

**APPROVED MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
BUDGET WORK SESSION OF JANUARY 16, 2024**

**Due to technical difficulties, there is no video recording of the  
January 16, 2024 Budget Work Session.**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 16<sup>th</sup> 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 Robinson 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            | Present |
| Supervisor, 2nd District: Benjamin J. Edwards, III     | Present |
| Supervisor, 3rd District: Justin Catlett – Vice Chair  | Present |
| Supervisor, 5th District: Mary Sue Bancroft            | Present |
| Supervisor, 4th District: Lindsay May Robinson - Chair | Present |

**AGENDA ITEM 4. REVIEW AND ADOPTION OF MEETING AGENDA**

Supervisor Hodges made a motion to remove the closed session from the meeting agenda. Vice Chair Catlett seconded the motion. The Chair called for any discussion. All were in favor with none opposed.

**AGENDA ITEM 5. Budget Work Session Matters**

**5.a. Human Resources Budget Presentation - Nita McInteer, Human Resources Director**

Nita McInteer presented the HR Budget and responded to questions from the Board.

**5.b. Capital Projects - Percy C. Ashcraft, County Administrator & Steve Hudgins, Deputy County Administrator**

Mr. Hudgins presented the Capital Projects Budget and responded to questions from the Board.

**5.c. Fire & EMS Budget Presentation - Stacy Reaves, Fire Chief**

Mr. Reaves presented the Fire & EMS Budget and responded to questions from the Board.

**5.d. Building Budget Presentation - Matt Melton, Building Official**

Mr. Melton presented the Building Budget and responded to questions from the Board.

**5.e. Planning & Zoning Budget Presentation - Sherry Graham, Director of Planning**

Ms. Graham presented the Planning and Zoning Budget and responded to questions from the Board.

**5.f. Information Technology (IT) Budget Presentation - Travis Wolfe, IT Manager**

Mr. Wolfe presented the IT Budget. There were no questions from the Board.

**5.g. General Properties Budget Presentation - Nick Papazian, Facilities Director**

Mr. Papazian presented the General Properties Budget and responded to questions from the Board.

**5.h. Parks & Recreation Budget Presentation - Kayla Huffman, Parks & Rec Director**

Ms. Huffman presented the Parks & Recreation Budget and responded to questions from the Board.

**5.i. Amendment to Budget Preparation & Adoption Schedule - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft said the date for the joint meeting between the Board of Supervisor and the KW School Board was incorrect on the schedule. The correct date is March 6th.

Vice Chair Catlett made a motion to approve the date change. The motion was seconded by Supervisor Hodges. The Chair called for any discussion. All were in favor with none opposed.

**AGENDA ITEM 6. BOARD OF SUPERVISORS' REQUESTS**

Supervisor Hodges thanked those who attended the meeting and said the Board will do their best to make it work.

Supervisor Edwards had no requests or comments.

Chair Robinson thanked all the speakers for their presentations. She said she is a little nervous about what is in store but knows they will do the best they can and work with what they have.

Vice Chair Catlett thanked everyone for their attendance and said the budget presentations looked great. He asked for patience with questions and requests as it will be a tight year.

Supervisor Bancroft reminded everyone that the Board represents the citizens and they are to be kept at the forefront. She said the Board will do their best to work with staff and to keep taxes down.

**AGENDA ITEM 7. CLOSED MEETING**

Removed from agenda.

**AGENDA ITEM 8. ADJOURN OR RECESS**

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

COPY TESTE:

---

Lindsay May Robinson, Chair  
Board of Supervisors

---

Christine H. Branch  
Clerk to the Board of Supervisors