



King and Queen County
Founded 1691 in Virginia

Board of Supervisors Meeting

Monday, December 11, 2023
Regular Monthly Meeting 7:00 P.M.

242 Allen's Circle
King and Queen Court House, Virginia 23085
General District Courtroom

AGENDA

1. Call to Order, Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of Minutes
3. Approval and Signing of the Warrants and Appropriations
4. Public Comment Period
5. VDOT Update
6. Treasurer Turn Over Audit Update
7. Approval of Health Department Agreement and Carryover Request
8. Approval of MOU with Pamunkey Regional Library
9. Appointments and Reappointments
10. County Administrator's Comments
11. Board of Supervisors Comments
12. Closed Meeting
13. Adjourn to Workshop meeting on **December 27, 2023, at 6:00 p.m.**, 242 Allen's Circle, King and Queen Court House, Virginia, Second Floor Conference Room

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #1:

Call to Order, Invocation and Pledge of Allegiance to the Flag of the
United States of America

ACTION REQUESTED:

None Required

ATTACHMENTS:

None

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #2:

Approval of the November 15, 2023 minutes of the Board of Supervisors

ACTION REQUESTED:

Need a motion and second to approve the November 15, 2023 minutes of the Board of Supervisors.

ATTACHMENTS:

- November 15, 2023 minutes

King and Queen County
Board of Supervisors Regular Meeting

Wednesday, November 15, 2023

Annual Dinner with Tavern Museum Council
6:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom
Regular Meeting
7:00 p.m.

“Minutes of the Meeting”

CALL TO ORDER

Chairman Bailey called the meeting to order. A motion was made by Mr. Burns and seconded by Mr. Simpkins to recess to the Tavern Museum for the annual dinner with the museum council.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Mr. Burns and seconded by Mr. Simpkins to reconvene the regular meeting at 7:00 after dinner with the museum council.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Mr. Simpkins provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States.

Roll call was taken with it noted that members Rusty Bailey and Doris Morris were absent.

APPROVAL AND SIGNING OF THE SEPTEMBER 25, 2023, OCTOBER 3, 2023 AND OCTOBER 10, 2023 MINUTES

A motion was made by Mr. Burns and seconded by Mr. Simpkins approving the September 25, 2023, October 3, 2023 and October 10, 2023 minutes of the Board.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS

NAYS: R. F. BAILEY, JR

ABSENT: D. H. MORRIS

APPROVAL AND SIGNING OF NOVEMBER 2023 WARRANTS AND APPROPRIATIONS

A motion was made by Mr. Burns and seconded by Mr. Simpkins to ratify the recurring warrants for the October recurring warrants due to the meeting being lack of quorum at the meeting.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Burns to approve following retroactive appropriations to the school fund for FY2023:

- July revenue in the amount of \$254,678.21
- August revenue in the amount of \$74,813.60
- September revenue in the amount of \$140,165.40
- October revenue in the amount of \$178,043.79

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to approve the county warrants and payroll for the month of November 2023 subject to audit.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to the following appropriations to the school fund for FY2024:

- July Revenue in the amount of \$472,408.22
- August Revenue in the amount of \$473,903.29
- September Revenue in the amount of \$566,875.45

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

David Copsmith spoke on behalf of the school division requesting an additional \$159,649. This funding is needed to meet the required local share for incentives programs that the school

division offers. Examples of programs include VA Preschool initiative, compensation supplements, early reading intervention, primary class size reduction as well as many other programs. The school division is requesting that \$88,224 be taken from the School Capital Fund and asks the Board to provide the rest.

Sherrin Alsop requested the amount remaining in the school capital fund. Director of Finance advised that as of October there was \$732,317.99. This amount does not include items already approved by the Board but those funds have not been expended yet, for example the well project at Central High School and the purchase of a school bus. Estimates on these items are \$426,000 which would leave approximately \$300,000 in the fund.

Mr. Burns expressed his concern about using these capital funds for operational needs. That is not the purpose that this fund was set up for and it has taken a long time to build that fund.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve allowing the school division to use any carryover funds from FY23 for this rather than going to the school capital fund. The remaining balance would need to be covered by the school division from their current budget.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

PUBLIC COMMENT PERIOD

Charles Thompson, St. Stephens District – Mr. Thompson asked if the Board meetings are recorded (Staff responded that they are recorded). He further asked how to get a copy of the recording of a meeting. He also stated that he had requested by email information from the Sheriff's office and received a response that the data vault and recording system were down and that the data requested could not be obtained at that time. He has not received any response since then. He also stated that a friend of his had requested information (by email) from the County Administrator and they never received a response.

VDOT UPDATE

No representative was present, but it was noted that they had provided a written report in advance.

REPORT FROM DIRECTOR OF COMMUNITY PROGRAMMING & TOURISM

Erin Lazar, Director of Community Programming and Tourism and Jesse Kelley, Deputy Director of Community Programming and Tourism were both present to provide an update to the Board on the activities of their new department.

Since the direction from the Board is to focus mainly on the transition away from Pamunkey Regional to a stand-alone King and Queen library they are working on a plan that has already begun and will include three phases.

The first phase has already begun and includes closing the library for the month of January and reopening February 1, 2024. The focus will be on computer access, copying capabilities, meeting spaces for the public, local newspapers and online resources. At this point citizens will still be able to utilize other Pamunkey branches for items not yet available or are closer to a Pamunkey branch. Purchase of circulation materials and associated equipment will begin during this phase. The second phase will focus on collection development and the implementation of the new catalog and library cards. It will also include the beginning of community programs within the building.

The third phase will continue collection development along with the introduction of E-readers, online subscriptions and lending services. At the end of this phase (June 30, 2024) the county will fully exit the Pamunkey system and have a grand reopening as the library will be fully functional.

Board members asked questions regarding the programs that will be offered, whether they intend to use the entire facility and how the virtual library will function.

ADOPTION OF VA250 RESOLUTION

Erin Lazar advised that she has been in contact with members of the historical society and they are planning to have events surrounding this milestone for Virginia. In order to access grant funding for these events the Board must have adopted the following resolution:

RESOLUTION OF SUPPORT OF THE VIRGINIA AMERICA 250 COMMISSION

WHEREAS, the Board of Supervisors of King and Queen County is dedicated to the furtherance of economic development and tourism in King and Queen County; and

WHEREAS, the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for, and commemorating, the 250th anniversary of Virginia's participation in American independence; and

WHEREAS, VA250 has requested that each locality form a committee to aid in planning for the commemoration period; and

WHEREAS, King and Queen County will form a local VA250 committee; and

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250; and

WHEREAS, the Board of Supervisors of King and Queen County wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY that the Board of Supervisors does support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia’s participation in American independence. and that King and Queen County will form a committee to aid in the planning for the commemoration period.

A motion was made by Ms. Alsop and seconded by Mr. Burns to adopt the resolution.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

ADOPTION OF FY2025 BUDGET CALENDAR

The County Administrator provided the calendar below to the board for the upcoming budget process.

December 18, 2023	Budget request packets and instructions are issued to departments and agencies by the Director of Finance.
January 10, 2023	Deadline for submission of budget requests to the Director of Finance.
January 22, 2024 Board Work Session	County Administrator presents requests from all departments and agencies.
February 12, 2024 Regular Board Meeting	Board receives presentations from Outside Agencies
February 20, 2024 Special Meeting	Board receives presentations from County departments and School Division
February 26, 2024 Board Work Session	Board budget work session.
March 11, 2024 Regular Board Meeting	Presentation of County Administrator’s proposed budget.
March 18, 2024 Special Meeting	Board budget work session. Board consensus for advertisement of budget and tax rates prior to public hearing.
March 22, 2024	Budget synopsis and proposed tax rates submitted to the Tidewater Review, Rappahannock Times, and Country Courier. Advertisement date(s): March 27, April 3.
March 25, 2024	Board budget work session.

April 8, 2024 Regular Meeting	Public Hearing on budget and tax rates.
April 15, 2024 Special Meeting	Optional budget work session if needed.
April 22, 2024 Work Session	Adopt FY2025 Budget and 2024 Tax Rates

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to adopt the budget calendar as presented.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

APPROVAL OF TELEWORK CENTER CONTRACT WITH CONNEMARA CORPORATION

At the October meeting the Board approved the bid award to Connemara. The County Administrator, Skanska and outside counsel have reviewed and negotiated the construction contract. It is requested that the Board approve the contract with Connemara.

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the contract.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

APPROVAL OF AMENDED AND RESTATED ANIMAL SHELTER AGREEMENT

The County Administrator advised that a draft of this agreement was given to the board previously. Since that time, communications have continued and there has been some clarification on the formula calculating repayment of capital expenditures.

Mr. Burns expressed concern with King Willilam overseeing expenditures and also the amount of increase in the administrative fee charged to King and Queen for King William being the fiscal agent (from 3% to 10%).

It was the consensus of the Board to have the County Administrator to ask King Willima to reduce the administrative fee to 6% before they would approve the agreement.

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Bay Consortium workforce Development Board – A motion was made by Mr. Burns and seconded by Ms. Alsop to appoint Jaelyn Ammons to this Board.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

Economic Development Authority – A motion was made by Mr. Burns and seconded by Ms. Alsop to appoint Ms. Sarah Massey as the Buena Vista representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

Economic Development Authority – A motion was made by Mr. Simpkins and seconded by Mr. Burns to reappoint Mr. George Longest as the St. Stephens Church representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

Community Services Board – A motion was made by Ms. Alsop and seconded by Mr. Burns to reappoint Ms. Rosalyn Trent as the King and Queen County representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay advised that she has been asked to serve on the VACo Board. She has not accepted and is not sure that she will but wants to get the Board's input before doing either. It was the consensus of the Board that they have no objection either way she decides.

Ms. Seay recognized Ryan Cantu with Wilmot Modular Structures. He provided the Board with a concept for the construction of facilities on the Carlton's Corner property. He has been working with staff on maximizing the use of the property. The current concept includes a fire station and a facility that would house the health department and Social Services.

There was discussion and questions by the Board and the Deputy Chief of Emergency Services provided information on the uses proposed and requirements within the fire station space.

BOARD OF SUPERVISORS COMMENTS

Ms. Alsop had the following comments:

- Thanked everyone for coming and reminded everyone to bundle up as cold weather is coming.
- She attended the VACo conference and advised that the sessions were very good. She has quite a bit of information to bring to the Board. She also advised that it is a good

opportunity to meet with folks from other counties and learn from their mistakes or copy their successes.

- Thanked the citizens for re-electing her, she is looking forward to the Board having three women on it for the next four years.
- Wished everyone a Happy Thanksgiving.
- Thanked Mr. Bailey and Mr. Burns for their many years of service on the Board and she has enjoyed working with them.

Mr. Burns had the following comments:

- Thanked everyone for coming. He has enjoyed his time on the Board and for the most part it has been fun.
- He is excited to see the projects moving along. The wheels have been moving slowly getting them there. He is glad to see the county moving in the right direction.
- Expressed that more people should respect and appreciate veterans on Veteran's Day.

Mr. Simpkins had the following comments:

- Thanked the museum council for the annual dinner at the Tavern. It was very good as usual. He stated that part of the update received from the council included that they are in need of more volunteers and to get younger people involved. They are hosting a holiday event on December 3rd.
- Congratulated all candidates elected and re-elected. It is good to have new blood and perspective.
- He attended the Riverstreet event marking the completion of the fiber to the home project. He is very proud to say that King and Queen was the first county in the state to make high speed internet available to all its citizens.
- Wished everyone a Happy Thanksgiving and hope to see everyone next month.

Mr. Bailey had the following comments:

- Stated that he only has two more meetings as a board member. He has been proud to serve on the board for twelve years. He has enjoyed serving with Mr. Burns for eight years and the other board members for twelve years. He also recognized that the board leans on the County Administrator and the citizens for opinions and views. They matter a great deal. He also stated that he may attend future meetings just to hassle the board.
- He apologized for not attending the Riverstreet event, but his helper quit, and he was unable to be away from work. He has heard good things about Riverstreet and has been glad to be a partner with them in the project.
- He is also glad to see the projects moving forward.
- Asked everyone to be safe going home and to watch out for animals.

CLOSED MEETING

A motion was made by Ms. Alsop and seconded by Mr. Burns to enter closed session Pursuant to Va. Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by the

Board of Supervisors regarding a matter requiring the provision of legal advice, the subject being one or more contracts for the construction of King and Queen Elementary School.

And

Pursuant to Va. Code § 2.2-3711(A)(1) for discussion or consideration of salaries for specific public employees, the subject being part-time employees in county administration.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Mr. Burns and seconded by Ms. Alsop that each member of the King and Queen County Board of Supervisors certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King and Queen County Board of Supervisors, and (iii) no action was taken in the closed meeting.

All members certified by individual vote.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adjourn the meeting at 8:47 p.m.

Chairman

Clerk of the Board

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #3:

Approval and signing of Warrants and Appropriations

ACTION REQUESTED:

- 1) Approval of County warrants & payroll for the month of December

ATTACHMENTS:

- County Warrants (Payroll and Accounts Payable)

Part-time Employee Payroll Run
Payroll: Thursday, December 12, 2023

County

Hunter, Greg	\$3,566.67
Willaford, Harold	\$3,016.00
Klausen, Mali	\$166.27
Robinson, Plunard	\$300.00
Basehore, Kerry	\$300.00
Charboneau, John	\$300.00
Elliott, Alan	\$300.00

Election Workers

Ambrose, Richard	\$145.00
Ahsley, Pamela	\$145.00
Banks, Nadine	\$135.00
Buckley, Susan	\$145.00
Carter, Maria	\$185.00
Carter-West, Vanessa	\$240.00
Creasey, Bonnie	\$145.00
Culbreth, Cecil	\$155.00
Edwards, Martha	\$145.00
Farmer, Katherine	\$145.00
Flint, Maria	\$145.00
Giddings, Steven	\$145.00
Gilbert, Dobbyn	\$210.00
Harris, Cherie	\$185.00
Hazzard, Nancy	\$145.00
Henshaw, Breanne	\$195.00
Holmes, Jerline	\$145.00
Karkkainen, Seppo	\$145.00
Kendall, Pamela	\$145.00
Levere, Mary Ann	\$185.00
Lewis, Elizabeth	\$145.00
Lindsey, Trisha	\$205.00
Maloney, Miriam	\$145.00
Martin, Angela	\$145.00
Martin, Kay	\$145.00
Moncrief, John	\$155.00
Moncrief, Laverne	\$155.00
Robinson, Plunard	\$145.00
Ryland, James	\$145.00
Shamwell, Alice	\$145.00
Button, Bill	\$145.00
Sutton, Mary	\$145.00
Webb, Shirley	\$145.00
Williams, Eva	\$145.00
Wyatt, Sherri	\$195.00
Nickelson, Robert	\$125.00
Stewart, David	\$100.00

Burton, Curt	\$225.00
Muse-Braxton, Brenda	\$75.00
Registrar	
Creech, Kristy	\$450.50
Sheriff's Department	
Burton, Melvin	\$225.00
Laufer, Sandra	\$1,380.00
Shackleford, Donald	\$1,753.50
Trent, Darryl	\$774.00
Overtime/Sheriff's Department	
Brown, Renee	\$710.00
Burr, Brian	\$334.56
Clark, Jon Eric	\$137.84
Davis, Alexis	\$442.40
Davis, Sandra	\$972.66
Edleman, Scott	\$172.30
Hatfield, Elizabeth	\$730.08
Hill, Shirley	\$569.60
Hope, Paul	\$941.98
Mills, Jonathon	\$1,340.51
Parker, John D.	\$551.36
Rinehart, Katherine	\$470.05
Rowe, Vladimir	\$139.32
Sanske, Melissa	\$430.08
Schefflien, Harvey	\$119.25
Warren, Tammy	\$436.16
Rescue Services	
Beasley, Michael	\$893.00
Brantley, Brian	\$336.88
Southworth, Erin	\$906.50
	\$29,226.47

Fulltime Payroll - December 2023

Board of Supervisors

James Burns	\$416.67
R.F. Bailey	\$416.67
Doris Morris	\$416.67
Lawrence Simpkins	\$416.67
Sherrin Alsop	\$416.67

County Administrator/County Attorney

Vivain Seay	\$18,750.00
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Commissioner of the Revenue

Kelly Lumpkin	\$6,466.92
Brenda Robinson	\$3,722.31
Mali Klausen	\$2,954.61

Finance

Tina Ammons	\$6,395.78
Resa Wilson	\$3,217.12

Treasurer

Irene Longest	\$6,930.18
Stephanie Sears	\$4,490.06
Deputy Clerk	Vacant

Registrar

Diane Klausen	\$6,212.49
Davis, Emma-Wade	\$2,954.58

Clerk of Circuit Court

Vanessa Porter	\$8,640.63
Patricia Reed	\$3,812.54
Hattie Robinson	\$3,342.15

Commonwealth Attorney

Meredith Adkins	\$12,112.88
Makaylah Ambrose	\$4,134.38

Sheriff

Rob Balderson	\$7,198.88
Scott Edleman	\$3,766.88
Barry Radden	\$4,287.50
Ernie Schefflien	\$5,512.50
Paul Hope	\$3,986.50
Deputy	Vacant
Mitchell Wilson	\$5,228.74
Brian Burr	\$4,550.00
Phillip Cusick	\$4,900.00
Jonathon Mills	\$3,981.25
John Parker	\$3,766.88

Hickory Burns	\$3,981.25
Clark, Jon-Eric	\$3,981.25
Deputy	Vacant
Vladimir Rowe	\$3,766.88
Resource Officer	Vacant
Resource Officer	Vacant
Millard, Dalton	\$2,500.00
Sandra Davis	\$4,322.93
Tammy Warren	\$3,150.00
Shirley Hill	\$4,112.50
Rinehard, Kathryne	\$3,193.75
Hatfield, Elizabeth	\$3,106.25
Renee Brown	\$3,193.75
Davis, Alexis	\$3,062.50
Sanske, Melissa	\$3,106.25
Bohannon, Taylor	\$3,106.25
Vickie Draine	\$4,108.13

Rescue Services

David Lankford	\$5,820.92
Kevin Mounts	\$5,779.20
Josh Schrum	\$4,286.28
Robert Coggsdale	\$5,488.53
Nicholas Preli	\$3,808.27
Phillip Jewell	\$5,033.26
Gary Breen	\$4,494.53
Jack Meriwether	\$4,067.62
Jacob Hoffmaster	\$3,887.45
Aerrin Ryan	\$4,067.62
Christopher Field	\$3,887.45
Callie Wyde	\$4,546.85
Laura Heller	\$4,414.46
Austin Minor	\$4,414.46
EMT	Vacant
Danielle Gray	\$3,808.27
Angelia Hazzard	\$3,808.27
Wesley May	\$3,808.27
David Yeaney	\$4,414.50
Austin Hinman	\$3,698.18
Joshua Lucas	\$3,522.08
Donald Butler	\$4,067.67
Curtis Mason, Jr.	\$3,698.18

Building Inspections

Quentin Mascari	\$6,250.00
Kathy Barrow	\$3,123.75

General Properties

Michael Barrow	\$4,550.00
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Community Programming & Tourism

Erin Lazar	\$5,583.33
Jesse Kelley	\$5,416.67

Zoning/Community Development

Donna Sprouse	\$5,910.10
Josh Rellick	\$3,858.75
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	\$321,605.72

12/06/2023
 AP375
 FUND # - 100 GENERAL FUND

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
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	LIABILITIES				
DMV	DMV Stop Fee Payable	DMV STOPS	202330400729	10/31/2023	800.00 800.00 *
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DELINQUENT TAX SALE	8762	7/26/2023	89.76 89.76 *
				TOTAL	889.76

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 011010 *** Board of Supervisors ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Board of Supervisors ***				
CIVIC PLUS LLC	Professional Services - Other	ONLINE COUNTY CODE	283767	11/01/2023	1,290.00
					1,290.00 *
TRUIST BANK	Convention & Education	VACO CONF/ALSOP	11/30/2023	11/30/2023	679.70
					679.70 *
				TOTAL	1,969.70

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012100 *** County Administrator ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** County Administrator ***				
COECO FINANCIAL	Lease of Equipment - Copier	COPIER LEASE	516168291	11/21/2023	141.71
					141.71 *
BMS DIRECT	Office Supplies	GENERAL FUND CHECKS	203571	9/30/2023	327.96
SHRED-IT USA, LLC	Office Supplies	ADMIN SHREDDING	8005433409	11/25/2023	83.08
					411.04 *
LONGEST, IRENE	Vehicle Fuel	FUEL COUNTY CAR	10/26/2023	10/26/2023	28.34
					28.34 *
				TOTAL	581.09

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012220 *** HUMAN RESOURCES ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SENTARA HEALTH PLANS	HR EVENT SUPPLIES	FLU SHOT CLINIC	FC-1289	10/17/2023	235.00
				TOTAL	235.00 *

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012240 *** Independent Auditor ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
RODEFER MOSS & CO, PLLC	*** Independent Auditor *** Professional Services	GOVT ACCT SERVICES	109371	11/13/2023	4,357.50		
				TOTAL	4,357.50	*	

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012310 *** Commissioner of Revenue ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Commissioner of Revenue ***				
LUMPKIN, KELLY N.	Convention & Education	NOTARY FEE	11/29/2023	11/29/2023	55.00
					55.00 *
QUILL CORPORATION	Office Supplies	SUPPLIES	35281327	10/23/2023	12.74
					12.74 *
J.D. POWER	Books and Subscriptions	CLASSIC CAR GUIDE 24	ORDUS260508	1/01/2024	79.50
J.D. POWER	Books and Subscriptions	RV GUIDE 24	ORDUS261107	1/01/2024	145.00
J.D. POWER	Books and Subscriptions	OLDER USED CAR GUIDE	ORDUS261678	1/01/2024	213.00
J.D. POWER	Books and Subscriptions	USED CAR GUIDE	ORDUS262268	1/01/2024	303.00
J.D. POWER	Books and Subscriptions	POWER SPORTS BOOK 24	ORDUS265422	1/01/2024	91.50
					832.00 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9032239563	11/11/2023	118.00
					118.00 *
				TOTAL	1,017.74

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AP375
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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012400 *** Finance ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
VAGARA	*** Finance *** Dues & Memberships	MEMBERSHIP RENEWAL	03176	11/21/2023		20.00	
				TOTAL		20.00	*

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012410 *** Treasurer ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SHRED-IT USA, LLC	*** Treasurer *** Office Supplies	SHREDDING TREASURER	80005220659	10/31/2023	54.63 54.63 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9032239563	11/11/2023	118.00 118.00 *
				TOTAL	172.63

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AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012510 *** Information Technology ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Information Technology ***						
COECO FINANCIAL	Office Supplies/Software Upgra	COPIER LEASE	516168291	11/21/2023	270.61		270.61 *
ADVANCED NETWORK SYSTEMS,	ESET Support/Antivirus	ADDITIONAL ESET LIC	INV74459	10/11/2023	156.50		156.50 *
CDW-GOVERNMENT, INC	EDP Equipment - Sheriff	DELL 3660 SHERIFFS	MW79078	11/03/2023	2,682.72		
CDW-GOVERNMENT, INC	EDP Equipment - Sheriff	DELL SHERIFF IT	MX87196	11/07/2023	2,326.68		
CDW-GOVERNMENT, INC	EDP Equipment - Sheriff	SHERIFFS OFFICE IT	MZ96283	11/10/2023	383.08		
					5,392.48		5,392.48 *
				TOTAL	5,819.59		5,819.59

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012550 *** Risk Management ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
VACORP	*** Risk Management *** Worker's Compensation	WORKMANS COMP ADJ	108403	11/03/2023	3,825.00
				TOTAL	3,825.00 *

12/06/2023
 AP375
 FUND # - 100

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 013100 *** Electoral Board ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Electoral Board ***				
LOWER K & Q FIRE DEPT	Lease/Rent of Buildings	ELECTION DAY RENT	11/07/2023	11/07/2023	100.00
KING & QUEEN EDA/IDA	Lease/Rent of Buildings	ELECTION DAY RENT	11/07/2023	11/07/2023	100.00
UPPER K & Q FIRE DEPT.	Lease/Rent of Buildings	ELECTION DAY RENT	11/07/2023	11/07/2023	100.00
POROPORONE BAPTIST CHURCH	Lease/Rent of Buildings	ELECTION DAY RENT	11/07/2023	11/07/2023	100.00
					400.00 *
HART, MARTHA EDWARDS	Mileage-Allowances	MILEAGE REIMBURSE	11/29/2023	11/29/2023	220.74
CULBRETH, LINDA E	Mileage-Allowances	MILEAGE REIMBURSE	11/29/2023	11/29/2023	148.82
					369.56 *
VEBA	Dues & Association Memberships	FY24 MEMBERSHIP DUES	11/30/2023	11/30/2023	200.00
SWILLEY, STUART P.	Dues & Association Memberships	MILEAGE REIMBURSE	11/29/2023	11/29/2023	191.26
					391.26 *
AMAZON CAPITAL SERVICES	Office Supplies	SUPPLIES	1JPG-RPH3-MPYW	10/08/2023	47.28
AMAZON CAPITAL SERVICES	Office Supplies	FLASHLIGHTS	1VKF-H6M6-33LC	10/20/2023	27.61
AMAZON CAPITAL SERVICES	Office Supplies	OFFICE SUPPLIES	17VY-6VP1-7644	11/17/2023	39.29
					114.18 *
B.W. MURRAY & CO. INC.	IT Security Assessment	IT ASSESSMENT	2210	11/20/2023	629.73
					629.73 *
PRINTELECT	Election Supplies	POLL DISTANCE MARKER	31128	11/01/2023	67.63
AMAZON CAPITAL SERVICES	Election Supplies	ELECTION SUPPLIES	1KNC-6CMN-RK1M	10/30/2023	143.40
					211.03 *
				TOTAL	2,115.76

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 013200 *** Registrar ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Registrar ***				
CREECH, KRISTY	Mileage - Allowances	MILEAGE REIMBURSE	11/29/2023	11/29/2023	75.06
					75.06 *
AMAZON CAPITAL SERVICES	Office Supplies	SAFETY CONES	1TKC-QLN9-1LV7	10/24/2023	47.98
AMAZON CAPITAL SERVICES	Office Supplies	SUPPLIES	14PH-PDH4-34QX	10/24/2023	26.98
					74.96 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9032239563	11/11/2023	103.87
					103.87 *
				TOTAL	253.89

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021100 *** Circuit Court ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Circuit Court ***					
TAYLOR, NANNIE D.	Comp of Jury Commission Member	JURY COMMISSIONER	11/09/2023	11/09/2023	50.00
ALEXANDER, BONNIE M.	Comp of Jury Commission Member	JURY COMMISSIONER	11/09/2023	11/09/2023	50.00
GAINES, CELESTINE	Comp of Jury Commission Member	JURY COMMISSIONER	11/09/2023	11/09/2023	50.00
HENLEY, KATHLEEN P.	Comp of Jury Commission Member	JURY COMMISSIONER	11/09/2023	11/09/2023	50.00
					200.00 *
TOTAL					200.00

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AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021200 *** General District Court ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE ----	\$\$ PAY \$\$ -----
RICOH USA, INC.	*** General District Court *** Lease/Rent of Equipment	COPIER LEASE	38735681	11/10/2023	108.58
				TOTAL	108.58 *

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021501 *** 9th Dist Court Service Unit ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
OFFICE DEPOT	*** 9th Dist Court Service Unit *** Other Operating Supplies	TONER	338752042001	10/24/2023	123.70		
				TOTAL	123.70	*	123.70

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021600 *** Clerk of Circuit Court ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Clerk of Circuit Court ***				
ELAVON	Telecommunications	OCTOBER MERCH FEES	K3304101420	10/31/2023	73.18
ELAVON	Telecommunications	OCTOBER MERCH FEES	K3304101644	10/31/2023	50.14
					123.32 *
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9032239563	11/11/2023	119.46
					119.46 *
REED, PATRICIA	Mileage	MILEAGE REIMBURSE	11/29/2023	11/29/2023	89.08
ROBINSON, HATTIE	Mileage	MILEAGE REIMBURSE	11/29/2023	11/29/2023	66.81
					155.89 *
OFFICE DEPOT	Office Supplies	SUPPLIES	338793526001	10/24/2023	42.60
QUILL CORPORATION	Office Supplies	SUPPLIES	35281327	10/23/2023	17.38
					59.98 *
				TOTAL	458.65

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 022100 *** Commonwealth Attorney ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Commonwealth Attorney ***						
BARBOUR PRINTING SERVICES	Office Supplies	#10 REGULAR ENVELOPE	2108-23	11/16/2023	161.00		161.00 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9032239563	11/11/2023	87.12		87.12 *
				TOTAL	248.12		

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 AP375
 FUND # - 100

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 031200 *** Sheriff ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Sheriff ***				
SHRED-IT USA, LLC	Maintenance Service Contracts	SHREDDING SHERIFFS	8005330316	11/18/2023	122.67
					122.67 *
VERIZON WIRELESS	Telecommunications	DESK PHONES	9948487402	11/04/2023	81.03
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	9949687585	11/19/2023	1,042.65
					1,123.68 *
COECO FINANCIAL	Copier Lease	COPIER LEASE	516168291	11/21/2023	718.34
					718.34 *
VA CHAPTER OF APCO	Convention & Education	SANSKE CANCEL FEE	10202306310532	10/06/2023	41.25
VA CHAPTER OF APCO	Convention & Education	RINEHARD CANCEL FEE	10202306320533	10/06/2023	41.25
					82.50 *
OFFICE DEPOT	Office Supplies	SUPPLIES	341481580001	11/13/2023	748.64
					748.64 *
DANNY'S GLASS	Vehicle Maintenance & Repair	WINDSHIELD REPLACE	780639	11/15/2023	1,032.31
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	RECALL REPAIR	676893	10/31/2023	900.95
					1,933.26 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-885877	11/02/2023	3,546.72
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-889500	11/20/2023	2,962.52
					6,509.24 *
GALL'S LLC	Uniforms & Wearing Apparel	CLARK UNIFORM	025993994	10/18/2023	56.00
GALL'S LLC	Uniforms & Wearing Apparel	UNIFORMS	026049206	10/24/2023	102.95
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORM	INV335784	10/10/2023	2,313.40
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	SHOES UNIFORM	INV356379	11/14/2023	84.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORM	INV363624	11/27/2023	292.00
					2,848.35 *
AMAZON CAPITAL SERVICES	Accreditation	ACCREDITATION SUPPLY	1W73-X7KC-CMWL	11/21/2023	227.37
AMAZON CAPITAL SERVICES	Accreditation	ACCREDITATION SUPPLY	113Q-3DTQ-CPN3	11/01/2023	512.67
					740.04 *
AMAZON CAPITAL SERVICES	DCJS Grants	DCJS GRANT SUPPLY	1DTH-GKYK-76TW	10/31/2023	1,055.80
AMAZON CAPITAL SERVICES	DCJS Grants	DCJS GRANT SUPPLY	16TH-P334-XQ9C	10/31/2023	903.95
LYNNDOUGLAS LLC	DCJS Grants	INTERVIEW ROOM CONST	01989-47	11/10/2023	16,393.50
					18,353.25 *
PENINSULA POLYGRAPH SERVIC	Employee Hiring Processing	NEW HIRE TESTING	10/31/2023	10/31/2023	200.00
					200.00 *
PROJECT LIFESAVER, INC.	TRIAD Program	BATTERY REPLACEMENT	Q230006104	11/15/2023	94.68
					94.68 *
				TOTAL	33,474.65

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 031400 *** E911 ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
POWER PHONE INC.	*** E911 *** CONVENTION & EDUCATION	ANNUAL TRAINING LIC	81453	10/31/2023	8,288.75
				TOTAL	8,288.75 *

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 AP375
 FUND # - 100

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 032302 *** Rescue Services ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Rescue Services ***				
ARC3 GASES	Oxygen Tank Leases	CYLINDER LEASE	10372266	11/10/2023	272.00
					272.00 *
AMAZON CAPITAL SERVICES	Office Supplies	SUPPLIES	1M6T-JMGY-1XPW	11/15/2023	26.82
WILLAFORD, HAROLD M.	Office Supplies	REIMBURSEMENT	11/29/2023	11/29/2023	28.90
					55.72 *
BOUND TREE MEDICAL, LLC	Medical Supplies	MEDICAL SUPPLIES	85143083	11/01/2023	30.74
BOUND TREE MEDICAL, LLC	Medical Supplies	MEDICAL SUPPLIES	85144356	11/02/2023	1,180.49
QUADMED, INC.	Medical Supplies	MEDICAL SUPPLIES	239288	7/19/2023	203.50
ARC3 GASES	Medical Supplies	SHACKLEFORDS OXYGEN	0010318493	10/30/2023	113.45
ARC3 GASES	Medical Supplies	CENTRAL OXYGEN	0010353064	11/01/2023	134.09
ARC3 GASES	Medical Supplies	SHACKLEFORDS OXYGEN	0010353365	11/01/2023	43.03
					1,705.30 *
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	DEF FLUID ST 2	449618	9/29/2023	64.95
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	EMS VEHICLES	453714	11/21/2023	532.34
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	REAR WHEEL SEAL	453772	11/22/2023	72.18
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	EMS VEHICLE SUPPLIES	453925	11/27/2023	112.80
					782.27 *
TRUIST BANK	Vehicle Fuel	FUEL/WILLAFORD	11/30/2023	11/30/2023	11.83
TRUIST BANK	Vehicle Fuel	FUEL/WILLAFORD	11/30/2023	11/30/2023	33.02
TRUIST BANK	Vehicle Fuel	FUEL/WILLAFORD	11/30/2023	11/30/2023	43.00
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-889619	11/20/2023	1,456.38
WILLAFORD, HAROLD M.	Vehicle Fuel	REIMBURSEMENT	11/29/2023	11/29/2023	111.00
					1,655.23 *
MERIWETHER, JACK	Uniforms	BOOT REIMBURSEMENT	11/02/2023	11/02/2023	127.39
					127.39 *
STRYKER MEDICAL	Equipment	SMRT BATTERY PACK	9204831414	10/13/2023	2,056.72
					2,056.72 *
				TOTAL	6,654.63

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AP375
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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 032400 *** Radio Communications ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Radio Communications ***				
RAPPAHANNOCK ELECTRIC	Electrical Services	490 CANTURBURY ROAD	114292002 11/23	11/17/2023	333.57
RAPPAHANNOCK ELECTRIC	Electrical Services	8786 NEWTOWN ROAD	114292003 11/23	11/14/2023	456.66
					790.23 *
JAMES RIVER AIR	Misc.Contingencies	RESET FREQ DRIVE	S319823	10/31/2023	123.00
JAMES RIVER AIR	Misc.Contingencies	REPLACE FAN CYCLE	S321858	11/28/2023	623.73
JAMES RIVER AIR	Misc.Contingencies	FAN CYCLING CONTROL	S321939	11/24/2023	294.58
					1,041.31 *
ATKINS PETROLEUM PRODUCTS	Generator Fuel	OFF ROAD DIESEL	U0100160	12/05/2023	608.53
					608.53 *
HARRIS CORPORATION	Radio Equipment	STORM DAMAGE REPAIR	93419361	10/27/2023	11,433.56
					11,433.56 *
				TOTAL	13,873.63

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 033300 *** Probation/Pretrial Services ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Probation/Pretrial Services ***				
GLOUCESTER COUNTY FISCAL S	Payment to Joint Operations	FY24 RMP	10/27/2023	10/27/2023	14,400.00
				TOTAL	14,400.00 *

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TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 034500 *** Building Inspections ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Building Inspections ***				
COECO FINANCIAL	Lease of Equipment - Copier	COPIER LEASE	516168291	11/21/2023	141.71
					141.71 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-878036	10/02/2023	74.66
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-881203	10/17/2023	72.05
					146.71 *
				TOTAL	288.42

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 035100 *** Animal Control ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Animal Control ***				
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	9949687585	11/19/2023	40.01
					40.01 *
PORT RICHMOND AUTO PARTS	Vehicle Supplies	WIPERS ACO TRUCK	453296	11/15/2023	17.98
					17.98 *
GALL'S LLC	Uniforms & Wearing Apparel	ACO UNIFORM	026049207	10/24/2023	85.98
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	ACO UNIFORM	INV359169	11/17/2023	323.50
					409.48 *
				TOTAL	467.47

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 AP375
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FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 043200 *** General Properties ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** General Properties ***				
JAMES RIVER AIR	Repairs & Maintenance	REPLACE AC UNIT	J60300	10/10/2023	12,990.00
JAMES RIVER AIR	Repairs & Maintenance	REPLACE BURNER CONTR	S319824	10/31/2023	861.20
DONE RIGHT PLUMBING, LLC	Repairs & Maintenance	WATER LINE REPAIR	1803	10/26/2023	400.00
					14,251.20 *
SYDNOR HYDRO, INC.	Water System Testing	MAINTENANCE CONTRACT	4232	10/27/2023	740.00
					740.00 *
DOMINION ENERGY VIRGINIA	Electrical Services	CIRCUIT COURT	1803982501 1023	10/05/2023	257.41
DOMINION ENERGY VIRGINIA	Electrical Services	5-B	8305983002 1123	11/20/2023	102.62
					360.03 *
WORLD FUEL SERVICES, INC	Heating Services	HEATING OIL ADMIN	2602908-41525	10/25/2023	92.28
					92.28 *
OFFICE DEPOT	Janitorial Supplies	SUPPLIES	338793526001	10/24/2023	5.99
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	771926227	10/24/2023	237.36
					243.35 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-878036	10/02/2023	148.08
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-881203	10/17/2023	93.09
					241.17 *
OFFICE DEPOT	Building Supplies	SUPPLIES	338793526001	10/24/2023	26.28
HORNS MIDDLESEX ACE HARDWA	Building Supplies	SUPPLIES	49608/2	11/01/2023	19.98
					46.26 *
SERVICEMASTER OF THE	Custodial Service	NOV JANITORIAL SERV	5933	11/01/2023	4,400.00
					4,400.00 *
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	SAFETY SUPPLIES	48903/2	9/26/2023	83.97
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	SUPPLIES	49608/2	11/01/2023	19.99
					103.96 *
				TOTAL	20,478.25

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043300 *** Marriott School Facility ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Marriott School Facility ***				
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT	4314102924 1123	11/20/2023	164.35
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT	7823700310 1123	11/20/2023	165.65
					330.00 *
				TOTAL	330.00

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FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043400 *** Station 8/Shacklefords ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Station 8/Shacklefords ***				
HORNS MIDDLESEX ACE HARDWA	Maintenance	STATION 8	49527/2	10/27/2023	5.99
					5.99 *
OFFICE DEPOT	Janitorial Supplies	SUPPLIES	338793526001	10/24/2023	22.01
OFFICE DEPOT	Janitorial Supplies	SUPPLIES	338811304001	10/24/2023	44.34
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	771926227	10/24/2023	29.74
					96.09 *
				TOTAL	102.08

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043500 *** Station 2/Marriott School ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Station 2/Marriott School ***						
OFFICE DEPOT	CLEANING SUPPLIES	SUPPLIES	338793526001	10/24/2023		22.00	
OFFICE DEPOT	CLEANING SUPPLIES	SUPPLIES	338811304001	10/24/2023		44.33	
THE HOME DEPOT PRO	CLEANING SUPPLIES	SUPPLIES	771926227	10/24/2023		29.74	
						96.07	*
				TOTAL		96.07	

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 071100 *** COMMUNITY PROGRAMMING ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** COMMUNITY PROGRAMMING ***						
LAZAR, ERIN	MILEAGE	REIMBURSEMENT	11/16/2023	11/16/2023	144.10		144.10 *
LAZAR, ERIN	CONVENTION AND EDUCATION	REIMBURSEMENT	11/16/2023	11/16/2023	16.00		16.00 *
LAZAR, ERIN	OFFICE SUPPLIES	REIMBURSEMENT	11/16/2023	11/16/2023	152.63		152.63 *
				TOTAL			312.73

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 071500 *** Mattaponi Pier ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Mattaponi Pier ***				
WIND RIVER ENVIROMENTAL, L	Operating Expenses	TOILET AT PIER	I30129	5/02/2023	75.00
WIND RIVER ENVIROMENTAL, L	Operating Expenses	TOILET AT PIER	I31316	6/02/2023	95.00
				TOTAL	170.00 *
					170.00

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 073200 *** Public Library ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Public Library ***				
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2571861216 1123	11/20/2023	194.97
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2967503158 1123	11/20/2023	414.44
				TOTAL	609.41 *
					609.41

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081201 *** Tourism Development ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
CONSOCIATE MEDIA, LLC	*** Tourism Development *** Tourism Website	TOURISM WEBSITE	5119	11/16/2023	15,000.00
				TOTAL	15,000.00 *

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081402 *** Zoning Administrator ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Zoning Administrator ***				
COECO FINANCIAL	Lease of Equipment - Copier	COPIER LEASE	516168291	11/21/2023	141.70
					141.70 *
MANSFIELD OIL COMPANY	Vehicle Equipment Fuel	FUEL	SQLCD-878036	10/02/2023	41.01
					41.01 *
				TOTAL	182.71

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 082500 *** State Forestry Services ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
STATE FORESTER	*** State Forestry Services *** Contribution to Other Entities	FY 24 CONTRIBUTION	20183342	11/20/2023	11,100.96
				TOTAL	11,100.96 *

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 091400 *** Contingency Fund ***

PAGE 35

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
COECO FINANCIAL	*** Contingency Fund *** Miscellaneous Contingencies	COPIER LEASE	516168291	11/21/2023	134.67
				TOTAL	134.67 *

12/06/2023
AP375
FUND # - 100

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 096000 *** Expenditure Refunds ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
*** Expenditure Refunds ***							
A. MORTON THOMAS & ASSOCIA	Strata/Solar Farm	SOLAR PROJECT REVIEW	400173	11/22/2023	13,905.00		
					13,905.00	*	
				TOTAL	13,905.00		
				FUND TOTAL			162,266.14

12/06/2023
AP375
FUND # - 228 EXPENDITURES

FROM DATE-12/11/2023
TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 031800

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
VALEAP	REGIONAL CISM TEAM EXPENSES	CISM TRAINING	324	11/13/2023	1,450.00
				TOTAL	1,450.00 *
				FUND TOTAL	1,450.00

12/06/2023
 AP375
 FUND # - 301

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 094100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
EAST COAST EMERGENCY	Sheriff's Dept. Vehicles	2022 FORD UTILITY	36068	11/30/2023	19,883.36
					19,883.36 *
COMMONWEALTH ARCHITECTS	Emergency Services Facility	EMS STATION 1	202310044	10/16/2023	95.00
COMMONWEALTH ARCHITECTS	Emergency Services Facility	EMS STATION 1	202311010	11/20/2023	191.43
SKANSKA	Emergency Services Facility	COUNTY PROJECTS	2222828-15	11/01/2023	1,495.00
					1,781.43 *
VIRGINIA MEDIA	Telework Center	INVITATION TO BID	080146695000	10/01/2023	120.40
COMMONWEALTH ARCHITECTS	Telework Center	TELECENTER PROJECT	202310043	10/16/2023	1,080.00
COMMONWEALTH ARCHITECTS	Telework Center	TELECENTER PROJECT	202311009	11/20/2023	540.00
SKANSKA	Telework Center	COUNTY PROJECTS	2222828-15	11/01/2023	1,495.00
					3,235.40 *
MAGNA5 MS LLC	UPS DISPATCH	BYPASS CABINET	INV74907	11/28/2023	51,300.00
					51,300.00 *
RIVERSTREET COMMUNICATIONS	Fiber to the Home Project	FIBER PROJECT	INV-1016	11/17/2023	366,907.92
					366,907.92 *
				TOTAL	443,108.11
				FUND TOTAL	443,108.11

12/06/2023
 AP375
 FUND # - 352 EXPENDITURES

FROM DATE-12/11/2023
 TO DATE- 12/11/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 095100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
ATLANTIC UNION PUBLIC FINA	DEBT SERVICES PAYMENTS	KQES LAON PAYMENT	02/01/2024	2/01/2024	1,024,000.00
					1,024,000.00 *
KAUFMAN & CANOLES	KQES CONSTRUCTION	KQES PROJECT	1260434	10/09/2023	190.00
KAUFMAN & CANOLES	KQES CONSTRUCTION	KQES PROJECT	1263237	11/07/2023	1,902.70
SKANSKA	KQES CONSTRUCTION	COUNTY PROJECTS	2222828-15	11/01/2023	2,990.00
MID- ATLANTIC INSTALLERS,	KQES CONSTRUCTION	FIRE ALARM MODULARS	27313	10/05/2023	25,242.37
					30,325.07 *
				TOTAL	1,054,325.07
				FUND TOTAL	1,054,325.07
				TOTAL DUE	1,661,149.32

Approved at meeting of _____ on _____.

Signed _____
 Title _____ Date _____

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #4:

Public Comment

ACTION REQUESTED:

The Board will receive comments from the public. Please ask anyone speaking to state their name, the district they are from and to please limit comments to 3 minutes.

ATTACHMENTS:

None

AGENDA: December 11, 2023 Regular Meeting

ITEM #5:

VDOT Monthly Report

ACTION REQUESTED:

None Required

ATTACHMENTS:

- VDOT Report received from Ron Peaks



Fredericksburg

King & Queen County Board of Supervisors December 2023 VDOT Transportation Briefing

Construction Projects Completed

Asphalt Paving Routes 2023

Route 621 – From 0.01 mile north Route 14 (The Trail) to 0.01 mile south of Route 360 (Richmond Highway) 3.8 miles

Construction Projects

Upcoming Unpaved Road Projects on Secondary Six Year Plan:

As a reminder the board prioritized four roads on the six-year plan, they are listed in priority order as approved by the board.

Route 617 Exol Road – UPC 124214 – March 2025

Route 618 Shilo Road – UPC 124215 – March 2026

Route 611 Tastine Road – UPC 124216 – March 2027

Route 633 Bendley Lane – UPC 124217 – March 2028

Bridge Projects next 24 Months

Emergency closure of Route 628 (Spring Cottage Road) at bridge over Mattaponi River at King William County line due to structural issues. Bridge structure replacement scheduled to be advertised this Fall with construction completion projected for spring-summer.

Supervisor Requests

Traffic Division refreshed the rumble strips and pavement markings on Beuna Vista (14) just prior to the Route 33 intersection.

Traffic Engineering Requests

Study for permits to install Speed Display signage on Route 33 EB at Mattaponi and Route 629 in Walkerton at County Line completed for permit applications to be made.

Meetings of Significance

Attended the monthly MPPDC Planners meeting with County staff

Maintenance Operation Highlights

Completed Projects

- VDOT snow equipment preparation and dry runs performed.
- Pipe washing on Cherry Road (605), Royal Oak School Road (608), Kings Town Road (648)
- Cleaned drainage drop inlet boxes on Route 33
- Repaired washout on lower Route 14
- Boom-Axed vegetation on New Beginnings (694), Royal Oak School (608), Kings Town (648)
- Daylighting and repair of signs countywide
- Pothole patching county wide
- Cleaned up tree debris various locations county wide.
- Gravel road grading and maintenance on Clifton (614), Iris (609) and Tastine (611) roads

Upcoming Projects

- Route 643 Pipe Lining Repair **underway**
- Route 614 Pipe Replacement
- Route 617 Ditching
- Route 14 cross pipe repair near Corbin Mill Pond
- Unpaved Road maintenance throughout the county
- Continue to patch potholes countywide.

Land Use Highlights

- Site Plan reviews completed: 0
- Subdivision reviews completed: 0
- Average number of days per review: 0
- Number of permits issued: 1
- Number of permits completed: 0

Contact for questions or concerns:

Lee McKnight
Residency Administrator
(804) 286-3115

lee.mcknight@vdot.virginia.gov

Ron Peaks
Assistant Residency Administrator
(804) 286-3118

ronald.peaks@vdot.virginia.gov

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #6:

Treasurer Turn Over Audit Update

ACTION REQUESTED:

County Administrator will provide information on this item.

ATTACHMENTS:

None

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #7:

Approval of Health Department Agreement and Carryover Request

ACTION REQUESTED:

County Administrator will provide information on this item.

ATTACHMENTS:

- Draft Agreement
- Attachment to agreement
- Email exchange regarding carryover funds

From: [Rivenbark, Brenden \(VDH\)](#)
To: [Vivian Seay](#)
Subject: King & Queen County Health Department Fiscal Year 2024 Local Government Agreement & Carry-Forward Request
Date: Monday, December 4, 2023 2:32:25 PM
Attachments: [Outlook-hg05ggn3.jpg](#)
[DraftLGA_King&Queen2024.pdf](#)
[LGA.attachments.2018_OAG-1-approved.doc](#)

Good afternoon Vivian!

I hope you had a wonderful Thanksgiving and are prepared for the upcoming winter holidays. The Three Rivers Health District and King & Queen County Health Department are seeking to execute our Fiscal Year 2024 Local Government Agreement based on your Board's approval of our request earlier this year. Similarly to last year's request, and as we are seeking to leverage vacancy savings and other efficiencies to fund the General Assembly-mandated 2% salary increases that were not forecasted at the time of this year's request, we are also seeking approval to carry forward the \$8,323.00 surplus from Fiscal Year 2023 into our budget for Fiscal Year 2024. This request does not impact the amount that will be invoiced to the county in Fiscal Year 2024 as approved by your Board earlier this year. Rather, should this request be approved, the FY2023 surplus will stay with the health department and leveraged for increased state funding as opposed to the state issuing a refund check to the county. I would be more than happy to present this request at your Board's next meeting if desired.

Attached is the proposed 2024 Local Government Agreement for your review and consideration. At the request of the VDH Office of Community Health Services, we are seeking to execute these agreements via DocuSign. With your approval, we will send the contract for electronic signature.

Thank you again for your time and consideration, please let me know if you have any questions or concerns and I hope you have a great Holiday season. I'm hoping to see you on December 19th for our Community Health Assessment and Improvement Plan discussion!

Brenden

Brenden Rivenbark
Chief Operating Officer
Three Rivers Health District

(804) 382 - 9391
brinden.rivenbark@vdh.virginia.gov
www.vdh.virginia.gov/three-rivers/



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**STATEMENT OF AGREEMENT TO
PROCESS NEEDED SIGNATURES OF
THE VIRGINIA DEPARTMENT OF
HEALTH (VDH) LOCAL
GOVERNMENT AGREEMENT
ELECTRONICALLY**

VDH and The King & Queen County Board of Supervisors agree to use electronic signatures, as authorized in Title 59.1, Chapter 42.1 Uniform Electronic Transactions Act of the Code of Virginia.

Vivian Seay, County Administrator

Authorizing officer printed name and title

Authorizing officer signature

Robert W. Hicks
Acting Deputy Commissioner, Community Health Services
Virginia Department of Health

Robert W. Hicks

Authorizing signature

AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND THE KING & QUEEN COUNTY BOARD OF SUPERVISORS FOR FUNDING AND SERVICES OF THE KING & QUEEN COUNTY HEALTH DEPARTMENT

This agreement (“Agreement”) for the services to be provided by the King & Queen County Health Department and the funding therefore is by and between the Virginia Department of Health (“VDH”) and King & Queen County Board of Supervisors (collectively “the Parties”).

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the King & Queen County Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows.

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$149,526.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the Board of Supervisors of King & Queen County will provide by appropriation and in equal quarterly payments a sum of \$89,232.00 local matching funds and \$0.00 one-hundred percent local funds for a total of \$89,232.00 local funds for this fiscal year.

In addition, the Board of Supervisors has approved the King & Queen County Health Department to carry forward \$8,323.00 in local matching funds for a total of \$97,555.00 matching funds and an additional \$0.00 in one-hundred percent local funds from the prior fiscal year closing locality balance.

These joint funds will be distributed in timely installments, as services are rendered in the operation of the King & Queen County Health Department, which shall perform public health services in King & Queen County as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1,2023. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia (“Commonwealth”) and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan , the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan , the legal representation of said employee by the city or county attorney, and, the Board of Supervisors of King & Queen County hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

 Robert W. Hicks
 Acting Deputy Commissioner
 Community Health Services
 Virginia Department of Health

 Local authorizing officer signature

Vivian Seay
 Authorizing officer printed name

 Date

County Administrator
 Authorizing officer title

 Dr. Richard Williams
 District Health Director
 Three Rivers Health District

 Date

 Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)
 Local Government Agreement, Attachment A(2.)

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

For Each Service Provided, Check Block for Highest Income Level Served			
COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03 Code Link- 32.1-122.03 ; State Health Plan Link Virginia Plan for Well-Being 2016-2020			X
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Immunization of patients against certain diseases, including Childhood Immunizations As provided for in 32.1-46 Code Link- 32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57, Districts may provide counseling Code Link- 32.1-57			X
Surveillance and investigation of disease 32.1-35 and 32.1-39 Code Links- 32.1-35 , 32.1-39 , 32.1-43			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39 Code Links- 32.1-36 , 32.1-36.1 , 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54 Code Links- 32.1-49 , 32.1-50 , 32.1-50.1			X
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C 300 et seq., and 42 CFR Part 59		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C. 300 et seq., and 42 CFR Part 59\		X	

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90 Code Links- 32.1-77 , 32.1-89 , 32.1-90			X
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements Code Links- 32.1-65 , 32.1-67 , 32.1-68			X
Well child care up to age __n/a__ (enter age) Board of Health Code Link- 32.1-77		x	
WIC : Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26		X	
EPSDT: DMAS MOA Social Security Act section 1905(r) (5) Code Link- 32.1-11			X
Blood lead level testing Code Link- 32.1-46.1 , 32.1-46.2			X
Outreach, Patient and Community Health Education Code Link- 32.1-11 , 32.1-11.3 ,			X
Community Education Code Link- 32.1-11 , 32.1-23			X
Pre-school Physicals for school entry Code Link- 22.1-270	X		
Services for Children with Special health care needs Title V, Social Security Act Code Link- 32.1-77			X
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link- 32.1-77		X	
WIC: Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26		X	

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</p>	
<p>Investigation of communicable diseases: Pursuant to §§ 32.1-35 and 32.1-39 of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported. Code Links-32.1-35, 32.1-39</p>	X
<p>Chesapeake Bay Preservation Act Septic Pump Out: Pursuant to § 32.1-164 of the Code of Virginia and effective July 1, 2023, local health department staff are responsible for monitoring and enforcing compliance with onsite sewage treatment system pump-outs pursuant to requirements promulgated under the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.)</p>	X
<p>Marinas: Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.) Code Link-32.1-246</p>	X
<p>Migrant labor camps: Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-501-10 et seq.). Code Links-32.1 Chapter 6 Article 6</p>	X
<p>Milk: Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency’s MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade “A” milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade “A” milk plants for compliance with the Regulations Governing Grade “A” Milk (2VAC5-490-10). Code Links- 3.2-5206, 3.2-5208</p>	X
<p>Alternative discharging sewage systems: Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.). Code Link-32.1-164</p>	X
<p>Onsite sewage systems: Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; “SHDR”) and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; “AOSS Regulations”); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations. Code Link-32.1-163</p>	X
<p>Rabies: Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies. Code Link- 3.2-6500</p>	X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>Restaurants/eating establishments: Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards. Code Link- 35.1-14</p>	<p>X</p>
<p>Hotels/Motels: In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control. Code Link-35.1-13</p>	<p>X</p>
<p>Wells: Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-630-10 et seq.) Code Link-32.1-176.4</p>	<p>X</p>
<p>Homes for adults: The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Juvenile Justice Institutions: Pursuant to § 35.1-23 of the Code of Virginia and the agency’s memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-35.1-23</p>	<p>X</p>
<p>Jail inspections: Pursuant to § 53.1-68 of the Code of Virginia and the agency’s memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-53.1-68</p>	<p>X</p>
<p>Daycare centers: At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Radon Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-32.1-229.</p>	<p>X</p>
<p>Summer camps/ Campgrounds: Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.). Code Links-35.1-16, 35.1-17</p>	<p>X</p>

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Pre-Admission Screenings (PAS) DMAS MOA Code Link- 32.1-330	X
Comprehensive Services Act Community Policy and Management Teams (CPMT) 2.2-5201-2.2-5211 Code Link- 2.2-5201 , 2.2-5211	X
Interagency Coordinating Council (Infants/Toddlers) Early Intervention Services Code Link- 2.2-5305 , 2.2-5306	X
Vital Records Code Link- 32.1-254 , 32.1-255 , 32.1-272	X
Immunizations for maternity and post-partum patients Code Link- 32.1-11 , 32.1-325 , 54.1-3408 .	X
AIDS Drug Assistance Program (ADAP) Code Link- 32.1-11 ,	X
Emergency Preparedness and Response Code Link- 32.1-42 , 32.1-43 et seq., 32.1-229 ,	X
HIV Counseling, Testing and Referral Code Link- 32.1-37.2	X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
COMMUNICABLE DISEASE SERVICES			
Foreign Travel Immunizations			
Other:			
CHILD HEALTH SERVICES			
Disabled disability Waiver Screenings DMAS MOA Code Link- 32.1-330 Other:			
Other			
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Other:			
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Nutrition Education		x	
Preventive Health Services		x	
Pre-Conception Health Care		x	
Other:			
MEDICAL SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Community Education			
Other			

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served
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SPECIALTY CLINIC SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Early Intervention Services		x	
DENTAL HEALTH SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED
UNDER LOCAL ORDINANCE OR CONTRACT

Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department	Place an X in this column if service is provided for locality	Local ordinance code cite	Provide a brief description of local ordinance requirements
Water supply sanitation- Inspection of Water Supplies. Code Link- 15.2-2144 on local regulation			
Other Environmental – identify services below			

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH SERVICES PROVIDED UNDER
LOCAL ORDINANCES OR CONTRACT WITH LOCAL GOVERNMENTS

OPTIONAL PUBLIC HEALTH MEDICAL SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department. (identify services below)	Income A only	Local ordinance code cite, or contract number	All

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #8:

Approval of MOU with Pamunkey Regional Library

ACTION REQUESTED:

County Administrator will provide background information on this item.

ATTACHMENTS:

- Draft MOU – Note: Review by staff is still ongoing. Final version will be provided at the meeting.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE BOARD OF TRUSTEES OF THE PAMUNKEY REGIONAL LIBRARY
AND KING AND QUEEN COUNTY
REGARDING CLOSURE OF LIBRARY BRANCH IN KING AND QUEEN COUNTY

WHEREAS King and Queen County (“King and Queen”) is a participating jurisdiction in the Pamunkey Regional Library (“the Library”) through an Agreement, most recently amended in 1996 (“the Agreement”), between Hanover County, Goochland County, King and Queen County, and King William County, for the creation and operation of a regional library system as provided for in the Title 42.1 of the Code of Virginia; and

WHEREAS King and Queen has notified Hanover County, Goochland County, and King William County that it intends to withdraw from the Library in accordance with the terms of the Agreement; and

WHEREAS, prior to withdrawing from the Library, King and Queen wishes to have the Library close the branch operated by the Library in King and Queen County; and

WHEREAS the Library Board of Trustees is agreeable to the closure of the branch in King and Queen County provided that King and Queen continues to meet its financial obligations for the general operation of the Library for the fiscal year ending June 30, 2024, for the payment of Library staff who will work at the King and Queen branch until its closure, for other costs associated with the closure of the branch, and for relocation costs for Library materials and property; and

WHEREAS the Board of Trustees and King and Queen (together, “the parties”) agree that a Memorandum of Understanding is appropriate to set forth the timetable for the closure of the branch in King and Queen County and the responsibilities of the Library and King and Queen as part of the closure;

NOW, THEREFORE, the parties hereby agree as follows:

1. The Library branch in King and Queen County (“the branch”) will be closed to the public no later than December 31, 2023.
2. Library staff will move all Library property out of the branch on or before January 31, 2024, subject to the following:

- a. The Library has offered to sell certain materials maintained at the branch (“the collection”) to King and Queen for fifty thousand dollars (\$50,000.00). If King and Queen desires to purchase the collection, (i) it shall, on or before December 12, 2023, notify the Library that it wishes to do so, and (ii) it shall, on or before January 15, 2024, transfer the funds to the Library for the purchase of the collection. On or before February 29, 2024, King and Queen shall remove any marks on the materials it purchases that indicate the materials are owned by the Library.
- b. For all materials that King and Queen will not be purchasing, the Library shall use its employees to relocate Library materials out of the branch. The costs to relocate the materials (including compensation for Library employees and transportation costs) shall be paid by King and Queen, in accordance with the following:
 - i. Should the relocation costs not exceed \$11,904, King and Queens’ obligation shall be satisfied when it makes its payment of \$35,325 for the third quarter of the fiscal year ending June 30, 2024;
 - ii. Should the relocation costs exceed that amount, King and Queen shall provide the additional funds to the Library as part of its payment for the third quarter of the fiscal year ending June 30, 2024.

Nothing in this section shall relieve King and Queen of its obligation to provide its share of the costs of general operations of the Library under the Agreement (currently anticipated to be \$23,421.00 for the third quarter and \$23,421.00 for the fourth quarter of the fiscal year ending June 30, 2024).

3. Once all Library property has been removed from the branch, but no later than February 1, 2024, King and Queen will take physical possession of the branch and be responsible for upkeep and maintenance of the facility.
4. The Library will ensure that residents of King and Queen will be able to access and utilize Library facilities, including online programs, through June 30, 2024 in the same manner as which they may currently use Library facilities and materials.
5. Between July 1, 2024 and December 31, 2025, residents of King and Queen will not be eligible to obtain library cards or otherwise withdraw materials, in all formats, from the Library. Eligibility for King and Queen residents after December 31, 2025 will be at the sole discretion of the Board of Trustees. In order to adequately notify residents of King

and Queen that they will be ineligible to withdraw Library materials during this time, (1) the Library shall post notices at all of its branches and on its website, (2) King and Queen shall post notices at County facilities that it deems to be appropriate, and post a notice on its website, and (3) notice shall be published in a newspaper having general circulation in King and Queen, with the cost of such newspaper notice being divided equally between the Library and King and Queen.

6. Nothing in this Memorandum of Understanding shall be construed as amending the 1996 Agreement or modifying King and Queen's obligations under the Agreement.
7. This Memorandum of Understanding may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. The parties agree that any signature required on this Memorandum may be signed electronically, and any such signature shall have the same legal effect as an original.
8. The terms of this Memorandum of Understanding constitute the entire agreement of the parties relating to the subject matter hereof. This Memorandum of Understanding may be modified or amended only by written instrument executed by all parties.
9. This Memorandum of Understanding is not intended to amend any existing contracts or other agreements between or among the parties, or between either of the parties and other Counties that are members of the Library.
10. Exclusive jurisdiction and venue for any litigation arising out of or involving this Memorandum of Understanding shall be in the Circuit Court of Hanover County.

The signatures of the authorized representatives of the parties are set out below in acknowledgement of this Memorandum of Understanding.

Date of Execution:

Pamunkey Regional Library Board of Trustees

____ / ____ / ____

By: _____
Chair, Board of Trustees

Approved as to form:

Dennis A. Walter
Hanover County Attorney
Counsel to the Board of Trustees

Date of Execution:

KING AND QUEEN COUNTY, a political subdivision
of the Commonwealth of Virginia

____ / ____ / ____

By: _____

Approved as to form:

King and Queen County Attorney
or designee

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #9:

Appointments/Reappointments to various Boards and Commissions

ACTION REQUESTED:

- 1) VPPSA – Reappoint Vivian Seay as representative

ATTACHMENTS:

- None

AGENDA: December 11, 2023 Regular Meeting

ITEM #10:

County Administrator's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: December 11, 2023 Regular Meeting

ITEM #11:

Board of Supervisors Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: *December 11, 2023 Regular Meeting*

ITEM #12:

Closed Meeting

ACTION REQUESTED:

Closed Session, only if necessary.

ATTACHMENTS:

- None

AGENDA: December 11, 2023 Regular Meeting

ITEM #13:

Adjourn Meeting

ACTION REQUESTED:

Motion to adjourn.

ATTACHMENTS:

- None