



King and Queen County
Founded 1691 in Virginia

Board of Supervisors Meeting

Monday, June 12, 2023
Regular Monthly Meeting 7:00 P.M.

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

AGENDA

1. 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 Appropriation
 - a. County Warrants and Payroll
 - b. Approval of Wilmot Invoice
 - c. Appropriation of School Revenue for April
4. Public Comment Period
5. VDOT Update
6. Approval of Updated Pricing - Central High School Well Replacement
7. Radio System Agreement Amendment
8. Adoption of FOIA Rights, Responsibilities, and Policies
9. Library Update and Recommendation
10. Surplus of County Vehicles
11. Appointments and Reappointments
12. County Administrator's Comments
13. Board of Supervisors Comments
14. Adjourn to Workshop meeting on **June 26, 2023 at 6:00 p.m.**, 242 Allen's Circle, King and Queen Court House, Virginia, Second Floor Conference Room A/B

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #1:

Invocation and Pledge of Allegiance to the Flag of the United States
of America

ACTION REQUESTED:

None Required

ATTACHMENTS:

None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #2:

Approval of the May 8, 2023 minutes of the Board of Supervisors

ACTION REQUESTED:

Need a motion and second to approve the May 8, 2023 minutes of the Board of Supervisors. The April work session was cancelled.

ATTACHMENTS:

- May 8, 2023 minutes

King and Queen County
Board of Supervisors Regular Meeting

Monday, May 8, 2023
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

“Minutes of the Meeting”

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. It was noted that member Sherrin Alsop was absent.

APPROVAL AND SIGNING OF THE MARCH 21, 2023, MARCH 27, 2023 AND APRIL 10, 2023 MINUTES

A motion was made by Ms. Morris and seconded by Mr. Burns approving the March 21, 2023, March 27, 2023 and April 10, 2023 minutes of the Board.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

APPROVAL AND SIGNING OF MAY 2023 WARRANTS AND APPROPRIATIONS

A motion was made by Mr. Simpkins and seconded by Mr. Burns to ratify the recurring warrants for the month of April subject to audit.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

A motion was made by Mr. Burns and seconded by Ms. Morris to approve the county warrants and payroll for the month of May 2023 subject to audit.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve the January (\$803,485.08), February (\$849,285.28) and March (\$1,019,380.87) school fund revenue subject to audit.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

PUBLIC COMMENT PERIOD

Barry Allen, St. Stephens Church District – Asked that the Board not leave the Pamunkey Library system. He has heard that the county is a laughingstock in the area because we have a gorgeous facility, but it has closed days and limited hours. He understands that it may be a lack of priority for the Board, but King William and Hanover are both building new facilities and are open more hours. The hours of operations for the King and Queen library have changed so much that it is hard to keep up with and citizens must go to libraries in other counties. The Walker family invested a lot of money in the facility, and it should be utilized in the way they envisioned it. The staff at the library is well trained by Pamunkey and if not a part of the system we would lose those individuals. The county has provided broadband internet across the county, but many children are not able to access it because they cannot afford it. Please explain and publish the reasoning behind the decision before making it.

Florence Cook, St. Stephens Church District – She is very concerned about the closing of the library, there is not much to offer the children in this county. Opinions on Facebooks do not rate King and Queen very high. The library has been a good thing for the children and adults in the county. They can use it for things they cannot afford to have at home. The staff is very helpful for people who are not well educated on computers. Is the reason for the closing of the library due to the cost? Please consider the children when making a decision.

Terry Boggs, Stevensville District – He asked if the reason for closing the library has to do with the cost. It is a service that is used by many citizens.

At this point Mr. Bailey advised the public that the Board does not intend to close the library, they are looking to get out of the Pamunkey Library system and have a library that is run by the County. The Board feels there has been a lack of transparency from Pamunkey, they have changed the hours multiple times without consulting the Board, the cost of the service increases every year but the amount of actual time that the library is open continues to decrease. He feels that there has been a big miscommunication, it has never been the intent of the Board to close the library just withdraw from the Pamunkey system and have library that is open at least as much as it is now if not more.

Beth Hayes, St. Stephens Church District – She and her husband were involved when Mr. Carroll Lee Walker renovated the Marriott School building. She was very involved during the renovation and design for the library and hopes that she will be able to be a part of what happens there in the future. She does not want to lose the interlibrary loan system of Pamunkey. She has also been at the library recently since all the discussion began and many have commented that they want to

keep Ace, the librarian. Her greatest concern is that Mr. Walker's vision of the building being open to the public be continued. She hopes that the building will continue to be used and loved by the community. There are no other public spaces available in that area of the county.

Biddy Walker, St. Stephens Church District – She is dismayed at the possibility that the County would leave the Pamunkey Library system. She served on that board for eight years. She is a patron of the library and does not want to see it change. She is afraid that citizens will lose the ability to utilize all the other Pamunkey branches in West Point, King William and other counties.

Elizabeth Christeller, St. Stephens Church District – Thanked the Board for providing internet to the entire County. To her it seems odd that now that the county has reliable internet that they would leave the library system with all its online services. She used to go to the old library before they had audio books. Now that the county had reliable internet you don't even have to go to the library, you can download books, films and children's books through the online services. She does not think that the county can offer the same level of service as a larger library system. Please consider this and consider staying in the Pamunkey system.

Jamie Ryland, Newtown District – He feels that it is rare that a stand-alone library would be as efficient and have the resources of a regional library system. He understands that the Board has a tough job every year funding everything and library is something that can go away but please consider this when making the decision.

Annie Carter, St. Stephens Church District – She is a recent transplant to the community. She is enjoying the services of the library. She attended the Economic Development meeting and the Thrive meeting for the Family Resource Center and sense that citizens are being asked what they want and need and here is a possibility to take away something. She asked for clarification on whether the library is closing and what leaving the Pamunkey system means to the citizens.

Peggy Atkins, St. Stephens Church District – She is a lifetime member of The Friends of the Library. They enjoy being a part of the Pamunkey library system. Anyone who has the card can use it at any library within the Pamunkey system area. Ace, the King & Queen Library librarian is a wonderful asset. He and the staff at the library are very polite and always helpful. She has been told by library staff that over 1,000 books would be removed from the library in the Board decides to leave the Pamunkey system. The Board needs to give children who will be our future leaders every advantage and this does not serve to do so.

Dr. A. W. Lewis, St. Stephens Church District – He feels that library access would be more limited if the county leaves the Pamunkey system. The Board may not know that the library currently loans out Chromebooks to students, there is limitless access to books, video and many other things. He hopes the Board will reconsider leaving the Pamunkey system and not lose the limitless access to all these things.

APPROVAL OF WILMOT AND TRC AGREEMENTS AND CHANGE ORDERS (KQES MODULAR CAMPUS)

Ms. Seay advised that the request includes the final invoices for the modular classrooms, the change order to purchase the food prep unit, the change order for additional electrical work needed and the change order for site work for the modular campus. All these items are needed in order to keep the project moving along on schedule.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve the agreements and change orders.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

APPROVAL OF GENERATOR PURCHASE FOR REGIONAL ANIMAL SHELTER

Ms. Seay advised that she met with the King William County Administrator and finance staff. They did a ‘deep dive’ into the finances of the shelter and were able to identify the funds in the capital reserve that King William was holding for the shelter. She also stated that King William has agreed to use all of the funds in the capital account to offset the cost of the generator and installation. The majority of those funds belong to King William, but King and Queen will only be responsible for half of the remaining cost.

Mr. Simpkins requested clarification on whether this was a new installation or replacement of existing equipment. It is new, the shelter has previously operated on a portable generator when needed.

Mr. Bailey commented that it is an expensive project, it is needed and with the possibility of unexpended funds in the FY23 budget it may be “a wash”.

A motion was made by Ms. Morris and seconded by Mr. Simpkins to approve the purchase and installation of the generator for the Regional Animal Shelter in the amount of \$20,071.85.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

APPROVAL OF UPDATED VPPSA DISASTER DEBRIS REMOVAL AGREEMENT

Ms. Seay advised that this is something that the Board has seen before. In order to meet procurement requirements VPPSA must periodically put the agreement back out to bid to maintain current list of contractors for counties to use in the event of a disaster.

A motion was made by Mr. Burns and seconded by Ms. Morris to approve the agreement and authorized the County Administrator to execute it.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

**ACCEPTANCE OF DEED FROM INDUSTRIAL DEVELOPMENT AUTHORITY
(FARMER'S MARKET PROPERTY)**

Ms. Seay explained that as required for the EDA grant for the telecenter, the IDA transferred the property to the County. There were some technical items discovered during the title search. These items have been corrected so the process needs to happen again using the correct documents.

A motion was made by Mr. Burns and seconded by Ms. Morris to adopt the following resolution accepting the deed for the Farmer's Market property.

**RESOLUTION TO APPROVE REAL PROPERTY ACQUISITION
AND CORRECTION OF PRIOR CONVEYANCE**

WHEREAS, by Deed dated the 3rd day of March, 2022 and recorded in the Circuit Court Clerk's Office of King and Queen County, Virginia as Instrument Number CLR220000234 certain real property was conveyed by the Economic Development Authority of King and Queen County, Virginia to King and Queen County Board of Supervisors; and

WHEREAS, in accordance with Va. Code § 15.2-4903 and the Ordinance Creating the Industrial Development Authority of King and Queen County, Virginia adopted on March 3, 1982, the name of the authority is the Industrial Development Authority of King and Queen County, Virginia, not the Economic Development Authority of King and Queen County, Virginia; and

WHEREAS, further, the aforesaid deed conveying real property to the King and Queen County Board of Supervisors was not approved as to form by the county attorney and was not accepted by King and Queen County, both as required by Va. Code § 15.2-1803; and

WHEREAS, it is now the desire of the Grantor and the Grantee to correct the above-described errors and omissions by properly identifying the Grantor and by establishing approval of the form of the Deed and acceptance of the real property by the County and to confirm ownership of the subject real property in and to the party of the second part.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of King and Queen County, Virginia finds it to be in the best interests of the County and the citizens thereof to approve, complete, correct, and confirm the acquisition of real property from the Industrial Development Authority of King and Queen County, Virginia by accepting and approving pursuant to Va. Code § 15.2-1803 the conveyance of the said real property to King and Queen County, Virginia and accepting and approving the Deed attached hereto; and

BE IT FURTHER RESOLVED, that the County Administrator/County Attorney and the Chair of the Board of Supervisors are hereby authorized and directed to take such actions as

are necessary in their sole discretion to carry out the purposes and intents of this resolution, including, without limitation, the acceptance of delivery of the Deed, the payment of any funds necessary for the recordation of the Deed and related documents, if any, and the acquisition of the real property described herein; and

BE IT FURTHER RESOLVED, that the Chair of the Board of Supervisors is authorized to execute the Deed to accept the conveyance of real property from the Industrial Development Authority of King and Queen County, Virginia as required by Va. Code § 15.2-1803; and

BE IT FURTHER RESOLVED, that all actions taken in furtherance of the acquisition of the subject real property prior to the date of adoption of this Resolution are hereby ratified and confirmed.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

SET DATE FOR PUBLIC HEARING TO RATIFY THE DEED OF TRUST SECURING THE FEDERAL EDA GRANT

Ms. Seay explained that this is part of the same project as the previous item. The deed of trust for the property also needed to be “cleaned up”. The Board will need to hold another public hearing in order to ratify the deed of trust that is required by EDA for the property for the useful life of the facility.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to set the work session meeting on May 22, 2023 at 6:00 p.m. as the date for the public hearing.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

VDOT UPDATE

Ron Peaks with VDOT provided the following update on projects throughout the County:

- Holmestown Road project is underway.
- Rt. 621, Bruington Road is set for paving in late June.
- The emergency bridge closure on Rt. 628 will remain in place for quite a while. They expect advertising for construction in the fall with work completed in the spring of 2024.
- Rumble stripes are to be installed at the intersection of Rt. 360 and Rt. 14 at St. Stephens Church.

- Pothole patching, ditching, and graveling on secondary roads will be coming soon.
- Mowing on primary roads has begun and high volume secondary roads will begin soon. They are trying to get out ahead of the process this year.

Ms. Morris questioned when the mowing on Rt. 33, she has received several complaints that it is difficult to see at crossovers.

PUBLIC HEARING – SECONDARY SIX YEAR ROAD PLAN

Chairman Bailey recognized Ron Peaks with VDOT to provide background information on the proposed plan.

Mr. Peaks advised that the County will have approximately \$583,730 in funds over the six years of the plan. The Holmestown Road project mentioned previously is the last priority from the previous plan. Roads proposed for the new plan are as follows:

Priority 1 – Rt. 617 Exol Road with a cost estimate of \$315,047 and estimated completion in 2025.

Priority 2 – Rt. 618 Shilo Road with a cost estimate of \$147,528 and an estimated completion in 2026

Priority 3 – Rt. 611 Tastine Road with a cost estimate of \$147,528 and an estimated completion in 2027

Priority 4 – Rt. 633 Bewdley Lane with a cost estimate of \$99,511, no completion date has been confirmed for this priority.

Chairman Bailey opened the public hearing for comments.

Wayne Duvall, Exol Road – questioned why VDOT does not use the millings from the paving of main roads to upgrade the gravel roads in the county. Exol Road is dusty, dirty, no one obeys the posted speed limits, people throw litter all along the road and there is no law enforcement patrols in the area. He asked why Exol Road has not been paved when it has more traffic than Lilly Pond Road which has already been paved.

Mr. Peaks responded to the question regarding millings by advising that the millings become property of the contractor who does the paving job. VDOT does not own the millings and so they cannot use them for other purposes.

Valerie Ashker, Exol Road – Asked that Exol Road be considered a priority. It would be greatly appreciated if it could be repaired and paved. There is significant log truck traffic on the road which tear it up often.

Elizabeth Christeller – Expressed that the secondary roads are very dark at night with no lighting. The edges of the pavement on many is crumbling. Is there any way that white lines could be placed on these roads to help with visibility because in many places the drop off at the edge of the road is quite dangerous.

Mary Haase – Supports having Exol road paved. There are 5 hunt clubs in the area and during hunting season there is a lot of extra traffic. Please keep Exol Road on the list for paving and thank you to VDOT for all they do.

Steve Haase – Supports having Exol Road paved. He lives on the road, and you cannot leave your windows open because of the dust. There is a lot of extra traffic during hunting season and the road really “takes a beating”.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to accept the priority list provided by VDOT for the 2024 to 2029 Secondary Six Year Plan for unpaved roads.

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

PUBLIC HEARINGS

2024 Tax Rates Public Hearing

Chairman Bailey asked the County Administrator for proof of publication and background.

Ms. Seay stated that the public hearing was properly advertised in the Tidewater Review and Rappahannock Times on March 29th and a courtesy copy was published in the Country Courier on March 29th.

Ms. Seay advised that the tax rate notice is a bit different than normal due to the reassessment. The Board advertised a rate of .48 per \$100 value. The equalized rate would have been .43 per \$100 value for real property. This also sets the rate for Manufactured Home and Public Service taxes.

Chairman Bailey opened the public hearing. There being no comments from the public, the hearing was closed.

A motion was made by Mr. Simpkins and seconded by Ms. Morris to adopt the resolution below setting the tax rates for 2023.

KING AND QUEEN COUNTY BOARD OF SUPERVISORS
RESOLUTION SETTING THE TAX RATES FOR
CALENDAR YEAR 2023

WHEREAS, the King and Queen County Board of Supervisors held a public hearing on May 8, 2023 to consider the appropriate tax levy on real estate, personal property, machinery and tools, merchant’s capital, manufactured homes, farm machinery, and public service corporations for calendar year 2023; and

WHEREAS, the Board of Supervisors received comments from the citizens of King and Queen County; and

WHEREAS, pursuant to a general reassessment of real estate effective January 1, 2023, the tax rate that would produce no more than 101 percent of the previous year’s real property tax levies would be \$.425; and

WHEREAS, the Board of Supervisors has determined that a rate above \$0.425 is necessary in order to maintain operations and meet the fiscal obligations of the County.

NOW, THEREFORE, IT IS RESOLVED THIS 8th DAY OF MAY, 2023, that the King and Queen County Board of Supervisors, finding it necessary in order to maintain operations and meet the fiscal obligations of the County, does approve the following tax rates for the calendar year 2023:

Per \$100 of Assessed Value	
Real Estate:	\$0.48
Personal Property:	\$3.94
Aircraft	\$1.58
Machinery and Tools:	\$1.10
Merchant’s Capital:	\$0.65
Manufactured Homes:	\$0.48
Farm Machinery:	\$1.10
Public Service Corporations:	\$0.48.

BE IT FURTHER RESOLVED that the PPTRA rate for calendar year 2023 is set at 37.5% that will be applied as a credit for qualifying vehicles.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

Public Hearing ZA23-01 to amend Part II, Article 4, Section 3-82 of the King and Queen County Code

Chairman Bailey asked the County Administrator to provide proof of publication and background information on this request

Ms. Seay advised that the public hearing was properly noticed in the Rappahannock Times and Tidewater Review on April 19th and April 26th. A courtesy copy was placed in the Country Courier April 26th. She further advised that the text amendment relates to the next several items on the agenda being the applications for mining operations. The amendment came forth during consideration of the rezoning request. It is proposed as a replacement of the rezoning request because it will accomplish the same thing. There is language to clarify for these and perhaps other operations while not opening the door for having a parcel rezoned differently from the surrounding parcels, therefore not having a swath of industrial property in the middle of agricultural all around it. There are also several changes to the table of uses for clarification and the addition of “permits issued by the Department of Energy or by a common operator” at the request of the applicant’s counsel and is something she supports and recommends for this type of operation.

Chairman Bailey opened the public hearing.

Edward Rice, Newtown District – Asked if this amendment addressed the rezoning concerns brought up at the Planning Commission and questions regarding the traffic and entrances. Ms. Seay advised that the amendment did address those concerns.

James Ryland, Newtown District – Expressed concern about a historic site on the property. It is the site of a school run by Donald Robertson. Mr. Robertson’s most famous student being James Madison who credits him with giving him his middle school education before he went to college and almost single handedly wrote the Constitution of the United States. Historical Society has done a limited archaeological dig on the site and they have hopes of doing more in the future. The developer has assured him and he feels confident that they will honor it this site.

Hearing no more comments, the hearing was closed.

A motion was made by Mr. Burns and seconded by Ms. Morris to accept the recommendation for approval by the Planning Commission.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

Public Hearing – RZ22-02 Mattaponi Sand and Gravel, LLC

The applicant withdrew this application. No public hearing was held.

Public Hearing – CUP22-02 and SP22-05 Mattaponi Sand & Gravel LLC.

Chairman Bailey asked the Director of Community Development to provide proof of publication and background on this application.

Donna Sprouse, Director of Community Development advised that the hearing was properly noticed in the Rappahannock Times and Tidewater Review on April 19th and April 26th. A courtesy copy was noticed in the Country Courier on April 26th. The applicant currently has approvals for conditional use permit and site plan for both the Fisher site and the Kay site. This application is to allow them to bring material from the Fisher site across the road to the Kay site rather than relocate all of the processing equipment to the new site. Much of the information that was a part of the application is no longer applicable since the rezoning request was withdrawn upon approval of the text amendment. She did note that items 16 and 18 in the condition list will need to be removed also since they relate to the rezoning request. The Planning Commission did recommend approval of the conditional use permit and the site plan after their public hearing.

Chairman Bailey opened the public hearing.

Richard Stewart, the attorney for the applicant advised that he is present if anyone has any questions.

Hearing no comments, the public hearing was closed.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to accept the recommendation of the Planning Commission to approve CUP22-02 and SP22-05 with the omission of items 16 and 18 in the conditions.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

Public Hearing – CUP22-03 and SP22-06 – Mattaponi Sand and Gravel, LLC

Chairman Bailey asked the Director of Community Development to provide rove of publication and background on the application.

Donna Sprouse, Director of Community Development advised that the hearing was properly noticed in the Rappahannock Times and Tidewater Review on April 19th and April 26th. A courtesy copy was noticed in the Country Courier on April 26th. This application is for the Kay site which already has an approved mining permit and will not have the processing infrastructure will not be moved to this site. The list of conditions for this site do not need to be amended based on the approval of the text amendment earlier. The Planning Commission recommended approval of the application after holding their public hearing.

Chairman Bailey opened the public hearing.

The applicant advised that they were available for any questions.

Ms. Sprouse noted that the believed location of the school referenced earlier is shown on the site plan and is outside of the area of mining limits. If the applicant decides to mine in that area, they would need to come back to the board for approval.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to accept the recommendation of approval for CUP22-03 and SP22-06.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

Public Hearing – Approval of an ordinance to change the name of the Industrial Development Authority of King and Queen County, Virginia to the Economic Development Authority of King and Queen County, Virginia.

Chairman Bailey asked the County Administrator to provide proof of publication and background on the ordinance.

Ms. Seay advised that hearing was properly noticed in the Rappahannock Times and Tidewater Review on April 19th and April 26th. A courtesy copy was noticed in the Country Courier on April 26th. The original ordinance creating the IDA adopted in 1982 was provided to the Board. This process was started several years ago but was not completed. The IDA has voted to request the Board to take action on this matter.

Chairman Bailey opened the public hearing.

Hearing no comments, the public hearing was closed.

A motion was made by Mr. Burns and seconded by Ms. Morris to adopt the following ordinance.

**AN ORDINANCE TO CHANGE THE NAME OF THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF KING AND QUEEN COUNTY, VIRGINIA TO THE ECONOMIC
DEVELOPMENT AUTHORITY OF KING AND QUEEN COUNTY, VIRGINIA**

WHEREAS, at a meeting of the Board of Supervisors of King and Queen County, Virginia (the “**Board**”) held on March 3, 1982, the Board adopted An Ordinance Creating an authority pursuant to the Virginia Industrial Development and Revenue Bond Act, which authority was named the Industrial Development Authority of King and Queen County, Virginia (the “**Authority**”); and

WHEREAS, subsequent to March 3, 1982, Virginia law was amended to allow authorities created pursuant to the Virginia Industrial Development and Revenue Bond Act to be named either an Industrial Development Authority or an Economic Development Authority, which law is found in Va. Code § 15.2-4903; and

WHEREAS, King and Queen County, Virginia previously stated its desire to change the name of the Industrial Development Authority of King and Queen County, Virginia to the Economic Development Authority of King and Queen County, Virginia but did not amend the Ordinance accordingly; and

WHEREAS, the Industrial Development Authority of King and Queen County, Virginia did vote unanimously on April 6, 2023 to request that the Board amend the Ordinance creating the Authority to change the name of the Authority to the Economic Development Authority of King and Queen County, Virginia, and the Board wishes to adopt this requested amendment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of King and Queen County, Virginia as follows:

1. That Paragraph 2 of the Ordinance Creating the Industrial Development Authority of King and Queen County, Virginia duly adopted by the King and Queen County Board of Supervisors on March 3, 1982 (the “**Ordinance**”) is amended to read as follows:
 2. The name of the political subdivision created hereby shall be the Economic Development Authority of King and Queen County, Virginia (the Authority).
2. That all other provisions of the Ordinance are unchanged and remain in full force and effect.

3. That this Ordinance shall be effective immediately upon adoption.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

ADOPT FY2024 BUDGET

Chairman Bailey stated that the Board held a public hearing on the proposed FY2024 budget on April 10, 2023.

A motion was made by Mr. Burns and seconded by Ms. Morris to adopt the following resolution adopting and appropriating the FY2024 Budget.

KING AND QUEEN COUNTY BOARD OF SUPERVISORS

RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2023-2024 ANNUAL FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN

WHEREAS, the King and Queen County Board of Supervisors (“Board of Supervisors”) has reviewed the General, Capital Projects, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria, School Capital Projects, E-Summons and Court Security Funds as part of the Fiscal Year 2023-2024 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2022-2023 Annual Fiscal Plan on April 10, 2023.

NOW THEREFORE BE IT RESOLVED this 8th day of May, 2023 that of this total amount, the Board of Supervisors does hereby appropriate a General Fund budget in the amount of \$16,671,572, comprised of the following categories and amounts:

Board of Supervisors	\$86,953
County Administrator	\$167,020
County Attorney	\$148,020
Independent Auditor	\$47,000
Commissioner of the Revenue	\$273,726
Finance Department	\$174,791
Treasurer	\$290,183
Information Technology	\$159,075
Risk Management	\$227,600
Electoral Board	\$70,885

Registrar	\$137,008
Circuit Court	\$2,220
9th District Circuit Court	\$23,000
General District Court	\$10,390
Special Magistrates	\$0
JDR District Court	\$4,393
9th District Court Services Unit	\$53,847
Clerk of the Circuit Court	\$327,173
Victim Witness Assistance	\$12,098
Commonwealth's Attorney	\$255,325
Sheriff	\$2,367,256
E911	\$156,151
Volunteer Fire Departments	\$158,000
Rescue Squads	\$40,700
Rescue Services	\$2,270,597
Radio Communications	\$423,430
EMS Other	\$1,057
Probation & Pretrial Services	\$14,400
Regional Jail	\$846,000
Board of Building Appeals	\$535
Building Inspections	\$157,003
Animal Control	\$52,224
Animal Shelter	\$200,000
Medical Examiner	\$200
Emergency Services Coordinator	\$106,735
Refuse Control (VPPSA)	\$659,886
Litter Control	\$8,500
General Properties	\$352,194
General Properties - Marriott School	\$29,570
General Properties - Shacklefords Station	\$33,770
General Properties - St. Stephens Station	\$23,000
General Reassessment	\$0
Health Department	\$89,232
Chapter X CSB	\$39,289
Rental Assistance Program	\$3,542
State and Local Hospital Program	\$6,510
Bay Aging	\$34,936
Contributions	\$17,212
Community College	\$6,613
Mattaponi Pier	\$6,700

Public Library	\$227,135
Planning Commission	\$10,846
Economic Development	\$32,813
MPPDC	\$37,370
Board of Zoning Appeals	\$4,038
Zoning/Community Development	\$189,897
Airport Authority	\$95,000
IDA	\$2,707
Soil and Water Conservation District	\$9,674
Forestry Services	\$11,101
Cooperative Extension	\$39,391
Reserve for Contingencies	\$120,000
Transfer to Social Services	\$508,330
Transfer to CSA Fund	\$240,000
Transfer to CSA Administration Fund	\$5,149
Transfer to School Fund	\$4,297,176
Transfer to School Capital Projects Fund	\$100,000
Transfer to Landfill Contingency Fund	\$165,000

and;

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2023-2024 Projected Annual Fiscal Plan for the School Fund totaling \$13,766,360, to be appropriated as follows: Local funds in the amount of \$3,797,176 will be appropriated on July 1, 2023 or as soon thereafter as the Board of Supervisors approves. The remaining budgeted amount of \$500,000 may be appropriated on or about the April 2024 regular meeting of the Board of Supervisors. All revenue actually received by the King and Queen County Treasurer from the State or Federal Government for the benefit of the School Division for use in Fiscal Year 2023-2024, will periodically be appropriated by the Board of Supervisors (both revenue and expenditures) but in no event shall any State or Federal monies be appropriated before they are actually received and deposited by the Treasurer. In the event that there is a reduction in funding from either or both the State and Federal sources used in projecting the School Fund of \$13,766,360, the Board of Supervisors is expressly not obligated to increase local funding to cover said reductions.

BE IT FURTHER RESOLVED that the Board of Supervisors in order to encourage greater frugality does hereby establish that any unspent local funds remaining in the School Fund at the end of Fiscal Year 2023-2024 shall be transferred to the Reserve Fund for School Construction.

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2023-2024 Annual Fiscal Plan to include the additional fund categories:

County Capital Projects Fund	\$5,225,500
Social Services Fund	\$1,921,734
Comprehensive Services Act Fund	\$750,000
CSA Administration Fund	\$16,378
School Cafeteria Fund	\$469,091
Court Security Fund	\$65,000
Landfill Contingency Fund	\$165,000
E-Summons	\$15,000

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

RESOLUTION TO WITHDRAW FROM THE PAMUNKEY REGIONAL LIBRARY

Ms. Seay advised that this item came up in during budget discussion that the county could increase library services as well as other county services by leaving the Pamunkey system and utilizing the facility for the library as well as other services to the community. The comments as to whether the level of library services will reach that of the Pamunkey system may not be accomplished. Right now, the County does not have access to the facility because it is exclusive to the library and the goal is to expand other services and offerings utilizing the funding that currently goes to only funding the library. There are two options on how to leave the library system. The first is giving notice that give a two-year timeframe at the end of which the county would be granted leave from the system or at any time receiving approval of the other members at some point prior to the end of the two-year period on a date mutually agreed upon by all members. The resolution that the board has before them accomplishes both by including language for each option.

Mr. Burns requested clarification on the time frame and logistics involved. Ms. Seay advised that staff meet regularly on the logistics involved in the transition including visiting and meeting with staff at other independent libraries.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adopt the following resolution requesting withdrawal from the Pamunkey Regional Library system.

RESOLUTION REGARDING WITHDRAWAL OF KING AND QUEEN COUNTY FROM THE PAMUNKEY REGIONAL LIBRARY SYSTEM

WHEREAS, King and Queen County is a participating member of the Pamunkey Regional Library System, which system was created pursuant to the authority of Va. Code § 42.1-37; and

WHEREAS, the other participating localities in the Pamunkey Regional Library System are Goochland County, Virginia; Hanover County, Virginia; and King William County, Virginia; and

WHEREAS, the King and Queen County Board of Supervisors has determined that it is in the best interest of the citizens of King and Queen County to provide to its citizens library services, together with other expanded services, locally at one or more County-owned facilities; and

WHEREAS, Va. Code § 42.1-42 requires that a participating locality wishing to withdraw from a regional library system either provide two years' notice to the other participating localities or secure consent from the other participating localities for withdrawal prior to the expiration of two years.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of King and Queen County, Virginia that King and Queen County does by the adoption and delivery of this Resolution give **NOTICE** pursuant to Va. Code § 42.1-42 to Goochland County, Virginia; Hanover County, Virginia; and King William County, Virginia that it withdraws from the Pamunkey Regional Library System in two years from the date of the adoption of this Resolution, or May 8, 2025; and

BE IT FURTHER RESOLVED, that the Board of Supervisors of King and Queen County, Virginia does, pursuant to Va. Code § 42.1-42 and by the adoption and delivery of this Resolution, request the consent of Goochland County, Virginia; Hanover County, Virginia; and King William County, Virginia that the withdrawal of King and Queen County, Virginia from the Pamunkey Regional Library System be approved for a date sooner than two years from the date of the adoption of this Resolution, as may be agreed among the said members of the Pamunkey Regional Library System.

AYES: J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR., D. H. MORRIS

NAYS: NONE

ABSENT: S. C. ALSOP

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Economic Development Authority/Stevensville – Tabled

Bay Consortium workforce Development Board - Tabled

Planning Commission/ Newtown – Tabled

Planning Commission/Buena Vista – Tabled

COUNTY ADMINISTRATOR'S COMMENTS

County Administrator Vivian Seay provided the following comments:

- Congratulated the EDA on the successful event last Thursday. It was the first public input session for the Strategic Action Plan. The EDA is very excited and engaged in this project and she thanked the Board for their support.
- Noted that it appears that the General Assembly is going to approve a 5% COLA.
- Advised that after recent discussions with the Sheriff, she agrees with him that the Animal Control Officer position needs to be fulltime. The position has been vacant for some time and there have been no applicants for it in its part time status. The FY24 budget includes funding only for part time, it needs to be a priority to figure out a way to fund the fulltime position.
- Reminded the Board member that the filing deadline for the November elections is June 10th at 7:00 p.m.

BOARD OF SUPERVISORS COMMENTS

Ms. Morris had the following comments:

- Thanked everyone for coming and for the comments. This is why there is a public comment period, and it is good to see people attending. She hopes to see everyone again next month.

Mr. Burns had the following comments:

- Thanked everyone for coming.
- He expressed that when it comes to the library, he has not understood why we spend so much and do not get the same services as the bigger counties. We are paying for shared services that do not benefit the citizens.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and speaking. The Board needs to hear from the citizens, and it does weigh in on the decisions they make. They value all the input.
- Wished everyone a safe trip home.

Mr. Bailey had the following comments:

- Thanked everyone for coming and speaking, what you say does matter even if sometimes the outcome is not what you want. The Board is not shutting the library down. They are trying to control spending and still offer the best services possible to the citizens. They read everything and don't just trust what they are told, they try to verify before making decisions.
- He also expressed that he does not like being yelled at. This makes him lose attention to the person speaking. This board does things with respect for each other and expects that in return.
- Wished everyone a safe trip home.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Simpkins and seconded by Mr. Burns to adjourn the meeting at 9:10 p.m.

Chairman

Clerk of the Board

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #3:

Approval and signing of Warrants and Appropriations

ACTION REQUESTED:

- 1) Approval of County warrants & payroll for the month of June
- 2) Approval of Wilmot Invoice
- 3) Approval of April School Fund Revenue \$1,005,387.52

ATTACHMENTS:

- County Warrants (Payroll and Accounts Payable)
- Wilmot Invoice and Warrant Report
- School Revenue Spreadsheet

Part-time Employee Payroll Run
Payroll: Wednesday, June 14, 2023

County

Hunter, Greg	\$2,940.00
Willaford, Harold	\$2,916.67
Miller, Ed	
Santos, Dylan	\$1,515.00
Klausen, Mali (reassessment)	\$426.13
Robinson, Plunard (BOE)	\$500.00
Basehore, Kerry (BOE)	\$500.00
Charboneau, John (BOE)	\$300.00
Elliott, Alan (BOE)	\$400.00
Gaines, Theodore (BOE)	\$300.00

Electoal Board

Swilley, Stuart	\$407.00
Hart, Martha	\$814.00

Registrar

Ammons, Kimberly	\$1,184.00
Nickelson, Robert	\$114.00

Sheriff's Department

Burton, Melvin	\$731.00
Jorgenson, Craig	\$883.50
Laufer, Sandra	\$1,740.00
Shackleford, Donald	\$1,430.00
Trent, Darryl	\$892.50

Overtime/Sheriff's Department

Brown, Renee	\$432.80
Davis, Alexis	\$623.28
Davis, Sandra	\$890.75
Hatfield, Elizabeth	\$204.88
Hill, Shirley	\$644.10
Mills, Jonathon	\$410.25
Parker, J.D.	\$580.14
Rinehard, Kathryne	\$421.28
Warren, Tammy	\$415.52

Rescue Services

Beasley, Michael	\$912.00
Bouchyard, Shaun	\$456.00
Heller, John	\$273.00
Huffman, Michael	\$1,083.00
Southworth, Erin	\$1,176.00

\$26,516.80

Fulltime Payroll - June 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

Tom Swartzwelder	\$6,800.00
Vivain Seay	\$18,750.00

Commissioner of the Revenue

Kelly Lumpkin	\$6,466.92
Brenda Robinson	\$3,545.06
Mali Klausen	\$2,813.91

Finance

Tina Ammons	\$6,091.22
Resa Wilson	\$3,063.92

Treasurer

Irene Longest	\$6,600.17
Stephanie Sears	\$4,276.25
Cheryl Jessie	\$2,813.91

Registrar

Diane Klausen	\$5,916.66
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Clerk of Circuit Court

Vanessa Porter	\$8,229.17
Patricia Reed	\$3,630.99
Hattie Robinson	\$3,183.00

Commonwealth Attorney

Meredith Adkins	\$11,536.08
Makaylah Ambrose	\$3,937.50

Sheriff

Rob Balderson	\$6,856.08
Scott Edleman	\$3,587.50
Barry Radden	\$4,083.33
Ernie Schefflien	\$5,250.00
Paul Hope	\$3,986.50
Desiree Lawson	\$3,986.50
Mitchell Wilson	\$4,979.75
Brian Burr	\$4,333.33
Phillip Cusick	\$4,666.67

Jonathon Mills	\$3,791.67
John Parker	\$3,587.50
Hickory Burns	\$3,791.67
Deputy	Vacant
Ronnie Ours	\$3,587.50
Vladimir Rowe	\$3,587.50
Resource Officer	Vacant
Resource Officer	Vacant
Sandra Davis	\$4,117.08
Tammy Warren	\$3,000.00
Shirley Hill	\$3,916.67
Rinehard, Kathryne	\$3,041.67
Hatfield, Elizabeth	\$2,958.33
Renee Brown	\$3,041.67
Davis, Alexis	\$2,916.67
Dispatcher	Vacant
Dispatcher	Vacant
Vickie Draine	\$3,912.50

Rescue Services

David Lankford	\$5,521.93
Kevin Mounts	\$5,504.00
Josh Schrum	\$4,082.17
Robert Coggsdale	\$5,227.17
Nicholas Preli	\$3,626.92
Phillip Jewell	\$4,793.58
Gary Breen	\$4,280.50
Jack Meriwether	\$3,873.92
Jacob Hoffmaster	\$3,702.33
Aerrin Ryan	\$3,873.92
Christopher Field	\$3,702.33
Callie Wyde	\$4,330.33
Laura Heller	\$4,204.25
Austin Minor	\$4,204.25
Eric Lovas	\$3,626.92
Danielle Gray	\$3,626.92
Angelia Hazzard	\$3,626.92
Wesley May	\$3,626.92
David Yeane	\$3,522.08
Austin Hinman	\$3,522.08
Joshua Lucas	\$3,522.08
Donald Butler	\$3,626.92
Curtis Mason, Jr.	\$3,522.08

Building Inspections

Quentin Mascari	\$5,833.33
Kathy Barrow	\$2,975.00

General Properties

Michael Barrow

\$4,333.33

Zoning/Community Development

Donna Sprouse

\$5,628.67

Josh Rellick

\$3,675.00

\$302,314.05

6/07/2023
AP375
FUND # - 100 GENERAL FUND

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
DMV	LIABILITIES DMV Stop Fee Payable	DMV STOPS	202312000696	4/30/2023	3,725.00
				TOTAL	3,725.00 *

6/07/2023 FROM DATE- 6/12/2023
 AP375 TO DATE- 6/12/2023
 FUND # - 100 Revenue - General Fund

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 013030 Permits and Fees

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE	DATE	\$\$	PAY	\$\$
-----	-----	-----	-----		----			-----
SARGENT CORPORATION	Permits and Fees E & S Permits	LAND DISTURB REFUND	04/28/2023		4/23/2023	600.00		600.00 *
				TOTAL		600.00		

6/07/2023 FROM DATE- 6/12/2023
 AP375 TO DATE- 6/12/2023
 FUND # - 100 Revenue - General Fund

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 016040

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
HOGGE, PAULINE	EMS Service Billing	REIMBURSEMENT	05/17/2023	5/17/2023	145.03
				TOTAL	145.03 *
					145.03

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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	Codification	SUPPLEMENT 37 CODE	260682	4/28/2023	437.00
					437.00 *
RAPPAHANNOCK TIMES	Advertising	PUBLIC HEARINGS	CL5769	4/26/2023	344.64
RAPPAHANNOCK TIMES	Advertising	LOCAL TAX RATES AD	CL6092	4/26/2023	304.80
RAPPAHANNOCK TIMES	Advertising	RE TAX INCREASE	CL6093	4/26/2023	259.20
COUNTRY COURIER	Advertising	ADS	16651	4/26/2023	195.00
COUNTRY COURIER	Advertising	ADS	16681	5/10/2023	140.00
VIRGINIA MEDIA	Advertising	ADS	072231514000	4/30/2023	568.90
				TOTAL	1,812.54 *
					2,249.54

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
*** County Administrator ***					
VIRGINIA PENINSULA PUBLIC	Automotive/Motor Pool	APRIL MAINT COUNTY	30343	5/18/2023	27.50
					27.50 *
COECO FINANCIAL	Lease of Equipment - Copier	COPIER LEASE	502143670	5/22/2023	134.96
					134.96 *
VA ENERGY PURCHASING	Dues & Association Memberships	MEMBER DUES	2045	5/24/2023	55.00
					55.00 *
OFFICE DEPOT	Office Supplies	SUPPLIES	312419186001	5/04/2023	28.96
QUILL CORPORATION	Office Supplies	SUPPLIES	32292107	5/03/2023	43.97
COECO OFFICE SYSTEMS	Office Supplies	ADMIN COPIER SUPPLY	INV842645	5/01/2023	20.00
					92.93 *
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	32.01
					32.01 *
				TOTAL	342.40

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Commissioner of Revenue ***				
PITNEY BOWES BANK INC	Postal Services	POSTAGE COMM OF REV	05/31/2023	5/31/2023	500.00
					500.00 *
V.A.L.E.C.O.	Dues & Association Membership	MEMBERSHIP DUES FY24	06/01/2023	6/01/2023	60.00
					60.00 *
OFFICE DEPOT	Office Supplies	SUPPLIES	312415746001	5/04/2023	14.78
OFFICE DEPOT	Office Supplies	SUPPLIES	312419186001	5/04/2023	90.15
OFFICE DEPOT	Office Supplies	TONER	312419187001	5/04/2023	635.94
QUILL CORPORATION	Office Supplies	SUPPLIES	32292107	5/03/2023	219.93
					960.80 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9031790202	5/13/2023	118.00
					118.00 *
				TOTAL	1,638.80

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012330 *** General Reassessment ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
COUNTRY COURIER	*** General Reassessment *** Advertising	ADS	16681	5/10/2023	725.00		725.00 *
				TOTAL	725.00		725.00

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Finance ***				
ELAN CORPORATE PAYMENT SYS	Meals & Lodging	CONFERENCE STAY	05/15/2023	5/15/2023	461.58
OFFICE DEPOT	Office Supplies	SUPPLIES	312419186001	5/04/2023	7.08
QUILL CORPORATION	Office Supplies	SUPPLIES	32292107	5/03/2023	5.35
					12.43 *
				TOTAL	474.01

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Treasurer ***				
OFFICE DEPOT	Office Supplies	SUPPLIES	312419186001	5/04/2023	10.93
PITNEY BOWES	Office Supplies	RED INK CARTRIDGE	1023058431	5/04/2023	284.66
SHRED-IT USA, LLC	Office Supplies	SHREDDING TREASURER	8003869582	4/30/2023	105.22
					400.81 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9031790202	5/13/2023	118.00
					118.00 *
				TOTAL	518.81

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Information Technology ***				
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	AA BATTERIES	1N17-749V-31HN	4/19/2023	59.95
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	BATTERY REPLACEMENTS	13WJ-YVWC-6FL7	4/20/2023	97.38
ELAN CORPORATE PAYMENT SYS	Office Supplies/Software Upgra	SUPPLIES	05/15/2023	5/15/2023	33.94
COECO FINANCIAL	Office Supplies/Software Upgra	COPIER LEASE	502143670	5/22/2023	257.72
					448.99 *
BAI MUNICIPAL SOFTWARE	BAI.Net Maint.Agreement	BAI.NET ANNUAL FEE	20230512016	5/12/2023	10,556.62
					10,556.62 *
CDW-GOVERNMENT, INC	EDP Equipment Registrar	SURFACE PRO COVER	JN28799	5/10/2023	117.70
					117.70 *
				TOTAL	11,123.31

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
COUNTRY COURIER	*** Electoral Board *** Advertising	P/T EMPLOYMENT AD	16704	5/24/2023	110.00 110.00 *
B.W. MURRAY & CO. INC.	IT Security Assessment	IT ASSESSMENT	2168	5/20/2023	629.73 629.73 *
				TOTAL	739.73

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
HART INTERCIVIC	*** Registrar *** Office Supplies	VOTING EQUIP SUPPLY	092632	5/12/2023	366.75 366.75 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9031790202	5/13/2023	103.87 103.87 *
				TOTAL	470.62

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** General District Court ***				
PITNEY BOWES	Lease/Rent of Equipment	POSTAGE METER LEASE	3317401745	5/03/2023	158.43
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	38083002	5/12/2023	108.58
					267.01 *
QUILL CORPORATION	Office Supplies	SUPPLIES	32590189	5/19/2023	19.60
QUILL CORPORATION	Office Supplies	SUPPLIES	32598081	5/19/2023	315.57
BARBOUR PRINTING SERVICES	Office Supplies	ARRAIGNMENT SHEETS	0773-23	5/02/2023	161.11
SHRED-IT USA, LLC	Office Supplies	SHREDDING GDC	8003760388	4/18/2023	250.00
					746.28 *
				TOTAL	1,013.29

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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	APRIL MERCH FEES	K3120101372	4/30/2023	32.15
ELAVON	Telecommunications	APRIL MERCH FEES	K3120101598	4/30/2023	38.97
					71.12 *
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9031790202	5/13/2023	119.46
					119.46 *
REED, PATRICIA	Mileage	MILEAGE REIMBURSE	05/31/2023	5/31/2023	89.08
ROBINSON, HATTIE	Mileage	MILEAGE REIMBURSE	05/31/2023	5/31/2023	66.81
					155.89 *
PORTER, VANESSA	Convention & Education	CONVENTION REIMBURSE	05/31/2023	5/31/2023	300.00
					300.00 *
OFFICE DEPOT	Office Supplies	SUPPLIES	312415746001	5/04/2023	19.88
OFFICE DEPOT	Office Supplies	SUPPLIES	312419186001	5/04/2023	77.55
QUILL CORPORATION	Office Supplies	SUPPLIES	32292107	5/03/2023	43.97
BARBOUR PRINTING SERVICES	Office Supplies	#10 WINDOW ENVELOPES	0706-23	4/28/2023	181.00
					322.40 *
				TOTAL	968.87

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021900 *** Victim Witness Assistance ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
KING WILLIAM COUNTY	*** Victim Witness Assistance *** Payment to King William	VICTIM WITNESS ASSIS	05/16/2023	5/16/2023	6,773.00
				TOTAL	6,773.00 *

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SOFTWARE UNLIMITED CORPORA	Case Management Software	ANNUAL MAINTENANCE	62815	4/01/2023	1,149.84
RICOH USA, INC.	Copier Lease	COPIER OVERAGES	9031721528	4/24/2023	15.60
RICOH USA, INC.	Copier Lease	COPIER LEASE	9031790202	5/13/2023	87.12
LOONAM REPORTING, INC.	Court Transcripts	CASE TRANSCRIPT	1936	2/22/2023	68.00
				TOTAL	1,320.56

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
-----	-----	-----	-----	----	-----
	*** Sheriff ***				
VERIZON SOUTH, INC.	Telecommunications	769 LINES	130735036 5/23	5/12/2023	204.85
VERIZON SOUTH, INC.	Telecommunications	785 LINES	130831222 5/23	5/27/2023	136.54
VERIZON SOUTH, INC.	Telecommunications	769 TO 785 LINES	24448578 5/23	5/31/2023	38.64
VERIZON WIRELESS	Telecommunications	DESK PHONES	9934117721	5/04/2023	79.92
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	9935283542	5/19/2023	1,041.97
					1,501.92 *
COECO FINANCIAL	Copier Lease	COPIER LEASE	502143670	5/22/2023	684.12
					684.12 *
FBI - LEEDA	Convention & Education	SCHEFFLIEN REGISTRAT	08/22/2022	8/22/2022	695.00
ELAN CORPORATE PAYMENT SYS	Convention & Education	CONFERENCE REGISTRAT	05/15/2023	5/15/2023	.00
ELAN CORPORATE PAYMENT SYS	Convention & Education	CONFERENCE REGISTRAT	05/15/2023	5/15/2023	450.00
AXON ENTERPRISE, INC	Convention & Education	CUSICK TASER TRAIN	INUS153313	4/24/2023	495.00
					1,640.00 *
ELAN CORPORATE PAYMENT SYS	Meals & Lodging	CREDIT ON HOTEL STAY	05/15/2023	5/15/2023	197.98-
ELAN CORPORATE PAYMENT SYS	Meals & Lodging	CONFERENCE STAY	05/15/2023	5/15/2023	508.47
					310.49 *
TREASURER, VFSAAA	Dues & Association Membership	FY 23-24 DUES	06/01/2023	6/01/2023	150.00
					150.00 *
SHRED-IT USA, LLC	Office Supplies	SHREDDING SHERIFFS	8003941733	5/18/2023	116.00
					116.00 *
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance & Repair	APRIL SHERIFF MAINT	30342	5/18/2023	412.50
WEST POINT FORD	Vehicle Maintenance & Repair	VALVE ASSEMBLY	14317	4/24/2023	4.33
PORT RICHMOND AUTO PARTS	Vehicle Maintenance & Repair	SWAY BAR LINK	438229	5/03/2023	96.02
ADVANCE AUTO PARTS	Vehicle Maintenance & Repair	WINDSHIELD WASHER	2135311129044	4/21/2023	4.13
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	ROTORS	145639	5/12/2023	296.94
					813.92 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	CREDIT ON ACCOUNT	SQLCD-704582 CR	5/15/2023	3,408.89-
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-834710	4/30/2023	3,076.63
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-836816	5/15/2023	2,662.94
					2,330.68 *
GALL'S LLC	Police Supplies	MK-3 STREAM UNIFORM	024209331	4/18/2023	461.52
WITMER PUBLIC SAFETY	Police Supplies	BLEEDING CONTROL KIT	INV261125	5/19/2023	520.50
					982.02 *
MUNICIPAL EMERGENCY SERVIC	Uniforms & Wearing Apparel	BALDERSON UNIFORM	IN1861615	4/18/2023	317.50
MUNICIPAL EMERGENCY SERVIC	Uniforms & Wearing Apparel	UNIFORMS	IN1865775	4/25/2023	248.56
					566.06 *
WITMER PUBLIC SAFETY	DCJS Grants	BLEEDING CONTROL KIT	INV261125	5/19/2023	1,704.00
LASER AMMO USA INC	DCJS Grants	LASER AMMO SIMULATIO	43906	5/22/2023	15,557.00
					17,261.00 *
				TOTAL	26,356.21

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** E911 ***				
VERIZON SOUTH, INC.	E911 PHONE LINES	911 PHONE LINES	655326835 6/23	6/04/2023	91.24
					91.24 *
POWER PHONE INC.	CONVENTION & EDUCATION	TRAINING	78444	10/04/2022	2,187.00
					2,187.00 *
KORMAN SIGNS INC.	911 ROAD SIGNS	911 MARKER SIGNS	375951	5/17/2023	1,363.16
ELAN CORPORATE PAYMENT SYS	911 ROAD SIGNS	ROAD SIGNS	05/15/2023	5/15/2023	129.84
ELAN CORPORATE PAYMENT SYS	911 ROAD SIGNS	ROAD SIGNS SUPPLIES	05/15/2023	5/15/2023	62.36
					1,555.36 *
				TOTAL	3,833.60

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Rescue Services ***				
AMAZON CAPITAL SERVICES	Training	CPR TRAINING MASK	1KHD-7LXG-6D3N	4/21/2023	198.95
					198.95 *
AMAZON CAPITAL SERVICES	Office Supplies	LR44 BATTERIES	1HCV-QHJC-1Y37	5/03/2023	26.30
					26.30 *
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance	APRIL MAINT EMS	30341	5/18/2023	895.28
WEST POINT FORD	Vehicle Maintenance	AMBULANCE REPAIR	14525	5/17/2023	376.33
WHITMORE CHEVROLET	Vehicle Maintenance	EMS REPAIR	32979	5/23/2023	163.17
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	RADIATOR	435379	3/30/2023	754.99
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	WATER PUMP REPLACE	437108	4/19/2023	90.08
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	ANTIFREEZE	437250	4/21/2023	145.00
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	RADIATOR CAP	437315	4/21/2023	7.59
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	COOLANT TEMP SENSOR	437466	4/24/2023	90.03
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	ANTIFREEZE	437813	4/28/2023	87.00
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	WIPERS & OIL FILTER	437977	5/01/2023	94.85
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	OIL FILTER	438827	5/10/2023	88.50
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	WINDSHIELD WIPERS	05/15/2023	5/15/2023	38.25
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	PLUGS FOR AMBULANCE	05/15/2023	5/15/2023	27.30
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	STATE INSPECTION	05/15/2023	5/15/2023	20.00
COLONY TIRE CORPORATION	Vehicle Maintenance	TIRES	133-202836	3/17/2023	181.60
COLONY TIRE CORPORATION	Vehicle Maintenance	TIRES	133-206920	5/31/2023	489.98
					3,549.95 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-836927	5/15/2023	1,278.82
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	92.16
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	28.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	61.65
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	35.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	34.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	25.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	84.80
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	83.09
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	83.82
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	39.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	05/15/2023	5/15/2023	52.00
					1,897.34 *
MARYLAND FIRE EQUIPMENT	Uniforms	TURNOUT GEAR	314685	5/30/2023	1,658.87-
WITMER PUBLIC SAFETY	Uniforms	UNIFORM PARKA	INV113293	10/03/2022	217.00
WITMER PUBLIC SAFETY	Uniforms	UNIFORM PANTS	INV184974	1/18/2023	150.00
WITMER PUBLIC SAFETY	Uniforms	UNIFORM HELLER	INV196675	2/06/2023	252.72
WITMER PUBLIC SAFETY	Uniforms	UNIFORM HAZZARD	INV218402	3/10/2023	75.10
WITMER PUBLIC SAFETY	Uniforms	UNIFORM WYLDE	INV218403	3/10/2023	75.10
WITMER PUBLIC SAFETY	Uniforms	UNIFORM COGGSDALE	INV218405	3/10/2023	150.00
WITMER PUBLIC SAFETY	Uniforms	UNIFORM JEWELL	INV218406	3/10/2023	70.50
WITMER PUBLIC SAFETY	Uniforms	UNIFORM MOUNTS	INV218407	3/10/2023	171.50
WITMER PUBLIC SAFETY	Uniforms	UNIFORM BREEN	INV218414	3/10/2023	75.10
WITMER PUBLIC SAFETY	Uniforms	UNIFORM PRELI	INV218559	3/10/2023	424.71
WITMER PUBLIC SAFETY	Uniforms	UNIFORMS MERRIWETHER	INV218569	3/10/2023	166.50

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
WITMER PUBLIC SAFETY	Uniforms	UNIFORM COGGSDALE	INV252563	5/05/2023	60.10
WITMER PUBLIC SAFETY	Uniforms	UNIFORM JEWELL	INV257833	5/15/2023	60.10
WITMER PUBLIC SAFETY	Uniforms	UNIFORM PANTS	INV99370	9/07/2022	150.00
					439.56 *
MARYLAND FIRE EQUIPMENT	Equipment	TURNOUT GEAR	314685	5/30/2023	8,137.07
WITMER PUBLIC SAFETY	Equipment	GLOVES	INV166551	12/20/2022	132.50
WITMER PUBLIC SAFETY	Equipment	HOOD	INV218285	3/10/2023	183.90
STRYKER MEDICAL	Equipment	STAIR CHAIR REPAIR	3400159M	5/20/2021	365.69
					8,819.16 *
ESO SOLUTIONS, INC.	Staffing Software	FIRE SCHED. SOFTWARE	ESO-110284	5/08/2023	7,109.31
					7,109.31 *
				TOTAL	22,040.57

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Radio Communications ***				
RAPPAHANNOCK ELECTRIC	Electrical Services	244 LAKE POND ROAD	114292001 5/23	5/13/2023	397.68
RAPPAHANNOCK ELECTRIC	Electrical Services	490 CANTERBURY RD	114292002 5/23	5/18/2023	310.38
RAPPAHANNOCK ELECTRIC	Electrical Services	8786 NEWTOWN ROAD	114292003 5/23	5/16/2023	394.96
					1,103.02 *
SBA TOWERS, INC.	Tower Rent - Shacklefords Site	TOWER RENT	IN30588186	6/01/2023	6,342.41
					6,342.41 *
				TOTAL	7,445.43

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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	502143670	5/22/2023	134.96
ELAN CORPORATE PAYMENT SYS	Convention & Education	TRAINING	05/15/2023	5/15/2023	190.00 *
QUILL CORPORATION	Office Supplies	SUPPLIES	32292107	5/03/2023	190.00 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-836812	5/15/2023	49.32 *
					49.32 *
					68.65
					68.65 *
				TOTAL	442.93

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
VERIZON WIRELESS	*** Animal Control *** Telecommunications	WIRELESS DEVICES	9935283542	5/19/2023		40.01	
				TOTAL		40.01	*

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 035300 *** Medical Examiner ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
TREASURER OF VIRGINIA	Medical Examiner Fee	MEDICAL EXAMINER	05/04/2023	5/04/2023	20.00		
					20.00	*	
				TOTAL	20.00		

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 035500 *** Emergency Services ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Emergency Services ***				
AMAZON CAPITAL SERVICES	Training/Coordinator	CPR TRAINING MASK	1KHD-7LXG-6D3N	4/21/2023	5.99
					5.99 *
AIR-CARE, INC.	Equipment - Emergency Services	FIRE HOOKS	21579	5/10/2023	298.06
					298.06 *
ELAN CORPORATE PAYMENT SYS	Training/Coordinator	WILLAFORD CONF STAY	05/15/2023	5/15/2023	111.72
ELAN CORPORATE PAYMENT SYS	Training/Coordinator	WILLAFORD CONF REGIS	05/15/2023	5/15/2023	81.88
					193.60 *
				TOTAL	497.65

6/07/2023
 AP375
 FUND # - 100

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

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	J58390	3/09/2023	2,000.00
JAMES RIVER AIR	Repairs & Maintenance	UNIT 2 REPAIR	S298402	5/11/2023	246.00
ELAN CORPORATE PAYMENT SYS	Repairs & Maintenance	CIRCUIT COURT REPAIR	05/15/2023	5/15/2023	45.51
					2,291.51 *
THE HOME DEPOT PRO	Janitorial Supplies	JANITORIAL SUPPLIES	744919994	5/11/2023	170.74
THE HOME DEPOT PRO	Janitorial Supplies	JANITORIAL SUPPLIES	744920000	5/11/2023	86.55
					257.29 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-836812	5/15/2023	214.61
					214.61 *
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	OIL & FILTER	437817	4/28/2023	62.09
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	JOHN DEERE MOW PARTS	438850	5/10/2023	41.10
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	PRESSURE SWITCH RETU	438882	5/10/2023	12.82-
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	JOHN DEERE MOWER PAR	P24391	5/11/2023	27.19
ROBERT G. ALLEY, INC.	Vehicle & Equipment Supplies	TIRE MASSEY FERGUSON	18759	4/04/2023	125.00
					242.56 *
GFL ENVIROMENTAL	Dumpster Service - Courthouse	DUMPSTER/ ADMIN	KA0001048173	3/15/2023	570.70
					570.70 *
AMERICAN EAGLE FLAG AND	Building Supplies	2 US & 2 VA FLAGS	V23071	5/18/2023	438.20
HORNS MIDDLESEX ACE HARDWA	Building Supplies	PAINT FOR SOC SERV	45668/2	4/07/2023	119.97
					558.17 *
ELAN CORPORATE PAYMENT SYS	Grounds Supplies	SUPPLIES	05/15/2023	5/15/2023	27.50
ELAN CORPORATE PAYMENT SYS	Grounds Supplies	SUPPLIES	05/15/2023	5/15/2023	21.99
					49.49 *
JAMES RIVER EQUIPMENT -	Tools & Equipment	JOHN DEERE MOWER REP	W27571	5/17/2023	942.17
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	EXTENSION CORD	46310/2	5/09/2023	15.99
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	EXTENSION CORD	46310/2	5/09/2023	2.90
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	BUNGEE CORD	46360/2	5/10/2023	2.90-
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	BUNGEE CORD	46360/2	5/10/2023	3.50
ELAN CORPORATE PAYMENT SYS	Tools & Equipment	TOOLS	05/15/2023	5/15/2023	21.18
					982.84 *
				TOTAL	5,167.17

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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 5/23	5/22/2023	93.68
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT	7823700310 5/23	5/22/2023	74.43
					168.11 *
GFL ENVIROMENTAL	Dumpster Service	DUMPSTER/ MARRIOTT	KA0001251428	5/15/2023	514.84
					514.84 *
				TOTAL	682.95

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Station 8/Shacklefords ***						
AMERICAN EAGLE FLAG AND	Maintenance	STATION 8 FLAGPOLE	V23076	5/30/2023	975.00		
					975.00	*	
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	HOSE FOR STATION 8	46198/2	5/03/2023	18.99		
					18.99	*	
GFL ENVIROMENTAL	Dumpster Service	DUMPSTER/ STATION 8	KA0001211231	5/15/2023	427.05		
					427.05	*	
				TOTAL	1,421.04		

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 051200 *** Local Health Department ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
KING & QUEEN COUNTY	*** Local Health Department *** Payment to State Health Depart	4TH QTR BILLING	03/28/2023	3/28/2023	80,023.00
				TOTAL	80,023.00 *

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 053600 *** Contributions ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
ARTS ALIVE	VA Comm. for Arts Grant/Arts A	ARTS ALIVE CONTRIB	05/16/2023	5/16/2023	1,000.00
				TOTAL	1,000.00 *

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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 5/23	5/22/2023	147.46
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2967503158 5/23	5/22/2023	158.10
				TOTAL	305.56 *
					305.56

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081100 *** Planning Commission ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
BERRY, MARK R.	*** Planning Commission *** Mileage - Allowances	MILEAGE REIMBURSE	05/24/2023	5/24/2023	104.80
				TOTAL	104.80 *

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081200 *** Economic Development ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Economic Development ***				
EVKO, KELLY	Economic Development Director	EDA CONSULTANT MAY	110	6/04/2023	1,750.00
EVKO, KELLY	Economic Development Director	EDA CONSULTANT JUNE	111	6/04/2023	1,750.00
					3,500.00 *
				TOTAL	3,500.00

6/07/2023
AP375
FUND # - 100

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

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	502143670	5/22/2023	134.96
RELICK, JOSHUA	Convention & Education	E&S TEST REIMBURSE	05/12/2023	5/12/2023	187.00 *
MANSFIELD OIL COMPANY	Vehicle Equipment Fuel	FUEL	SQLCD-836812	5/15/2023	36.00 *
				TOTAL	357.96
				FUND TOTAL	186,066.85

6/07/2023
 AP375
 FUND # - 224 Expenditures

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 031800

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE		PAY
				DATE ----	\$\$\$	
KING WILLIAM VET. CLINIC	Veterinarian Services	TESS FOLLOW-UP	211746	5/11/2023		150.00
KING WILLIAM VET. CLINIC	Veterinarian Services	NEXGUARD MEDICINE	211747	5/11/2023		300.00
ELAN CORPORATE PAYMENT SYS	Veterinarian Services	K9 VET BILL	05/15/2023	5/15/2023		744.69
						1,194.69 *
RADIOTRONICS, INC	Supplies	WATCHDOG SERVICE	286499	5/02/2023		168.00
						168.00 *
				TOTAL		1,362.69
				FUND TOTAL		1,362.69

6/07/2023
 AP375
 FUND # - 301

FROM DATE- 6/12/2023
 TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 094100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
ELAN CORPORATE PAYMENT SYS	Sheriff's Dept. Vehicles	REGISTRATION 2 VEHIC	05/15/2023	5/15/2023	10.00
SKANSKA	Emergency Services Facility	COUNTY PROJECTS	2222828-09	5/03/2023	1,405.00 *
EAST COAST EMERGENCY	EMS Response Vehicles	23 CHEVY 3500	33933	5/31/2023	4,606.98
COMMONWEALTH ARCHITECTS	Telework Center	TELECENTER PROJECT	202305020	5/15/2023	4,606.98 *
SKANSKA	Telework Center	COUNTY PROJECTS	2222828-09	5/03/2023	270.00
RIVERSTREET COMMUNICATIONS	Fiber to the Home Project	FIBER PROJECT	INV-1007	3/30/2023	1,405.00
RIVERSTREET COMMUNICATIONS	Fiber to the Home Project	FIBER PROJECT	INV-1008	4/28/2023	1,675.00 *
				TOTAL	157,142.57
					389,642.47
					546,785.04 *
				FUND TOTAL	554,482.02

6/07/2023
AP375
FUND # - 352 EXPENDITURES

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 095100

PAGE 37

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
SKANSKA	KQES CONSTRUCTION	COUNTY PROJECTS	2222828-09	5/03/2023	2,810.00
				TOTAL	2,810.00 *
			FUND TOTAL		2,810.00

6/07/2023
AP375
FUND # - 513

FROM DATE- 6/12/2023
TO DATE- 6/12/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043400

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
COX BUSINESS	Telecommunications	BROADBAND	125268201 3/23	3/01/2023	3,630.00
COX BUSINESS	Telecommunications	BROADBAND	125268201 4/23	4/01/2023	3,630.00
COX BUSINESS	Telecommunications	BROADBAND	125268201 5/23	5/01/2023	3,630.00
				TOTAL	10,890.00 *
				FUND TOTAL	10,890.00
				TOTAL DUE	755,611.56

Approved at meeting of _____ on _____.

Signed _____
Title _____ Date _____

6/07/2023
AP375
FUND # - 352 EXPENDITURES

FROM DATE- 6/13/2023
TO DATE- 6/13/2023

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 095100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
WILMOT MODULAR STRUCTURES,	KQES CONSTRUCTION	35% DEP FOOD PREP	7336-D	4/26/2023	48,565.30
				TOTAL	48,565.30 *
				FUND TOTAL	48,565.30
				TOTAL DUE	48,565.30

Approved at meeting of _____ on _____.

Signed _____
Title _____ Date _____

Wilmot Modular Structures, Inc.

5812 Allender Road
 White Marsh, MD 21162
 410-335-1200 fax 410-335-9148

Invoice No. 7336-D

INVOICE

Customer

Name King and Queen Board of Supervisors
 Address P. O. Box 177
 City King & Queen CH State VA ZIP 23085
 Attn: Accounts Payable

Date 4/26/23
 Cust # 8345
PO# ~~5974~~ 5996
 Terms: Upon Receipt

Stock #	Description	Amount
7336	35% Deposit on Food Prep Building (23'4" x 40') Building	\$48,565.30
Building to be located at: 24667 The Trail Mattaponi, VA 23110		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>King and Queen County GOODS AND SERVICES RECEIVED</p> <p>Date <u>05/30/2023</u></p> <p>Signature <u>[Signature]</u></p> <p>Title <u>CA</u></p> <p>PO# <u>5996</u></p> <p>GL# _____</p> </div>		

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____
 Expires _____
 CVS# _____

Taxes _____
Total \$48,565.30

Office Use Only

Innovators in Modular Buildings

Visit us on our website at www.wilmotmodular.com

PURCHASE ORDER

PAGE- 1 Batch # 03176

KING & QUEEN
 BOARD OF SUPERVISORS
 P.O. BOX 177
 KING & QUEEN CH, VA 23085-0000
 PHONE # 804-785-5975
 FAX # 804-785-5999

 ** CHANGE ORDER **
 ** ORDER NUMBER **
 ** 0005996- 001 **

 DATE-2023/05/26

** CHANGE ORDER **

VENDOR- WILMOT MODULAR STRUCTURES 003479
 5812 ALLENDER ROAD
 WHITE MARSH, MD 21162

SHIP TO- KING & QUEEN COUNTY ADMIN
 242 ALLENS CIRCLE
 SUITE L
 KING & QUEEN CH, VA 23085

ORDER DATE- 2023/05/26 SHIP VIA-

REQUESTED SHIP DATE- 00000000 REFERENCE-

ITEM NO.	STOCK#	QUANTITY	UNIT ISSUE	DESCRIPTION G/L NUMBER	UNIT COST	EXTENDED COST
1	BUILDING	1.00	EA	SALE OF 23'4" X 40" BUILDING 001-4-352-095100-9300- - - FOOD PREP BUILDING QUOTE: Q-10372	78,987.000	78,987.00
2	ENGINEER	1.00	EA	SALE- ENGINEERING 001-4-352-095100-9300- - -	1,333.000	1,333.00
3	FREIGHT	1.00	EA	FREIGHT TO SITE 001-4-352-095100-9300- - -	15,347.000	15,347.00
4	INSTALL	1.00	EA	SALE- INSTALLATION 001-4-352-095100-9300- - -	17,693.000	17,693.00
5	SKIRTING	1.00	EA	SALE- SKIRTING 001-4-352-095100-9300- - -	2,731.000	2,731.00
6	STEP	1.00	EA	SALE- STEP SALE 001-4-352-095100-9300- - -	22,667.000	22,667.00
TOTAL COST						\$138,758.00

***** IMPORTANT *****

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKING SLIPS, INVOICES, AND CORRESPONDENCE.
 PLEASE ADVISE US IF YOU ARE UNABLE, FOR ANY REASON, TO SHIP ON THE REQUESTED DATE.
 THIS PURCHASE IS EXEMPT FROM TAX UNDER PROVISIONS OF ALL STATE RETAIL SALES AND USE TAX ACTS.

ORDER TYPE- ORIGINAL

APPROVED BY-

DATE- 2023/05/26

FY2023 April 2023 School Fund Revenue

REVENUE DETAIL:

School Operating (Fund 231)	4/15/2023	4/30/2023	Total
Miscellaneous/Local:			
Refunds			\$0.00
Erate			\$0.00
Insurance Adjustments			\$0.00 3-231-18990-0010
Sale of Buses			\$0.00
Sale of Equipment			\$0.00
Tuition - Day School			\$0.00 3-231-16120-0001
Donations			\$0.00
Other Funds	\$1,287.70		\$1,287.70 3-231-18990-0012
Student Fees			\$0.00 3-231-18990-0014
Local/Miscellaneous	\$1,287.70	\$0.00	\$1,287.70

State

Grants:

Homebound/Special Education			\$0.00 3-231-24020-0046
At-Risk 4-Year Olds (Pre-School Initiative)	\$543.50	\$543.51	\$1,087.01 3-231-24020-0081
COVID-19 Public Health Workforce	\$8,189.46	\$8,189.47	\$16,378.93
ARPA Pandemic Bonus			\$0.00 3-231-21010-0027
			\$0.00
Subtotal - State Grants	\$8,732.96	\$8,732.98	\$17,465.94

Non-Grants:

At-Risk	\$24,868.90	\$24,868.88	\$49,737.78 3-231-24020-0065
Basic State Aid	\$115,816.22	\$115,816.23	\$231,632.45 3-231-24020-0002
ISAEF	\$911.44	\$911.45	\$1,822.89 3-231-24020-0003
Compensation Supplements	\$8,906.44	\$8,906.45	\$17,812.89 3-231-24020-0011
Early Reading Intervention	\$6,642.18	\$6,642.18	\$13,284.36 3-231-24020-0028
English as a Second Language-SOQ	\$394.84	\$394.84	\$789.68 3-231-24030-0009
Foster Care			\$0.00 3-231-24020-0059
Gifted Education	\$1,045.52	\$1,045.51	\$2,091.03 3-231-24020-0007
Group Life	\$512.98	\$512.97	\$1,025.95 3-231-24020-0041
Instructional Retirement	\$17,194.44	\$17,194.45	\$34,388.89 3-231-24020-0023
Instructional Social Security	\$7,371.66	\$7,371.67	\$14,743.33 3-231-24020-0021
K-3 Class-Size Reduction	\$21,386.82	\$21,386.82	\$42,773.64 3-231-24020-0075
Lottery Per Pupil			\$0.00 3-231-24020-0033
Infrastructure & Operations Per Pupil	\$18,181.82	\$18,181.82	\$36,363.64 3-231-24020-0086
Mentor Teachers	\$158.17	\$158.17	\$316.34 3-231-24020-0091
Industry Certification			\$0.00 3-231-24030-0049
Remediation, Prevention, Intervention	\$5,022.75	\$5,022.75	\$10,045.50 3-231-24020-0008
Project Graduation	\$325.36	\$325.37	\$650.73 3-231-24040-0045
Remedial Summer School	\$336.46	\$336.45	\$672.91 3-231-24020-0004
SOL Algebra	\$1,015.36	\$1,015.37	\$2,030.73 3-231-24040-0005
Positive Behavioral Intervention			

Special Education	\$19,598.20	\$19,598.19	\$39,196.39 3-231-24020-0012
State Sales Tax	\$42,318.53	\$42,318.53	\$84,637.06 3-231-24030-0008
Technology			\$0.00 3-231-24020-0088
Textbook-funded by Lottery/SOQ	\$2,515.04	\$2,515.03	\$5,030.07 3-231-24020-0014
CTE Certification funds			\$0.00 3-231-24030-0049
Vocational Education	\$3,954.60	\$3,954.60	\$7,909.20 3-231-24020-0017
Vocational Education (CAT)			\$0.00 3-231-24020-0052
Enrollment Loss			\$0.00 3-231-24020-0010
Medicaid			\$0.00 3-231-33099-0005
Regional Special Education	\$3,160.02	\$3,160.03	\$6,320.05 3-231-24020-0038
Vision Screenings Grant			3-231-24080-0016
Grow Your Own Teacher Pilot Program			\$0.00 3-231-24080-0071
Learning Loss Instructional Support			\$0.00 3-231-24080-0074
VPI 3 Year Olds	\$7,203.91	\$7,203.91	\$14,407.82 3-231-24020-0889
VPI Flexible Spending			\$0.00 3-231-24020-0892
VPI Teacher to Student Ratio	\$900.46	\$900.45	\$1,800.91 3-231-24020-0891
Hold Harmless Rebenchmark COVID 19	\$5,735.54	\$5,735.55	\$11,471.09 3-231-24080-0089
Supplemental GF in Lieu of Sales Tax	\$2,891.46	\$2,891.45	\$5,782.91 3-231-24090-0001
School Construction Funds	\$56,425.19	\$56,425.19	\$112,850.38 3-231-24030-0006
School Security Grant			
	\$374,794.31	\$374,794.31	\$749,588.62

Federal

Grants:

21st Century			\$0.00 3-231-33084-0395
Gear Up			\$0.00 3-231-33084-0334
Miscellaneous			\$0.00
Perkins III			\$0.00 3-231-33084-0048
Title I, Part A	\$59,546.25	\$12,872.31	\$72,418.56 3-231-33084-0010
Title II - A			\$0.00 3-231-33084-0067
Title III			\$0.00
Title IV			\$0.00 3-231-33084-0086
CARES Act ESSERF	\$30,135.01	\$6,099.85	\$36,234.86 3-231-33084-0426
Bus Driver Incentive Grants			\$0.00
ESSER III Sumer School			\$0.00
ESSR II Unfinished Learning			\$0.00 3-231-33084-0427
ESSER III Division Allocations		\$122,566.67	\$122,566.67 3-231-33084-0428
Title VI,Part B:Six-B Flow Special Ed			\$0.00 3-231-33084-0027
Title VI,Part B:Six-B Flow Special Ed PreSchool			\$0.00 3-231-33084-0173
Preschool 619			\$0.00
Subtotal - Federal Grants	\$89,681.26	\$141,538.83	\$231,220.09

Federal Non-Grants:

CARES CRF K-12 Funds			\$0.00
ROTC	\$5,825.17		\$5,825.17 3-231-33099-0001
Subtotal - Federal Non Grants	\$5,825.17	\$0.00	\$5,825.17

Total School Operating

\$480,321.40

\$525,066.12

\$1,005,387.52

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #4:

Public Comment Period

ACTION REQUESTED:

The Board will receive comments from the public related to items not on the agenda. Have citizens state their name, the district they are from and request that they limit their comments to 3 minutes.

ATTACHMENTS:

None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #5:

VDOT Update

ACTION REQUESTED:

A representative from VDOT will provide the Board an update on work within the County and receive questions and comments.

ATTACHMENTS:

- None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #6:

Approval of Updated Pricing – CHS Well Replacement

ACTION REQUESTED:

County Administrator will provide information on this request.

ATTACHMENTS:

- Updated pricing information



HYDRO... INC.

QUOTE NO. 06011-15
PAGE 1 OF 2
June 1, 2023

2111 MAGNOLIA ST., RICHMOND, VA 23223
P.O. BOX 27186, RICHMOND, VA 23261-7186
800-552-7714 • 804-643-2725 • FAX: 804-788-9058

KING & QUEEN COUNTY

Attn.: David Coppersmith
242 Allens Cir M
King and Queen Court House, VA 23085

Ph.: (804) 785-5981
Email: dcopsmith@kqps.net

**SUBJECT TO THE CONDITIONS OF SALE SET OUT BELOW AND ON THE BACK HEREOF,
Sydnor Hydro, Inc. offers to sell to Buyer the following:**

**REFERENCE: NEW WELL, WELL PUMP AND MOTOR, BOOSTER PUMPS
AND TANK REHABILITATION**

Sydnor Hydro, Inc. proposes to provide the equipment, tools, personnel, and expertise to accomplish the following:

PART 1: WELL REPLACEMENT

- A new 4.5" well will be drilled to approximately 500 ft. A test pump will be installed and a 48 hour yield test and drawdown executed. A series of new well samples will be collected and analyzed. The test pump will be pulled and the well will be readied for permanent pump installation. Reports will be filed with the appropriate regulatory agencies.

For the Sum of..... \$84,110.00

PART 2: WATER SYSTEM DESIGN AND IMPROVMENTS

- Existing waterworks system is over 50 years old and should be modernized to provide increased water capacity and reliability for school and adjacent chiller system. Sydnor will provide and submit design drawings and submittal necessary for VDH approval. Improvement to the water system include:
 - Convert existing 5,000 gallon hydro tank to ground storage to increase effective storage and allow for trucked water if well is out of service.
 - Weld new fittings on tank as required
 - New fitting on top of tank for sensor rods.
 - New fitting on the end of tank for Fire Department Connection.
 - New access hatch or viewing port on top of tank.
 - Install a fill water line in the tank.
 - Clean and disinfect interior of tank
 - Field paint exterior of tank
 - Install compact 2hp duplex booster system capable of 50 gpm @ 55 psi. in existing well house
 - Install new 4" pump end and 3 HP motor capable of 40 gpm @ head to be determined.
 - Install pipe and power line between well and pump house.
 - Install new wall/ceiling mount heater.
 - Paint existing block building.
 - Clear building drain and dig small swale as necessary.
 - Install bank two (2) of 119 gallon bladder tanks in open space in existing mechanical room
- Owner to work with local Fire Marshal to determine existing hydrant/sprinkler demands
 - Existing Hydrant appears to be offline and recommend removing the hydrant and adding non-pressurized FDC on side of 5k gallon tank. (already mentioned above)
 - Sprinkler demands could change sizing of above estimated booster pumps.

For the Sum of..... \$186,700.00

**ACCEPTANCE COPY
(PLEASE SIGN & RETURN TO SYDNOR)**



HYDRO... INC.

2111 MAGNOLIA ST., RICHMOND, VA 23223
P.O. BOX 27186, RICHMOND, VA 23261-7186
800-552-7714 • 804-643-2725 • FAX: 804-788-9058

QUOTE NO. 06011-15
PAGE 1 OF 2
June 1, 2023

Clarifications:

- o If additional work is required by VDH additional cost may apply.
- o Sprinkler demands could effect sizing and pricing of booster pumps.

PART 3: EXISTING WELL ABANDONMENT

- A treme pipe will be placed in the existing well. Portland, Type II Neat Cement will be pumped to the bottom of the well through the treme pipe. Once the well has been filled, the well will be covered and considered "abandoned". Reports will be filed with the appropriate regulatory agencies.

For the Sum of.....\$9,500.00

Terms are net due and payable within 30 days from date service rendered.

For further information, please call 1-800-552-7714 for Mr. Jared Wray, Ext. 228

**ACCEPTED UPON THE CONDITIONS SET OUT ABOVE AND OVER.
EXPIRATION 30 DAYS**

SYDNOR HYDRO, INC.

BUYER - KING & QUEEN COUNTY

BY: 
AUTHORIZED AGENT

BY: _____
AUTHORIZED AGENT - TITLE

**ACCEPTANCE COPY
(PLEASE SIGN & RETURN TO SYDNOR)**

ADDITIONAL CONDITIONS OF SALE

PARTIES: Sydnor Hydro, Inc. is hereinafter referred to as "Seller". The Buyer is hereinafter referred to as "Buyer".

DURATION AND ACCEPTANCE OF QUOTATION: This quotation is an offer to sell. It may be accepted only upon the terms herein stated by Buyer signing the Acceptance copy hereof and delivering it to Seller's office before its expiration. Unless otherwise provided on the face hereof, this quotation expires thirty days after the quotation date shown on the face or at such earlier time as it may be withdrawn by Seller either verbally or by writing addressed to Buyer at the mailing address on the face hereof. Once effective, Buyer's acceptance may be canceled only with Seller's consent and upon terms which will indemnify Seller against loss by reason of such cancellation.

CLERICAL OR TYPOGRAPHICAL ERRORS in price, description, or otherwise are subject to correction by Seller.

PRICES do not include any applicable sales, use, excise or other comparable taxes which, if required to be collected or paid by Seller or its supplier, shall be paid by Buyer to Seller, unless otherwise stated on the face hereof.

TERMS OF PAYMENT: Unless otherwise stated on the face hereof, terms of payment are net thirty (30) days after invoice date. In the event customer causes shipment or work delay, the invoice date may be the date ready for shipment or installation regardless of continued possession by Seller. Seller may invoice for partial shipments. On work that includes construction services, seller reserves the right to cease construction activity and vacate the jobsite should buyer fail to make payments in accordance with payment terms established herein.

ADDITIONAL TERMS: If bankruptcy or insolvency proceedings be instituted by or against Buyer or if Buyer makes an assignment for the benefit of creditors or if Buyer's financial situation, in Seller's judgment, does not justify extending credit to Buyer, Seller may, at its election, require payment in advance or on delivery or cancel the order for any unshipped goods and require payment of any loss incurred by reason of the cancellation.

PAST DUE PRINCIPAL shall be subject to monthly interest, service or late charges at the highest lawful rate but not exceeding 1 1/2% per month. Buyer shall be liable for all costs (including reasonable attorneys' fees) incurred in collecting past due amounts.

DELIVERY: Unless stated on the face hereof, delivery shall be FOB point of shipment, and the means, method and route of delivery shall be as Seller may select. Any time of delivery stated on the face hereof is approximate only and Seller shall in no event be liable for delays in delivery or completion of work caused by delays in procuring materials or equipment or caused by fires, floods, accidents, acts of God, unavoidable accidents, strikes, labor difficulties or delay in transportation or by any action, law, ordinance, requirement, rule or regulation of any government or governmental authority, nor shall Seller be liable for any penalties or losses caused by any delay.

DESCRIPTIVE TERMS: Any descriptive terms or documents accompanying this order show only approximate dimensions, appearances, and specifications. Seller may make such changes therein as it deems an improvement.

RISK OF LOSS: The Buyer shall bear the risk of loss for any damage to or destruction of the goods ordered from such time as delivery by Seller of the goods to the carrier for transportation to Buyer, or, if Seller is the carrier, from tender of delivery to Buyer by Seller.

ADDITIONAL SERVICES: Unless stated on the face hereof, Seller does not agree or undertake to supervise or in any manner assist in the installation or start-up or servicing of the goods ordered.

EXPRESS WARRANTIES: (a) Items of equipment furnished by Seller under this Agreement, whether drop-shipped or installed by Seller, may be conditionally warranted against defects in material and workmanship by their manufacturer and are not warranted against such defects by Seller. Buyer's sole and exclusive remedy (if any) is against manufacturer only.

(b) Except as provided in paragraph (a), Seller agrees to correct all new construction work performed by Seller under this Agreement which proves to be defective in material or workmanship within one year from the Date of Substantial Completion. New construction work is defined as work performed on new facilities.

(c) Except as provided in paragraph (a), Seller agrees to correct service work provided by Seller under this Agreement which proves to be defective in material or workmanship within ninety days from the date service work is completed. This warranty is expressly limited to defects in material and workmanship specifically provided by Seller, and does not include failure caused by conditions outside the scope of service work performed by Seller. Service work is defined as work performed primarily on existing facilities, even if some portion of the work includes new or replacement components.

This warranty is expressly in lieu of all other rights and remedies at law or in equity. THERE ARE NO EXPRESS WARRANTIES EXCEPT THOSE HEREINABOVE SET OUT IN THIS PARAGRAPH. Seller shall not be responsible for any work done or expense incurred by Buyer which has not been authorized or is in excess of that authorized.

DISCLAIMER OF IMPLIED WARRANTIES AND CONSEQUENTIAL DAMAGES: SELLER DOES NOT WARRANT THE MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR OR INTENDED PURPOSE OR USE. SELLER SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES.

CONDITIONS EXCLUSIVE: No terms or conditions (including terms and conditions in any specification, order, contract, or subcontract in performance of which Buyer is purchasing the articles or services to be furnished pursuant hereof) not stated herein, and no agreement or other understanding varying the terms and conditions herein stated, shall be binding on Seller unless made a part hereof and signed by a duly authorized representative of Seller. To the extent that the assumptions, representations or conditions contained in this proposal are in conflict with any terms and conditions set forth on any subsequent purchase order or similar document issued to authorize or accept this proposal, the assumptions, representations and conditions of this proposal shall govern.

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #7:

Set Public Hearing Date – Radio System Agreement Amendment

ACTION REQUESTED:

The Board needs to hold a public hearing on the amendment to the regional radio system agreement to include additional counties.

ATTACHMENTS:

- Draft public notice
- Draft Ordinance for amendment
- Draft Amended Agreement

**KING & QUEEN COUNTY
NOTICE OF PUBLIC HEARINGS**

Pursuant to Va. Code §§ 15.2-1300, 15.2-1300.1, and 15.2-1427, the King and Queen County Board of Supervisors will hold a public hearing on Monday, XXXX XX, 2023 at 7:00 p.m. in the General District Courtroom, King & Queen Courts and Administration Building, 242 Allen's Circle, King & Queen Court House, Virginia, to consider an ordinance to amend the Memorandum of Understanding governing the Middle Peninsula/Northern Neck Regional Radio System.

**AN ORDINANCE TO APPROVE AN AGREEMENT ESTABLISHING A REGIONAL
INTEROPERABLE PUBLIC SAFETY RADIO SYSTEM**

WHEREAS, Virginia Code §§ 15.2-1300 and 15.2-1300.1 authorize political subdivisions to exercise their authorities jointly with other political subdivisions, authorize localities to give and receive aid pursuant to resolution of the governing body, and provide for the authority and immunity of personnel acting outside of the locality where employed; and

WHEREAS, in order to support the mission-critical communications needs of each locality’s individual and collective public safety and public service personnel, the undersigned localities desire to improve certain radio facilities and communications capacity, realizing that the opportunity to combine those resources and needs will collectively benefit all parties; and

WHEREAS, in furtherance of this objective, the County of King and Queen (“King and Queen”), the County of Essex (“Essex”), and the County of Richmond (“Richmond”) established the Upper Middle Peninsula/Northern Neck Regional Radio System (the “**Radio System**”) by Memorandum of Understanding dated December 1, 2015 and amended January 17, 2018; and

WHEREAS, King and Queen, Essex, and Richmond now desire to amend their prior agreement to expand the Radio System to include the County of Mathews (“Mathews”), the County of Northumberland (“Northumberland”), and the County of Lancaster (“Lancaster”).

NOW, THEREFORE, BE IT ORDAINED by the _____ County Board of Supervisors upon a finding that the Middle Peninsula/Northern Neck Regional Radio System has resources which will aid the _____ County government in the provision of mission critical public safety communications services and finding it in the public interest to cooperate in providing those services:

1. That the participation of _____ County in the Radio System is approved.
2. That the Memorandum of Agreement for the Radio System attached hereto as **Exhibit A** is hereby approved and the county administrator is authorized to execute the same on behalf of _____ County and to take all actions necessary to implement the terms of this Ordinance and the associated Memorandum of Agreement.
3. This Ordinance is effective immediately.

Adopted this ___ day of _____, 2023 on the following vote:

AYE:

NAY:

ABSTAIN:

ABSENT:

Clerk to the Board of Supervisors

**AMENDED AND RESTATED
MEMORANDUM OF AGREEMENT**

**for the
MIDDLE PENINSULA/NORTHERN NECK REGIONAL RADIO SYSTEM**

This Memorandum of Agreement, dated and effective May 1, 2023, among the County of King and Queen (“**King and Queen**”), the County of Essex (“**Essex**”), the County of Richmond (“**Richmond**”), the County of Mathews (“**Mathews**”), the County of Northumberland (“**Northumberland**”), and the County of Lancaster (“**Lancaster**”), each a “**Participating County**” and collectively referred to as the “**Participating Counties,**” is entered into for the expansion and governance of the Middle Peninsula/Northern Neck Regional Radio System.

**SECTION I
INTRODUCTION**

In order to support the mission-critical communications needs of each Participating County’s individual and collective public safety and public service personnel, the Participating Counties have or desire to improve certain radio facilities and communications capacity and agree that this opportunity can be best realized through joint action and collaboration.

**SECTION II
PURPOSE**

The purpose of this Agreement is to amend, restate, and replace the prior agreement among King and Queen County, Essex County, and Richmond County to expand the regional interoperable radio system (“**the System**”) for telecommunication purposes for use by the Participating Counties and Contractual Subscribers, and also for use by the Towns of Tappahannock, Warsaw, Kilmarnock, and White Stone through their respective Participating Counties, where such System will allow users to communicate between their own locations and with each other.

The System will consist of components including radio and microwave radio devices, fiber-optic cable, conduit, electronic equipment, and other necessary equipment for the transportation of voice and data signals. Participation in the System will include the installation and maintenance of radio and other System equipment and the technical and administrative functions necessary to develop, operate, and maintain the System.

The System envisioned by this Agreement is intended to be flexible, serving the purpose of improving communications by using technological components that will, at any given time, best accomplish that purpose. The Participating Counties expect that over time the components of the System may change as needs and capacities of technology and the users change.

The System is further described as (a) UHF trunked radio system infrastructure (consisting of tower sites and related operations) and a single channel 800 MHZ interoperability overlay, (b) the system network switching center/controller and all subsystems currently part of the radio system, (c) all hardware and software encompassed in the foregoing infrastructure, (d) all

updates and enhancements to the foregoing, and (e) the FCC licenses, which may be issued to a specific geographic locality but the use of which will be shared System wide by the terms of this Agreement to permit full and optimal System function. The System does not include mobile and portable radio subscriber devices which are the responsibility of each Participating County.

SECTION III **GOVERNANCE**

- 3.1 Each Participating County shall appoint representatives to a Policy Team which shall exercise those duties and responsibilities as set out below. The Policy Team shall consist of two voting representatives appointed by the Board of Supervisors of each Participating County who are authorized to act on behalf of the appointing locality in matters related to the System. Each representative shall have one (1) vote on matters before the policy team. Non-voting liaisons may participate with the Policy Team when and as assigned by the county administrator of any Participating County.
- 3.1.1 The Policy Team shall be responsible for the oversight of policy and fiscal issues, including the establishment of an annual budget for each fiscal year and the oversight of expenditures related to the System, subject, however, to authorizations of necessary funds by the governing bodies of the Participating Counties.
- 3.1.2 To allow for timely system management policy, implementation of standard operating procedures and system policies, system maintenance, and service on the system, the Policy Team shall appoint one regional radio system manager (the “**System Manager**”) who shall serve as the radio system executive officer and whose duties shall include overseeing the function of the system, coordinating and managing issues which may arise among Participating Counties, and representing the System at the local, state, and federal levels. The System Manager will serve as chair of the Policy Team.
- 3.1.3 To allow for timely implementation of such standard operating procedures and system policies, to allow for the allocation of frequency and data bandwidths, and to provide day to day local level management and maintenance of the System, each Participating County shall assign an individual to act on behalf of that county to serve as a locality radio services agent (the “**Local Agent**”) to oversee, respond to, and serve as a point of contact for day-to-day matters relating to the System. The Local Agent may be, but is not required to be, a member of the Policy Team. In order to efficiently manage the System and to preserve its integrity and function, the Local Agent will at all times coordinate with the System Manager for day-to-day functions and operations of the System and will serve as the single point of contact for the locality for the System, except that in the absence of the Local Agent, he or she may appoint an alternate to serve in his

or her stead. Individual radio committees or other stakeholder groups will be represented by the Local Agent regarding System related items.

- 3.2 Subject to available and approved funding, the System Manager may secure contractual services with professional experts and consultants as required to serve and/or protect the interests of the System and/or the Participating Counties.
- 3.3 In no event shall Participating Counties be liable to each other for any indirect, incidental, special, or consequential damages, including, without limitation, damages attributed to any malfunction of the system, regardless of the cause of action, arising out of or in connection with a party's performance.
- 3.4 Any locality seeing to participate in the System may be admitted to the system on such terms and conditions as unanimously agreed upon by the Policy Team together with an amendment of this Agreement.
- 3.5 Necessary and periodic updates, software enhancements, and emergency technologies will be funded regionally through the established operating funding process. If either the System Manager or a Local Agent determines major system enhancements are required beyond necessary and periodic updates, Policy Team approval will be required for the completion of any such enhancements, and all such enhancements are subject to funding allocations from all Participating Counties in proportions determined by the Policy Team.
- 3.6 The Participating Counties will individually and collaboratively seek grants to enhance the System. Matching requirements for collective System grants must be approved in advance by all Participating Counties and allocated and paid according to percentages established by the Policy Team and agreed to by all affected Participating Counties. Participating Counties also may seek grants for the benefit of their respective localities only (e.g., subscriber equipment or accessories grants) for which any match requirements will be the sole responsibility of the applicant/recipient locality.
- 3.7 Participating Counties will be individually responsible for maintaining adequate insurance on equipment and infrastructure owned by their respective jurisdictions.
- 3.8 The System Manager and the Policy Team may designate committees, subcommittees, and user groups as necessary to develop and operate on the System. Actions of such committees, subcommittees, and user groups are subject to approval of the System Manager. Appeals of System Manager decisions may be reviewed by the Policy Team.

SECTION IV

CONTRACTUAL SUBSCRIBER

- 4.1 Any other jurisdiction or entity may participate on the System without becoming a Participating County if approved for such participation by the Policy Team (a

“**Contractual Subscriber**”). Each Contractual Subscriber will be billed and shall pay an initial fee and an annual fee established by the Policy Team and as set forth in Section V below.

- 4.2 Each Contractual Subscriber shall be solely responsible for the installation and maintenance of any connectivity items required by that Contractual Subscriber for connection to the network switching center for dispatch consoles.
- 4.3 All hardware and infrastructure components proposed or required by a Contractual Subscriber, including installation services and contractors for integration into the System, are subject to review and approval by the System Manager for compliance with System standards.
- 4.4 Each Contractual Subscriber shall provide to the System Manager no later than December 30 of each year written notice of any changes to the next fiscal year equipment list, talk group list, and subscriber count.

SECTION V

FISCAL

- 5.1 **Fiscal Agent.** King and Queen County will serve as the fiscal agent for the System and shall maintain a radio system enterprise fund (the “**Fund**”). The Policy Team will draft and approve an annual operating budget governing the use of the enterprise fund by the radio System Manager. The System Manager is authorized to approve the payment of expenditures from the Fund consistent with the annual budget adopted by the Policy Team.
- 5.2 All System users are subject to, and shall pay to the Fiscal Agent, the following fees and charges:
 - 5.1.1 Joint Services fees pursuant to paragraph 5.3 below.
 - 5.1.2 An Initial Fee pursuant to paragraph 5.4 below.
 - 5.1.3 Annual Participation Fees pursuant to paragraph 5.5 below.
- 5.3 **Joint Services Fees.** Certain joint services are billed under existing contracts or procedures, including, but not limited to, microwave tower space rentals, voice logging recorders, hardware, and subscriber fees. Invoices received for such joint services will be billed to the Fiscal Agent. The Fiscal Agent will bill to each Participating County, and each Participating County will pay to the Fiscal Agent within sixty (60) days of receipt of any such joint services bill, all costs so billed in accordance with any current or future agreement.
- 5.4 **Initial Fee.** No later than February 1 of each year, the Policy Team shall establish and approve an Initial Fee to be charged to any entity or locality wishing to become a

Contractual Subscriber or a Participating County and will be established based on the number of proposed tower sites. The System Manager will calculate and provide to the Policy Team a recommended initial fee each year for each site, which recommended initial fee will be considered by the Policy Team. Any locality or entity approved to become a Contractual Subscriber or a Participating County shall pay to the Fiscal Agent the applicable Initial Fees no later than sixty (60) days after approval to participate as a Contractual Subscriber or a Participating County.

- 5.5 **Annual Fee.** Annually, the Policy Team will establish an annual participation fee which shall be paid each year by each Contractual Subscriber and by each Participating County, except that a Contractual Subscriber or a Participating County is not subject to the Annual Fee in the year the Contractual Subscriber or Participating County is subject to an Initial Fee pursuant to paragraph 5.4 herein. The Annual Fee is intended to support shared operating needs of the System and shall be paid no later than July 31 of each year.

SECTION VI
TERMINATION OF PARTICIPATION

- 6.1 Any Participating County desiring to terminate its participation in the System shall provide one year's notice to all Participating Counties of its intent to terminate its participation. Such withdrawing Participating County shall be solely responsible for all costs associated with its removal from the System and for its share of all capital and operating costs for the one year period following the notice of withdrawal.
- 6.2 All System frequencies shall remain part of the System unless otherwise authorized by the licensing authority.

By signing this Agreement, the Participating Counties agree to collaborate to improve homeland security, as well as improve the safety of the citizens within our localities, by maintaining and improving our wide area P25 compliant radio communications infrastructure.

Any amendments to this Memorandum of Agreement shall be approved by the governing bodies of all Participating Counties.

Vivian Seay, County Administrator
King and Queen County

Date

April Rounds, Interim County Administrator
Essex County

Date

Hope D. Mothershead, Interim County Administrator
Richmond County

Date

Ramona Wilson, County Administrator
Mathews County

Date

Luttrell Tadlock, County Administrator
Northumberland County

Date

Don G. Gill, County Administrator
Lancaster County

Date

DRAFT

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #8:

Adoption of FOIA Rights, Responsibilities and Policies

ACTION REQUESTED:

County Administrator will provide information on this request.

ATTACHMENTS:

- White Paper on request
- Updated Policy



KING AND QUEEN COUNTY VIRGINIA

Founded 1691

MEMORANDUM

TO: King & Queen County Board of Supervisors

FROM: Vivian Seay, County Administrator | County Attorney

DATE: June 6, 2023

RE: June 12 Regular Meeting Agenda Item 6
Adoption of FOIA Rights, Responsibilities, and Policies

Recommendation

Adopt the attached King and Queen County Virginia Freedom of Information Act Rights, Responsibilities, and Policies (the “**FOIA RRP**”).

Background and Information

The Virginia Freedom of Information Act requires that certain information be made available to the public on the homepage of the official public government website. In 2023, the General Assembly added another item to the required information, namely a written policy relating to how charges are assessed for preparing responses to FOIA records requests. In the course of updating the County’s information provided on our website, the newly-required information has been added and other updates have been made to ensure the attached FOIA RRP is compliant with the applicable Va. Code § 2.2-3704.1 (attached).

Attachment(s)

- House Bill 2007 amending Va. Code § 2.2-3704.1 (March 26, 2023)
- DRAFT King and Queen County Virginia Freedom of Information Act Rights, Responsibilities, and Policies

VIRGINIA ACTS OF ASSEMBLY -- 2023 SESSION

CHAPTER 599

An Act to amend and reenact § 2.2-3704.1 of the Code of Virginia, relating to the Virginia Freedom of Information Act; posting of fee policy.

[H 2007]

Approved March 26, 2023

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3704.1 of the Code of Virginia is amended and reenacted as follows:

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;

2. Contact information for the FOIA officer designated by the public body pursuant to § 2.2-3704.2 to (i) assist a requester in making a request for records or (ii) respond to requests for public records;

3. A general description, summary, list, or index of the types of public records maintained by such public body;

4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;

5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; ~~and~~

6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia."; *and*

7. *A written policy (i) explaining how the public body assesses charges for accessing or searching for requested records and (ii) noting the current fee charged, if any, for accessing and searching for such requested records.*

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.



KING AND QUEEN COUNTY VIRGINIA

Founded 1691

The Virginia Freedom of Information Act Rights, Responsibilities, and Policies

The Virginia Freedom of Information Act (FOIA), Va. Code § 2.2-3700 et seq., guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of, a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

The **FOIA officer** designated by the Board of Supervisors of King and Queen County to assist requesters in making requests for records and to respond to FOIA requests for public records is:

Vivian R. Seay, County Administrator | County Attorney
242 Allen's Circle, Suite L
King and Queen Court House, Virginia 23085
Telephone: (804) 785-5975
Email: vseay@kingandqueenco.net

FOIA Rights of Virginia Citizens. Certain Media Members, and Public Bodies

- You have the right to request to inspect or receive copies of public records, or both.
- King and Queen County has the right to make reasonable charges, not to exceed the actual cost incurred, to provide to a requester access to public records or to access, duplicate, supply, or search for requested records.
- **You have the right to request that any charges for the requested records be estimated in advance; include as a part of your request whether you would like to request a cost estimate in advance of public records, or access thereto, being provided to you.**
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for records from King & Queen County

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
- From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of King & Queen County nor does it require King & Queen County to create a record that does not exist.
- You may choose to receive electronic records in any format used by King & Queen County in the regular course of business.

For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records.

- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

If the subject of the request relates to:	Direct the FOIA Request to:
Administration, Planning and Zoning, Economic Development, Finance, Procurement, Environmental Regulations, or General Services	Vivian Seay, County Administrator, County Attorney, FOIA Officer, PO Box 177, King and Queen Court House 23085 (804) 785-5975 or email vseay@kingandqueenco.net
Elections or Registrar	Diane Klausen, Registrar, PO Box 56, King and Queen Court House 23085, (804) 785-5980 or email dklausen@kingandqueenco.net.
Fire and/or EMS	Greg Hunter, Emergency Services Coordinator, PO Box 177, King and Queen Court House 23085, (804) 785-5975, or email ghunter@kingandqueenco.net
Office of the Clerk of the Circuit Court*	Vanessa Porter, Clerk of Circuit Court, PO Box 67, King and Queen Court House 23085, (804) 785-5984 or email vporter@vacourts.gov.
Office of the Commissioner of the Revenue *	Kelly Lumpkin, Commissioner of the Revenue, PO Box 178, King and Queen Court House 23085, (804) 785-5976 or email klumpkin@kingandqueenco.net.
Office of the Commonwealth's Attorney *	Meredith Adkins, Commonwealth's Attorney, PO Box 70, King and Queen Court House 23085, (804) 785-5890 or email madkins@kingandqueenco.net.
Office of the Sheriff *	Sheriff W. R. Balderson, PO Box 38 King and Queen Court House 23085, (804) 785-5486 or email vdraine@kqso.net.
Office of the Treasurer *	Irene Longest, Treasurer, PO Box 98, King and Queen Court House 23085, (804) 785-5978 or email ilongest@kingandqueenco.net.
Social Services	Betty Dougherty, Director of Social Services, PO Box 7, King and Queen Court House 23085. (804) 785-5977 or email Betty.Dougherty@dss.virginia.gov.

- * There are five constitutional officers for King & Queen County: the Clerk of the Circuit Court, the Commissioner of the Revenue, the Commonwealth's Attorney, the Sheriff, and the Treasurer. These constitutional officers are elected by the voters of the King & Queen County and are separate and independent from King & Queen County administration and the Board of Supervisors of King & Queen County, Virginia, and their employees are not employees of King & Queen County. However, for the purposes of this FOIA Rights and Responsibilities statement, references to King & Queen County shall apply also to the Board of Supervisors of King & Queen County, Virginia as well as the five constitutional officers listed above.

In addition, the **Freedom of Information Advisory Council** is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail foiacouncil@dls.virginia.gov or by phone at **(804) 225-3056** or toll free **1-866-448-4100**.

King & Queen County's Responsibilities in Responding to Your Request

- King & Queen County must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from King & Queen County is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow King & Queen County to require you to provide your name and legal address.
- FOIA requires that King & Queen County make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld and must state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.

- 5) If it is practically impossible for King & Queen County to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- You may have to pay for the records that you request from King & Queen County. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- If you would like to request that we estimate in advance the charges for supplying the records that you have requested, you must let us know that. This will allow you to know about any costs before those costs are incurred or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, King & Queen County may require payment of the past-due bill before it will respond to your new FOIA request.
- King and Queen County has adopted the following policy relating to charges for responses under the Virginia Freedom of Information Act:

- Costs incurred to access, supply, duplicate, search for, or otherwise provide records requested under the Virginia Freedom of Information Act will be billed to the requester at the hourly rate(s) of the person or persons assigned to provide the requested records plus the actual cost of each copy or other medium used to provide the requested records. In an effort to keep costs to a minimum, King and Queen County will assign the lowest paid staff member(s) capable of retrieving the requested records in a timely manner, except that any search of a staff member's own records, including emails, will be conducted by that staff member regardless of compensation level, and the cost will be billed at that staff member's hourly rate. Notwithstanding the foregoing, public records provided in response to any request made to King and Queen County under the Virginia Freedom of Information Act, the total cost for which **does not exceed \$12.00**, will be provide to the requester at no cost.

Types of records

King & Queen County maintains various records necessary for the operation of local government. These include, but are not limited to, personnel, building, zoning, billing, financial, tax, grants, court, land, and public safety records.

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. King & Queen County commonly withholds records subject to the following exemptions but expressly reserves the right to withhold all or portions of certain records pursuant to any exemption contained in the Code of Virginia:

- Personnel records (Va. Code § 2.2-3705.1 (1)).
- Records subject to attorney-client privilege (Va. Code § 2.2-3705.1 (2)) or attorney work product (Va. Code § 2.2-3705.1 (3)).
- Vendor proprietary information (Va. Code § 2.2-3705.1(6)).
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (Va. Code § 2.2-3705.1(12)).
- Personal Information (Va. Code § 2.2-3705.1(10)).
- Health Records (Va. Code § 2.2-3705.5).
- Social Services Records (Va. Code § 2.2-3705.5).
- Criminal Records (Va. Code § 2.2-3706).
- Social Security Number (Va. Code §2.2-3815).
- Confidential Taxpayer Information (Va. Code §58.1-3).

Policy regarding the use of exemptions

It is the general policy of King and Queen County to invoke all available exemptions. This allows the County to protect employee privacy, citizen privacy, confidentiality, negotiation/bargaining position, investigations, and legally privileged materials. Exemptions are exercised on a case-by-case basis, but the objective is to apply exemptions uniformly.

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #9:

Library Update and Recommendations

ACTION REQUESTED:

County Administrator will provide information on this request.

ATTACHMENTS:

- None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #10:

Surplus of County Vehicles

ACTION REQUESTED:

County staff and the Sheriff's office have compiled a list of unused and not serviceable vehicles. The Board must designate the vehicles as surplus before they can be placed on the online auction site.

ATTACHMENTS:

- List of surplus vehicles

AGENDA: *June 8, 2023 Regular Meeting*

ITEM #11:

Appointments/Reappointments to various Boards and Commissions

ACTION REQUESTED:

- 1) Economic Development Authority – Stevensville
- 2) Bay Consortium Workforce Development Board
- 3) Planning Commission – Newtown District
- 4) Planning Commission – Buena Vista District to fill the unexpired term of Ryan Burroughs (01.11.2024)

ATTACHMENTS:

- None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #12:

County Administrator's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None

AGENDA: *June 12, 2023 Regular Meeting*

ITEM #13:

Board of Supervisors Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None