



# KING AND QUEEN COUNTY VIRGINIA

*Founded 1691*

## Board of Supervisors Meeting

Monday, September 9, 2024  
Regular Monthly Meeting 7:00 P.M.

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

## AGENDA

1. Call to Order, Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of Minutes
3. Approval and Signing of the Warrants and Appropriations
4. Approval for Use of Funds/Telework Center FFFEE
5. Public Comment Period
6. Public Hearing – Request to VDOT to Restrict Through Trucks on Rt. 632 & Rt. 633
7. Presentation regarding Bay Transit Expanded Service
8. Dominion Energy Request for Approval (RZ24-01, CUP24-01, SP24-01)
9. Approval of Dominion Energy Easement
10. Quarterly Reports
11. Appointments and Reappointments
12. County Administrator's Comments
13. Board of Supervisors Comments
14. Closed Meeting Pursuant to:  
**Va. Code § 2.2-3711(A)(1) to discuss issues relating to salaries and assignments of duties employees in county administration and in the office of the Clerk of Circuit Court.**
15. Adjourn to Workshop meeting on **Monday, September 23, 2024, at 6:00 p.m.**, 242 Allen's Circle, King and Queen Court House, Virginia, Second Floor Conference Room A/B.

**AGENDA:**      *September 9, 2024 Regular Meeting*

**ITEM #1:**

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

**ACTION REQUESTED:**

None Required

**ATTACHMENTS:**

None

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #2:**

Approval and signing Minutes

**ACTION REQUESTED:**

Approval of the June 24, 2024, July 22, 2024 and August 12, 2024 minutes of the Board of Supervisors.

**ATTACHMENTS:**

- Draft June 24, 2024 minutes
- Draft July 22, 2024 minutes
- Draft August 12, 2024 minutes

**King and Queen County  
Board of Supervisors Meeting  
Monday, June 24, 2024**

**6:00 P.M.**

**Regular Meeting  
King and Queen County Courts and Administration Building  
2<sup>nd</sup> Floor Conference Room A and B**

**Minutes of the Meeting**

**CALL TO ORDER AND ROLL CALL**

Vice Chair Sherrin Alsop called the meeting to order. Roll call was taken with members Lawrence Simpkins and Carolyn Billups being absent. It was noted that in consideration of speakers, the order of the agenda was revised moving item #2 to be item #9.

**APPROVAL OF RECURRING WARRANTS**

A motion was made by Ms. Norman and seconded by Mr. Berry to approve the recurring warrants for the month of June, subject to audit.

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

**VICTIM WITNESS ASSISTANCE GRANT REQUEST**

Robin Bostic, Victim Witness Coordinator, Captain Mitchell Wilson and Meredith Adkins, Commonwealth's Attorney were all present regarding this matter. Ms. Bostic advised that she just found out today that the grant cycle for FY25 will not fully fund a separate position for a Victim Witness Coordinator for King and Queen County. This position is currently a shared position with King William County and as the need had grown in both counties it is no longer functioning to adequately serve the citizens in either county. It had originally been proposed to have a small increase in the FY25 budget to cover the shortfall of the grant, however it appears now that it would require a significantly higher amount. She advised the Board that she will continue to work with DCJS on having a separate program for FY26 and if the opportunity arises during FY25 she will bring it back to the Board at that time.

**ECONOMIC DEVELOPMENT POSITION**

Ms. Seay provided background on this request. The county had been contracting with Kelly Evko for part-time service during FY24. The county funds ran out in March 2024 and the EDA continued the contract at a significantly reduced number of hours through the end of June. The position was funded in FY25 as a full-time position, but the Board did not authorize the hiring of anyone for the position. She advised that staff needs a path to move forward since the current

contract ends at the end of June. Ms. Evko provided an update on activities that are currently underway and upcoming items that initiatives for the EDA and staff.

EDA Chairman George Longest was present and advised that the EDA has several projects going on such as the finalization of their Strategic Action Plan, the site development study being done by Timmons and renewing their outreach to local businesses that was put on hold due to COVID. He commented that he felt this is a critical time for the county to keep the momentum that has been gained over the last year.

There was discussion by Board members including more details regarding outreach to current businesses and the need to decide on the direction they want to take moving forward.

A motion was made by Mr. Berry and seconded by Ms. Norman to approve \$3,500 for the month of July to continue the contract with Ms. Evko for another month.

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

### **OPIOID LITIGATION UPDATE**

Ms. Seay advised that the opioid litigation has been expanded again to include additional defendants. It is possible but highly unlikely that the county could be chosen as the designated plaintiff. She will keep the Board updated as the change develops.

### **QUARTERLY REPORTS PROCEDURE**

Staff asked for direction on future reports from department heads and agencies. The Board moved the last reports to a work session due to the length of the agenda for the regular scheduled meeting. Staff also advised that there are now at least 20 people who are invited to provide reports so the time it takes during a meeting can be quite long.

There was brief discussion regarding whether it should be at a regular meeting or work session, but it was the consensus to have them at the regular monthly meetings and to schedule a few each month rather than all at one time.

### **CONSTITUTIONAL OFFICERS AGREEMENT**

Ms. Seay advised that three on the constitutional officers and the General Registrar have signed the agreement and that she has made the changes to the agreement that was requested by the Sheriff.

A motion was made by Mr. Berry and seconded by Ms. Norman to accept the agreement with the constitutional officers.

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

### **CAROLINE COUNTY WATER WITHDRAWAL PROJECT - UPDATE**

Ms. Seay advised that she attended the recent Caroline County Board of Supervisors meeting where they held the public hearing on this project. It is not directly related to the data center project that is also under review by the county. The project has been ongoing for many years and began with the need for additional water usage by the Bowling Green water system. DEQ now requires use of surface water rather than ground water for large scale projects and that is why Caroling is proposing to draw water from the Rappahannock River and discharge into the Mattaponi River. She will keep the Board posted if more information becomes available.

### **VDOT PUBLIC ACCESS INQUIRY – RT. 628 SPRING COTTAGE ROAD**

Ms. Seay advised that VDOT reached out to the PDC regarding an area near where the bridge replacement is taking place on Spring Cottage Road that could be used for public access. Before moving forward with researching whether or not it is a viable site, they need direction whether or not the Board is in favor of having this be a public access point. It was the consensus of the Board to agree for the PDC to pursue this opportunity.

### **APPROVAL OF REAL ESTATE PURCHASE CONTRACT**

A motion was made by Ms. Norman and seconded by Mr. Berry to enter into close session pursuant to Va. Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, the subject being the acquisition of real property located in the Stevensville Magisterial District of King and Queen County, Virginia.

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

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

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

A motion was made by Mr. Berry and seconded by Ms. Norman to approve the agreement for the purchase of the parcel in the Stevensville District and to further authorize Vice Chair Sherrin Alsop to execute the agreement.

AYES: S.C. ALSOP, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: J.L. SIMPKINS, C.R. BILLUPS

**IT IS ORDERED THAT THIS BOARD BE ADJOURNED**

A motion was made by Ms. Norman and seconded by Mr. Berry to adjourn the meeting at 7:42 p.m.

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Chairman

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Clerk of the Board

**King and Queen County  
Board of Supervisors Meeting  
Monday, July 22, 2024**

**6:00 P.M.**

**Regular Meeting  
King and Queen County Courts and Administration Building  
2<sup>nd</sup> Floor Conference Room A and B**

**Minutes of the Meeting**

**CALL TO ORDER AND ROLL CALL**

Chairman Lawrence Simpkins called the meeting to order. Roll call was taken with member Carolyn Billups being absent.

Chairman Simpkins also approved Mr. Berry's attendance of the meeting electronically from his home due to a medical issue.

**APPROVAL OF RECURRING WARRANTS**

A motion was made by Ms. Alsop and seconded by Ms. Norman to approve the recurring warrants for the month of July, subject to audit.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN

NAYS: NONE

ABSENT: C.R. BILLUPS

**DISCUSSION – BUILDING AND GROUNDS MAINTENANCE**

Ms. Seay advised that the Director of Maintenance is out of the office right now but noted that he has received a second proposal which includes more items than the first one. He is reviewing both proposals to have brought back to the board later with a recommendation.

Mr. Simpkins asked what the maintenance staff would be doing if all the grounds maintenance was done by an outside company. He also asked if it would be possible to get proposals for a spring and fall "spruce up" and then have staff maintain once it is caught up. Mr. Berry expressed the same feelings, that since there wasn't funding for a full contract to do the landscaping.

**DISCUSSION – EMERGENCY SERVICES (DEPARTMENT ORGANIZATION AND FACILITIES)**

Ms. Seay asked, in light of current discussions, that the goal of the Board is for maintaining career staffing for emergency services.

Mr. Hunter added that since the current model has been in place since 2015, maybe the new Board has a new intended direction.

Ms. Alsop expressed concerns that have been brought by citizens as well as concerns that the volunteer crews, specifically Rescue 5 aren't getting toned for calls.



Mr. Berry expressed concern that the new fire station was originally budgeted for \$1 million back in 2015 and is now estimated at \$6 million. Is this the best way to spend county funds for a medic crew? He suggested working with Central Fire Department to make improvements to their facility which would benefit both and be significantly less expensive. He has discussed it with Chief Otto and they are willing to come up with a plan to propose to the county.

MR. Simpkins asked Mr. Hunter to review the current model and then maybe the Board could set the plan for the next 3 to 5 years.

Mr. Hunter reviewed the current model of having three stations located approximately equal distance throughout the county to maximize resources for response times and having crews available for “second calls” in each area. All staff are required to have a minimum of Firefighter II certification in order to support the volunteer fire companies. He expressed the current challenges faced by emergency services being low morale, less than ideal sleeping quarters (the crew stationed in the center of the county is quartered in the file room of the emergency services office in the courthouse) and geography.

**Ms. Billups arrived at this point in the meeting.**

Mr. Simpkins asked for a listing of county emergency services apparatus. Mr. Hunter advised that we currently have 3 ambulances (not including the one held jointly with Rescue 5), 1 Duty Officer truck, 5 other response vehicles (Ford Explorers) and 1 spare response vehicle (also an Explorer)

Ms. Seay asked what the Board’s direction is to staff regarding the construction of a new facility for the centrally located crew. There was discussion by the Board relating to the current estimate of \$6 million for the new station and how much they are willing to spend on a solution, the feasibility of working with Central Fire and concerns with making an investment on property not owned by the county.

After lengthy discussion of these concerns, it was the consensus of the Board to set \$1.5 million as the amount they are willing to spend on the project. Mr. Berry said he will continue to work with Central Fire on a proposal for improvements to their facility and County staff was directed to have a proposal for a facility on the county owned property that was purchase for this purpose.

**DISCUSSION – VEHICLE USE POLICY**

Sheriff Balderson and Chief Hunter provided copies of their current vehicle use policies and lists of vehicles and who they are assigned to, this included any exceptions that have been granted (or denied) and record keeping of fuel usage and vehicle maintenance.

There were questions from the Board and discussion related to the allowable distances included in the policies, concerns for vehicles being out of the county and not available for use by other staff, and the current arrangement for Mr. Hunter where he is responsible for paying for a certain portion of his fuel costs which is an exception to the policy.

After lengthy discussion, a motion was made by Ms. Norman and seconded by Ms. Alsop to approve the County paying for all of Mr. Hunter’s fuel usage.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN

NAYS: C.R. BILLUPS

ABSENT: NONE

## **DISCUSSION – COMBINED COURTS (GENERAL DISTRICT AND JDR)**

Sheriff Balderson further updated the Board on conversations related to this option. The first discussion being to separate the Victim Witness position from King William County. Separating the courts would provide better and more efficient service to the citizens. He also stated that this action is supported by the Circuit Court clerk, Commonwealth Attorney and Victim Witness Coordinator. The first action would be the adoption of a resolution by the Board that would go to the General Assembly since ultimately the General Assembly would make the decision to allow for this since the proposal would separate the Clerks of both courts (GD and JDR) from King William County and then the Clerk of each county would then be the Clerk of the combined court.

The Board directed Ms. Seay to work with the Sheriff on moving this recommendation forward.

## **DISCUSSION – ECONOMIC DEVELOPMENT POSITION**

Ms. Seay noted that there are currently three options for this position. Fulltime as included in the budget, parttime and continuing the contracted arrangement that has been in place for about 18 months.

Mr. Longest, Chairman of the EDA expressed that there is currently a very good momentum in economic development and that whatever decision the Board makes he hopes that it will allow the EDA and staff to keep that momentum and continue to move forward.

Ms. Ammons expressed her opinion that even though staff and the EDA have been able to make things work and continue to accomplish things that it has not been as effective as it was when there was a fulltime Economic Director. Having a fulltime employee that is dedicated to the goals of the county gets “the best bang for the buck”.

After brief discussion by the Board, a motion was made by Ms. Alsop and seconded by Ms. Norman to hire the economic development director part time at \$4,000/moth through June 2025.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

## **DISCUSSION – BOARD RETREAT**

Ms. Seay advised that the retreat will be November 15<sup>th</sup> and 16<sup>th</sup> at the library. She has confirmed The Berkley Group for that day. She stated that staff is compiling a list of items and for the Board to let staff know if they have any items for the agenda.

## **ITEMS BROUGH BY BOARD MEMBERS**

Mr. Berry advised that there was a meeting on July 15<sup>th</sup> regarding the Dominion sub-station. Staff and concerned citizens participated in the meeting and some good resolution were brought to address concerns raised. There was nothing presented to address the storm water issues so Dominion is going to go back and look into that issue and come back with solutions.

## **IT IS ORDERED THAT THIS BOARD BE ADJOURNED**

A motion was made by Ms. Alsop and seconded by Ms. Norman to adjourn the meeting at 8:40 p.m.

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Chairman

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Clerk of the Board

King and Queen County  
Board of Supervisors Regular Meeting

Monday, August 12, 2024  
7:00 P.M.

King and Queen County Courts and Administration Building  
General District Courtroom

“Minutes of the Meeting”

**CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG  
OF THE UNITED STATES OF AMERICA**

Mr. Simpkins call the meeting to order noting that member Sherrin Alsop was not present. He provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States.

**APPROVAL AND SIGNING OF THE JUNE 24, 2024 AND JULY 8, 2024 MINUTES**

A motion was made by Ms. Norman and seconded by Mr Berry approving the July 8, 2024 minutes of the Board.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

The June 24, 2024 meeting minutes were tabled to the next meeting.

**APPROVAL AND SIGNING OF JULY WARRANTS AND APPROPRIATIONS**

A motion was made by Mr. Berry and seconded by Ms. Norman to approve the August County warrants and payroll, subject to audit.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

A motion was made by Mr. Berry and seconded by Ms. Billups to approve accrued accounts payable for FY2024 subject to audit.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

## **TELEWORK CENTER UPDATE**

Erin Lazar, Director of Community Programming advised that once the center is completed that the library will begin duplicating programs offered that the branch at St. Stephens Church, the book drop that is currently located at the Via Center will be relocated here and will continue to offer book loaning to the citizens in the lower end of the county. Other services such as copying and faxing will also be available here to mimic services that are offered at the St. Stephens library.

Amber Price, President of Sentara Williamsburg hospital along with Stephen Payne and Alan Wilson, also with Sentara provided an overview of the services that will be offered in the telehealth portion of the facility. They will offer onsite physical therapy, diabetes support programs, dietician services, onsite EKG for patients utilizing the telehealth cardiology services, and lab services for patients with orders from the telehealth providers of the facility. The office hours will be 8:30 to 4:30 Monday through Friday beginning January 13, 2025.

Lewie Lawrence, Executive Director of the MPPDC advised that in addition to being the anchor tenant and assisting with the daily operation of the center, the MPPDC has piloted the *Fight the Flood* program which addresses issues on the Middle Peninsula from sea level rise. They have been soliciting businesses in that industry to have a presence in the Middle Peninsula to further assist coastal landowners in accomplishing the goal to reduce sea level rise. Even though these businesses are located up and down the east coast, many are interested in having a presence in the Middle Peninsula and having the telework center here is providing a space for them to do this. He introduced the CEO of Natrix, one of the companies, and he provided a brief overview of what they do and that in addition to utilizing space within the telework center that they have committed to locating on property adjacent to the Middle Peninsula Regional Airport on property owned by the Town of West Point.

## **APPROVAL OF PROPOSAL FOR TELEWORK CENTER SIGNAGE DESIGN**

Ms. Seay asked that this item be tabled for discussion at the work session prior to approval.

## **RESOLUTION – SUPPORT FOR APPLICATION FOR CREATION OF MIDDLE PENINSULA ECONOMIC DEVELOPMENT DISTRICT**

Ms. Seay advised that this process was actually started back in 2021 and the Board did adopt a resolution at that time. However, by the time everything made its way through approval by the Federal government the resolutions were considered “stale” and it was requested that updated resolutions of support be provided.

A motion was made by Ms. Billups and seconded by Ms. Norman to adopt the following resolution of support:

**WHEREAS**, the United States Economic Development Administration (US EDA) was created by Congress pursuant to the Public Works and Economic Development Act of 1965 in part to establish economic development districts to fulfill the mission of US EDA in "fostering entrepreneurship, innovation, and productivity through investments in infrastructure development, capacity building and business development in order to attract

private capital investments and higher-skill, higher wage jobs to regions experience substantial and persistent economic distress"; and

**WHEREAS**, the Middle Peninsula region meets the applicable measures of economic distress as provided in 13 CFR 301.3; and

**WHEREAS**, the Middle Peninsula Planning District Commission (MPPDC) is qualified to, and has, supported the economic development planning needs of the region in the past; and

**WHEREAS**, the MPPDC has taken action supporting the creation of a six-county Economic Development District and directed staff to complete the tasks necessary to establish said District; and

**WHEREAS**, the US EDA has expressed a willingness to create a six-county Economic Development District (EDD) to serve Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex Counties; and

**WHEREAS**, there is regional support from both the public and private sectors for the creation of an EDD to serve the needs of the Middle Peninsula region; and

**WHEREAS**, an EDD program will help localities develop the planning and technical expertise to aid communities and the region in their comprehensive, entrepreneurial, and innovation-based economic development efforts; and

**WHEREAS**, King and Queen County is desirous of participating in the EDD, in order to collaborate with other local governmental units, municipalities, organizations, and private entities for the mutual advantage and economic development of the communities of the Middle Peninsula region.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the King and Queen County Board of Supervisors, by its duly elected and authorized representatives, does here by support the designation by the US EDA of a six-county economic development district to support the regional and local economic development needs of the member localities of the MPPDC, namely the Virginia counties of King William, King and Queen, Essex, Middlesex, Mathews, and Gloucester.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

## **DEPARTMENT OF FORESTRY PRESENTATION OF TIMBER SALE REVENUE**

Dennis Gaston, State Forester presented a check in the amount of \$170,213.49 for the counties portion of timber sales in the Dragon Run State Forest. The Department of Forestry manages the timber on the 9,563 acres of the state forest and provides 25% of the funds for timber harvesting in lieu of taxes each year.

## **PUBLIC COMMENT PERIOD**

No comments were received.

## **APPROVAL OF BERKELY GROUP CONTRACT**

Ms. Seay advised that she has signed a work order that has locked in dates for the Board's retreat in November, but she needs approval from the Board for the contract of services.

A motion was made by Mr. Berry and seconded by Ms. Norman approving the following contract with the Berkley Group to facilitate the Board's retreat:

### **AGREEMENT BETWEEN BERKLEY GROUP, LLC AND KING AND QUEEN COUNTY, VIRGINIA FOR ON CALL CONSULTING SERVICES**

This Agreement entered into on this 12th day of August, 2024 by and between Berkley Group, LLC, a limited liability company organized under the laws of the Commonwealth of Virginia, having offices at P.O. Box 181, Bridgewater, Virginia 22812 (Federal EIN # 273021021), and hereafter called "Berkley Group", and King and Queen County, a political subdivision of the Commonwealth of Virginia, having its administrative office at 242 Allens Circle King and Queen Court House, VA 23085, and hereafter called "the Client".

#### **WITNESSETH:**

**WHEREAS**, the Client desires to retain the services of the Berkley Group to perform on call consulting services, and

**WHEREAS**, Berkley Group desires to provide the Client with such services as authorized by the Client, and represents that it is organized and authorized to conduct business within the Commonwealth of Virginia; and

**WHEREAS**, pursuant to Virginia Code Section 2.2-4304, Cooperative procurement, Any public body may participate in, sponsor, conduct, or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, the District of Columbia, or the U.S. General Services Administration, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. A public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies; and

**WHEREAS**, the GEORGE WASHINGTON REGIONAL COMMISSION (GWRC) issued a request for proposals as a cooperative procurement for other public bodies for nonprofessional services, for which Berkley Group was awarded the contract; and

**WHEREAS**, the Client desires to participate in said cooperative procurement agreement to obtain certain nonprofessional services.

**NOW, THEREFORE**, the parties do mutually agree as follows:

**SECTION 1. STATEMENT/SCOPE OF WORK.**

- A. Berkley Group will provide services to Client once issued individual Work Orders for each task assigned constituting the Scope of Services (“Scope of Services”/ “Services”) as set forth in this Agreement.
- B. Berkley Group will use both its staff and independent contractors it engages (the “Subcontractors”) to provide the Services to Client.
- C. Berkley Group and its Subcontractors are and shall remain independent contractors with respect to the Client in their provision of the Services under this Agreement.

**SECTION 2. COMPENSATION, METHOD OF PAYMENT, TIME OF PERFORMANCE AND TERMINATION.**

- A. **Compensation.** Client shall compensate Berkley Group for the Services performed based upon the terms described within the Fee Schedule plus an indirect cost rate for overhead as specified in each task order (“Compensation”). For contract staff assignments, the parties agree to increase the Compensation by three percent (3%) on an annual basis to coincide with the Client’s fiscal year.
- B. **Payment to the Berkley Group.** Client shall pay Berkley Group for the Services performed as set forth in the payment schedule for each Work Order. All invoices shall be due within thirty (30) days of the invoice date. Payments later than sixty (60) days shall be subject to a fifteen percent (15%) late charge fee.
- C. **Time of Performance.** Berkley Group shall commence performance of the Services on September 1, 2024 and shall continue such performance through August 31, 2025 (“Term”). The Term shall automatically renew each year for up to five (5) years and may thereafter be extended for additional periods by written agreement of the parties pursuant to Section 6 of this Agreement but shall remain subject to termination for non-appropriation of funding.
- D. **Termination for Convenience.** Either the Client or Berkley Group may terminate this Agreement at any time, by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before such effective date.
  - (1) In the event of termination, all finished and unfinished documents and other materials produced by Berkley Group specifically for the Client shall become the property of the Client.
  - (2) In the event of termination, Berkley Group shall be paid for the Services performed up to the effective date of termination. For any incomplete services,



the Client will provide Berkley Group with compensation equivalent to 80% of the total executed Work Order value for the assigned task. Upon request, the Berkley Group will provide the Client with documentation of the Services performed up to the effective date of termination.

- (3) Termination for non-appropriation of funds by the Client shall be made pursuant to this section.

E. ***Termination for Breach.*** The Client or Berkley Group may terminate this Agreement for a material breach of the terms of this Agreement by giving written notice to the other party of such termination specifying the effective date thereof, at least 15 days before such effective date. The notice shall set forth the nature of the breach of the Agreement.

- (1) In the event of termination of this Agreement by the Client pursuant to this Section 2.E., Berkley Group shall be paid for Services performed up to the effective date of such termination in accordance with the manner of performance set forth in the Agreement. If it is later determined by Berkley Group that Berkley Group had an excusable reason for not performing, such as natural disasters, pandemics, or other events that are beyond the control of Berkley Group, the parties may agree for the Berkley Group to continue to provide the Services under this Agreement.

- (2) After receipt of written notice from the Client setting forth the nature of such breach pursuant to this Section 2.E., Berkley Group may request, and the Client may agree, to provide Berkley Group time to remedy any breach or default to the satisfaction of Client. If the Client does not agree to allow Berkley Group to remedy the breach, Berkley Group shall have the right to immediately cease providing Services and receive Compensation earned for all Services rendered through the final date that the Services are rendered by Berkley Group.

### **SECTION 3. RESPONSIBILITIES OF THE BERKLEY GROUP.**

- A. Berkley Group agrees to use the records and information gathered or otherwise used pursuant to this Agreement for the advancement of the interests of Client, and as further provided in Section 5.D. of this Agreement.
- B. Berkley Group will provide all services under this Agreement in a manner consistent with applicable laws, professional standards and its best efforts.
- C. Berkley Group, its staff and Subcontractors shall comply with Client's standards for acceptable workplace conduct and safety, and shall at all times conduct themselves in a professional manner.
- D. Berkley Group and its Subcontractors shall maintain commercial general liability insurance to cover their actions or omissions. Upon request, Berkley Group shall provide the Client with evidence of such insurance.

- E. Berkley Group shall perform in accordance with, and shall not violate, applicable laws, rules or regulations, and standards prevailing in the industry and the Berkley Group shall obtain all permits or permissions required to comply with such laws, rules, or regulations.

**SECTION 4. RESPONSIBILITIES OF THE CLIENT.**

- A. Without charge to Berkley Group, Client agrees to provide all policies, information, communications, records, data, information, and forms which are available to the Client and needed by Berkley Group in order to perform the Services, and not to include any confidential files or documents subject to confidentiality laws.
- B. The Client shall communicate any concerns about Berkley Group staff or Subcontractor performance to the Berkley Group representative set forth in Section 5, unless otherwise specifically set forth within the Scope of Services.
- C. For interim or on-going staff assignments, the Client shall defend Berkley Group and its respective staff or Subcontractor in any legal proceedings by a third party arising out of the performance of duties on behalf of the Client.
- D. The Client agrees not to hire staff of The Berkley Group as Client's own employee during the Term of this Agreement, and for six (6) months following termination of this Agreement.

**SECTION 5. ADMINISTRATION OF THE AGREEMENT.**

- A. All notices and communications with respect to the terms of this Agreement and the performance of the Services shall be through the Party Representatives. The Party Representatives are:

Client's representative shall be:

Vivian Seay  
County Administrator | County Attorney  
(804) 785-5975  
[vseay@kingandqueenco.net](mailto:vseay@kingandqueenco.net)

Berkley Group's representative shall be:

Andrew D. Williams  
Chief Executive Officer  
540-560-2202  
[drew@bgllc.net](mailto:drew@bgllc.net)

- B. ***Incorporated Provisions.*** This Agreement shall be performed in accordance with the applicable, required contractual provisions set forth in the Client's purchasing or procurement regulations in effect at the time of this Agreement, including the Virginia Public Procurement Act, Va. Code §§ 2.2-4300, *et seq.*, ; Va. Code § 2.2-4310 and – 4311 (nondiscrimination); Va. Code § 2.2-4311.1 (immigration); and Va. Code § 2.2-4312 (drug free workplace), which provisions are incorporated herein by reference.
- C. ***Contractual.*** Disputes with respect to this Agreement shall be governed by Va. Code § 2.2-4363 and all similar provisions in Client's purchasing or procurement regulations.
- D. ***Ownership and Status of Documents.***
- (1) All documents prepared by Berkley Group specifically for the Client shall become the property of the Client upon completion of Services, or the earlier termination of this Agreement. Berkley Group shall have the right to retain appropriate copies of all such documents for its records upon client's approval, and to reuse any template documents which it prepared for the Client. All materials, including without limitation, documents, drawings, drafts, notes, designs, computer media, electronic files, and lists, including all additions to, deletions from, alterations of, and revisions in the foregoing (collectively referred to as the "Materials"), which are furnished to Berkley Group by Client or which are developed in the process of performing the Services, or embody or relate to the Services, are the property of Client, and shall be returned by Berkley Group to Client promptly at Client's request together with any copies thereof, and in any event promptly upon expiration or termination of this Agreement for any reason.
  - (2) Records prepared by Berkley Group specifically for the Client shall be kept confidential by Berkley Group until released or approved for release by the Client. Berkley Group will cooperate with the Client in complying with the requirements of Va. Code § 2.2-4342 and any requirements of the Virginia Freedom of Information Act applicable to such records.
  - (3) Berkley Group shall maintain financial records, supporting documents, statistical records, and other records pertinent to this Agreement for three (3) years from the date of final payment, and make those records available to the Client upon written request.

## **SECTION 6. CHANGES TO AGREEMENT.**

- A. Any modification or change to this Agreement must be set forth in a written Addendum to this Agreement and signed by authorized representatives of both parties.
- B. The parties hereto may, from time to time, propose changes in the attached Scope of Services or in Berkley Group's performance requirements. Such changes must be

mutually agreed upon by the parties in writing and signed by the authorized representatives of both parties.

## **SECTION 7. MISCELLANEOUS PROVISIONS.**

- A. Protection of Confidential Information. Berkley Group agrees that at all times during or subsequent to the performance of the Services, Berkley Group will keep confidential and not divulge, communicate, or use Client's Information, except for the Berkley Group's own use during the Term of this Agreement to the extent necessary to perform the Services. Berkley Group further agrees not to cause the transmission, removal, or transport of tangible embodiments of, or electronic files containing, Client's Information from Client's principal place of business, without prior written approval of Client.
- B. Hold Harmless. Berkley Group hereby indemnifies and holds harmless the Client, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses, provided that such damages, claims, liabilities, costs, including reasonable attorney's fees, or losses, must be attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property which may in any way arise from the negligent acts, errors, or omissions of Berkley Group and its Subcontractors, and which arise out of Berkley Group's performance of its professional services under this Agreement, or any breach or alleged breach by Berkley Group of this Agreement, including the warranties set forth herein ("Loss"). Berkley Group's indemnification obligations under this clause shall not extend to claims or liabilities arising from the Client's negligence, gross negligence, willful misconduct, or breach of this Agreement. The parties agree that Berkley Group's indemnification obligations shall not exceed the monetary amount paid by the Client for Berkley Group's services rendered. The parties further agree that Berkley Group's obligation to indemnify any Loss under this Agreement shall not arise until liability for such Loss has been determined by a court of competent jurisdiction, or by mutual agreement of the parties. The obligations and rights of indemnification under this clause shall survive the termination or expiration of this Agreement.
- C. Taxes. The Client shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of Berkley Group or any other person consulted or employed by Berkley Group in performing Services under this Agreement. All such costs shall be Berkley Group's responsibility.
- D. Jurisdiction and Venue. This Agreement shall be construed pursuant to the laws of the Commonwealth of Virginia without regard to conflict of laws provisions. The parties agree to submit to the exclusive jurisdiction and venue of the Circuit Court of the County of King and Queen, Virginia, or the United States District Court, Eastern District of Virginia, Richmond Division, over any action, suit, or proceeding arising out of or relating to this Agreement, and the parties irrevocably submit to the jurisdiction of such courts for any such action, suit, or proceeding.

- E. Severability. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.
- F. Waiver. Any waiver of a default under this Agreement must be made in writing signed by the waiving Party and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be construed as a waiver. A consent to, or approval of, any act shall not be deemed to waive or render unnecessary consent to, or approval of, any other or subsequent act.
- G. Successors and Assigns. To the extent permitted by state law, Berkley Group may assign this Agreement to any subsidiary or corporate affiliate, or to any successor or assign (whether direct or indirect, by purchase, merger, consolidation, or otherwise) to all or substantially all of the business or assets of Employer. The Client may not assign this Agreement or any part hereof without the prior written consent of Berkley Group. Any purported assignment by the Client shall be null and void from the initial date of such purported assignment.
- H. Attorney's Fees. In the event any party initiates any proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to an award of its reasonable attorney's fees and costs.
- I. Headings; Recitals. Headings of the sections and paragraphs of this Agreement are intended solely for convenience of the parties, and no provision of this Agreement is to be construed by reference to the caption or heading of any section or paragraph. The recitals of this Agreement are hereby incorporated into this Agreement as if restated herein.
- J. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

## **QUARTERLY REPORTS**

Quarterly reports were received from the following department heads and agencies:

1. Brenden Rivenbark, Three Rivers Health District
2. Betty Dougherty, Director of Social Services
3. Dr. Carol Carter, School Superintendent
4. Donna Sprouse, Director of Community Development

## **APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS**

Ms. Seay advised that staff has been notified that Charles Adkins' term on the Bay Aging Board of Directors is expiring and he will not be able to continue to serve. She further advised that Ben Owen of Walkerton has been recommended by Bay Aging.

It was the consensus of the Board to have staff reach out to Mr. Owen to confirm he is willing to serve.

## **CLOSED MEETING**

A motion was made by Mr. Berry and seconded by Ms. Billups to enter into closed meeting pursuant to Va. Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, the subject being the acquisition of real property located in the Stevensville Magisterial District of King and Queen County, Virginia.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

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

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

## **RESOLUTION – APPROVAL OF ACQUISITION OF REAL PROPERTY**

A motion was made by Mr. Berry and seconded by Ms. Billups to adopt the following resolution:

### **A RESOLUTION TO APPROVE THE ACQUISITION OF REAL PROPERTY**

**WHEREAS**, King and Queen County, Virginia (the "County") needs to construct an elementary school and other facilities to serve King and Queen County Public Schools and perhaps the County; and

**WHEREAS**, in order to construct many, if not all, of those facilities, additional real property is needed;

and

**WHEREAS**, the owner of certain real property adjoining the Central High School is willing to sell, and King and Queen County is willing to purchase, that real property designated as King and Queen County Tax Map Number 1624-53R-43 containing 61.04 acres, by survey (the "Property") more fully described on **Exhibit A** attached hereto; and

**WHEREAS**, the Board of Supervisors of King and Queen County, Virginia (the "Board"), after investigating the Property, believes it to be in the best interests of the County and its citizens to complete the purchase of the Property and accept title to the Property and improvements thereon, if any; and

**WHEREAS**, on the 24<sup>th</sup> day of June, 2024, the Board did approve and enter into an agreement to purchase the Property; and

**WHEREAS**, to effect the purchase of the Property, the Board desires now to approve the acceptance of title to the Property, as required by Va. Code § 15.2-1803, by adopting this Resolution approving such acquisition, which resolution may be recorded in the Circuit Court Clerk's Office of King and Queen County, Virginia as evidence of such approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the King and Queen County Board of Supervisors, finding that it is in the best interests of the County and the citizens thereof, does hereby approve and authorize, the acquisition of the Property and improvements thereon from the Arthur Davis, Jr. and does hereby accept that certain deed attached hereto as **Exhibit B** conveying the Property from Arthur Davis, Jr. and others to the County; and

**BE IT FURTHER RESOLVED**, that the Chair of the Board of Supervisors and the County Administrator | County Attorney are hereby authorized and directed to take such actions as are necessary, each in his or her sole discretion, to carry out the purposes and intents of this resolution, including, without limitation, the acceptance and recordation of the deed to the Property presented on this date for acceptance, the payment of the funds for the purchase of the Property, the acquisition of such real and personal property as is described herein and therein, and the signing of such closing documents as are necessary to complete the purchase transaction; and

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

Adopted this 12<sup>th</sup> day of August, 2024

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

## **COUNTY ADMINISTRATOR'S COMMENTS**

Ms. Seay had the following comments:

- The through truck restriction information and map provided shows the current and proposed restrictions. The next step is to have a public hearing to make a recommendation to VDOT who has ultimate approval. After brief discussion it was decided to have the public hearing at the September 9<sup>th</sup> meeting if advertising requirements can be met.
- Asked which, if any, supervisors would like to attend the VACo conference. She has already received confirmation that Sherrin Alsop is attending. Ms. Billups and Ms. Norman advised that they would attend also.
- She provided *Regroup* sign up sheets and asked the Board to continue to get the word out. So far there have not been as many sign ups as hoped for.

## **BOARD OF SUPERVISORS COMMENTS**

### **Ms. Norman had the following comments:**

- Reminded everyone of the Community picnic coming up at the library.
- Thanked everyone for coming and wished them a safe trip home.

### **Ms. Billups had the following comments:**

- Thanked everyone for coming and asked everyone to come out to the community picnic.
- Asked everyone to continue to get the word out about events in the community and to ask people to attend the board meetings to stay informed on what is happening.

### **Mr. Berry had the following comments:**

- Asked the Board to support the road restrictions and for citizens to come speak.
- Stated that he has reached out to VDOT about limbs in the roadways. He was told that an endangered species of bat have been preventing them from trimming. They need to get the roads opened up, there are many placed where if vehicles meet that in order to keep from hitting each other they will hit the limbs.
- He is still working with Dominion on issues raised concerning the sub-station.
- Cumnor Store will be reopening soon by owners Mike and Penny Gibson. It is nice to see the old fashioned country store coming back and asked that people support them.
- Advised that he and Brenda Lee will be holding another community meeting in the fall.
- Thanked everyone for coming, wished them a safe trip home and watch our for tree limbs and bats.

### **Mr. Simpkins had the following comments:**

- Thanked everyone for coming and for the reports, staff are very busy.
- He appreciated the update on the telework center. The services that will be provided there will have the citizens pleasantly surprised once it is complete.
- Advised that he won't be able to attend the community picnic but hopes it is a good day.
- He provided the Board with a county song that was written by a friend of his. The writer has asked that if the county uses it, to simply put his name on it.



**IT IS ORDERED THAT THE BOARD BE ADJOURNED:**

A motion was made by Mr. Berry and seconded by Ms. Norman to adjourn the meeting at 9:30 p.m.

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**Chairman**

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**Clerk of the Board**

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #3:**

Approval and signing of Warrants and Appropriations

**ACTION REQUESTED:**

1. Approval of County warrants & payroll for the month of August

**ATTACHMENTS:**

- County Warrants (Payroll and Accounts Payable)

**Part-time Employee Payroll Run**  
**Payroll: Wednesday, September 11, 2024**

**County**

Hunter, Greg	\$4,048.75
Willaford, Harold	\$3,423.65
Harvey, Doris	\$653.51
Norman, Susan	\$1,096.95
Hendrickson, Stephen	\$1,170.00

**Electoral Board/Registrar**

Wilson, Theresa	\$128.00
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**Sheriff's Department**

Burton, Melvin	\$737.50
Hayes, Drake	\$1,530.00
Laufer, Sandra	\$1,496.00
Shackleford, Donald	\$1,736.00
Trent, Darryl	\$1,300.00

**Overtime/Sheriff's Department**

Burr, Brian S.	\$713.12
Clark, Jon-Eric	\$200.55
Coke, Brian	\$365.05
Hill, Shirley	\$37.40
Hope, Paul	\$274.30
Moore, Mitzi	\$29.59
Parker, John	\$314.80
Sanske, Melissa	\$30.44
Schefflien, Harvey E.	\$601.44
Warren, Tammy	\$155.85

**Rescue Services**

Beasley, Michael	\$1,985.28
Bouchyard, Shaun	\$2,270.40
Brantly, Brian	\$648.96
Floyd, Tyler	\$718.08
Heller, John	\$892.32
Huffman, Michael	\$1,774.08
Meriwether, Jack	\$1,935.53
Preli, Nick	\$517.44
Southworth, Erin	\$1,297.92

**\$32,082.91**

## Fulltime Payroll - September 2024

### Board of Supervisors

Carolyn Billups	\$416.67
Marie Norman	\$416.67
Mark Berry	\$416.67
Lawrence Simpkins	\$416.67
Sherrin Alsop	\$416.67

### County Administrator/County Attorney

Vivain Seay	\$18,750.00
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### Commissioner of the Revenue

Kelly Lumpkin	\$7,133.84
Brenda Robinson	\$4,313.98
Lacy Wright	\$3,104.08

### Finance

Tina Ammons	\$7,386.07
Resa Wilson	\$3,379.90

### Treasurer

Stephanie Sears	\$6,526.85
Mali Klausen	\$3,834.00
Tammy Weindel	\$3,043.22

### Registrar

Diane Klausen	\$6,526.85
Davis, Emma-Wade	\$3,104.08

### Clerk of Circuit Court

Hattie Robinson	\$8,315.27
Patricia Reed	\$4,031.60
Vicotria Davis	\$3,367.50

### Commonwealth Attorney

Meredith Adkins	\$12,725.79
Makaylah Ambrose	\$4,343.58

### Sheriff

Rob Balderson	\$10,182.24
Scott Edleman	\$4,630.00
Brian Coke	\$4,463.33
Ernie Schefflien	\$5,791.43
Paul Hope	\$4,875.00
Deputy	Vacant
Mitchell Wilson	\$5,879.58
Phillip Cusick	\$5,321.67
Jonathon Mills	\$4,713.33
John Parker	\$4,546.67
Hickory Burns	\$4,463.33

Moses Edwards	\$4,463.33
Skylar Blowe	\$4,463.33
Barry Radden	\$5,250.00
Jon-Eric Clark	\$4,635.00
Brian Burr	\$5,150.00
Vladimir Rowe	\$4,635.00
Deputy	Vacant
Nicole Pittman	\$3,083.33
Sandra Davis	\$4,541.66
Tammy Warren	\$3,602.50
Shirley Hill	\$4,320.59
Kathryne Rinehard	\$3,685.83
Dispatcher	Vacant
Dispatcher	Vacant
Dispatcher	Vacant
Melissa Sanske	\$3,516.67
Mitzi Moore	\$3,416.67
Vickie Draine	\$4,720.83

#### **Rescue Services**

David Lankford	\$6,170.80
Kevin Mounts	\$6,209.52
Josh Schrum	\$4,955.12
Robert Coggsdale	\$5,731.84
Kyle Cohenour	\$3,885.31
Phillip Jewell	\$5,554.24
Gary Breen	\$4,837.48
William Sisson	\$3,772.15
Jacob Hoffmaster	\$4,121.94
Aerrin Ryan	\$4,402.56
Christopher Field	\$4,670.68
Callie Wyde	\$4,921.22
Laura Heller	\$4,637.83
Ava Radden	\$3,885.31
EMT	Vacant
Danielle Gray	\$4,637.87
Angelia Hazzard	\$4,274.34
Wesley May	\$4,273.49
David Yeane	\$4,637.87
EMT	Vacant
Joshua Lucas	\$4,001.88
Donald Butler	\$4,273.49
Curtis Mason, Jr.	\$4,001.88

#### **Building Inspections**

Quentin Mascari	\$6,561.25
Kathy Barrow	\$3,281.82

#### **General Properties**

Michael Barrow	\$4,780.23
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**Community Programming & Tourism**

Erin Lazar	\$5,865.85
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Jesse Kelley	\$5,690.75
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**Zoning/Community Development**

Donna Sprouse	\$6,209.15
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Josh Rellick	\$4,054.01
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**\$350,621.18**

9/04/2024  
AP375  
FUND # - 100 GENERAL FUND

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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	202421300741	7/31/2024	1,925.00
				TOTAL	1,925.00 *

9/04/2024 FROM DATE- 9/09/2024  
 AP375 TO DATE- 9/09/2024  
 FUND # - 100 Revenue - General Fund

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE	DATE	\$\$	PAY	\$\$
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OPETT, RICK AND LAUREN	Permits and Fees E & S Sureties/Refundable	SURETY REFUND	08/06/2024		8/06/2024	2,700.00		2,700.00 *
				TOTAL		2,700.00		



9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Board of Supervisors ***					
VIRGINIA ASSOCIATION	Convention & Education	ALSOP CONFERENCE	2501534	8/27/2024	350.00
VIRGINIA ASSOCIATION	Convention & Education	BILLUPS REGISTRATION	2501535	8/27/2024	350.00
VIRGINIA ASSOCIATION	Convention & Education	NORMAN CONFERENCE	2501536	8/27/2024	350.00
					1,050.00 *
TOTAL					1,050.00

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** County Administrator ***				
PORT RICHMOND AUTO PARTS	Automotive/Motor Pool	04 FORD F150 OIL	472401	8/08/2024	40.30
					40.30 *
UNIVERSITY OF VIRGINIA	Dues & Association Memberships	MEMEBERSHIP DUES	I-00067326	8/22/2024	500.00
					500.00 *
OFFICE DEPOT	Office Supplies	SUPPLIES	376953723001	7/19/2024	23.33
QUILL CORPORATION	Office Supplies	SUPPLIES	39834246	8/01/2024	34.09
SHRED-IT USA, LLC	Office Supplies	ADMIN SHREDDING	8008206329	8/25/2024	85.33
					142.75 *
TRUIST BANK	Vehicle Fuel	FUEL	08/25/2024	8/25/2024	44.80
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	08/15/2024	8/15/2024	40.00
					84.80 *
				TOTAL	767.85

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

ACCOUNTS PAYABLE LIST  
KING & QUEEN  
DEPT # - 012210 \*\*\* County Attorney \*\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** County Attorney ***				
ELAN CORPORATE PAYMENT SYS	Dues & Associations Membership	MEMBERSHIP DUES	08/15/2024	8/15/2024	405.00
					405.00 *
RELX INC.	Books & Subscriptions	SUBSCRIPTION	3095273171	8/03/2024	2,592.00
					2,592.00 *
				TOTAL	2,997.00

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** HUMAN RESOURCES ***				
KING & QUEEN COUNTY	HR CONSULTANT	AUGUST HR CONSULT	08/30/2024	8/30/2024	982.66
					982.66 *
ELAN CORPORATE PAYMENT SYS	DUES AND MEMBERSHIPS	HR SOFTWARE	08/15/2024	8/15/2024	46.79
ELAN CORPORATE PAYMENT SYS	DUES AND MEMBERSHIPS	HR SOFTWARE	08/15/2024	8/15/2024	777.36
					824.15 *
ELAN CORPORATE PAYMENT SYS	HR STAFF PROFESSIONAL DEVELOPM	HR CONFERENCE STAY	08/15/2024	8/15/2024	113.11
					113.11 *
				TOTAL	1,919.92

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
RODEFER MOSS & CO, PLLC	*** Independent Auditor *** Professional Services	GOV ACCT SERVICES	115527	7/31/2024	2,450.00		2,450.00 *
				TOTAL	2,450.00		2,450.00

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Commissioner of Revenue ***				
OFFICE DEPOT	Office Supplies	SERTA CHAIRS	368745533002	7/15/2024	347.98
OFFICE DEPOT	Office Supplies	TONER	378679477001	8/01/2024	209.98
OFFICE DEPOT	Office Supplies	SUPPLIES	378680111001	8/02/2024	13.18
QUILL CORPORATION	Office Supplies	SUPPLIES	39834246	8/01/2024	116.03
				TOTAL	687.17 *
					687.17

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Finance ***				
OFFICE DEPOT	Office Supplies	SUPPLIES	376953723001	7/19/2024	3.22
QUILL CORPORATION	Office Supplies	SUPPLIES	39834246	8/01/2024	19.62
				TOTAL	22.84 *
					22.84

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Treasurer ***				
PITNEY BOWES	Office Supplies	EZ SEAL BOTTLES	1025835772	8/07/2024	74.69
SHRED-IT USA, LLC	Office Supplies	SHREDDING TREASURER	8008019807	7/31/2024	73.44
					148.13 *
				TOTAL	148.13



VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Information Technology ***					
ELAN CORPORATE PAYMENT SYS	Maintenance & Service Contract	COUNTY WEBSITE	08/15/2024	8/15/2024	203.88
ELAN CORPORATE PAYMENT SYS	Communications/Phone & Interne	LIBRARY INTERNET	08/15/2024	8/15/2024	119.00
ELAN CORPORATE PAYMENT SYS	Communications/Phone & Interne	COUNTY INTERNET	08/15/2024	8/15/2024	209.00
RICOH USA, INC.	Office Supplies/Software Upgra	INK CARTRIDGES PLOT	1101248194	8/15/2024	358.75
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	CONFERENCE CAMERA	1H7X-NK99-14G4	8/07/2024	335.99
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	COUNTY IT SUPPLIES	11YC-7XNW-1L7K	8/15/2024	104.55
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	COUNTY IT SUPPLIES	17GH-P7L1-1QWK	8/07/2024	113.72
ELAN CORPORATE PAYMENT SYS	Office Supplies/Software Upgra	PARALLELS DESKTOP	08/15/2024	8/15/2024	119.99
ELAN CORPORATE PAYMENT SYS	Office Supplies/Software Upgra	MULTIFACTOR AUTHENTI	08/15/2024	8/15/2024	89.00
CDW-GOVERNMENT, INC	EDP Equipment - County	SURFACE PROS TREASUR	AA1R54L	8/14/2024	1,122.00
AMAZON CAPITAL SERVICES	IT Supplies/Sheriff	SHERIFF IT SUPPLIES	164M-PLKC-3QTK	7/29/2024	284.16
CONSOCIATE MEDIA, LLC	WEBSITE MAINTENANCE	JULY WEB MAINTENANCE	5614	8/19/2024	284.16
ELAN CORPORATE PAYMENT SYS	EDP Equipment - Rescue Service	ACCESS POINTS STATIO	08/15/2024	8/15/2024	425.00
ELAN CORPORATE PAYMENT SYS	EDP Equipment - Rescue Service	STATION 6 ROUTER	08/15/2024	8/15/2024	425.00
					823.08
					222.63
					1,045.71
TOTAL					3,590.73

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
AMAZON CAPITAL SERVICES	Election Supplies	REGISTRAR SUPPLIES	1JMV-VNDY-13GV	8/27/2024		44.72	
						44.72	*
				TOTAL		44.72	

9/04/2024  
AP375  
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FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Circuit Court ***					
PLEASANTS, LARRY	Compensation of Jurors	JUROR PAYMNT	000000007240813	8/13/2024	50.00
ASHKER, VALERIE	Compensation of Jurors	JUROR PAYMNT	000000008240813	8/13/2024	50.00
CHEWNING, CHRISTOPHER	Compensation of Jurors	JUROR PAYMNT	000000009240813	8/13/2024	50.00
SULLIVAN, ELIZABETH	Compensation of Jurors	JUROR PAYMNT	000000010240813	8/13/2024	50.00
KLAUSEN, MALI	Compensation of Jurors	JUROR PAYMNT	000000011240813	8/13/2024	50.00
ALLEN, CHASE M	Compensation of Jurors	JUROR PAYMNT	000000012240807	8/07/2024	50.00
BANKS, ARNOLD E.	Compensation of Jurors	JUROR PAYMNT	000000013240807	8/07/2024	50.00
BERRY, LAUREN N.	Compensation of Jurors	JUROR PAYMNT	000000014240807	8/07/2024	50.00
BLOSE, HEATHER N.	Compensation of Jurors	JUROR PAYMNT	000000015240807	8/07/2024	50.00
BOONE, NATASHA M.	Compensation of Jurors	JUROR PAYMNT	000000016240807	8/07/2024	50.00
BORRON, JOHN S.	Compensation of Jurors	JUROR PAYMNT	000000017240807	8/07/2024	50.00
CHADWICK, KATHERINE B.	Compensation of Jurors	JUROR PAYMNT	000000018240807	8/07/2024	50.00
COOKE, JAMES T.	Compensation of Jurors	JUROR PAYMNT	000000019240807	8/07/2024	50.00
DEASE, BRANDON S.	Compensation of Jurors	JUROR PAYMNT	000000020240807	8/07/2024	50.00
FORD, MARCELLA E.	Compensation of Jurors	JUROR PAYMNT	000000021240807	8/07/2024	50.00
FRANCIS, ERIN M.	Compensation of Jurors	JUROR PAYMNT	000000022240807	8/07/2024	50.00
GUTIERREZ, CLAUDIA P.	Compensation of Jurors	JUROR PAYMNT	000000023240807	8/07/2024	50.00
HALL, CHARLES L.	Compensation of Jurors	JUROR PAYMNT	000000024240807	8/07/2024	50.00
HARVEY, KENDRA R.	Compensation of Jurors	JUROR PAYMNT	000000025240807	8/07/2024	50.00
HIGHLANDER JR., WILLIAM J.	Compensation of Jurors	JUROR PAYMNT	000000026240807	8/07/2024	50.00
HOSIER, LONNIE W.	Compensation of Jurors	JUROR PAYMNT	000000027240807	8/07/2024	50.00
JOHNSON-PARSON, DORIS M.	Compensation of Jurors	JUROR PAYMNT	000000028240807	8/07/2024	50.00
KEMP, REBECCA D.	Compensation of Jurors	JUROR PAYMNT	000000029240807	8/07/2024	50.00
KLAUSEN, DIANE C.	Compensation of Jurors	JUROR PAYMNT	000000030240807	8/07/2024	50.00
LUCAS, CONNIE T.	Compensation of Jurors	JUROR PAYMNT	000000031240807	8/07/2024	50.00
MARTER, JOSHUA R.	Compensation of Jurors	JUROR PAYMNT	000000032240807	8/07/2024	50.00
MORRIS, TRAVIS B	Compensation of Jurors	JUROR PAYMNT	000000033240807	8/07/2024	50.00
NORMAN, SHELIA G.	Compensation of Jurors	JUROR PAYMNT	000000034240807	8/07/2024	50.00
PRICE, TAMMY V.	Compensation of Jurors	JUROR PAYMNT	000000035240807	8/07/2024	50.00
PUCCIO, MICHAEL C.	Compensation of Jurors	JUROR PAYMNT	000000036240807	8/07/2024	50.00
RHEA, KIMBERLEY A.	Compensation of Jurors	JUROR PAYMNT	000000037240807	8/07/2024	50.00
SHELOR, GARY T.	Compensation of Jurors	JUROR PAYMNT	000000038240807	8/07/2024	50.00
SMITH, MATTHEW C.	Compensation of Jurors	JUROR PAYMNT	000000039240807	8/07/2024	50.00
THOMPSON, MICHAEL E.	Compensation of Jurors	JUROR PAYMNT	000000040240807	8/07/2024	50.00
THORPE, BRANDON K.	Compensation of Jurors	JUROR PAYMNT	000000041240807	8/07/2024	50.00
TURNER, JAMES M.	Compensation of Jurors	JUROR PAYMNT	000000042240807	8/07/2024	50.00
VOIGHT, ANN M.	Compensation of Jurors	JUROR PAYMNT	000000043240807	8/07/2024	50.00
WALKER, JONATHAN A.	Compensation of Jurors	JUROR PAYMNT	000000044240807	8/07/2024	50.00
WALSH, HEATHER E.	Compensation of Jurors	JUROR PAYMNT	000000045240807	8/07/2024	50.00
WALTON, MARY F.	Compensation of Jurors	JUROR PAYMNT	000000046240807	8/07/2024	50.00
WASHINGTON, LASHONNA M.	Compensation of Jurors	JUROR PAYMNT	000000047240807	8/07/2024	50.00
WASHINGTON, TEVIN O.	Compensation of Jurors	JUROR PAYMNT	000000048240807	8/07/2024	50.00
WATKINS, PAMELA JEAN K.	Compensation of Jurors	JUROR PAYMNT	000000049240807	8/07/2024	50.00
WAYBRIGHT, WILLIAM D.	Compensation of Jurors	JUROR PAYMNT	000000050240807	8/07/2024	50.00
WHITAKER, CHERYL A.	Compensation of Jurors	JUROR PAYMNT	000000051240807	8/07/2024	50.00
WILLACKER, JEFFREY A.	Compensation of Jurors	JUROR PAYMNT	000000052240807	8/07/2024	50.00

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
WILLIAMS, LEAH M.	Compensation of Jurors	JUROR PAYMNT	000000053240807	8/07/2024	50.00 2,350.00 *
REED, PATRICIA	Juror Lunches	REIMBURSEMENT	08/27/2024	8/27/2024	19.98
ROBINSON, HATTIE	Juror Lunches	REIMBURSEMENT	08/27/2024	8/27/2024	48.28
ELAN CORPORATE PAYMENT SYS	Juror Lunches	JUROR LUNCHE	08/15/2024	8/15/2024	30.94
ELAN CORPORATE PAYMENT SYS	Juror Lunches	JUROR LUNCHE	08/15/2024	8/15/2024	52.50
ELAN CORPORATE PAYMENT SYS	Juror Lunches	JUROR LUNCHE	08/15/2024	8/15/2024	165.56
ELAN CORPORATE PAYMENT SYS	Juror Lunches	JUROR LUNCHE	08/15/2024	8/15/2024	252.00
					569.26 *
				TOTAL	2,919.26

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
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	*** Clerk of Circuit Court ***				
ELAVON	Telecommunications	JULY MERCHANT FEES	CA4213101500	7/31/2024	38.81
ELAVON	Telecommunications	JULY MERCHANT FEES	CA4213101727	7/31/2024	18.02
					56.83 *
REED, PATRICIA	Mileage	REIMBURSEMENT	08/27/2024	8/27/2024	93.13
DAVIS, VICTORIA N.	Mileage	MILEAGE REIMBURSE	08/27/2024	8/27/2024	71.02
					164.15 *
OFFICE DEPOT	Office Supplies	SUPPLIES	376953723001	7/19/2024	170.29
SHRED-IT USA, LLC	Office Supplies	CIRCUIT COURT SHRED	8008002936	7/31/2024	157.41
ROBINSON, HATTIE	Office Supplies	REIMBURSEMENT	08/27/2024	8/27/2024	63.12
					390.82 *
C. W. WARTHEN COMPANY	Microfilming & Indexing	MYLAR SLEEVES	56173	8/26/2024	691.00
					691.00 *
				TOTAL	1,302.80

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
ADKINS, MEREDITH	*** Commonwealth Attorney *** Convention & Education	VACA CONFERENCE	08/26/2024	8/26/2024	596.56
				TOTAL	596.56 *

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Sheriff ***				
SHRED-IT USA, LLC	Maintenance Service Contracts	SHREDDING SHERIFF	8008101609	8/18/2024	127.45
					127.45 *
ELAN CORPORATE PAYMENT SYS	Postal Services	PO BOX 38 SHERIFF RE	08/15/2024	8/15/2024	154.00
					154.00 *
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	9971854258	8/19/2024	1,082.51
					1,082.51 *
ELAN CORPORATE PAYMENT SYS	Convention & Education	BASIC CRIME PREVENT	08/15/2024	8/15/2024	754.65
					754.65 *
ELAN CORPORATE PAYMENT SYS	Dues & Association Membership	MEMBERSHIP	08/15/2024	8/15/2024	44.00
ELAN CORPORATE PAYMENT SYS	Dues & Association Membership	MEMBERSHIP	08/15/2024	8/15/2024	59.95
					103.95 *
OFFICE DEPOT	Office Supplies	SUPPLIES CREDIT	377226886001	7/19/2024	26.24-
OFFICE DEPOT	Office Supplies	SUPPLIES SHERIFF	377229637001	7/23/2024	26.64
OFFICE DEPOT	Office Supplies	SUPPLIES	382324347001	8/19/2024	43.06
					43.46 *
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance & Repair	JULY SHERIFF MAINT	31601	8/14/2024	570.00
DANNY'S GLASS	Vehicle Maintenance & Repair	WINDSHIELD REPAIR	801965	8/01/2024	75.00
TIG'S AUTOMOTIVE REFINISH	Vehicle Maintenance & Repair	VEHICLE REPAIR OR	14783	8/02/2024	4,325.15
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	REPLACE AWD MODULE	688158	8/08/2024	1,202.72
					6,172.87 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-987097	8/06/2024	3,638.22
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-990786	8/19/2024	3,868.47
					7,506.69 *
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	AC BLOWER MOTOR	472298	8/07/2024	100.99
					100.99 *
KUSTOM SIGNALS, INC.	Police Supplies	CALIBRATIONS	613946	8/19/2024	433.00
AMAZON CAPITAL SERVICES	Police Supplies	PROJECTOR SCREEN	1XYJ-9XDV-M47D	8/23/2024	351.98
					784.98 *
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	NAMEPLATE	INV420460	2/15/2024	30.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433045	3/05/2024	175.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433046	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433047	3/05/2024	175.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433048	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433049	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433050	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433051	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433052	3/05/2024	133.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS	INV433053	3/05/2024	221.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	LAWSON UNIFORM	INV485182	5/25/2024	78.30
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	LAWSON SHIRTS	INV521574	8/05/2024	92.42
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	EDWARDS VEST	INV526194	8/13/2024	1,335.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	BLOWE VEST	INV526879	8/14/2024	1,335.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	COKE VEST	INV526884	8/14/2024	1,335.00
					6,014.72 *
OFFICE DEPOT	Furniture & Fixtures	CHAIRMAT SHERIFFS	382082813001	8/20/2024	81.64
IMAGES IN ART SIGNS	Furniture & Fixtures	PODIUM EMBLEM	7920	8/07/2024	230.00

9/04/2024  
 AP375  
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FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
U-LINE	Furniture & Fixtures	DRY ERASE BOARDS	181145839	7/29/2024	574.27
ELAN CORPORATE PAYMENT SYS	Furniture & Fixtures	INDOOR FLAG SETS	08/15/2024	8/15/2024	555.88
					1,441.79 *
ELAN CORPORATE PAYMENT SYS	Accreditation	ANNUAL CONFERENCE	08/15/2024	8/15/2024	200.00
ELAN CORPORATE PAYMENT SYS	Accreditation	MEMBERSHIP DUES	08/15/2024	8/15/2024	100.00
ELAN CORPORATE PAYMENT SYS	Accreditation	POP UP DISPLAY KIT	08/15/2024	8/15/2024	799.00
					1,099.00 *
LABORATORY CORPORATION	Payment for Medical Expenses	NEW HIRE TESTING	80864695	7/27/2024	90.00
					90.00 *
				TOTAL	25,477.06



9/04/2024  
AP375  
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FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** E911 ***				
AT&T	E911 PHONE LINES	E911 PHONE	4149391908	7/16/2024	3,435.08
AT&T	E911 PHONE LINES	E911 PHONE	8468103903	8/16/2024	3,429.25
					6,864.33 *
ELAN CORPORATE PAYMENT SYS	911 ROAD SIGNS	ROAD SIGNS	08/15/2024	8/15/2024	176.19
					176.19 *
				TOTAL	7,040.52

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

ACCOUNTS PAYABLE LIST  
KING & QUEEN  
DEPT # - 032200 \*\*\* Volunteer Fire Departments \*\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
AIR-CARE, INC.	Fire Program Funds	FLOW TESTING	25299	8/22/2024	2,468.00 2,468.00 *
CENTRAL KING & QUEEN	Central King & Queen Fire Dept	FY25 CONTRIBUTION	08/29/2024	8/29/2024	32,000.00 32,000.00 *
				TOTAL	34,468.00

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Rescue Services ***				
ELAN CORPORATE PAYMENT SYS	Training	ONLINE INSTRUCTOR RE	08/15/2024	8/15/2024	30.00
ELAN CORPORATE PAYMENT SYS	Training	CPR CERTIFICATIONS	08/15/2024	8/15/2024	198.75
ELAN CORPORATE PAYMENT SYS	Training	DIGITAL CERT CARD	08/15/2024	8/15/2024	7.69
BAILEY, JD	Training	RURAL WATER TRAINING	07/02/2024	7/02/2024	795.50
BROOKS JR., NORMAN	Training	RURAL WATER TRAINING	07/02/2024	7/02/2024	768.50
OURSLEER, DANIEL	Training	RURAL WATER TRAINING	07/02/2024	7/02/2024	743.50
					2,543.94 *
ELAN CORPORATE PAYMENT SYS	Office Supplies	WATER	08/15/2024	8/15/2024	43.54
ELAN CORPORATE PAYMENT SYS	Office Supplies	CELL PHONE HOLDER	08/15/2024	8/15/2024	16.50
					60.04 *
ZOLL MEDICAL CORPORATION	Medical Supplies	MEDICAL SUPPLIES	4013960	7/19/2024	580.03
ZOLL MEDICAL CORPORATION	Medical Supplies	MEDICAL SUPPLIES	4014380	7/22/2024	204.52
ARC3 GASES	Medical Supplies	INDIAN NECK OXYGEN	0011129689	8/15/2024	255.55
LIFE-ASSIST, INC	Medical Supplies	MEDICAL SUPPLIES	1502537	8/21/2024	92.40
					1,132.50 *
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	PARTS	08/15/2024	8/15/2024	12.10
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	REPAIR MEDIC 13-02	08/15/2024	8/15/2024	2,250.00
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	REPAIR MEDIC 13-02	08/15/2024	8/15/2024	2,175.00
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	OIL AND FILTER	08/15/2024	8/15/2024	52.21
					4,489.31 *
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	08/15/2024	8/15/2024	59.26
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	08/15/2024	8/15/2024	30.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	08/15/2024	8/15/2024	29.00
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	08/15/2024	8/15/2024	63.01
					181.27 *
BUTLER, JR., DONALD	Uniforms	BOOT REIMBURSEMENT	08/20/2024	8/20/2024	138.33
					138.33 *
AIR-CARE, INC.	Equipment	COMPRESSOR SERVICE	25305	8/22/2024	535.33
					535.33 *
U-LINE	REGULATED MEDICAL SUPPLY/PHARM	MEDICAL PHARMACY SUP	182046387	8/20/2024	2,410.90
ODCS PROTECTION SYSTEMS	REGULATED MEDICAL SUPPLY/PHARM	SECURITY CAMERAS	1602-214563	8/23/2024	4,010.00
					6,420.90 *
				TOTAL	15,501.62

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FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Radio Communications ***				
CARTER MACHINERY CO, INC	Misc.Contingencies	FINANCE CHARGE	153399	7/31/2024	66.08
JAMES RIVER AIR	Misc.Contingencies	TOWER SITE REPAIR	S352861	7/30/2024	807.26
JAMES RIVER AIR	Misc.Contingencies	TOWER SITE REPAIR	S354426	7/30/2024	1,289.04
					2,162.38 *
SBA TOWERS, INC.	Tower Rent - Shacklefords Site	TOWER RENT	IN30621157	9/01/2024	7,972.03
					7,972.03 *
				TOTAL	10,134.41

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Building Inspections ***				
OFFICE DEPOT	Office Supplies	SUPPLIES	376953723001	7/19/2024	3.22
QUILL CORPORATION	Office Supplies	SUPPLIES	39834246	8/01/2024	59.63
					62.85 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-987093	8/06/2024	98.35
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-990782	8/19/2024	110.58
					208.93 *
				TOTAL	271.78

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Animal Control ***				
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	9971854258	8/19/2024	40.01
					40.01 *
VACA	Convention & Education	ACO BASIC TRAINING	08/26/2024	8/26/2024	300.00
					300.00 *
VACA	Dues & Association Memberships	ACO BASIC TRAINING	08/26/2024	8/26/2024	200.00
					200.00 *
ELAN CORPORATE PAYMENT SYS	Animal Capture Supplies	DOG TREATS FOR CATCH	08/15/2024	8/15/2024	.00
ELAN CORPORATE PAYMENT SYS	Animal Capture Supplies	DOG TREATS FOR CATCH	08/15/2024	8/15/2024	62.12
					62.12 *
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance	JULY SHERIFF MAINT	31601	8/14/2024	47.50
					47.50 *
VDACS, TREAS OF VIRGINIA	Emergency Veterinary Services	NECROPSY EXAM	B131922	7/31/2024	538.50
					538.50 *
INTERNATIONAL IDENTIFICATI	Printing Dog Tags	2025 DOG&KENNEL TAGS	277530	8/14/2024	958.95
					958.95 *
				TOTAL	2,147.08

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
ELAN CORPORATE PAYMENT SYS	*** Emergency Services *** Dues & Memberships	CONFERENCE	08/15/2024	8/15/2024	202.00 202.00 * 202.00
				TOTAL	202.00

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

ACCOUNTS PAYABLE LIST  
KING & QUEEN  
DEPT # - 042600 \*\*\* Refuse Control/VPPSA \*\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
VIRGINIA PENINSULA PUBLIC	*** Refuse Control/VPPSA *** Vehicle Maintenance Facility	FY25 1ST QTR MB FUND 31607		8/16/2024	12,099.00
				TOTAL	12,099.00 *



9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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	SWIVEL TEE REPLACE	S353873	7/29/2024	1,044.13
JAMES RIVER AIR	Repairs & Maintenance	UNIT REPAIR	S355272	7/31/2024	129.00
BFPE INTERNATIONAL	Repairs & Maintenance	SMOKE DETECTOR	3099280	8/22/2024	351.23
SYDNOR HYDRO, INC.	Repairs & Maintenance	CHLORINE POINT MOVE	6238	5/31/2024	734.55
ELAN CORPORATE PAYMENT SYS	Repairs & Maintenance	TREASURER OFFICE FLE	08/15/2024	8/15/2024	31.40
ELAN CORPORATE PAYMENT SYS	Repairs & Maintenance	SHERIFF OFFICE REPAI	08/15/2024	8/15/2024	37.55
					2,327.86 *
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	817920564	8/01/2024	38.28
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	818423550	8/05/2024	34.13
					72.41 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-987093	8/06/2024	242.32
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-990782	8/19/2024	224.27
					466.59 *
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	MOWER PARTS	P61281	7/31/2024	26.81
ROBERT G. ALLEY, INC.	Vehicle & Equipment Supplies	MASSEY FERGUSON TIRE	27508	8/07/2024	575.00
HORNS MIDDLESEX ACE HARDWA	Vehicle & Equipment Supplies	SUPPLIES	55151/2	8/22/2024	20.98
					622.79 *
HORNS MIDDLESEX ACE HARDWA	Building Supplies	SUPPLIES	54630/2	7/29/2024	56.56
HORNS MIDDLESEX ACE HARDWA	Building Supplies	SUPPLIES	55151/2	8/22/2024	25.98
HORNS MIDDLESEX ACE HARDWA	Building Supplies	CREDIT AND SUPPLIES	55254/2	8/28/2024	16.99-
					65.55 *
LAMB EXTERMINATING	Pest Control	FLEA TREATMENT	51246	7/31/2024	100.00
					100.00 *
HORNS MIDDLESEX ACE HARDWA	Tools & Equipment	CREDIT AND SUPPLIES	55254/2	8/28/2024	30.99
ELAN CORPORATE PAYMENT SYS	Tools & Equipment	CIR CRT EXTENSION CO	08/15/2024	8/15/2024	28.06
					59.05 *
				TOTAL	3,714.25

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Marriott School Facility ***				
AYLETT SAND & GRAVEL	Repairs & Maintenance	GRAVEL	676283	8/14/2024	80.93
					80.93 *
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT	4314102924 8/24	8/19/2024	172.41
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT	7823700310 8/24	8/19/2024	355.12
					527.53 *
				TOTAL	608.46

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Station 8/Shacklefords ***				
AYLETT SAND & GRAVEL	Maintenance	GRAVEL	676283	8/14/2024	87.75
JAMES RIVER AIR	Maintenance	STATION 8 UNIT	S351326	7/08/2024	580.87
					668.62 *
ELAN CORPORATE PAYMENT SYS	Telecommunications	STATION 8 INTERNET	08/15/2024	8/15/2024	54.00
					54.00 *
OFFICE DEPOT	Janitorial Supplies	SUPPLIES	378680111001	8/02/2024	113.19
QUILL CORPORATION	Janitorial Supplies	SUPPLIES	39834246	8/01/2024	47.77
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	817920564	8/01/2024	25.08
THE HOME DEPOT PRO	Janitorial Supplies	SUPPLIES	818423550	8/05/2024	27.07
					213.11 *
MILBY OIL CO., INC	GENERATOR FUEL	GENERATOR FUEL	67528	8/09/2024	134.46
					134.46 *
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES FOR EMS	08/15/2024	8/15/2024	81.57
					81.57 *
				TOTAL	1,151.76

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Station 2/Marriott School ***				
OFFICE DEPOT	CLEANING SUPPLIES	SUPPLIES	378680111001	8/02/2024	109.60
QUILL CORPORATION	CLEANING SUPPLIES	SUPPLIES	39834246	8/01/2024	47.77
THE HOME DEPOT PRO	CLEANING SUPPLIES	SUPPLIES	817920564	8/01/2024	25.08
THE HOME DEPOT PRO	CLEANING SUPPLIES	SUPPLIES	818423550	8/05/2024	27.07
					209.52 *
ELAN CORPORATE PAYMENT SYS	FACILITY SUPPLIES	SUPPLIES FOR EMS	08/15/2024	8/15/2024	81.56
WILLAFORD, HAROLD M.	FACILITY SUPPLIES	STATION 2 BLINDS	08/12/2024	8/12/2024	413.12
					494.68 *
				TOTAL	704.20

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** COMMUNITY PROGRAMMING ***				
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	105.16
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	308.15
TRUIST BANK	OFFICE SUPPLIES	WATER BOTTLES W/ LOG	08/25/2024	8/25/2024	357.36
TRUIST BANK	OFFICE SUPPLIES	SUPPLIES	08/25/2024	8/25/2024	97.49
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	490.00
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	420.00
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	336.38
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	112.50
TRUIST BANK	OFFICE SUPPLIES	COMMUNITY COOKOUT	08/25/2024	8/25/2024	337.50
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LIBRARY SUPPLIES	1DLF-1R7N-3HPP	7/16/2024	149.94
LAZAR, ERIN	OFFICE SUPPLIES	SUPPLIES COOKOUT	08/09/2024	8/09/2024	42.11
LAZAR, ERIN	OFFICE SUPPLIES	BLACK TIE ENTERTAIN	08/22/2024	8/22/2024	700.00
LAZAR, ERIN	OFFICE SUPPLIES	PROPANE TANK REFILL	08/24/2024	8/24/2024	24.22
					3,480.81 *
CONSOCIATE MEDIA, LLC	VTC MARKETING GRANT	MARKETING & COMMUNIC	5615	8/19/2024	2,800.00
					2,800.00 *
				TOTAL	6,280.81

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Public Library ***					
JAMES RIVER AIR	Repairs & Maintenance	LIBRARY UNIT	S350809	6/30/2024	1,793.22
JAMES RIVER AIR	Repairs & Maintenance	LIBRARY UNIT REPAIR	S351327	7/08/2024	645.00
JAMES RIVER AIR	Repairs & Maintenance	LIBRARY UNIT REPAIR	S355735	7/31/2024	680.95
JAMES RIVER AIR	Repairs & Maintenance	LIBRARY UNIT	S357815	8/16/2024	551.19
CITY WIDE DECORATORS, INC	Repairs & Maintenance	WINDOW REPAIR	24-121	8/01/2024	3,397.00
					7,067.36 *
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2571861216 8/24	8/19/2024	272.62
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2967503158 8/24	8/19/2024	261.36
					533.98 *
VIRGINIA LIBRARY ASSOCIATI	MEMBERSHIP DUES	MEMBERSHIP	14177	8/13/2024	300.00
					300.00 *
QUILL CORPORATION	OFFICE SUPPLIES	SUPPLIES	39834246	8/01/2024	19.63
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LIBRARY SUPPLIES	1MMF-DQYV-1LM3	7/15/2024	92.44
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LIBRARY SUPPLIES	14WV-GXGX-T3RR	8/05/2024	116.47
					228.54 *
THE HOME DEPOT PRO	CUSTODIAL SUPPLIES	SUPPLIES	818423550	8/05/2024	88.80
TRUIST BANK	CUSTODIAL SUPPLIES	LIBRARY CLEANING SUP	08/25/2024	8/25/2024	.00
TRUIST BANK	CUSTODIAL SUPPLIES	LIBRARY CLEANING SUP	08/25/2024	8/25/2024	45.05
AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	LIBRARY SUPPLIES	1MMF-DQYV-1LM3	7/15/2024	23.99
AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	LIBRARY SUPPLIES	1NT4-V7GF-WNN1	8/05/2024	57.22
					215.06 *
TRUIST BANK	LIBRARY SUPPLIES	LIBRARY SUPPLIES	08/25/2024	8/25/2024	34.22
AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	LIBRARY SUPPLIES	1NT4-V7GF-WNN1	8/05/2024	354.39
AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	LIBRARY SUPPLIES	1QRP-VFDK-1C4L	8/06/2024	46.97
AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	LIBRARY SUPPLIES	14RQ-QJY9-WJXJ	8/19/2024	80.33
AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	LIBRARY SUPPLIES	14WV-GXGX-T3RR	8/05/2024	216.37
BOOK SYSTEMS, INC	LIBRARY SUPPLIES	LIBRARY CARDS	139424	7/02/2024	140.00
BOOK SYSTEMS, INC	LIBRARY SUPPLIES	FAMILY LIBRARY CARDS	139488	7/11/2024	605.00
KELLEY, JESSE	LIBRARY SUPPLIES	TOOLS AT LIBRARY	08/01/2024	8/01/2024	36.83
					1,514.11 *
THE LIBRARY STORE	Furniture & Fixtures	SHELVING END PANEL	703655	8/22/2024	862.13
					862.13 *
TRUIST BANK	SERVICES/LIBRARY PROGRAMS	LIBRARY PROGRAM	08/25/2024	8/25/2024	225.00
AR WORKSHOP	SERVICES/LIBRARY PROGRAMS	LIBRARY PROGRAMS	227-00571	6/26/2024	300.00
FAT FINCH FLOWER FARM	SERVICES/LIBRARY PROGRAMS	LIBRARY PROGRAM	543701	8/25/2024	200.00
AUSTIN, JONATHAN	SERVICES/LIBRARY PROGRAMS	LIBRARY PROGRAM	08/21/2024	8/21/2024	475.00
MUMS & BUB	SERVICES/LIBRARY PROGRAMS	YOGA PROGRAM LIBRARY	2407	6/24/2024	200.00
TY-RONE'S WORLD ENTERTAINM	SERVICES/LIBRARY PROGRAMS	LIBRARY EVENT	07/22/2024	7/22/2024	800.00
VMFA WORKSHOPS	SERVICES/LIBRARY PROGRAMS	SILK PAINTING	07/31/2024	7/31/2024	150.00
					2,350.00 *
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	1KDX-NPFQ-4X4H	7/22/2024	82.91
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY SUPPLIES	1MMF-DQYV-1LM3	7/15/2024	76.85
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	1MY6-K3JN-1RKX	8/15/2024	27.23
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY SUPPLIES	1NT4-V7GF-WNN1	8/05/2024	55.23
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	1T7D-P4MP-3NR1	7/16/2024	120.95

9/04/2024  
 AP375  
 FUND # - 100

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE		PAY
				DATE	\$\$	
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	1YWY-CNPC-4LNL	8/14/2024		354.02
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	13RQ-6DJD-3C4J	8/13/2024		60.06
LAZAR, ERIN	BOOKS/LIBRARY COLLECTION	LIBRARY BOOK	08/09/2024	8/09/2024		18.94
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83007426	8/01/2024		39.27
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83007427	8/01/2024		36.12
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83007428	8/01/2024		25.86
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83007429	8/01/2024		33.61
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83007430	8/01/2024		16.96
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83045707	8/05/2024		12.09
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83045708	8/05/2024		18.06
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83045709	8/05/2024		385.44
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83045710	8/05/2024		277.13
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83062461	8/06/2024		7.99
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83173773	8/13/2024		14.24
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83173774	8/13/2024		14.24
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY COLLECTION	LIBRARY BOOKS	83195435	8/14/2024		21.74
OCLC INC	BOOKS/LIBRARY COLLECTION	WORLDSHARE ILL	1000398278	8/17/2024		436.50
						2,135.44 *
CONSOCIATE MEDIA, LLC	Website Maintenance	JULY WEB MAINTENANCE	5614	8/19/2024		425.00
						425.00 *
				TOTAL		15,631.62

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Planning Commission ***				
COLEMAN, MELINDA	Mileage - Allowances	MILEAGE REIMBURSE	08/01/2024	8/01/2024	2.68
LONGEST, JR., GEORGE M.	Mileage - Allowances	MILEAGE REIMBURSE	08/01/2024	8/01/2024	26.80
MCGUIRE, JOSEPH	Mileage - Allowances	MILEAGE REIMBURSE	08/01/2024	8/01/2024	21.44
					50.92 *
				TOTAL	50.92



9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Zoning Administrator ***				
OFFICE DEPOT	Office Supplies	SUPPLIES	376953723001	7/19/2024	4.32
QUILL CORPORATION	Office Supplies	SUPPLIES	39834246	8/01/2024	19.63
					23.95 *
MANSFIELD OIL COMPANY	Vehicle Equipment Fuel	FUEL	SQLCD-987093	8/06/2024	36.03
MANSFIELD OIL COMPANY	Vehicle Equipment Fuel	FUEL	SQLCD-990782	8/19/2024	77.71
					113.74 *
A. MORTON THOMAS & ASSOCIA	AMT/SOLAR FARM REVIEWS	SOLAR PROJECT	403318	8/27/2024	2,924.50
					2,924.50 *
				TOTAL	3,062.19

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Contingency Fund ***				
TRUIST BANK	Miscellaneous Contingencies	LATE FEE	08/25/2024	8/25/2024	39.00
TRUIST BANK	Miscellaneous Contingencies	FINANCE CHARGE	08/25/2024	8/25/2024	89.36
ELAN CORPORATE PAYMENT SYS	Miscellaneous Contingencies	DEHUMIDIFIER	08/15/2024	8/15/2024	987.71
ARCH SCAN	Miscellaneous Contingencies	SCANNING DOCUMENTS	2788	8/01/2024	4,511.22
					5,627.29 *
				TOTAL	5,627.29

9/04/2024  
AP375  
FUND # - 100

FROM DATE- 9/09/2024  
TO DATE- 9/09/2024

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
*** Expenditure Refunds ***							
A. MORTON THOMAS & ASSOCIA	Strata/Solar Farm	SOLAR PROJECT	403318	8/27/2024	2,802.50		2,802.50 *
				TOTAL	2,802.50		
				FUND TOTAL			170,097.45

9/04/2024 FROM DATE- 9/09/2024  
 AP375 TO DATE- 9/09/2024  
 FUND # - 224 Expenditures

ACCOUNTS PAYABLE LIST  
 KING & QUEEN  
 DEPT # - 031800

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE	DATE	\$\$	PAY	\$\$
-----	-----	-----	-----		----			-----
ESSEX CONCRETE CORP.	Supplies	K9 CONCRETE PAD	257309		8/13/2024	603.25		603.25 *
				TOTAL		603.25		
				FUND TOTAL		603.25		

9/04/2024  
 AP375  
 FUND # - 301

FROM DATE- 9/09/2024  
 TO DATE- 9/09/2024

ACCOUNTS PAYABLE LIST  
 KING & QUEEN  
 DEPT # - 094100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SHEEHY FORD LINCOLN EAST COAST EMERGENCY	Sheriff's Dept. Vehicles Sheriff's Dept. Vehicles	2025 POLICE SUV HAVIS DOCKING STATIO	188084 39106	8/26/2024 8/19/2024	47,764.89 2,371.74
COMMONWEALTH ARCHITECTS	Emergency Services Facility	EMS FIRE STATION	202408008	8/19/2024	50,136.63 * 1,235.00 1,235.00 *
HAPPY CO FLOORS	Flooring/Admin Building	CARPET REPLACEMENT	08/28/2024	8/28/2024	34,000.00 34,000.00 *
ATKINS PETROLEUM PRODUCTS	Telework Center	FUEL GENERATORS	258549	7/17/2024	597.19
ELAN CORPORATE PAYMENT SYS	Telework Center	TELEWORK CENTER ROUT	08/15/2024	8/15/2024	682.63
COMMONWEALTH ARCHITECTS	Telework Center	TELEWORK CENTER	202408007	8/19/2024	1,642.96
CONNEMARA CORP	Telework Center	TELEWORK CENTER	08/23/2024	8/23/2024	504,769.20 507,691.98 *
AMAZON CAPITAL SERVICES	MPPDC BUILD OUT	IT TELEWORK CENTER	1T3F-WFQQ-9KJP	8/26/2024	2,130.56 2,130.56 *
JAMES RIVER AIR	HVAC REPLACEMENT/STATION 8	ST8 HVAC REPLACE	J62775	8/02/2024	7,980.00 7,980.00 *
				TOTAL	603,174.17
				FUND TOTAL	603,174.17
				TOTAL DUE	773,874.87

Approved at meeting of \_\_\_\_\_ on \_\_\_\_\_.

Signed \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

**AGENDA:**      *September 9, 2024 Regular Meeting*

**ITEM #4:**

Approval of Use of Funds – Telework FFE

**ACTION REQUESTED:**

County Administrator will provide information on this request.

**ATTACHMENTS:**

- Memo from County Administrator



# KING AND QUEEN COUNTY VIRGINIA

*Founded 1691*

**DATE:** September 4, 2024

**TO:** King and Queen County Board of Supervisors

**FROM:** Vivian R. Seay, County Administrator | County Attorney

**SUBJECT:** September 9, 2024 Regular Board Meeting  
Agenda Item 4, Approval for Use of Funds/Telework Center FFE Items

Certain furniture, fixture, equipment, and similar items (FFE) for the King and Queen County Telework Center were not included in previous contracts and pricing. Staff has been working with multiple vendors, and will continue to work with vendors, to secure at competitive pricing, the items needed to complete, furnish, and properly equip the Telework Center for use. Funding was included in the FY2025 Budget, and appropriated, in the County Capital Projects Fund which will be sufficient to meet these needs, but that funding was not directed for the needed FFE purchases. Staff requests approval to utilize FY2025 budgeted funds in the County Capital Projects Fund (NOT a budget amendment) not to exceed \$495,000 for the following items:

Sign design, manufacture, and installation	\$ 60,000
Furniture	\$300,000
Technology	\$ 75,000
Door locks	\$ 30,000
Exterior lighting (Dominion Energy)	\$ 30,000

Please note, in an effort to budget conservatively, staff believes these estimates to be worst case scenario, and staff expects approximately \$50,000 of technology expenditures to be reimbursed from energy efficiency funds.

**AGENDA:**      *September 9, 2024 Regular Meeting*

**ITEM #5:**

Public Comment Period

**ACTION REQUESTED:**

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

**ATTACHMENTS:**

None



**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #6:**

Public Hearing – Request to VDOT to Restrict Through Trucks on Rt. 632 and Rt. 633

**ACTION REQUESTED:**

County Administrator will provide background information and proof of publication.

Open public hearing. Ask citizens speaking to state their name, district and to keep comments to five minutes.

After closing hearing. Action will be needed to either approve or not approve sending the request to VDOT for approval.

**ATTACHMENTS:**

- Copy of public hearing notice (appeared in Tidewater Review and Rappahannock Times August 28<sup>th</sup> and September 4<sup>th</sup>)
- VDOT guidance on Through Truck Restriction process

## **KING & QUEEN COUNTY**

### **NOTICE OF INTENTION TO HOLD A PUBLIC HEARING REGARDING A FORMAL REQUEST TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO RESTRICT THROUGH TRUCKS ON STATE ROUTE 632 AND STATE ROUTE 633**

Pursuant to Va. Code § 46.2-809, the King and Queen County Board of Supervisors will hold a public hearing on Monday, September 9, 2024 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 a request to the Virginia Department of Transportation to restrict through truck traffic on State Route 632, Hockley Neck Road, from Stevensville Road to Mantua Road; and on State Route 633, Mantua Road, from Stevensville Road to Walkerton Landing Road. Maps and more detail regarding the proposed through truck restricted route may be found in the office of the county administrator located at 242 Allen's Circle, Suite L, King and Queen Court House, Virginia 23085. For more information you may contact the office of the county administrator at (804) 785-5975 or [vseay@kingandqueenco.net](mailto:vseay@kingandqueenco.net).

**Please publish August 28 and September 4, 2024.**

## Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions

The CTB "[Guidelines For Considering Requests to Restrict Through Trucks on Primary and Secondary Routes](#)" establishes(4) criteria that must be considered and met for a locality request for a through truck restriction.

Effective February 20, 2020; the CTB Guidelines were revised to allow **the VDOT District Administrator or District Engineer to reject a locality request for a restriction on a secondary highway** within their Construction District *that fails to objectively satisfy the required (4) criteria, prior to presentation to the commissioner*. Locality requests on secondary roads that are judged to meet the criteria must still follow VDOT's normal process (see [here](#)) and considered for approval by the Commissioner. The CTB retains the authority to restrict through truck traffic on primary highways.

Per the CTB Guidelines, a proposed restriction must meet both criteria 1 & 2 and either criteria 3 or 4. Requests that do not satisfy these criteria will result in rejection of the requested restriction.

Following is guidance for evaluating a locality's request to determine whether it objectively satisfies the (4) CTB criteria. An engineering study must be conducted to properly determine and demonstrate whether or not the four CTB criteria are satisfied.

The **four (4) CTB criteria are below** with guidance on assessing:

1. **Reasonable alternate routing is provided.** *The alternate route will be evaluated for traffic and safety related impacts. To be considered "reasonable," the alternate route or routes must be engineered to a standard sufficient for truck travel and must be judged at least as appropriate for truck traffic as the requested truck restriction route. If an alternate route must be upgraded, the improvement shall be completed before the truck restriction can be implemented. The termini of the proposed restriction must be identical to the alternate routing to allow a time and distance comparison to be conducted between the two routings. Also, the alternate routing must not create an undue hardship for trucks in reaching their destination.*

A route **engineered sufficiently for truck traffic** should meet the following:

- Routes that serve low truck volumes or incidental truck traffic (0-5% or up to a dozen or so 3+ axle trucks per day with little to no tractor-trailers) should have;
  - o Minimum lane/pavement width & curve radii necessary for trucks to maintain the vehicle within the travel lane without encroaching onto the adjacent lane or shoulder (see NOTES 1-2, 4)
  - o Turning radii at intersections should generally accommodate large trucks within the paved portion of the intersection. Trucks may need to use the adjacent/opposing travel lane to complete a turn. (see NOTES 3,4)
  - o Appropriate centerline & edge line pavement markings and warning signage is present to guide and support truck traffic
  - o Pavement type and condition is minimally sufficient to accommodate truck traffic
  - o No safety concerns due to steep downgrades at horizontal curves etc. (see NOTE 6)

## Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions

- Highways that serve higher volumes of truck traffic (<10% or up to one hundred or so 3+ axle trucks per day, including tractor-trailers) should meet all of the above as well as the following:
  - o Minimum lane widths & curve radii for arterial-design roadways; 11 feet travel lanes and 4 feet of paved shoulder (see NOTES 1,5)
  - o Turning radii at intersections should generally accommodate large trucks within the paved portion of the intersection without using the opposing travel lane/direction or; the use of the opposing lane/travel direction is minimal and does not create a significant safety or operational concern (see NOTES 3, 4).
  - o Auxiliary lanes should be provided at major intersections
  - o No steep upgrade or downgrade conditions or; such conditions are minimal and do not present a significant safety or operational concern (see NOTES 6, 7)
- Highways intended to accommodate heavy truck traffic and the largest truck configurations (see NOTE 8) typically incorporate all of the features for highways that serve higher volumes of truck traffic (see previous) as well as:
  - o Maximum lane widths & curve radii for arterial-design roadways; 12 feet travel lanes and 8 feet of paved shoulder (see NOTES 1,5)
  - o Turning radii at intersections can accommodate large trucks entirely within the paved portion of the intersection without using the opposing travel lane/direction (see NOTES 3, 4).
  - o Auxiliary lanes are provided at all appropriate intersections
  - o No steep upgrade or downgrade conditions (see NOTES 6, 7)

### NOTES:

1. The largest legal (and common) size of truck configuration is a tractor-trailer 8 ½ feet wide (approx. 1 ½ feet for appurtenances/side mirrors) and a max 53 foot trailer length with 41-foot trailer axle spacing (WB-62) and requires a minimum paved lane width of 10-feet and horizontal curve radius of approx. 700 feet in order for the truck to maintain the vehicle within the travel lane without encroaching onto the adjacent lane or shoulder. Note the Double-Trailer truck (WB-67D) has the same dimensions as the WB-62 except for a slightly shorter length however, it has identical tracking features.
2. Single unit trucks (SU-30, SU-40), including dump trucks are typically 8 feet in width with a maximum length of 40 feet and can be accommodated with a minimum paved lane width of 9 feet and a horizontal curve radii of approx. 100 feet & 150 feet for SU-30 & SU-40 trucks, respectively.
3. A minimum 44.8 feet radii is required for a WB-67 and; 41.8 / 51.2 feet for SU-30 / SU-40 trucks, respectively in order for such vehicles to make a single-point turn at an intersection.
4. Per VDOT's Road Design Manual (RDM), subdivision street designs are only required to accommodate a single-unit (SU-30) truck.
5. Per VDOT's Road Design Manual (RDM), arterial-level roadway designs (> 45 mph) incorporate 11-12 feet wide travel lanes and 4-8 feet of paved shoulders and curve radii of 760 feet or greater.

## Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions

6. Per the AASHTO Green book, on steep downgrades, *particularly at the ends of long downgrades where truck speeds approach or exceed speeds of passenger cars, the greater height of eye of the truck driver is of little value to perceive horizontal sight restrictions such as on horizontal curves*). Therefore, at such locations, trucks may not have sufficient time/distance to perceive and stop appropriately for roadway conditions ahead. For example, US 52 in Carroll County is restricted to vehicles over 8 tons in the southbound direction due to the steep downgrade.
7. Steep upgrades may force large trucks to very slow speeds which can impede traffic flow particularly on high traffic roads.
8. Interstates, many US routes & various primary highways (Route's 2, 3, 24, 33, 207 etc.) are generally intended and designed; to accommodate heavy truck traffic and the largest truck configurations with >10% or several hundred 3+ axle trucks per day (including significant tractor-trailers).

In addition to being engineered appropriately for truck travel, Criteria 1 further states the ***alternate routing should be judged at least as appropriate for truck traffic as the requested truck restriction route.***

- In assessing this requirement, the alternate routing should be compared to the proposed restriction, on the basis of the above considerations for assessing the engineering of the roadway in regard to accommodating trucks.

Finally, Criteria 1 requires that the ***alternate route should not create an undue hardship for trucks in reaching their destination.***

- Where the distance or time to travel the alternate route is 3 X or more than required for the restricted route or exceeds 10 miles / 10 minutes, it shall be considered an undue hardship.

### **Other considerations:**

- The proposed alternate route may not have an existing truck restriction that would prevent truck traffic diverted from the restricted route from legally or physically traveling the route. However, a portion of a restricted route may be used as an alternate route where it does not violate the conditions under which the through truck restriction was originally imposed such as allowing travel on a portion of route with roadway/roadside conditions determined to be unsuitable for trucks.
- The proposed alternate route must begin and end at a logical, intersecting route so that trucks can take the alternate route without backtracking etc.

2. ***The character or frequency, or both, of the truck traffic on the route proposed for restriction is not compatible with the affected area. Evaluation will include safety issues, accident history, engineering of the roadway, vehicle composition, and other traffic engineering related issues.***

## Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions

In assessing the compatibility of truck traffic on the proposed restriction the following should be considered:

- The character of the truck traffic (e.g., large trucks such as tractor-trailers, dump trucks etc.) may of itself pose a significant safety risk and truck incompatibility issues with the area and other traffic (even where the frequency of truck traffic per traffic counts etc. is minimal) due to the traffic volumes or nature of the area (e.g., residential as defined below per Criteria 3) as well as the crash history and engineering of the roadway (per the considerations outlined above for criteria 1). For example, a poorly engineered roadway (e.g., paved lane/shoulder widths << 10 feet and/or no lane markings and/or poor geometry that forces trucks to use part of the opposing travel lane where sight distance may be limited) may pose a significant risk to other traffic as well as the adjacent roadside area even where the # of trucks is low, particularly where the traffic volumes are significant and/or the roadside area is residential in nature.
- The frequency of truck traffic may worsen or lessen their overall compatibility with the proposed restriction, depending on the consideration of the physical roadway, environment and the crash history per the above.
- The extent and type of crashes (including non-truck crashes) evident in the review of the crash history may provide further evidence of the potential risk imposed by truck traffic due to the roadway / roadway area deficiencies and other incompatibilities. For example, a high incidence of run-off road or rear-end (non-truck) crashes may demonstrate truck incompatibility issues with the physical roadway, traffic and/or roadway environment etc.
- Where the percentage of truck crashes to overall crashes is >> the % of truck traffic to the overall traffic is a further indication that trucks are not compatible with the proposed restriction.

**3. *The roadway is residential in nature. Typically, the roadway will be judged to be residential if there are at least 12 dwellings combined on both sides within 150 feet of the existing or proposed roadway center line per 1,000 feet of roadway.***

If criteria 4 is met this criterion is not required. Otherwise, the assessment of whether a roadway is “residential in nature” should consider the following. Very few instances meet a density of 12 dwellings per 1,000 feet of roadway however, “residential in nature” encompasses various other roadway features that are typically present in a residential area.

- A typical residential street is within a neighborhood where the residences face the street (rather than reverse-frontage) with a significant density of residences (not necessarily 12 per 1000’) and a functional classification of “local” with a posted speed limit of 25 mph or less with various other features such as on-street parking, sidewalks, crosswalks, pedestrian-related signage or residential traffic calming measures and nearby parks and schools etc.
- In some instances, a “collector” or “arterial” route (such as a downtown, CBD area) may have many of the above residential features and a speed limit greater than 25 mph

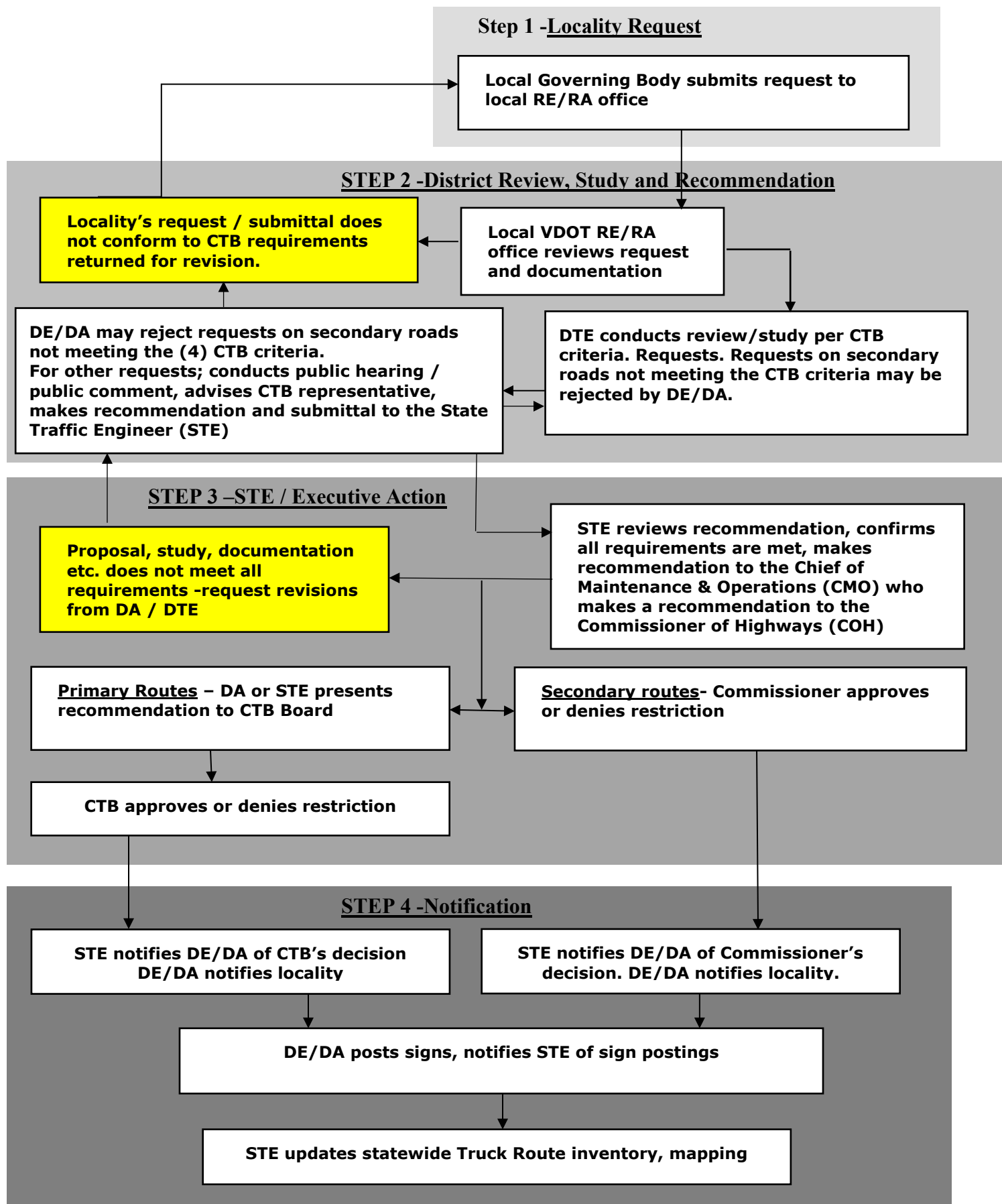
## Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions

- A roadway in a rural area or a street with a low density of residences but lacking most of the above features would not generally be considered residential in nature although the traffic along the street may be primarily residential-oriented

### 4. *The roadway must be functionally classified as either a local or collector.*

This criterion is met where the federal functional classification of the roadway is either “local” or “collector.” (e.g., “major collector”, “minor collector” etc.) You can use VDOT’s statewide functional classification map to determine the functional class [here](#).

# Consideration of requests by localities to restrict Through Trucks on Primary and Secondary Highways under § 46.2-809





## Consideration of requests by localities to restrict Through Trucks on Primary and Secondary Highways under § 46.2-809

The following describes the complete (4-step) process for VDOT's handling of requests from a locality to restrict through truck traffic (or to remove a restriction placed under this same process) within their boundary on a VDOT-maintained, primary or secondary highway under §46.2-809 and the corresponding CTB "[Guidelines For Considering Requests to Restrict Through Trucks on Primary and Secondary Routes](#)".

The steps prescribed by the CTB Guidelines and VDOT's processes are below and on the above chart. Note: §46.2-809 requires that the CTB or VDOT *must act on a request* (i.e. approve or deny) *within nine months of receipt, unless good cause is shown*.

1. Locality Request – The CTB Guidelines require the local governing body (locality) to *hold a public hearing and make a formal request of the Department.*" The locality's formal request is made by a resolution to the VDOT District Engineer/Administrator (DE/DA) submitted through the local VDOT residency office except in Fairfax, Prince William, and Loudoun Counties where the request is to the VDOT District Traffic Engineer (DTE).

The CTB Guidelines stipulate (4) criteria (A, B, C & D) that the locality's request must follow:

- A. The public notices for the hearing must include a description of the proposed through truck restriction and an alternate route with the same termini as the restriction. A copy of the public notices must be provided with the submittal.
- B. A transcript of the public hearing must be submitted with the resolution.
- C. The resolution must describe the proposed through truck restriction and the alternate route, including termini.
- D. The resolution must also state that the *governing body will use its good offices for enforcement of the proposed restriction by the appropriate local law enforcement agency.*

The CTB Guidelines state "*failure to comply with (A), (B), (C) and (D) will result in the request being returned.*"

Note: Where a portion of the requested restriction or alternate routing falls within another locality, written concurrence (e.g. a resolution or other correspondence such as an e-mail or letter) for the proposal should be secured from an official in the affected locality. Requests where the affected locality does not concur must still go forward for consideration, and their non-concurrence with the proposal will be conveyed to the CTB or Commissioner for their consideration to approve or deny the request.

2. VDOT District review, study, public hearing and recommendation
  - i. VDOT RE/RA Review -The VDOT RE/RA office generally receives and reviews the initial request from the locality. Requests not meeting items A, B, C and D in the CTB Guidelines per above are returned.
  - ii. VDOT District Study -The District Traffic Engineer (DTE) conducts an engineering study (signed & sealed) of the requested restriction considering the four (4) criteria specified by the CTB Guidelines. The "Guidance for the objective consideration of the criteria in the CTB Guidelines for Through Truck Restrictions" should be used to guide the study/evaluation of the CTB Criteria. Note: The revised CTB Guidelines (2020) provide that the DE/DA may reject a locality's request for a restriction on secondary highways only, upon the determination that

**Effective Date; May 8, 2022**

## Consideration of requests by localities to restrict Through Trucks on Primary and Secondary Highways under § 46.2-809

the request does not *objectively* (i.e. very clearly and obviously, per GALA) satisfy the required four (4) criteria identified in the CTB Guidelines.

Note: The study may identify and evaluate other potential alternate routes apart from the alternate route identified by the locality in their request, as truckers are free to travel other routes as they choose and that may have shorter travel distances or times. These other proposed alternate routes should be identified for public consideration during VDOT's public hearing and public comment phase.

- iii. VDOT Conducts a Public Hearing In order to “*prohibit or restrict through traffic*” under §46.2-809 “*due notice and a proper hearing*” is required. This hearing is conducted by VDOT and is in addition to the public hearing required by the locality prior to making their request to VDOT. Alternatively, per direction of the Office of the Attorney General, in lieu of a public hearing VDOT may either (i) request public comments or (ii) request public comments and advise of their willingness to hold a public hearing. The solicitation for public comments is through the normal process as directed by the local VDOT District Communications Office and that best serves to notify the public at large and provide sufficient opportunity for comments, particularly for truckers using the route proposed for restriction who may be outside the area. Generally, comments are solicited for at least a 30 day period via both (i) a public notice through appropriate news and social media and other means normally used by the local VDOT District Communications office to inform the community such as websites, local newspapers (printed and electronic) etc. and (ii) by posting signs at the terminus of the route proposed for restriction advising of the proposed restriction, both for at least a 30 day period during which time public comments are collected. See [here](#) for example of public notice and signs. A copy of the public notice also goes to the Virginia Trucking Association.
- iv. District Recommendation - After consideration of the engineering study findings and the public comments the District submits their recommendation to the State Traffic Engineer (STE) with the following documentation:
  - i. The CTB-required documentation described in (A), (B), (C) and (D) above
  - ii. Concurrence from any other locality where the requested restriction or alternative routing falls within their boundary.
  - iii. Signed & Sealed engineering study
  - iv. A copy of either VDOT's (1) advertisement for the public hearing (if held) and the hearing transcripts or (2) VDOT's request for public comments and the comments received. Where there are numerous comments (e.g. more than a few dozen) a tally of the comments supporting and opposing the restriction and a summary of the nature of the comments is preferable.
  - v. Confirmation that VDOT's proposed action on the requested restriction was discussed with the local CTB board member.
  - vi. Signed AT-1 signature page ([here](#)) indicating the District's recommendation.
  - vii. Notification to the VA Trucking Association (VTA) and their response (Dale Bennet is the principal contact).
  - viii. Notification to any major industries or facilities affected by the proposed restriction and their response.

Click [here](#) for an example submittal with the documentation outlined above.

## Consideration of requests by localities to restrict Through Trucks on Primary and Secondary Highways under § 46.2-809

3. STE / Executive Action
  - i. State Traffic Engineer review –The STE reviews the District proposal and recommendation, confirms that CTB & VDOT requirements are met, prepares an executive briefing and conveys the proposal and their recommendation to the CMO for review and recommendation.
  - ii. Executive Action –The CMO reviews and conveys the proposal along with their recommendation to the COH for action. The COH acts on the request as follows:
    - i. For restrictions on secondary routes, the COH approves or denies the proposed restriction.
    - ii. For restrictions on primary routes, the COH adds the proposal to the appropriate upcoming CTB agenda for their consideration. The DE/DA or STE presents the proposal to the CTB for their consideration and the CTB approves or denies the request.
4. Notification - Notification of the executive action by the COH or CTB is made and appropriate signs posted as follows:
  - i. Notification to the DE/DA of the CTB’s decision (on primary routes) and the COH’s decisions (on secondary routes) is made by the STE.
  - ii. Notification to the locality is made by the DE/DA.
  - iii. The DE/DA posts signs indicating the restrictions on the approved routes and notifies the STE that the signs have been posted. VDOT’s sign specifications for the “NO THRU TRUCKS” (R5-V3) sign is [here](#). See the September, 2022 GUIDANCE FOR TRUCK RESTRICTION SIGNING [here](#) for recommended signage for various situations.
  - iv. STE adds the restricted routes to VDOT’s [Truck Routes & Restrictions map](#) for notification to truckers etc. of the active restriction.

Note: In order to remove a restriction placed under § 46.2-809 each step of the above process must be followed where the engineering study, public hearing etc. considers the impacts for removal of the restriction.

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #7:**

Presentation by Bay Transit regarding Expanded Service

**ACTION REQUESTED:**

Ken Pollack with Bay Transit will make the presentation.

**ATTACHMENTS:**

None

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #8:**

Dominion Energy Request for Approval  
(RZ24-01, CUP24-01, SP24-01)

**ACTION REQUESTED:**

Applications RZ24-01, CUP24-01, and SP24-01 come to the Board on the recommendation from the King and Queen County Planning Commission to approve all three requests.

The Board held public hearings on June 10, 2024, for the Dominion Energy application for the construction of a permanent substation at the location of the current temporary substation on Carlton's Corner Road. Additional meetings were held with Dominion Energy representatives to further discuss citizen concerns as well as Board concerns, and based on those discussions, the Applicant has proposed amendments to the site plan.

The Board may accept the recommendation of the Planning Commission for approval of RZ24-01, CUP24-01, and SP24-01 as presented; accept the recommendation of the Planning Commission with the Applicant's proposed site plan changes; accept the recommendation of the Planning Commission with changes in addition to the proposed site plan change; or deny any one or more of the requests.

**ATTACHMENTS:**

1. Revised site plan. (Sent separately due to file size)
2. Conditions with proposed edits.
3. Original application.

**STAFF RECOMMENDATION:**

Staff recommends approval of RZ24-01; approval of CUP24-01 with the conditions with proposed edits; and approval of SP24-01 as amended by the Applicant.

## Conditions with Proposed Edits

### Conditions

Staff has prepared staff recommended conditions, should the request be considered for approval. Those conditions were sent to the applicant/property owner for review. The applicant/property owner. Those conditions are:

1. The property shall be kept free of nonessential combustible material and refuse.
2. Warning signs shall be posted conspicuously around the facility on the outside of the fence.
3. All fencing and gates shall be maintained and upkept until the time in which the facility has been decommissioned.
4. No battery storage shall be permitted on the parcel, except for batteries that are utilized for communications/monitoring purposes.
5. The mature vegetated buffer [and additional plantings shown on plan sheet C-701 of the amended site plan](#) ~~as shown on the site plan~~ dated [August 30, 2024](#) ~~XXXX~~ shall be kept and maintained until the time [at](#) which the facility has been decommissioned.
6. The area within the fence and a minimum of 15' around the exterior of the fence shall be kept free of tall grass, shrubs and brush.

**KING & QUEEN COUNTY**  
**Land Development Application**  
**Planning & Zoning Department**

(804) 785-5985  
(804) 769-0511  
Fax: (804) 785-5999

(Please print in ink or use a typewriter)

Applicant: King and Queen County Zoning & Planning Department

Applicant's Address: P.O. Box 177, King and Queen Courthouse, VA 23085

Agent (Contact Person): Donna E. Sprouse, Community Dev. Dir. Phone: 785-5975

Agent's Company: King and Queen County Zoning & Planning Department

Agent's Address: P.O. Box 177, King and Queen Courthouse, VA 23085

Current Property Owner: N/A

Owner's Address: N/A

Correspondence to be sent to:  Applicant  Owner  Agent  Other

Tax Map/Parcel Number: N/A Magisterial District: N/A

General Project Location: N/A

Size of request site: N/A

Are Proffer's Being offered along with this Application: YES  or NO   
If so please Attach.

Check Appropriate Request:

**Zoning Administrator**

- :Site Plan (Level 1)
- :1-2 Lot Subdivision Approval
- :Estate Subdivision Review

**Planning Commission**

- :Site Plan (Level 2)
- :Section 15.1-455
- :Other

**Planning Commission & Board of Supervisors**

- :Rezoning
- :Conditional Use Permit
- :Zoning Ordinance Text Amendment
- :Subdivision Ordinance Text Amendment
- :Site Plan (Level 3)
- :Other

**Board of Zoning Appeals**

- :Administrative Appeal
- :Variance
- :Special Exception
- :Other

**Complete As Applicable:**

Name of Subd'n, Development, or Proposal: Zoning Text Amendment

Proposal/Request: Chapter 5, Erosion and Sediment Control Ordinance

Reason for request: \_\_\_\_\_

**Applicant:** The information provided is accurate to the best of my knowledge. I acknowledge that any percolation tests, topographic studies, or other requirements of the Health Official or the Zoning Administrator will be carried out at my expense. I understand that the County may deny, approve, or conditionally approve that for which I am applying. I certify that all property corners have been clearly staked and flagged.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** I have read this completed application, understand its content, and freely consent to it's filing. If this application is for the purpose of subdivision, further subdivision of this property will require a new application and approval by the Board of Supervisors. Furthermore, I grant permission to the zoning administrator and the other County Officials to enter the property and make such investigations and tests as they deem necessary.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



April 10, 2024

**REZONING, RZ24-01  
CONDITIONAL USE PERMIT, CUP24-01  
LEVEL 3 SITE PLAN, SP24-01**

**Virginia Electric & Power Company d/b/a/ Dominion Energy Va – *Applicant/Owner***

**BACKGROUND**

The Planning and Zoning Department received the application on February 9, 2024 Dewberry on behalf of Virginia Electric & Power Company d/b/a Dominion Energy Virginia, requesting approval of a Rezoning, Conditional Use Permit, and Level 3 Site Plan approval to construct a permanent electrical substation.

**GENERAL INFORMATION**

**Location**

The subject property is located at the intersection of Carltons Corner Road (Rt. 617) and The Trail (Rt. 14), in the existing overhead power line easement. Further identified as County Tax Map Parcel No. 1624-53R-1022A2 in the Stevensville Magisterial District. The property owner is Virginia Electric and Power Company. The parcel size is 5.443 ac.

**Proposal**

Virginia Electric & Power Company is requesting approval to rezone their 5.443-acre parcel from Agricultural to Industrial. They are also requesting approval of a conditional use permit and level 3 site plan to construct a new permanent electrical substation.

**Zoning**

The parcel is currently zoned Agricultural (A).

**STATE AND LOCAL AGENCY COMMENTS**

**Stormwater & Erosion**

According to Kyle Kennedy, Office of Stormwater Management with Virginia Department of Environmental Quality (DEQ), projects under an approved Annual Standards and Specification program (AS&S), DEQ is the enforcement authority for both Erosion and Sediment Control (ESC) and Stormwater Management (SWM). The county does not issue a land disturbance permit, does not provide an ESC site plan review, and is not responsible for any

land disturbance inspections. Such inspections for ESC and SWM will be performed by DEQ. Under the conditions of the AS&S, Dominion will review and certify that the plans meet all applicable SWM and ESC requirements.

Dominion Energy does have an approved AS&S with DEQ as a public utility.

(See the attached email from DEQ to Mrs. Sprouse, dated February 22, 2024)

### **Fire Marshal/Emergency Services Coordinator**

Greg Hunter, King & Queen County Emergency Services Coordinator and Fire Marshal noted the following in an email dated February 26, 2024:

*"I reviewed it and really didn't have a major issue. We (fire) are not entering a substation until the power company arrives. So general signage and brush management are good, I don't want Knox access into a true substation.*

*Battery storage caught my attention... what are you referring to? They may have batteries on site for their communications and monitoring equipment for power failures. Are you speaking of bulk power battery storage? I think their monitoring items are acceptable, I mean any radio tower with cell has a pretty big bank for backup. Just may need to be clear."*

(See attached email)

### **Transportation**

Comments were received via email from Ronald Chad Brooks on behalf of Robert Butler, P.E. on April 2, 2024. Mr. Butler noted the following:

*"This office has reviewed the referenced site plan (SP24-01) with a license stamp date of March 22, 2024 per the minimum standards as received on March 29, 2024, and we have no comments. Therefore, the Department has no objection to the approval of the site plan. Should you have any questions concerning this plan review, please contact Chad Brooks at (804) 761-2148 to discuss any technical issues."*

### **Zoning Ordinance**

According to Article 4, Permitted Uses, Table 4.1, Permitted Use Table, Energy Generation Facility is permitted in the Industrial zoning district by approved Conditional Use Permit and Level 3 Site Plan.

The minimum lot size for Industrial zoned property is 5 acres. The subject parcel is a 5.443-acre parcel.

## Conditions

Staff has prepared staff recommended conditions, should the request be considered for approval. Those conditions were sent to the applicant/property owner for review. The applicant/property owner. Those conditions are:

1. The property shall be kept free of nonessential combustible material and refuse.
2. Warning signs shall be posted conspicuously around the facility on the outside of the fence.
3. All fencing and gates shall be maintained and upkept until the time in which the facility has been decommissioned.
4. No battery storage shall be permitted on the parcel, except for batteries that are utilized for communications/monitoring purposes.
5. The mature vegetated buffer as shown on the site plan, dated XXXX, shall be kept and maintained until the time in which the facility has been decommissioned.
6. The area within the fence and a minimum of 15' around the exterior of the fence shall be kept free of tall grass, shrubs and brush.

*\*Note that the date in #5 will be inserted with the date of the approved site plan from the Board's public hearing.*

## Staff Recommendation

Staff recommends approval of RZ24-01, CUP24-01 and SP24-01 as submitted and with the staff recommended conditions as presented and noted above.

## Planning Commission Recommendation

A motion was made by Mr. Allen to recommend approval of RZ24-01, CUP24-01 and SP24-01 in the name of Virginia Electric & Power Company with the staff recommended conditions. Mr. Allen's motion for recommendation of approval was properly seconded by Mr. Massey.

*Voting For: Allen, Campbell, Coleman, Bradley, Massey*

*Voting Against: None*

*Abstain: Wilson*

*Absent: Alsop, Richardson, Jackson, Flemming*

# King & Queen County Land Development Application

Planning & Zoning Department  
P.O. Box 177  
King & Queen Courthouse, VA 23085  
Phone: (804) 785-5975 or (804) 769-5000  
Fax: (804) 785-5999 or (804) 769-5070

RZ24-01  
CUP24-01  
SP24-01

*\*Please print in ink or use a typewriter*

Applicant: Virginia Electric & Power Company d/b/a Dominion Energy Virginia

Applicant's Address: 5000 Dominion Boulevard ,3rd Floor, Glen Allen, VA 23060

Applicant's Phone: 804.514.3129

Agent (Contact Person): Stefan Brooks

Agent's Address: 5000 Dominion Boulevard ,3rd Floor, Glen Allen, VA 23060

Current Property Owner: Virginia Electric & Power Company

Owner's Address: 5000 Dominion Boulevard ,3rd Floor, Glen Allen, VA 23060

Owner's Phone: \_\_\_\_\_

Correspondence to be sent to: \_\_\_\_\_ Applicant \_\_\_\_\_ Owner  Agent \_\_\_\_\_ Other \_\_\_\_\_

Tax Map Number: 1624-53R-1022A2 Magisterial District: Stevensville

General Project Location: Carltons Corner Road (Route 617) @ The Trail (Rte 14)

Size of Request: Level 3

\*Are Proffer's being offered along with this Application: YES \_\_\_\_\_ or NO  . If so please attach.

## Check Appropriate Request:

### Zoning Administrator

- \_\_\_\_\_ : Site Plan (Level 1)
- \_\_\_\_\_ : 1-2 Lot Subdivision Request
- \_\_\_\_\_ : Family Subdivision Review
- \_\_\_\_\_ : Boundary Line Adjustment
- \_\_\_\_\_ : Plat Approval

### Planning Commission

- \_\_\_\_\_ : Site Plan (Level 2)
- \_\_\_\_\_ : Chesapeake Bay Exception
- \_\_\_\_\_ : Other
- \_\_\_\_\_ : Final Plat Review for Minor & Major Subdivision

### Planning Commission & Board of Supervisors

- : Rezoning
- : Conditional Use Permit
- \_\_\_\_\_ : Zoning Ordinance Text Amendment
- \_\_\_\_\_ : Subdivision Ordinance Text Amendment
- : Site Plan (Level 3)
- \_\_\_\_\_ : Other
- \_\_\_\_\_ : Preliminary Plat Review for Minor & Major Subdivision

### Board of Zoning Appeals

- \_\_\_\_\_ : Administrative Appeal
- \_\_\_\_\_ : Variance
- \_\_\_\_\_ : Special Exception
- \_\_\_\_\_ : Other

# King & Queen County Land Development Application

## Complete As Applicable:

Name of Subdivision, Development, or Proposal: King & Queen Substation

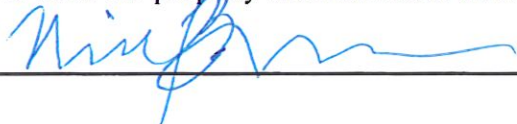
Proposal/Request: Rezoning to allow permanent Substation

Reason for Request: Current Dominion property is not appropriately zoned for ultimate use as an Electric Substation. This application intent is to comply with County Zoning by updating the parcel to rezone to "I" and additionally request CUP.

**Applicant:** The information provided is accurate to the best of my knowledge. I acknowledge that any percolation tests, topographic studies, or other requirements of the Health Official or the Zoning Administrator will be carried out at my expense. I understand that the County may deny, approve, or conditionally approve that for which I am applying. I certify that all property corners have been clearly staked and flagged.

**Applicant's Signature:**  **Date:** January 29, 2024

**Owner:** I have read this completed application, understand its content, and freely consent to it's filing. If this application is for the purpose of subdivision, further subdivision of this property will require a new application and approval by the Board of Supervisors. Furthermore, I grant permission to the Zoning Administrator and the other County Officials to enter the property and make such investigations and tests as they deem necessary.

**Owner's Signature:**  **Date:** January 29, 2024

## Sprouse, Donna (KQCO)

---

**From:** Kennedy, Kyle (DEQ) <Kyle.Kennedy@deq.virginia.gov>  
**Sent:** Thursday, February 22, 2024 8:59 AM  
**To:** Sprouse, Donna (KQCO); Robb, Jaime Lynn B. (DEQ); Southers, Elizabeth (DEQ)  
**Cc:** Rellick, Joshua (KQCO); Vivian Seay  
**Subject:** RE: Dominion Energy Proposed New Electrical Substation

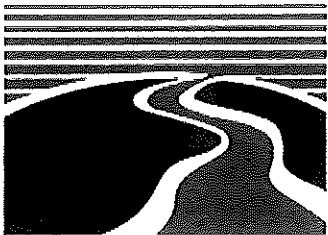
Donna,

My apologies on the delay in getting back to you. Thank you for your patience.

For projects under an approved AS&S (such as this one with Dominion), DEQ is the enforcement authority for both ESC and SWM. The county is not required to issue a local land disturbance permit, does not need to provide an ESC site plan review, and is not responsible for any land disturbance inspection. Any site inspection for ESC or SWM will be performed by DEQ. Under the conditions of the AS&S, Dominion will review and certify that the plans meet all applicable SWM and ESC requirements.

If you have any additional questions, feel free to give me a call.

Have a great day!



**Kyle Kennedy**  
Manager, Office of Stormwater Management  
Virginia Department of Environmental Quality  
1111 East Main Street, Suite 1400  
Richmond, Virginia 23219  
(804) 659-1919

**From:** Sprouse, Donna (KQCO) <dsprouse@kingandqueenco.net>  
**Sent:** Tuesday, February 20, 2024 5:38 PM  
**To:** Robb, Jaime Lynn B. (DEQ) <Jaime.Robb@deq.virginia.gov>; Southers, Elizabeth (DEQ) <Elizabeth.Southers@deq.virginia.gov>  
**Cc:** Rellick, Joshua (KQCO) <esofficer@kingandqueenco.net>; Kennedy, Kyle (DEQ) <Kyle.Kennedy@deq.virginia.gov>; Vivian Seay <vseay@kingandqueenco.net>  
**Subject:** RE: Dominion Energy Proposed New Electrical Substation

Hello Kyle,

Simply following up on the email below.

We are reviewing the plan as if we have the authority to do so, per state law. The project is proposing disturbance over an acre. Until I receive written confirmation from DEQ that (i) a local land disturbance permit is not required for this substation project, (ii) that we may not provide E&S site plan comments during our review under an approved AS&S with DEQ, and (iii) the County will not be responsible for any land



disturbance inspections of the site under an approved AS&S with DEQ, we plan to move forward as we do with any other project that proposes land disturbance greater than 2,500 sq. ft. in the CBPA.

You may hear something from the folks with Dewberry regarding this matter as well, as I have asked them to also obtain a written response from DEQ regarding the questions within this email.

Thank you!

Donna Elliott Sprouse, CZA, CFM  
Director of Community Development/GIS Coordinator  
242 Allens Circle, Suite L  
P.O. Box 177  
King & Queen CH, Virginia 23085  
(804) 785-5975 x2, option 1  
[dsprouse@kingandqueenco.net](mailto:dsprouse@kingandqueenco.net)  
[www.kingandqueenco.net](http://www.kingandqueenco.net)



**From:** Robb, Jaime Lynn B. (DEQ) <Jaime.Robb@deq.virginia.gov>  
**Sent:** Friday, February 9, 2024 1:06 PM  
**To:** Donna Sprouse <dsprouse@kingandqueenco.net>; Southers, Elizabeth (DEQ) <Elizabeth.Southers@deq.virginia.gov>  
**Cc:** Joshua Rellick <esofficer@kingandqueenco.net>; Kennedy, Kyle (DEQ) <Kyle.Kennedy@deq.virginia.gov>  
**Subject:** Re: Dominion Energy Proposed New Electrical Substation

Donna,

Lizzie is not in the office today. She had referred this to CO for their input since the Annual Standards and Specification program is operated out of Central Office.

It seems to me that if the local land disturbance permits are only issued to projects triggering ESC or greater threshold and focus only on ESC requirements, it would not be appropriate for the County to issue coverage. However, it probably warrants a review by the appropriate County legal staff to determine based on local ordinances if you have the authority to issue the local land disturbance permit in this situation. Additionally, nothing in the AS&S program would prohibit the County from issuing local permit coverage for things other than ESC or conducting inspections of the project that may be required outside of the ESC program (i.e. building inspections, etc.).

Regarding your question about who verifies CGP coverage prior to starting a project, the expectation for all responsible parties of projects involving land disturbance of 1 acre or greater is that they obtain permit coverage. There is no verification step per say. That said, AS&S holders are required to notify DEQ at least 2 weeks before starting a land disturbance project, regardless of whether that project requires a CGP or not.

Kyle - Can you please provide your thoughts on this matter from the CO perspective?



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
87 Deacon Road  
Fredericksburg, Virginia 22405

Stephen C. Brich, P.E.  
COMMISSIONER

April 2, 2024

King & Queen County  
Attn: Ms. Donna Sprouse

Re: Dominion Energy Sub-Station  
2<sup>nd</sup> Site Plan Review  
King & Queen County, 617

Dear Ms. Sprouse:

This office has reviewed the referenced site plan (SP24-01) with a license stamp date of 3-22-24 per the minimum standards as received on 3-29-24 and we have no comments. Therefore, the Department has no objection to the approval of this plan. Should you have any questions concerning this plan review, please contact Chad Brooks at (804) 761-2148 to discuss any technical issues.

Sincerely,

*Robert Butler*

Robert Butler, P.E.  
Asst. Resident Engineer-Land Use

Cc: Dewberry Engineers Inc., Stefan Brooks, P.E.  
VDOT, Lee McKnight



## Sprouse, Donna (KQCO)

---

**From:** Hunter, Greg (KQCO)  
**Sent:** Monday, February 26, 2024 10:14 AM  
**To:** Sprouse, Donna (KQCO)  
**Subject:** Re: Carlton's Corner Substation - Plan Review

I reviewed it and really didn't have a major issue. We (fire) are not entering a substation until the power company arrives. So general signage and brush management are good, I don't want Knox access into a true substation.

Battery storage caught my attention... what are you referring to? They may have batteries on site for their communications and monitoring equipment for power failures. Are you speaking of bulk power battery storage? I think their monitoring items are acceptable, I mean any radio tower with cell has a pretty big bank for backup. Just may need to be clear

Regards,

**Gregory W. Hunter, BS, CFO, CEMSO, CTO, FM, NRP**  
**Chief / ES Coordinator / Fire Marshal- King and Queen County Department of Emergency Services**  
**Regional Radio System Manager- Middle Peninsula Northern Neck Regional Radio System**  
P.O. Box 177  
242 Allens Circle  
King and Queen CH, Va 23085  
O: 804-785-5975  
M: 804-592-7920  
[ghunter@kingandqueenco.net](mailto:ghunter@kingandqueenco.net)

*The King and Queen County Department of Emergency Services is dedicated to providing the highest quality emergency services to protect the lives, property and environment of our community.*

CONFIDENTIALITY NOTICE: The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient of this message, you are hereby notified that any use, distribution, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify Greg Hunter at 804.785.5975 or by return e-mail to [ghunter@kingandqueenco.net](mailto:ghunter@kingandqueenco.net) and purge the communication immediately without making any copy or distribution.

On Feb 26, 2024, at 10:06 AM, Sprouse, Donna (KQCO) <[dsprouse@kingandqueenco.net](mailto:dsprouse@kingandqueenco.net)> wrote:

Hi Greg,

I dropped off at your office, a plan set for the proposed Carlton's Corner Substation, submitted by Dominion Energy. I have come up with the following for proposed conditions:

1. The property shall be kept free of nonessential combustible material and refuse.
2. Warning signs shall be posted conspicuously around the facility on the outside of the fence.
3. All fencing and gates shall be maintained and upkept until the time in which the facility has been decommissioned.

4. No battery storage shall be permitted on the parcel.

Do you have any comments regarding the plans? Do you have any suggested proposed conditions that the Board should consider for this use?

Thank you!

Donna Elliott Sprouse, CZA, CFM  
Director of Community Development/GIS Coordinator  
242 Allens Circle, Suite L  
P.O. Box 177  
King & Queen CH, Virginia 23085  
(804) 785-5975 x2, option 1  
[dsprouse@kingandqueenco.net](mailto:dsprouse@kingandqueenco.net)  
[www.kingandqueenco.net](http://www.kingandqueenco.net)

<image001.png>

**AGENDA:**      *September 9, 2024 Regular Meeting*

**ITEM #9:**

Approval of Dominion Energy Easement/Telework Center site

**ACTION REQUESTED:**

County Administrator will provide information on this request.

**ATTACHMENTS:**

- Copy of requested easement



# Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between KING & QUEEN COUNTY, A POLITICAL SUBDIVISION OF THE COMMONWEALTH OF VA ("**GRANTOR**") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("**GRANTEE**").

**W I T N E S S E T H :**

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and exclusive easement over, under, through, upon, above and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes; including but not limited to the rights:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said exclusive easement shall extend FIFTEEN ( 15 ) feet in width across the lands of **GRANTOR**; and

1.3 to apportion, lease, or license the voice, text, data, internet service, and other communications rights herein in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to apportion, lease, or license surplus communications capacity to third parties for the exercise of such rights.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in KING AND QUEEN COUNTY, Virginia, as more fully described on Plat(s) Numbered 04-24-0082, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on and within the easement area, including but not limited to the airspace above the property controlled by **GRANTOR**, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

**This Document Prepared by Virginia Electric and Power Company and should be returned to:** Dominion Energy Virginia, PO Box 26666, Richmond, VA 23261 ATTN: Right of Way 11-N.

**Initials:** \_\_\_\_\_

(Page 1 of 4 Pages)

DEVID No(s). 04-24-0082

Tax Map No. 23# 23 135X 165A

Form No. 728493-1 (Dec 2021)

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## Right of Way Agreement

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE**'s exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE**'s rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE**'s exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE**'s exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: \_\_\_\_\_

(Page 2 of 4 Pages)

DEVID No(s). 04-24-0082

Form No. 728493-1 (Dec 2021)

© 2024 Dominion Energy



# Right of Way Agreement

11. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of **GRANTOR** warrants that they have been duly authorized to execute this easement on behalf of said County.

**NOTICE TO LANDOWNER:** You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

**IN WITNESS WHEREOF, GRANTOR** has caused its name to be signed hereto by authorized officer or agent, described below, on the date first above written.

APPROVED AS TO FORM: COUNTY OF KING & QUEEN  
By: \_\_\_\_\_  
(Name)  
Title: \_\_\_\_\_  
(Title)

State of \_\_\_\_\_, to-wit:  
County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the State of \_\_\_\_\_

at Large, do hereby certify that this day personally appeared before me  
in my jurisdiction aforesaid \_\_\_\_\_ / \_\_\_\_\_  
(Name of officer or agent) (Title of officer or agent)

on behalf of \_\_\_\_\_ County, Virginia, whose name is  
signed to the foregoing writing dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and  
acknowledged the same before me.

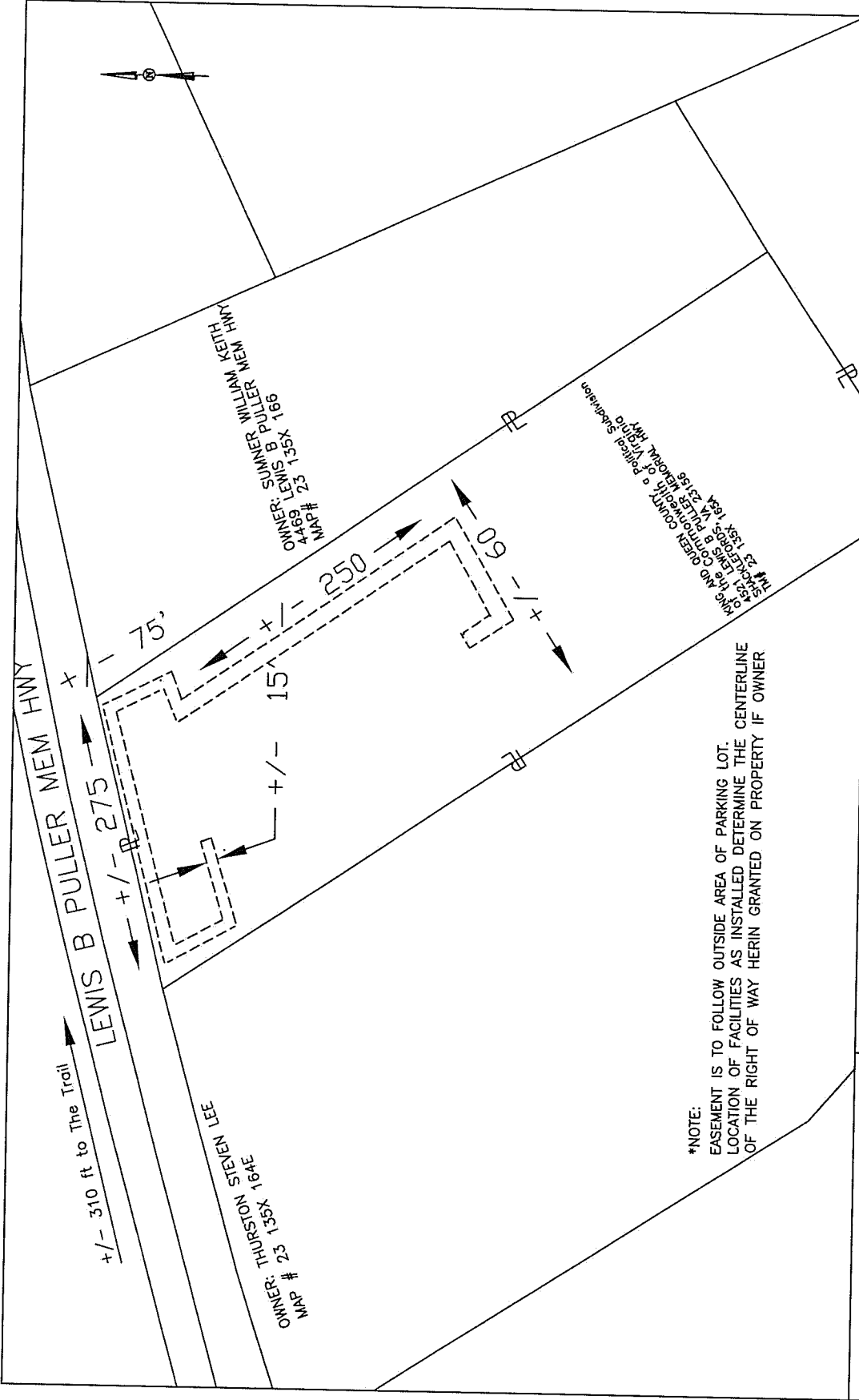
Given under my hand \_\_\_\_\_, 20\_\_\_\_

Notary Public (Print Name) \_\_\_\_\_ Notary Public (Signature) \_\_\_\_\_

Virginia Notary Reg. No. \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

(Page 3 of 4 Pages)

ROW No(s) 04-24-0082



\*NOTE:  
EASEMENT IS TO FOLLOW OUTSIDE AREA OF PARKING LOT.  
LOCATION OF FACILITIES AS INSTALLED DETERMINE THE CENTERLINE  
OF THE RIGHT OF WAY HERIN GRANTED ON PROPERTY IF OWNER

<b>LEGEND</b> --- Location of Right of Way Boundary == Indicates Property Line is Right of Way Boundary	Region	State	UG
	CENTRAL	VA	PLAT TO ACCOMPANY RIGHT OF WAY AGREEMENT
	County/City KING & QUEEN	Grid Number H1802/E8600	VIRGINIA ELECTRIC AND POWER COMPANY doing business as Dominion Energy Virginia
	Work Request Number 10683557	Scale Not to Scale	
Date 09/03/2024	DEVID No. 04-24-0082	By REESE DEGNAN	
OWNER INITIALS _____			
4 of 4			

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #10:**

Quarterly Reports

**ACTION REQUESTED:**

The Board will receive reports from the following Department Heads or agencies:

- Diane Klausen, Registrar
- Kelly Lumpkin, Commissioner of Revenue
- Stephanie Sears, Treasurer
- Tina Ammons, Director of Finance
- Jeff Davison, Republic Services
- Lee Mc Knight, VDOT
- Christina Ruszczyk-Murray, Cooperative Extension

**ATTACHMENTS:**

- None

**\*\*Reports received in advance have been provided separately.**



**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #11:**

Appointments and Reappointments

**ACTION REQUESTED:**

Bay Aging Board of Directors – Ben Owens was recommended to serve by Bay Aging. Staff reached out to Mr. Owens and he is willing to serve.

**ATTACHMENTS:**

- None

***AGENDA: September 9, 2024 Regular Meeting***

**ITEM #12:**

County Administrator's Comments

**ACTION REQUESTED:**

None

**ATTACHMENTS:**

- None

***AGENDA: September 9, 2024 Regular Meeting***

**ITEM #13:**

County Administrator's Comments

**ACTION REQUESTED:**

None

**ATTACHMENTS:**

- None

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #14:**

Closed Meeting

**ACTION REQUESTED:**

A motion is needed to enter closed meeting:

**Pursuant to** Va. Code § 2.2-3711(A)(1) to discuss issues relating to salaries and assignments of duties employees in county administration and in the office of the Clerk of Circuit Court.

After coming out of closed session:

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

Act on any matters discussed that require it.

**AGENDA:**        *September 9, 2024 Regular Meeting*

**ITEM #56:**

Adjourn Meeting

**ACTION REQUESTED:**

Need a motion and second to adjourn to Workshop meeting on September 23, 2024 at 6:00 p.m. in the 2<sup>nd</sup> Floor conference room.

**ATTACHMENTS:**

- None