL OFFICIALS CONSORTIUM (CLEO)**

WHEREAS the Bay Consortium Chief Local Elected Officials Consortium (CLEO) By-Laws allow each member jurisdiction one vote on any or all matters being considered by the Consortium; and

WHEREAS such voting member should be an elected representative from King William County with up to two acceptable alternates, which may include the County Administrator, County Economic Development Representative, School Board Member, School Superintendent, or other County Staff affiliated with Workforce Development activities; and

WHEREAS the elected representative shall serve concurrent with their position as a chief elected official of the jurisdiction, or in the case of an alternate, concurrent with the position held with the jurisdiction; and

WHEREAS the Board of Supervisors now desires to make appointments to these positions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Justin Catlett be appointed as the Chief Elected Official Representative on the Bay Consortium Chief Local Elected Officials Consortium for a term coincident with his elected term of office (December 31, 2027) or such shorter term as the Board shall determine.; and

BE IT FURTHER RESOLVED that the Board declines to designate an alternate representative on the Bay Consortium Chief Local Elected Officials Consortium at this time.

DONE this 8th day of January, 2024.

iii. Resolution 24-03 - Appointment to the Middle Peninsula Alliance Board

Vice Chair Catlett made a motion to approve Resolution 24-03 and appoint Supervisor Bancroft to the Middle Peninsula Alliance Board. The motion was seconded by Supervisor Hodges. The Chair called for any discussion. All were in favor with none opposed.

RESOLUTION 24-03

BOARD APPOINTMENT TO THE MIDDLE PENINSULA ALLIANCE

WHEREAS the Middle Peninsula Alliance (MPA) announced plans to resume monthly meetings in 2023 and requested written confirmation of King William County's representative on the MPA Board; and

WHEREAS there is currently no appointed member on the MPA Board; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Mary Sue Bancroft be appointed as the County's representative on the Middle Peninsula Alliance Board for a term coincident with her elected term of office (December 31, 2025) or such shorter term as the Board shall determine.

DONE this 8th day of January, 2024.

iv. Resolution 24-04 - Appointment to Middle Peninsula Regional Jail Authority

Supervisor Edwards made a motion to approve Resolution 24-04 and appoint Supervisor Hodges to the Middle Peninsula Regional Jail Authority. The motion was seconded by Supervisor Bancroft. The Chair called for any discussion. All were in favor with none opposed.

RESOLUTION 24-04

BOARD APPOINTMENT TO THE MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

WHEREAS the Middle Peninsula Regional Jail Authority Board primary member is to be a member of the Board of Supervisors; and

WHEREAS William L. Hodges served as the County's primary member until December 31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that William L. Hodges be appointed as the County's representative on the Middle Peninsula Regional Jail Authority Board for a term coincident with his elected term of office (December 31, 2025) or such shorter term as the Board shall determine.

DONE this 8th day of January, 2024.

v. Resolution 24-05 - Appointment to Historical Preservation & Architectural Review Board (HPARB)

Vice Chair Catlett made a motion to approve Resolution 24-05 and appoint Supervisor Hodges to the Historical Preservation & Architectural Review Board. Supervisor Bancroft seconded the motion. The Chair called for any discussion. All were in favor with none opposed.

RESOLUTION 24-05

**BOARD APPOINTMENT TO THE HISTORICAL PRESERVATION
AND ARCHITECTURAL REVIEW BOARD (HPARB)**

WHEREAS the King William County Historical Preservation and Architectural Review Board (HPARB) By-Laws state that one member shall be a member of the Board of Supervisors; and

WHEREAS William L. Hodges served as the Board of Supervisors member on the HPARB until December 31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that William L. Hodges be appointed as the Board of Supervisors member on the Historical Preservation and Architectural Review Board for a term coincident with his elected term of office (December 31, 2025) or such shorter term as the Board shall determine.

DONE this 8th day of January, 2024.

vi. Resolution 24-06 - Appointment to Recreation Commission

Supervisor Edwards made a motion to approve Resolution 24-06 and appoint Chair Robinson to the Recreation Commission. Supervisor Bancroft seconded the motion. The Chair called for any discussion. All were in favor with none opposed.

**RESOLUTION 24-06
BOARD APPOINTMENT TO THE RECREATION COMMISSION**

WHEREAS the King William County Recreation Commission By-Laws state that one At-Large member shall be a member of the Board of Supervisors; and

WHEREAS C. Stewart Garber served as the Board of Supervisors member on the Recreation Commission until December 31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Lindsay M. Robinson be appointed as the Board of Supervisors At-Large member on the Recreation Commission for a term coincident with her elected term of office (December 31, 2027) or such shorter term as the Board shall determine.

DONE this 8th day of January, 2024.

**vii. Resolution 24-07 - Appointment to Planning Commission (Optional Board Appt.)
(Attachment Updated)**

Vice Chair Catlett made a motion to approve Resolution 24-07 and appoint Supervisor Edwards to the Planning Commission. Supervisor Bancroft seconded the motion. The Chair called for any discussion. All were in favor with none opposed.

**RESOLUTION 24-07
APPOINTMENT TO THE PLANNING COMMISSION**

WHEREAS Section 15.2-2212 of the Code of Virginia, as amended, states one member of a local planning commission may be a member of the governing body of the locality serving a term coextensive with his/her elected term, unless the governing body, at the first regular meeting each year, appoints another to serve as their representative; and

WHEREAS there is currently one position open on the Planning Commission due to the expiration of the Board member position on December 31, 2023; and

WHEREAS there are currently appointed Planning Commission members from Districts 2, 3, 4, and 5; and

WHEREAS six citizens have expressed interest in serving on the Planning Commission – Gregory Henrich of District 1; David Capen, Elizabeth Copeland, Gary Crawford, and Stephen Greenwood, all of District 3; and Donald Wagner of District 5; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Benjamin J. Edwards, III be appointed to the King William County Planning Commission for a term coincident with his elected term of office (December 31, 2027) or such shorter term as the Board shall determine.

DONE this 8th day of January, 2024.

AGENDA ITEM 6. MOMENT OF SILENCE

The Chair called for a moment of silence.

AGENDA ITEM 7. PLEDGE OF ALLEGIANCE

The Chair led the pledge of allegiance.

AGENDA ITEM 8. CONSENT AGENDA

Consent Agenda items were:

- a. Approval of Minutes:
 - i. December 11, 2023 Draft Minutes

Vice Chair Catlett made a motion to approve the Consent Agenda; seconded by Supervisor Bancroft. The Chair called for any discussion. All were in favor with none opposed.

AGENDA ITEM 9. PRESENTATIONS

9.a. FY 2023 Audit Presentation - Aaron B. Hawkins, Robinson, Farmer, Cox (Virtual)

Mr. Hawkins reviewed the Audit Presentation and responded to questions from the Board.

9.b. Motion to Authorize Signing and Submittal of Statement of Presentation - Julie K. Mills, Deputy Director of Financial Services

Supervisor Edward made a motion to authorize the signing and submittal of the statement. Vice Chair Catlett seconded. The Chair called for any discussion. All were in favor with none opposed.

AGENDA ITEM 10. CITIZENS COMMENT PERIOD

Chair Robinson opened the Citizens Comment period.

- 1. K.C. Remick – District 2 – Voiced her concerns over the higher assessed value and higher taxes for her 1997 boat. She provided documentation to Supervisor Edwards.
- 2. Karena Funkhouser (COR) – District 1 – Explained the reason for the higher fair market values and resulting higher taxes for smaller boats now.
- 3. Stephen Greenwood – District 3 – Voiced concerns over sound system, zoom participation, and offered

his assistance to the new BOS.

There being no additional speakers, Chair Robinson closed the Citizens Comment period.

AGENDA ITEM 11. PUBLIC HEARINGS

10.a. Ordinance 01-24 - Approval of Zoning Request Z-02-23 - Applicant: Upper Mattaponi Tribe -Sherry Graham, Director of Planning

Ms. Graham briefly explained Ordinance 01-24 and provided details on the project.

Supervisor Bancroft asked who will be able to receive services from the dental clinic. Steven Tupponce (Tribal Representative) said dental services will initially be offered to tribal citizens first by law, then based on patient population they will be able to include services to the underserved, and then the general population.

Chair Robinson opened the Public Hearing period.

There being no speakers, Chair Robinson closed the Public Hearing period.

Supervisor Hodges made a motion to approve Ordinance 01-24. Supervisor Edwards seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

**ORDINANCE 01-24
REZONING REQUEST Z-02-23
APPLICANT – UPPER MATTAPONI TRIBE**

WHEREAS the applicant, Upper Mattaponi Tribe, is requesting that the property located at 8014 Richmond Tappahannock Highway, identified as Tax Map Number 22-38, and consisting of approximately 2.13 acres, be rezoned from to A-C (Agricultural-Conservation) to B-1 (Local-Business) in order to operate a dental office; and

WHEREAS public utilities are currently not available to the property; therefore, the property is currently served by a private well and septic system. Fire protection and emergency medical services would be provided by the King William Fire Department; and

WHEREAS the Future Land Use Map shows this property, located in the Transportation Corridor Overlay District, being used as Commercial; and

WHEREAS the King William County Planning Commission held a duly advertised Public Hearing on December 5, 2023 and voted 5-0 to recommend approval of the zoning request to the Board of Supervisors; and

WHEREAS the Board of Supervisors conducted a duly advertised Public Hearing on January 8, 2024 to receive public comment on the matter;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of King William County, Virginia that Rezoning Request Z-02-23 is approved.

DONE this the 8th day of January, 2024.

AGENDA ITEM 12 UNFINISHED BUSINESS

None

AGENDA ITEM 13 NEW BUSINESS

13.a Split Levy Presentation - Steve Hudgins, Deputy County Administrator

Mr. Hudgins gave an overview of the Split Levy and responded to questions from the Board.

13.b Six-Month Work Plan - Percy C. Ashcraft, County Administrator

Mr. Ashcraft explained the purpose of the Six-Month Work Plan and asked the Board to review them and let him know if they had any questions.

AGENDA ITEM 14. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR

14.a. Administration Report - Percy C. Ashcraft, County Administrator

AGENDA ITEM 15. BOARD OF SUPERVISOR' COMMENTS

Supervisor Bancroft thanked everyone for the turnout tonight. She asked for prayers for the missing person in her district and expressed excitement for the years to come.

Supervisor Hodges asked Sheriff Lumpkin if he would provide the most recent update on the missing person. He is excited about what is ahead and knows there is a lot to do.

Vice Chair Catlett thanked everyone for coming and said he is looking forward to working and the changes to come.

Supervisor Edwards is happy to be here and will work diligently and hard for the county. His background is in project management and he is optimistic to work with the community and get their involvement.

Chair Robinson thanked her fellow Board Members. She said she is excited about the coming years and thanked all the staff for the time they took to provide the Board orientation. She thanked everyone in the 4th District.

AGENDA ITEM 16. CLOSED MEETING

16.a. Motion to Convene Closed Meeting

Supervisor Hodges made a Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made; and in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to Boards and Commissions.. Vice Chair Catlett seconded the motion.

The Chair called for any discussion. All were in favor with none opposed.

16.b. Motion to Reconvene in Open Session

Supervisor Bancroft made a motion to reconvene in Open Session. Supervisor Hodges seconded the motion. The Chair called for any discussion. All were in favor with none opposed.

16.c. Certification of Closed Meeting

Vice Chair Catlett moved for the adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; seconded by Supervisor Bancroft. The Chair called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	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 2.2-3712 (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 8th day of January, 2024, 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 January, 2024

16.d. Action on Closed Meeting (if necessary)

No action was taken.

AGENDA ITEM 17. APPONTMENTS

17.a. Resolution 24-07 - Citizen Appointment to Planning Commission (if necessary)

Not necessary.

17.b. Resolution 24-08 - Appointment to Tri-River ASAP

Vice Chair Catlett made a motion to approve Resolution 24-08 appointing Jeff Walton to the Tri-River ASAP for the remainder of a three-year term ending July 31, 2024; and be appointed to an additional three-year term ending July 31, 2027. Supervisor Hodges seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

**RESOLUTION 24-08
APPOINTMENT TO THE TRI-RIVER ALCOHOL SAFETY ACTION PROGRAM (ASAP)
BOARD OF DIRECTORS**

WHEREAS Matthew Kite was appointed to the Tri-River Alcohol Safety Action Program (ASAP) Board of Directors for a three-year term ending July 31, 2024 via Resolution 22-25 on April 25, 2022; and

WHEREAS Mr. Kite resigned his position on the ASAP Board effective March 3, 2023; and

WHEREAS Jeff Walton has expressed interest in appointment to the Tri-River ASAP Board of Directors; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that Jeff Walton be appointed to the Tri-River ASAP Board of Directors for the remainder of a three-year term ending July 31, 2024; and

BE IT FURTHER RESOLVED by the Board of Supervisors of King William County, Virginia that Jeff Walton be appointed to an additional three-year term ending July 31, 2027.

DONE this 8th day of January, 2024.

17.c. Resolution 24-09 - Appointment to Rec Commission 4th District

Vice Chair Catlett made a motion to approve Resolution 24-09 appointing Robert Hardwick to the Recreation Commission representing District 4 for a three-year term expiring June 30, 2026. Supervisor Bancroft seconded the motion. The Chair called for any discussion. The members were polled:

Supervisor, 3rd District: Justin Catlett – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay M. Robinson - Chair	Aye

AGENDA ITEM 18. ADJOURN OR RECESS

Supervisor Bancroft made a motion to adjourn; seconded by Supervisor Hodges. All were in favor with none opposed.

COPY TESTE:

Lindsay M. Robinson, Chair
Board of Supervisors

Christine H. Branch
Clerk to the Board of Supervisors