



KING AND QUEEN COUNTY VIRGINIA

Founded 1691

KING AND QUEEN COUNTY BOARD OF SUPERVISORS Monday, September 8, 2025

Workshop Meeting 6:00 P.M.

242 Allen's Circle, King and Queen Court House, Virginia 23085
Second Floor Conference Room A/B

AGENDA

1. Call to Order
2. Discussion of Construction Procurement Methodologies
3. Recess to 7:00 p.m. Regular Monthly Meeting

Regular Monthly Meeting 7:00 P.M.

242 Allen's Circle, King and Queen Court House, Virginia 23085
First Floor Courtroom

AGENDA

4. Reconvene, Invocation, & Pledge of Allegiance to the Flag of the United States
5. Approval and Signing of Minutes
6. Approval and Signing of the Warrants and Appropriations
7. Public Comment Period
8. Presentation – Christopher Lloyd
9. Domestic Violence Awareness Month Proclamation
10. Quarterly Reports
11. Approval of Amended Small Purchase Policy
12. Approval of Telework Policy
13. Appointments and Reappointments
14. Approval of Additional Holiday – Friday, January 2, 2026
15. County Administrator's Comments
16. Board of Supervisors Comments
17. Adjourn to joint meeting with the King and Queen County School Board on **September 15, 2025, at 6:00 p.m.**, 208 Allen's Circle, King and Queen Court House, Virginia 23085.

AGENDA: September 8, 2025 Regular Meeting

ITEM #1:

Call to Order

ACTION REQUESTED:

None Required

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #2:

Discussion of Construction Procurement Methodologies

ACTION REQUESTED:

Jason Pack with Skanska will provide information for this discussion related to construction procurement options for the elementary school construction.

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #3:

Recess to 7:00 p.m. regular meeting

ACTION REQUESTED:

Recess to 7:00 regular meeting in the courtroom

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #4:

Reconvene, Invocation and Pledge of Allegiance to the Flad of the United States of America

ACTION REQUESTED:

None

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #5:

Approval of Minutes

ACTION REQUESTED:

Approval of the July 28, 2025 and August 11, 2025 minutes of the Board of Supervisors

ATTACHMENTS:

- Draft July 28, 2025 minutes
- Draft August 11, 2025 minutes

**King and Queen County
Board of Supervisors Meeting
Monday, July 28, 2025**

6:00 P.M.

**Work Session Meeting
King and Queen County Courts and Administration Building
Second Floor Conference Room A/B**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Mark Berry called the meeting to order. A roll call was taken with member Sherrin Alsop being absent.

APPROVAL OF WARRANTS

A motion was made by Mr. Simpkins and seconded by Ms. Norman to approve the July 28, 2025 warrants.

AYES: J.L. SIMPKINS, M. R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE
ABSENT: S. C. ALSOP

DISCUSSION – DAVENPORT

Representatives from Davenport presented a plan of finance to the board with several options on ways to fund the capital projects that have been identified by staff in the CIP. The first option would maximize the current market conditions by preserving the significant general fund balance and using the interest earned to help offset any debt service issued along with gradual tax increases in future years. This plan also included obtaining interim financing in the amount of \$6.5 million to fund the projects that are currently underway. The second would “spend down” the general fund for the capital projects and fund any additional debt service with tax increases beginning in the next fiscal year.

It was the consensus of the Board to continue this for discussion at the next board meeting after members have had time to review information and provide questions to Davenport that come up before the meeting.

DISCUSSION – SCHOOL RESOURCE OFFICER POSITION

Sheriff Balderson advised that there are two new grant offerings through DCJS that he will apply for. He does not know whether or not the county will qualify for them or what the likelihood is that they would be approved.

A motion was made by Ms. Billups and seconded by Ms. Norman to reinstate the school resource officer position at Lawson Marriott Elementary School as requested by Sheriff Balderson.

AYES: M. R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSTAIN: J.L. SIMPKINS

ABSENT: S.C. ALSOP

DISCUSSION – FOLLOW UP RETREAT

Ms Seay advised that she has reached out to the Berkley Group about having a one-day follow-up retreat to the one the board had last year. The estimate for this is \$6,000.

It was the consensus of the board not to move forward with this at this time. They suggested designating one of the fall workshop meetings to review the strategic plan they adopted. Ms. Norman requested that they designate either a portion of that meeting or another meeting to emergency services.

DISCUSSION –CONSOCIATE MEDIA TRAINING

Ms. Seay advised that the board had previously shown interest in receiving some media training from Consociate Media. The estimated cost of this training would be \$5,425.

It was the consensus of the board not to move forward with this.

APPROVAL OF PARTICIPATION IN PERDUE AND HENRY SCHEIN OPIOID LITIGATION SETTLEMENT

It was the consensus of the board to authorize the County Administrator/County Attorney to execute any participation documents unless it expressly requires action by the board.

APPROVAL OF GRIMM + PARKER CHANGE ORDER

Ms. Seay advised that Grimm + Parker has submitted a change order in the amount of \$47,123 to include the additional property into the scope of work for the master site plan.

A motion was made by Ms. Norman and seconded by Mr. Simpkins to approve the change order.

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

NAYS: NONE

ABSENT: S. C. ALSOP

There was brief discussion related to the clearing of timber and the possible requirement to halt work for the endangered species of bats. It was the consensus of the board to move forward with cutting any timber that would need to be removed as soon as allowable.

CLOSED MEETING

A motion was made by Ms. Billups and seconded by Ms. Norman to enter into closed meeting pursuant to Va. Code § 2.2-371(A)(3) for discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the subject being real property available on Route 33 in the Buena Vista Magisterial District of King and Queen County.

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.

Simpkins – Certified
Berry – Certified
Norman – Certified
Billups - Certified

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

A motion was made by Ms. Billups and seconded by Ms. Norman to adjourn the meeting at 8:20 p.m.

Chairman

Clerk of the Board

King and Queen County
Board of Supervisors Regular Meeting

Monday, August 11, 2025
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. Berry called the meeting to order, noting that all members were present.

Mr. Berry provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States led by the Central High School JROTC.

**APPROVAL AND SIGNING OF THE JUNE 16, 2025, JUNE 23, 2025 AND JULY 14,
2025 MINUTES**

A motion was made by Ms. Norman and seconded by Ms. Alsop approving the June 16, 2025 minutes of the Board.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS, S.C. ALSOP
NAYS: NONE

A motion was made by Ms. Norman and seconded by Mr. Simpkins approving the June 23, 2025 minutes of the Board.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN
NAYS: NONE
ABSTAIN: C.R. BILLUPS, S.C. ALSOP

A motion was made by Ms. Norman and seconded by Ms. Alsop approving the July 14, 2025 minutes of the Board.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS, S.C. ALSOP
NAYS: NONE

APPROVAL AND SIGNING OF WARRANTS AND APPROPRIATIONS

A motion was made by Ms. Alsop and seconded by Ms. Norman approving the August 2025 County warrants and payroll.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

A motion was made by Mr. Simpkins and seconded by Ms. Alsop approving the following retroactive FY25 School Fund appropriations:

- a. All in Virginia funds \$214,618.22
- b. School Construction funds \$31,985.86

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

PUBLIC COMMENT PERIOD

No one from the public spoke.

PRESENTATION OF DRAGON RUN STATE FOREST TIMBER SALES PROCEEDS – DENNIS GASTON

Ms. Gaston presented the board with a check in the amount of \$43,880.03 for 25% of the timber sales for managed timber in the state forest.

APPROVAL AND PRESENTATION OF RESOLUTION – DIANE KLAUSEN

A motion was made by Ms. Alsop and seconded by Ms. Norman to adopt the following resolution of appreciation for Diane Klausen:

WHEREAS, Diane C. Klausen retired on June 30, 2025 as the General Registrar of King and Queen County, Virginia; and

WHEREAS, Ms. Klausen joined the King and Queen County Office of the General Registrar in 2011 as a part-time employee; and

WHEREAS, in July of 2013, Ms. Klausen was appointed the County's General Registrar, continuing in July of 2016 as the County's first General Registrar to guide the office through state regulatory changes requiring that the office remain open five days each week; and

WHEREAS, during her tenure, Diane C. Klausen witnessed unprecedented challenges in Virginia as well as national elections, including the holding of elections during an

international pandemic; navigated King and Queen County through multiple equipment replacements and changes in voting processes, including the training necessary for implementation; and managed the establishment of extended voting terms; and

WHEREAS, in an era of political unrest and record-setting voter turnout, Ms. Klausen remained steadfast and earned the confidence and respect of those with whom she worked, some of whom have observed that Ms. Klausen is organized, easy to work with, and employs the highest standards of professionalism; and

WHEREAS, the Board of Supervisors of King and Queen County wishes to acknowledge, with thanks, Ms. Klausen's selfless dedication to the citizens of King and Queen County and her commitment to open and honest elections.

NOW, THEREFORE, the Board of Supervisors of King and Queen County, Virginia does express its deep respect and appreciation to Diane C. Klausen for her outstanding commitment and service to the citizens of King and Queen County, Virginia since 2011; does acknowledge her professionalism and dedication in an unprecedented election environment; and does express its gratitude for the time, expertise, and guidance she has shared. The Board of Supervisors of King and Queen County, Virginia, wishes Diane C. Klausen the very best in her retirement.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

QUARTERLY REPORTS

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

1. Brenden Rivenbark, Three Rivers Health District
2. Linda Cooke, Department of Social Services
3. Dr. Carol Carter, School Division
4. Donna Sprouse, Community Development
5. Turner Minz, Cooperative Extension
6. Kristy Creech, Registrar

APPROVAL OF OPIOID SETTLEMENT RESOLUTIONS

A motion was made by Ms. Alsop and seconded by Ms. Billups approving the following resolutions related to settlement with opioid manufacturers:

RESOLUTION

A RESOLUTION OF THE KING AND QUEEN COUNTY BOARD OF SUPERVISORS
APPROVING OF THE COUNTY'S PARTICIPATION IN THE PROPOSED SETTLEMENTS
OF OPIOID-RELATED CLAIMS AGAINST ALVOGEN, AMNEAL, APOTEX, HIKMA,
INDIVIOR, MYLAN, SUN, AND ZYDUS AND THEIR RELATED CORPORATE ENTITIES,
AND DIRECTING THE COUNTY ATTORNEY AND/OR THE COUNTY'S OUTSIDE
COUNSEL TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE
COUNTY'S PARTICIPATION IN THE SETTLEMENTS

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts King and Queen County by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by King and Queen County's various departments and agencies; and

WHEREAS, King and Queen County has been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of King and Queen County; and

WHEREAS, eight settlement proposals have been negotiated that will cause eight opioids manufacturers, Alvogen, Inc., Amneal Pharmaceuticals, Inc., Apotex Corp, Hikma Pharmaceuticals USA, Inc., Indivior Inc., Mylan Pharmaceuticals Inc, Sun Pharmaceutical Industries, Inc., and Zydus Pharmaceuticals (USA) Inc. (collectively the "Manufacturers") to pay approximately \$720 million nationwide to resolve opioid-related claims against it; and

WHEREAS, King and Queen County has filed suit against certain of the manufacturers and their related corporate entities for their role in the distribution, manufacture, and sale of the pharmaceutical opioid products that have fueled the opioid epidemic that has harmed King and Queen County; and

WHEREAS, the County's suit seeks recovery of the public funds previously expended and to be expended in the future to abate the consequences and harms of the opioid epidemic; and

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that these pending settlements with the Manufacturers shall be considered a "Settlement" that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with the Distributors, Janssen, Teva, Allergan, Walmart, CVS, Walgreens, and Kroger; and

WHEREAS, the County's outside opioid litigation counsel has recommended that the [County / City] participate in the eight settlements in order to recover its share of the funds that the Manufacturers settlements would provide; and

WHEREAS, the County Attorney has reviewed the available information about the proposed settlements and concurs with the recommendation of outside counsel; and

NOW THEREFORE BE IT RESOLVED that the King and Queen County Board of Supervisors, this 11th day of August, 2025, approves of the County's participation in the proposed settlements of opioid-related claims against the Manufacturers and their related corporate entities, and directs the County Attorney and/or the County's outside counsel to execute the documents necessary to effectuate the County's participation in the settlements, including the required release of claims against the Manufacturers.

And

RESOLUTION

A RESOLUTION OF THE KING AND QUEEN COUNTY BOARD OF SUPERVISORS ACCEPTING THE PURDUE PHARMA BANKRUPTCY PLAN AND APPROVING OF THE COUNTY'S PARTICIPATION IN THE PROPOSED DIRECT SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST THE SACKLER FAMILY, AND DIRECTING THE COUNTY'S OUTSIDE COUNSEL TO EXECUTE THE DOCUMENTS NECESSARY TO ACCEPT THE PLAN AND EFFECTUATE THE COUNTY'S PARTICIPATION IN THE SETTLEMENT

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts King and Queen County by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by King and Queen County's various departments and agencies; and

WHEREAS, King and Queen County has been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of King and Queen County; and

WHEREAS, a settlement proposal has been negotiated that will cause the Sackler family, the owners of the Purdue Pharma family of companies, to pay an aggregate of \$6.5 billion dollars nationwide to resolve opioid-related claims against them and resolve Purdue Pharma's bankruptcy; and

WHEREAS, King and Queen County has filed suit against Purdue Pharma and the Sackler family for their role in the distribution, manufacture, and sale of the pharmaceutical opioid products that have fueled the opioid epidemic that has harmed King and Queen County; and

WHEREAS, the County's suit seeks recovery of the public funds previously expended and to be expended in the future to abate the consequences and harms of the opioid epidemic; and

WHEREAS; the County submitted a proof of claim in the bankruptcy and is thus entitled to vote on whether the bankruptcy court should accept or reject the associated bankruptcy plan;

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that

this pending settlement with the Sackler family shall be considered a “Settlement” that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with the Distributors, Janssen, Teva, Allergan, Walmart, CVS, Walgreens, and Kroger; and

WHEREAS, the County’s outside counsel has reviewed the available information about the proposed settlement with the Sackler family and the Purdue Pharma bankruptcy plan and has recommended that the County accept the bankruptcy plan and participate in the settlement, in order to recover its share of the funds that the settlement would provide;

NOW THEREFORE BE IT RESOLVED that the King and Queen County Board of Supervisors, this 11th day of August, 2025, accepts the Purdue Pharma bankruptcy plan and approves of the County’s participation in the proposed settlement of opioid-related claims against the Sackler family, and directs the County’s outside counsel to execute the documents necessary to effectuate the County’s participation in the settlement, including the required release of claims against the Sackler family, and accept the bankruptcy plan.

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

NAYS: NONE

DISCUSSION – DAVENPORT/PLAN OF FINANCE

After brief discussion, the Board agreed that any further questions they had they would submit to staff prior to the August workshop. Ms. Alsop asked what the impact will be since the Board has not followed Davenport’s previous recommended tax increases.

APPROVAL OF VPPSA AGREEMENT AMENDMENT

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to approve the amendment to the VPPSA agreement.

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

NAYS: NONE

APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

A motion was made by Ms. Alsop and seconded by Ms. Norman to appoint Ms. Billups as the representative to the Middle Peninsula Regional Airport Authority and Ms. Seay as the alternate representative.

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

NAYS: NONE

COUNTY ADMINISTRATOR’S COMMENTS

- Provided an update on various capital projects.
 - Reminded the board of the joint meeting with the School Board on September 15th.
 - Reminded the board that Skanska will be providing training on procurement methods at the September regular meeting.
 - She will be bringing various ordinance amendments to the board in coming months including cigarette tax, vehicle decal billing and building permit fees.
 - She noted that the Board had approved the regional water supply plan as part of the budget process but they now need to approve the agreement authorizing the PDC to prepare the plan on behalf of the county.
- A motion was made by Ms. Norman and seconded by Ms, Alsop to approve the service agreement.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
 NAYS: NONE

BOARD MEMBER COMMENTS

Ms. Norman had the following comments:

- Thanked everyone for coming Congratulated the Sheriff on the National Night Out event.
- Wished everyone a safe trip home.

Ms. Billups had the following comments:

- Thanked everyone for coming and for the reports.
- She apologized for not attending National Night Out, she was getting children off to school.
- Congratulated Diane Klaussen on her retirement.

Mr. Simpkins had the following comments:

- Thanked everyone for the reports, they are informative and keep the Board in the loop.
- Thanked the Sheriff, his staff and county staff for National Night Out, it was a really good event.
- Wished everyone a safe trip home and hope to see next month.

Ms. Alsop had the following comments:

- Congratulated Sheriff Balderson on National Night Out, the gentleman who brought the horses for rides is from Newtown and he said it was a great event.
- Congratulated Diane Klausen on a job well done and enjoy retirement.
- Noted from the Director of Community Development's report how much trash was collected using the litter grant funds. The amounts are appalling. Something needs to be done about it. It is very sad to see since King and Queen is such a beautiful county.

- She is going to attend the VACO local officials summit. She noted that Governor Youngkin has set up checks and balances on nursing homes to ensure that elders get the care they need and.
- Wished everyone a safe trip home and see next month.

Mr. Berry had the following comments:

- Apologized for missing National Night Out, he was on vacation.
- Thanked county staff for all of their hard work, everyone does a great job with limited resources.
- Noted that Winsome Sears and Keith Hodges will be having an event at Nick's Restaurant on Friday.

CLOSED MEETING

A motion was made by Ms. Alsop and seconded by Ms. Billups to enter closed meeting pursuant to Va. Code § 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, the subject being real property located on Route 33 near Route 14 and real property located on Route 14 near King and Queen Court House in King and Queen County.

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

NAYS: NONE

A motion was made by Ms. Alsop 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: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Billups and seconded by Ms. Norman to adjourn the meeting at 9:00 p.m.

Chairman

Clerk of the Board

AGENDA: September 8, 2025 Regular Meeting

ITEM #6:

Approval of Warrants and Appropriations

ACTION REQUESTED:

- Approval of the August County Warrants and Payroll
- Approval of the following school appropriations
 - FY25 Additional Appropriation to the School Food Services Fund \$103,602.98
 - June 2025 Revenue \$556,452.11

ATTACHMENTS:

- County Warrants and Payroll
- Email From Jennifer Jackson
- June 2025 School Revenue

Part-time Employee Payroll Run
Payroll: Wednesday, September 10, 2025

County

Hunter, Greg	\$4,170.21
Willaford, Harold	\$2,043.55
Harvey, Doris	\$564.90
Norman, Susan	\$1,495.54
Todara, Alyssa	\$1,436.50
Nelson, Stephanie	\$705.50
Barrow, Kathy	\$436.05
Lazar, Abby	\$267.03
Burr, Sherry	\$1,295.74
Richardson, Isaiah	\$1,094.02

Circuit Court

Gray, Alexis	\$2,055.71
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Sheriff's Department

Balderson, Natalie	\$220.00
Burton, Melvin	\$1,250.00
Douglas, Milton	\$1,387.50
Holmes, Randy	\$1,775.00
Laufer, Sandra	\$1,632.00
Shackleford, Donald	\$2,058.00
Trent, Darryl	\$1,375.00
Wernicke, Rachel	\$1,760.00

Overtime/Sheriff's Department

Blowe, Skyler (S.W.)	\$238.68
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Rescue Services

Beasley, Michael	\$1,522.50
Bouchyard, Shaun	\$3,045.00
Floyd, Tyler	\$1,305.00
Heller, John	\$278.50
Huffman, Michael	\$1,479.00
Meriwether, Jack	\$3,199.92
Monroe, Aaron	\$1,500.75
Southworth, Erin	\$668.40
Wylde, Callie	\$250.65
	\$40,510.65

Fulltime Payroll - September 2025

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

Vivian Seay	\$18,750.00
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Commissioner of the Revenue

Kelly Lumpkin	\$7,347.83
Brenda Robinson	\$4,711.48
Ivonnlynn Ellis	\$3,197.21

Finance

Tina Ammons	\$7,974.69
Donna Overly	\$4,000.00

Human Resources

Betty Dougherty	\$8,472.58
Lisa Lose	\$4,113.50
Resa Wilson	\$3,593.75

Treasurer

Stephanie Sears	\$6,722.67
Mali Klausen	\$3,949.02
Tammy Gibbs	\$3,134.52

Registrar

Kristy Creech	\$6,722.67
Davis, Emma-Wade	\$3,197.52

Clerk of Circuit Court

Hattie Robinson	\$8,315.27
Patricia Reed	\$4,336.75
Victoria Thomas	\$3,367.50

Commonwealth Attorney

Meredith Adkins	\$13,107.58
Paralegal	Vacant

Sheriff

Rob Balderson	\$10,879.00
Scott Edleman	\$4,768.92
Bullington, Willow	\$4,463.33
Ernie Schefflien	\$5,965.17
Paul Hope	\$5,021.25
Christopher Wilkins	\$4,597.25
Mitchell Wilson	\$6,056.00

Phillip Cusick	\$5,481.33
John Parker	\$4,768.92
Hickory Burns	\$4,546.67
Skylar Blowe	\$4,463.33
Jon-Eric Clark	\$4,958.33
Brian Burr	\$5,304.50
Vladimir Rowe	\$4,774.08
Emilee Bashaw	\$4,463.33
Kevin Bowen	\$4,666.67
Nicole Pittman	\$4,596.42
Randy Holmes	\$4,597.25
Deputy	vacant
Deputy	vacant
Epps, Mya	\$3,250.00
Sandra Davis	\$5,049.58
Tammy Warren	\$4,094.25
Shirley Hill	\$4,808.17
Ellen Topham	\$3,912.25
Alexis Davis	\$4,094.25
Janeisha Ashlock-Moseley	\$3,912.25
Brittney Wash	\$3,912.25
Zachary Carkin	\$3,912.25
Mitzi Moore	\$3,750.00
Vickie Draine	\$4,862.50
Robin Bostic	\$5,945.58

Rescue Services

David Lankford	\$6,312.17
Kevin Mounts	\$6,385.81
Josh Schrum	\$5,256.89
Robert Coggsdale	\$6,038.37
Kyle Cohenour	\$4,402.56
Phillip Jewell	\$5,872.20
Gary Breen	\$5,111.78
William Sisson	\$4,274.33
Jacob Hoffmaster	\$4,921.21
Aerrin Ryan	\$4,670.68
Christopher Field	\$4,955.12
Matthew Anton	\$4,001.87
Laura Heller	\$5,220.92
Danielle Gray	\$4,921.21
Wesley May	\$4,534.64
David Yeane	\$4,921.21
Joshua Lucas	\$4,534.64
Donald Butler	\$4,534.64
EMT	vacant
EMT	vacant
EMT	vacant

EMT	vacant
EMT	vacant

Building Inspections

Quentin Mascari	\$6,753.09
Kathy Barrow	\$3,732.44

General Properties

Michael Barrow	\$6,075.97
Blake Lankford	\$2,746.67

Community Programming & Tourism

Erin Lazar	\$6,075.97
Jesse Kelley	\$5,861.47

Economic Development

Kelly Evko	\$8,154.17
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Zoning/Community Development

Donna Sprouse	\$7,016.79
Josh Rellick	\$4,175.62

\$404,435.42

9/03/2025
 AP375
 FUND # - 100 GENERAL FUND

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
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	LIABILITIES				
DMV	DMV Stop Fee Payable	DMV STOP FEES	202518100692	6/30/2025	3,175.00 3,175.00 *
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DEL. TAX COLLECTION	10570	7/25/2025	36.00
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DEL. TAX COLLECTION	10581	8/01/2025	688.00
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DEL. TAX COLLECTION	10662	8/22/2025	140.00
					864.00 *
				TOTAL	4,039.00

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** County Administrator ***						
SKANSKA	Professional Services	PROJECT MANAAGEMENT	2222828-37	9/01/2025	68.00		
					68.00	*	
WYATT'S PRO MECHANIX	Automotive/Motor Pool	RPR AC/PLUGS/SRV TRN	9755	7/17/2025	2,992.37		
					2,992.37	*	
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	435627181001	8/18/2025	41.99		
SHRED-IT USA, LLC	Office Supplies	SHREDDING	80118329998	8/25/2025	89.78		
					131.77	*	
				TOTAL	3,192.14		

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES & MATERIALS	OFFICE SUPPLIES	1VY9-T9R9-JM1X	8/15/2025		35.13	
						35.13	*
				TOTAL		35.13	

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
LUMPKIN, KELLY N.	*** Commissioner of Revenue *** Convention & Education	MEAL/CONFERENCE	8/27/2025	8/27/2025		17.47	17.47 *
				TOTAL		17.47	

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Finance ***				
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	435534106001	8/11/2025	30.44
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	435534493001	8/11/2025	21.79
AMAZON CAPITAL SERVICES	Office Supplies	CHAIR AND MAT	1CQ9-FJ7P-4QVG	8/20/2025	62.76
					114.99 *
				TOTAL	114.99

9/03/2025
 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

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

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE		PAY
				DATE ----	\$\$\$	
	*** Treasurer ***					
SEARS, STEPHANIE	Mileage - Allowances	MILEAGE	6/30/2025	6/30/2025	34.30	
SEARS, STEPHANIE	Mileage - Allowances	MILEAGE	7/31/2025	7/31/2025	34.30	
KLAUSEN, MALI I.	Mileage - Allowances	MILEAGE	8/7/2025	8/07/2025	285.80	
					354.40	*
UNIVERSITY OF VIRGINIA	Convention & Education	TAV FALL MEETING	I-00072114	8/21/2025	80.00	
					80.00	*
AMERICAN SOLUTION FOR BUSI	Office Supplies	ENVELOPES	INV08326102	8/19/2025	1,050.75	
					1,050.75	*
				TOTAL	1,485.15	

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
RICOH USA, INC.	COPIER LEASES	COPIER LEASE	40756947	8/15/2025	88.27
RICOH USA, INC.	COPIER LEASES	COPIER LEASES	9033047551	3/24/2025	359.86
RICOH USA, INC.	COPIER LEASES	COPIER LEASES	9033276283	8/19/2025	1,727.33
					2,175.46 *
AMAZON CAPITAL SERVICES	IT Supplies/Rescue Services	MICROPHONE BOOM ARM	1Q7F-NQYQ-CKMR	8/20/2025	88.62
					88.62 *
				TOTAL	2,264.08

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
B.W. MURRAY & CO. INC.	IT Security Assessment	IT SECURITY ASSESSMT	2357	8/20/2025	629.73		
KNOWINK, LLC	Repairs & Maint. Voting Equipm	ANNUAL SUPPORT	21248	8/01/2025	1,000.00		
HART INTERCIVIC	Election Coding/Hart	BALLOT SERVICE	INV003688	8/26/2025	250.00		
				TOTAL	1,879.73		

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Registrar ***						
CREECH, KRISTY	Mileage - Allowances	CONFERENCE EXPENSE	8/29/2025	8/29/2025	338.24		
					338.24	*	
CREECH, KRISTY	Convention & Educations	CONFERENCE EXPENSE	8/29/2025	8/29/2025	315.64		
					315.64	*	
AMAZON CAPITAL SERVICES	Office Supplies	OFFICE SUPPLIES	133W-KCC9-QGMY	8/05/2025	54.26		
					54.26	*	
				TOTAL	708.14		

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Circuit Court ***					
AYERS, DIANA M.	Compensation of Jurors	JUROR PAYMNT	000000285250828	8/28/2025	50.00
BAILEY, RUSSELL FOSTER	Compensation of Jurors	JUROR PAYMNT	000000286250828	8/28/2025	50.00
BARKER, MISTY R.	Compensation of Jurors	JUROR PAYMNT	000000287250828	8/28/2025	50.00
BATTAGLIA, MARTHA B	Compensation of Jurors	JUROR PAYMNT	000000288250828	8/28/2025	50.00
BENNETT, JR., PAUL J.	Compensation of Jurors	JUROR PAYMNT	000000289250828	8/28/2025	50.00
BREWSTER, CATHERINE M.	Compensation of Jurors	JUROR PAYMNT	000000290250828	8/28/2025	50.00
BROACHE, JR., THOMAS G.	Compensation of Jurors	JUROR PAYMNT	000000291250828	8/28/2025	50.00
BROOKS, LOUIS CARLTON	Compensation of Jurors	JUROR PAYMNT	000000292250828	8/28/2025	50.00
BUTLER, BERNADETTE M.	Compensation of Jurors	JUROR PAYMNT	000000293250828	8/28/2025	50.00
BUTLER, KENNETH EARLE	Compensation of Jurors	JUROR PAYMNT	000000294250828	8/28/2025	50.00
DUKE, RICHARD A.	Compensation of Jurors	JUROR PAYMNT	000000295250828	8/28/2025	50.00
FOSTER, JAY P.	Compensation of Jurors	JUROR PAYMNT	000000296250828	8/28/2025	50.00
HADEN, LACEY E	Compensation of Jurors	JUROR PAYMNT	000000297250828	8/28/2025	50.00
HARVEY, BESSIE M	Compensation of Jurors	JUROR PAYMNT	000000298250828	8/28/2025	50.00
HEATH, BENJAMIN NELSON	Compensation of Jurors	JUROR PAYMNT	000000299250828	8/28/2025	50.00
HERMAN, ARIEL E.	Compensation of Jurors	JUROR PAYMNT	000000300250828	8/28/2025	50.00
LONGEST, EUGENE C	Compensation of Jurors	JUROR PAYMNT	000000301250828	8/28/2025	50.00
MARTIN, MARIAH C	Compensation of Jurors	JUROR PAYMNT	000000302250828	8/28/2025	50.00
McCORREY, MARY JOE	Compensation of Jurors	JUROR PAYMNT	000000303250828	8/28/2025	50.00
MINOR, WILLIAM B	Compensation of Jurors	JUROR PAYMNT	000000304250828	8/28/2025	50.00
MORRIS, WAYNE S.	Compensation of Jurors	JUROR PAYMNT	000000305250828	8/28/2025	50.00
MURPHY, CHRISTOPHER L	Compensation of Jurors	JUROR PAYMNT	000000306250828	8/28/2025	50.00
NIXON, NORRIS R.	Compensation of Jurors	JUROR PAYMNT	000000307250828	8/28/2025	50.00
RIVERA, MONICA J	Compensation of Jurors	JUROR PAYMNT	000000308250828	8/28/2025	50.00
WAGNER, DAVID C.	Compensation of Jurors	JUROR PAYMNT	000000309250828	8/28/2025	50.00
YOUNG, VIRGINIA E	Compensation of Jurors	JUROR PAYMNT	000000310250828	8/28/2025	50.00
ALEXANDER, MYRNA	Compensation of Jurors	JUROR PAYMNT	000000311250828	8/28/2025	50.00
FLYNN, KELLY M.	Compensation of Jurors	JUROR PAYMNT	000000312250828	8/28/2025	50.00
LONGEST, JOSHUA	Compensation of Jurors	JUROR PAYMNT	000000313250828	8/28/2025	50.00
CONNERS, VICKIE	Compensation of Jurors	JUROR PAYMNT	000000314250828	8/28/2025	50.00
DANIEL, III, MASON	Compensation of Jurors	JUROR PAYMNT	000000315250828	8/28/2025	50.00
GARDNER, BRANDON	Compensation of Jurors	JUROR PAYMNT	000000316250828	8/28/2025	50.00
COBB, TANYA	Compensation of Jurors	JUROR PAYMNT	000000317250828	8/28/2025	50.00
PHILLIPS, ROY	Compensation of Jurors	JUROR PAYMNT	000000318250828	8/28/2025	50.00
TOTAL					1,700.00 *
					1,700.00

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021101 *** 9th Dist Circuit Court ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
NEW KENT COUNTY	*** 9th Dist Circuit Court *** Purchased Services	COURT EXPENSES	5017	6/30/2025	5,712.85
				TOTAL	5,712.85 *

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** General District Court ***						
PITNEY BOWES	Postal Services	POSTAGE METER INK	1027924975	8/08/2025	182.58		
					182.58	*	
PITNEY BOWES	Lease/Rent of Equipment	POSTAGE METER LEASE	3321110191	8/02/2025	176.52		
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	40136530	1/17/2025	98.23		
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	40212940	2/14/2025	98.23		
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	40785415	8/15/2025	98.23		
					471.21	*	
ASSOCIATION OF CLERKS OF	Dues & Association Memberships	MEMBER DUES	9/2/2025	9/02/2025	25.00		
					25.00	*	
				TOTAL	678.79		

9/03/2025
 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Clerk of Circuit Court ***				
ROBINSON, HATTIE	Postal Services	MILEAGE AND POSTAGE	8/28/2025	8/28/2025	32.20
					32.20 *
ELAVON	Telecommunications	CREDIT CARD FEES	CA5212101441	7/31/2025	42.43
ELAVON	Telecommunications	CREDIT CARD FEES	CA5212101663	7/31/2025	20.78
ELAVON	Telecommunications	CREDIT CARD FEES	CA521210177	7/31/2025	2.33
					65.54 *
REED, PATRICIA	Mileage	MILEAGE	8/27/2025	8/27/2025	120.40
ROBINSON, HATTIE	Mileage	MILEAGE AND POSTAGE	8/28/2025	8/28/2025	40.55
THOMAS, VICTORIA N.	Mileage	MILEAGE	8/26/2025	8/26/2025	95.20
					256.15 *
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8011605654	7/31/2025	101.07
					101.07 *
				TOTAL	454.96

9/03/2025
 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE		PAY
				DATE	\$\$	
	*** Sheriff ***					
VERIZON SOUTH, INC.	Telecommunications	769 LINES	130735036 6/25	6/12/2025		858.17
VERIZON SOUTH, INC.	Telecommunications	769 LINES	130735036 7/25	7/12/2025		222.14
VERIZON SOUTH, INC.	Telecommunications	785 LINES	130831222 6/25	6/27/2025		585.84
VERIZON SOUTH, INC.	Telecommunications	785 LINES	130831222 7/25	7/27/2025		148.32
VERIZON SOUTH, INC.	Telecommunications	769 TO 785 CONNECT	24448578 7/25	7/31/2025		38.64
VERIZON SOUTH, INC.	Telecommunications	785 TO 769 CONNECT	4448578	6/30/2025		193.20
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	6121441313	8/19/2025		1,162.88
						3,209.19 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	429605919001	8/12/2025		41.00
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	429605919002	8/13/2025		41.99
AMAZON CAPITAL SERVICES	Office Supplies	CREDIT/ITEM NOT RCVD	1FMR-QHVM-HLHF	8/07/2025		114.00-
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8011724459	8/18/2025		133.82
						102.81 *
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance & Repair	VEHICLE MAINTENANCE	32615	7/22/2025		350.00
ATLANTIC COMMUNICATIONS	Vehicle Maintenance & Repair	RPR IN CAR CONSOLE	227261	7/18/2025		657.00
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	INPSECTION	9496	4/10/2025		60.50
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	OFL/INSPECTION	9561	5/05/2025		100.87
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	OIL CHANGE	9564	5/06/2025		93.40
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	INSPECTION/ALIGNMENT	9594	5/21/2025		175.00
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	INSPECTION/ALIGNMENT	9677	6/18/2025		175.00
WYATT'S PRO MECHANIX	Vehicle Maintenance & Repair	ALIGNMENT	9718	7/01/2025		155.00
						1,766.77 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	1113010	8/19/2025		3,438.79
						3,438.79 *
VIRGINIA PENINSULA PUBLIC	Vehicle & Equipment Supplies	VEHICLE MAINTENANCE	32615	7/22/2025		27.50
WEST POINT FORD	Vehicle & Equipment Supplies	PLUGS/IGNITION WIRES	19903	5/16/2025		180.37
WEST POINT FORD	Vehicle & Equipment Supplies	ROTOR ASSEMBLY	20141	6/13/2025		172.78
WEST POINT FORD	Vehicle & Equipment Supplies	BRAKE LINING	20149	6/13/2025		176.40
SEREDNI TIRE & AUTO CENTE	Vehicle & Equipment Supplies	TIRES	22058	8/19/2025		3,048.00
						3,605.05 *
RRCJA	Uniforms & Wearing Apparel	BASIC UNIFORMS	FY26U18	8/26/2025		173.81
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	LINED DUTY BELT	INV737676	8/25/2025		90.53
						264.34 *
				TOTAL		12,386.95

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Rescue Services ***				
LIFE-ASSIST, INC	Medical Supplies	MEDICAL SUPPLIES	1628780	8/15/2025	449.65
					449.65 *
WEST POINT FORD	Vehicle Maintenance	BRAKES AND ROTOR	20611	8/08/2025	329.01
DANNY'S GLASS	Vehicle Maintenance	RPLC WINDSHIELD	1463163	8/06/2025	781.94
					1,110.95 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	1108975	8/04/2025	1,582.40
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	1113133	8/19/2025	1,655.04
					3,237.44 *
				TOTAL	4,798.04

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Radio Communications ***				
RAPPAHANNOCK ELECTRIC	Electrical Services	244 LAKE POND ROAD	114292001 8/25	8/09/2025	493.15
RAPPAHANNOCK ELECTRIC	Electrical Services	490 CANTERBURY ROAD	114292002 8/25	8/12/2025	368.22
RAPPAHANNOCK ELECTRIC	Electrical Services	8786 NEWTOWN ROAD	114292003 8/25	8/10/2025	469.68
					1,331.05 *
HARRIS CORPORATION	Maintenance Radio Equipment	ANNUAL SUPPORT	M000012984-K&Q	7/01/2025	94,568.50
					94,568.50 *
SBA TOWERS, INC.	Tower Rent - Shackelfords Site	TOWER LEASE	IN30645742	9/01/2025	8,370.63
					8,370.63 *
				TOTAL	104,270.18

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Building Inspections ***				
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	435627181001	8/18/2025	9.70
					9.70 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	1113006	8/19/2025	64.89
					64.89 *
				TOTAL	74.59

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
VERIZON WIRELESS	*** Animal Control *** Telecommunications	WIRELESS DEVICES	6121441313	8/19/2025	80.02 80.02 *
NATIONAL BAND AND TAG COMP	Printing Dog Tags	DOG TAGS	328919	8/21/2025	958.95 958.95 *
				TOTAL	1,038.97

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
NI GOVERNMENT SERVICES	Grant - Satelite Phones	SATELITE PHONE	25073053431	8/05/2025	88.52
NI GOVERNMENT SERVICES	Grant - Satelite Phones	SATELITE PHONE	25073053451	8/05/2025	88.52
NI GOVERNMENT SERVICES	Grant - Satelite Phones	SATELITE PHONE	25073053461	8/05/2025	88.52
				TOTAL	265.56 *
					265.56

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 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** General Properties ***					
DANGEROUS TREE REMOVAL	Repairs & Maintenance	RMV TREES AND STUMPS	8/29/2025	8/29/2025	4,600.00
DANGEROUS TREE REMOVAL	Repairs & Maintenance	RMV TREE AND STUMPS	8/29/2025	8/29/2025	800.00
					5,400.00 *
DOMINION ENERGY VIRGINIA	Electrical Services	5-B	983002 8/25	8/19/2025	126.85
					126.85 *
VERIZON SOUTH, INC.	Telecommunications	ANALOG LINES	777010957 6/25	6/03/2025	1,228.37
VERIZON SOUTH, INC.	Telecommunications	ANALOG LINES	777010957 7/25	7/03/2025	428.15
					1,656.52 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	1113006	8/19/2025	287.74
					287.74 *
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	CREDIT ADJUSMENT	P61281 CR	7/31/2024	26.81-
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	CREDIT MEMO	P70593	12/30/2024	15.90-
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	BELTS & FILTERS	P86098	7/29/2025	188.20
HORNS MIDDLESEX ACE HARDWA	Vehicle & Equipment Supplies	LOCKING CONNECTOR	60549/2	7/08/2025	31.99
					177.48 *
OFFICE DEPOT	Building Supplies	OFFICE SUPPLIES	435627181001	8/18/2025	10.76
HORNS MIDDLESEX ACE HARDWA	Building Supplies	FASTENERS	60875/2	8/01/2025	17.46
HORNS MIDDLESEX ACE HARDWA	Building Supplies	WOMENS CLUB KEYS	61166/2	8/21/2025	33.54
LOCKE SUPPLY CO.	Building Supplies	LED STRIP LIGHT	55994860-00	7/17/2025	78.33
LOCKE SUPPLY CO.	Building Supplies	CCT CENTER LENS	56178089-00	8/06/2025	8.97
					149.06 *
HORNS MIDDLESEX ACE HARDWA	Grounds Supplies	VOLTAGE TESTER/STIHL	61290/2	8/29/2025	102.97
					102.97 *
				TOTAL	7,900.62

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
DOMINION ENERGY VIRGINIA	*** Marriott School Facility *** Electrical Service	MARRIOTT SCHOOL	700310 8/25	8/19/2025		307.70	
				TOTAL		307.70	*

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
GFL ENVIROMENTAL	Dumpster Service	DUMPSTER	KA0002865558	8/15/2025		343.94	
						343.94	*
				TOTAL		343.94	

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Station 2/Marriott School ***						
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICE	STATION 2	102924 8/25	8/19/2025	182.88		182.88 *
GFL ENVIROMENTAL	DUMPSTER SERVICE	DUMPSTER	KA0002891359	8/15/2025	195.34		195.34 *
				TOTAL			378.22

9/03/2025
 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 043600 *** GENERAL PROPERTIES - HUB33 ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
RICOH USA, INC.	COPIER LEASE - MPPDC	COPIER LEASES	9033091748	4/24/2025	1,100.00
RICOH USA, INC.	COPIER LEASE - MPPDC	COPIER LEASES	9033134723	5/24/2025	275.00
RICOH USA, INC.	COPIER LEASE - MPPDC	COPIER LEASES	9033276283	8/19/2025	233.05
RICOH USA, INC.	COPIER LEASE - MPPDC	COPIER LEASES	9033286788	8/25/2025	275.00
					1,883.05 *
HAYES & COMPANY CLEANING L	CUSTODIAL SERVICE	CLEANING/HUB33	7/30/2025	7/30/2025	1,400.00
HAYES & COMPANY CLEANING L	CUSTODIAL SERVICE	CLEANING/HUB33	8/29/2025	8/29/2025	1,400.00
					2,800.00 *
RICOH USA, INC.	COPIER LEASE - SUITE 200	COPIER LEASES	9033091748	4/24/2025	11.11
RICOH USA, INC.	COPIER LEASE - SUITE 200	COPIER LEASE	9033091748 ADD	4/24/2025	94.52
RICOH USA, INC.	COPIER LEASE - SUITE 200	COPIER LEASES	9033134723	5/24/2025	23.63
RICOH USA, INC.	COPIER LEASE - SUITE 200	COPIER LEASES	9033276283	8/19/2025	113.39
RICOH USA, INC.	COPIER LEASE - SUITE 200	COPIER LEASES	9033286788	8/25/2025	23.63
					266.28 *
				TOTAL	4,949.33

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
GFL ENVIROMENTAL	*** Mattaponi Pier *** Operating Expenses	DUMPSTER	KA0002861321	8/15/2025	343.94
				TOTAL	343.94 *

9/03/2025
 AP375
 FUND # - 100

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Public Library ***				
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	503158 8/25	8/19/2025	274.63
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	861216 8/25	8/19/2025	203.78
					478.41 *
GFL ENVIROMENTAL	Dumpster Service	DUMPSTER	KA0002891359	8/15/2025	195.34
					195.34 *
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	RETURNED ITEM	1VLP-4NV6-4Q6N	8/26/2025	12.98-
					12.98-*
RICOH USA, INC.	COPIER LEASE	COPIER LEASE	40397289	4/11/2025	92.28
RICOH USA, INC.	COPIER LEASE	COPIER LEASE	40756752	8/15/2025	92.28
RICOH USA, INC.	COPIER LEASE	COPIER LEASES	9033047551	3/24/2025	30.17
RICOH USA, INC.	COPIER LEASE	COPIER LEASES	9033091748	4/24/2025	30.75
RICOH USA, INC.	COPIER LEASE	COPIER LEASES	9033134723	5/24/2025	32.31
RICOH USA, INC.	COPIER LEASE	COPIER LEASES	9033286788	8/25/2025	29.91
					307.70 *
				TOTAL	968.47

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
MANSFIELD OIL COMPANY	*** Zoning Administrator *** Vehicle Equipment Fuel	FUEL	1113006	8/19/2025		33.52	33.52 *
				TOTAL		33.52	

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Contingency Fund ***				
OFFICE DEPOT	Miscellaneous Contingencies	OFFICE SUPPLIES	435627181001	8/18/2025	8.45
WILLIAMS SCOTSMAN, INC	Miscellaneous Contingencies	STORAGE CONTAINER	9024376199	8/15/2025	130.25
				TOTAL	138.70 *
					138.70

9/03/2025
AP375
FUND # - 100

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
4IMPRINT	*** Expenditure Refunds *** Misc Expenditure Refunds	COUNTY SHIRTS	14131240	8/11/2025	693.87		693.87 *
				TOTAL	693.87		693.87
				FUND TOTAL			161,175.03

9/03/2025
AP375
FUND # - 221 Expenditures

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 031800

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
DALY COMPUTERS INC	E-Summons Software	E-TICKET TABLETS	PSI1144886	8/25/2025	33,687.00
				TOTAL	33,687.00 *
			FUND TOTAL		33,687.00

9/03/2025
AP375
FUND # - 301

FROM DATE- 9/08/2025
TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 094100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SKANSKA	Emergency Services Facility	PROJECT MANAAGEMENT	2222828-37	9/01/2025	34.00 34.00 *
ZMM LLC	ADMIN BUILDING RENOVATION	SPACE UTILIZATION	2025055-1	6/30/2025	13,500.00 13,500.00 *
				TOTAL	13,534.00
				FUND TOTAL	13,534.00

9/03/2025
 AP375
 FUND # - 352 EXPENDITURES

FROM DATE- 9/08/2025
 TO DATE- 9/08/2025

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 095100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
SKANSKA	KQES CONSTRUCTION	PROJECT MANAAGEMENT	2222828-37	9/01/2025	238.00
GRIMM & PARKER ARCHITECTS	KQES CONSTRUCTION	MASTER SITE PLAN	22500.00	7/31/2025	17,426.34
				TOTAL	17,664.34 *
				FUND TOTAL	17,664.34
				TOTAL DUE	226,060.37

Approved at meeting of _____ on _____.

Signed _____
 Title _____ Date _____

From: [Jennifer Jackson](#)
To: [Ammons, Tina \(KOCO\)](#)
Subject: *EXTERNAL SENDER* Fund 232 FY25
Date: Friday, August 8, 2025 1:19:18 PM
Attachments: [image.png](#)
[Operating Fund Revenue FUND 232 FINAL FY25.xlsx](#)

Hi Tina,

Please see the total that we need appropriated for FY25 for School Food 232.

Budgeted Revenue:	\$553,441
Revenue through June 2025	\$ 591,144.64
July Revenue to be accrued back	\$ 10,899.34
Use of Fund Balance for 232	\$ 55,000.00
Total Revenue FY 25	\$ 657,043.98

Note: This includes the \$7,265.35 that I already requested you move from Fund 231 33084-0395 to Fund 232 33084-0555

Revenue by month attached

Food Service Fund					
	BUDGET	ACTUAL YTD	ENCUMBERED	PROJECTED REMAINING REVENUE	% Received
Revenue:					
Miscellaneous local	\$ 65,325	64,156.00	\$	\$ 1,169.00	
State Funds	3,116	6,313.91		(3,197.91)	
Federal Funds	485,000	531,538.19		(46,538.19)	
Interest	-	35.88		(35.88)	
Fund Balance Transfer		55,000.00		(55,000.00)	
Transfer from School Fund	-	-		0.00	
TOTAL	\$ 553,441	657,043.98	\$	\$ (103,602.98)	118.7%
	BUDGET	ACTUAL YTD	ENCUMBERED	PROJECTED REMAINING EXPENDITURE	% Expended
Expenditures:					
Food Services	\$ 553,441	646,670.53		\$ (93,229.53)	116.8%
June School Food Federal Reimbursement		-			
June School Food Deposits posted to July		-			

Jennifer Jackson
 Director of Finance
 King & Queen County Public Schools
 Office: 804-785-5981
 Fax: 804-785-5686
jejackson@kqps.net



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FY2025 June 2025 Revenue

REVENUE DETAIL:

School Operating (Fund 231)	6/15/2025	6/30/2025	Total
Miscellaneous/Local:			
Refunds			\$0.00
Erate			\$0.00
Insurance Adjustments			\$0.00 3-231-18990-0010
Sale of Buses			\$0.00
Sale of Equipment			\$0.00
Tuition - Day School			\$0.00 3-231-16120-0001
Donations			\$0.00
Other Funds		\$10,216.67	\$10,216.67 3-231-18990-0012
Student Fees			\$0.00 3-231-18990-0014
Local/Miscellaneous	\$0.00	\$10,216.67	\$10,216.67

State

Grants:			
Homebound/Special Education			\$0.00 3-231-24020-0046
At-Risk 4-Year Olds (Pre-School Initiative)			\$0.00 3-231-24020-0081
COVID-19 Public Health Workforce			\$0.00
HVAC ARP-CSLFRF			\$0.00
ARPA Pandemic Bonus			\$0.00 3-231-21010-0027
			\$0.00
Subtotal - State Grants	\$0.00	\$0.00	\$0.00

Non-Grants:			
Basic State Aid	21,501.32	21,501.31	\$43,002.63 3-231-24020-0065
ISAEP			\$0.00 3-231-24020-0002
Remedial Summer School			\$0.00 3-231-24020-0003
Gifted Education			\$0.00 3-231-24020-0011
Remediation, Prevention, Intervention			\$0.00 3-231-24020-0028
Compensation Supplements			\$0.00 3-231-24030-0009
Special Education			\$0.00 3-231-24020-0059
Textbook-funded by Lottery/SOQ			\$0.00 3-231-24020-0007
Textbooks Lottery			\$0.00 3-231-24020-0041
Vocational Education			\$0.00 3-231-24020-0023
Instructional Social Security			\$0.00 3-231-24020-0021
Instructional Retirement			\$0.00 3-231-24020-0075
Early Reading Intervention			\$0.00 3-231-24020-0033
Career Switcher Mentor			\$0.00 3-231-24020-0086
Infrastructure and Operations Per Pupil Fund			\$0.00 3-231-24020-0091
Regional Special Education		49,220.00	\$49,220.00 3-231-24030-0049
Enrollment Loss			\$0.00 3-231-24020-0008
Group Life			\$0.00 3-231-24040-0045
Early Reading Specialist Initiative			\$0.00 3-231-24020-0004
Vocational Education (CAT)		1,835.13	\$1,835.13 3-231-24040-0005
Foster Care			
At-Risk			\$0.00 3-231-24020-0012
At Risk Lottery			\$0.00 3-231-24030-0008

K-3 Class-Size Reduction			\$0.00	3-231-24020-0088
Technology			\$0.00	3-231-24020-0014
Mentor Teachers			\$0.00	3-231-24030-0049
State Sales Tax	46,731.94	46,731.94	\$93,463.88	3-231-24020-0017
English as a Second Language-SOQ			\$0.00	3-231-24020-0052
Industry Certification		89.05	\$89.05	3-231-24020-0010
SOL Algebra			\$0.00	3-231-33099-0005
Positive Behavioral Intervention			\$0.00	3-231-24020-0038
Project Graduation				3-231-24080-0016
Vision Screening Grant			\$0.00	3-231-24080-0071
Grown Your Own Teacher Pilot Program			\$0.00	3-231-24080-0074
Albuterol & Valved Holding Chambers Grant			\$0.00	3-231-24020-0889
VPI - At Risk 3 Yr Olds			\$0.00	3-231-24020-0892
VPI - Flexible Spending			\$0.00	3-231-24020-0891
VPI - Teacher to Student Ratio			\$0.00	3-231-24080-0089
Hold Harmless Rebenchmark COVID 19			\$0.00	3-231-24090-0001
SOQ Bonus			\$0.00	3-231-24030-0006
Supplemental GF in Lieu of Sales Tax			\$0.00	3-231-24090-0045
All In Virginia			\$0.00	
School Security Equipment Grant*		164,954.49	\$164,954.49	
School Security Equipment Program*			\$0.00	
AP IB Cambridge Exam Fee Reduction			\$0.00	
SOQ Position Bonus			\$0.00	
Medicaid Reclassification		14,555.88	\$14,555.88	
CTE Certification funds			\$0.00	
Regional Summer School			\$0.00	
School Construction Grants			\$0.00	
	\$68,233.26	\$298,887.80	\$367,121.06	

Federal

Grants:

21st Century		\$7,608.93	\$7,608.93	3-231-33084-0395
Gear Up			\$0.00	3-231-33084-0334
Perkins III			\$0.00	
Title I, Part A		\$59,159.33	\$59,159.33	3-231-33084-0048
Title II - A		\$14,623.68	\$14,623.68	3-231-33084-0010
Title III			\$0.00	3-231-33084-0067
Title IV, Part A		\$18,660.25	\$18,660.25	
Title V			\$0.00	3-231-33084-0086
CARES Act			\$0.00	3-231-33084-0426
Bus Driver Incentive Grants - GEER			\$0.00	
ESSER III - Summer School			\$0.00	
CRRSA ESSER II			\$0.00	3-231-33084-0427
ESSER II - Unfinished Learning			\$0.00	3-231-33084-0428
ESSER III Division Allocations			\$0.00	3-231-33084-0027
ESSER III Mentor Funding			\$0.00	3-231-33084-0173
ESSER - Special Education Services & Supports			\$0.00	
Title VI,Part B:Six-B Flow Special Ed		\$72,458.16	\$72,458.16	
Title VI,Part B:Six-B Flow Special Ed PreSchool				

Subtotal - Federal Grants **\$0.00** **\$172,510.35** **\$172,510.35**

Federal Non-Grants:

CARES CRF K-12 Funds			\$0.00	
JROTC		\$6,604.03	\$6,604.03	3-231-33099-0001
Subtotal - Federal Non Grants	\$0.00	\$6,604.03	\$6,604.03	

Total School Operating	\$68,233.26	\$488,218.85	\$556,452.11	
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AGENDA: September 8, 2025 Regular Meeting

ITEM #7:

Public Comment

ACTION REQUESTED:

The Board will receive comments from the public for items NOT on the agenda. Please ask anyone speaking to state their name, the district they are from and to please limit comments to 5 minutes.

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #8:

Presentation – Christopher Lloyd

ACTION REQUESTED:

Director of Economic Development will introduce Mr. Lloyd

ATTACHMENTS:

None

AGENDA: September 8, 2025 Regular Meeting

ITEM #9:

Thrive Virginia – Declaration of October as Domestic Violence Awareness Month

ACTION REQUESTED:

Representative from Thrive Virginia will make presentation and request the Board to adopt the attached proclamation.

ATTACHMENTS:

- Draft Proclamation



PROCLAMATION
2025

**A PROCLAMATION DECLARING OCTOBER AS DOMESTIC VIOLENCE
AWARENESS MONTH**

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

WHEREAS, Domestic violence is widespread and affects over four million Americans each year; and

WHEREAS, one in three Americans have witnessed an incident of domestic violence; and

WHEREAS, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this heinous crime; and.

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to victims.

NOW, THEREFORE, IT IS PROCLAIMED by the King and Queen County Board of Supervisors the month of October as Domestic Violence Awareness Month and ask the citizens of King and Queen County to work together to eliminate domestic violence from our community.

Mark Berry, Board Chairman

AGENDA: September 8, 2025 Regular Meeting

ITEM #7:

Quarterly Reports

ACTION REQUESTED:

Reports will be received from the following departments & agencies:

- Community Programming
- Commissioner of Revenue
- Treasurer
- Finance
- Republic Services
- Economic Development

ATTACHMENTS:

- None

AGENDA: September 8, 2025 Regular Meeting

ITEM #11:

Approval of Small Purchasing Policy Amendment

ACTION REQUESTED:

County Administrator will provide background on this request.

ATTACHMENTS:

- Draft Policy



King and Queen County

Founded 1691 in Virginia

RESOLUTION TO AMEND THE PROCUREMENT POLICY PURSUANT TO VA CODE § 2.2-4303

WHEREAS, in June of 2021, the King and Queen County Board of Supervisors adopted a small purchase policy in accordance with revised provisions of the Virginia Public Procurement Act, Va. Code § 2.2-4300, et seq; and

WHEREAS, with costs continuing to rise and procurement consistently a challenge in rural Virginia, the Board of Supervisors of King and Queen County now finds it is in the best interests of the County to amend the e purchase limits adopted in 2021 and to otherwise set forth a policy relative to public procurement and the ability of the administration to enter into contracts without prior Board approval.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of King and Queen County that all procurement in the County is subject to, and governed by, the following:

1. The County adopts this policy in accordance with Va. Code § 2.2-4303 (G).
2. Competition is encouraged wherever practicable.
3. As authorized by Va. Code § 2.2-4303 (G)(1) and (2) of the Virginia Public Procurement Act, the County adopts a small purchase procedure not requiring competitive bids or competitive negotiation limited to the following:
 - a. For single or term contracts for goods and services, other than professional services, if the aggregate or the sum of all phases is not expected to exceed \$200,000.
 - b. For non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$300,000.
 - c. For transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.
 - d. For professional services, if the aggregate or the sum of all phases is not expected to exceed \$80,000.
4. All procurement in the County for single term contracts for goods and services, other than professional services and construction, are subject to the following requirements:

- a. Where the purchase price is not expected to exceed \$20,000, the County shall attempt to obtain at least three verbal price quotations before entering into a contract.
 - b. Where the purchase price is expected to exceed \$20,000 but not expected to exceed \$80,000, the County shall attempt to get at least three written quotations before entering into a contract.
 - c. Where the purchase price is expected to exceed \$80,000 but not to exceed \$200,000, the County shall attempt to get at least four written quotations before entering into a contract.
5. All procurement in the County for single or term contracts for transportation-related construction where the purchase price is not expected to exceed \$25,000, the County shall attempt to obtain at least three written quotations before entering into a contract.
 6. All procurement in the County for single or term contracts for non-transportation-related construction where the purchase price is not expected to exceed \$300,000, the County shall attempt to obtain at least three written quotations before entering into a contract.
 7. All procurement in the County for single or term contracts for professional services, other than legal services, where the purchase price is not expected to exceed \$80,000, the County shall attempt to obtain at least three written quotations before entering into a contract.
 8. All construction projects will be completed in compliance with the Uniform Statewide Building Code.
 9. In any procurement made pursuant to this purchase policy, the contract shall be awarded to the person or firm which in the opinion of either the County Administrator or the Board serves the best interests of the County with cost being a consideration but not necessarily the determinative factor.
 10. All protests of procurement decisions shall be made to the County Administrator who shall make the final procurement determination.
 11. The County Administrator shall have the authority to enter into contracts below \$50,000 without approval of the Board of Supervisors as long as there are sufficient funds in the most appropriate budget line item approved by the Board of Supervisors.
 12. In accordance with Va. Code § 2.2-4311.3, no term or provision in any public contract for the acquisition of information technology goods or services shall be valid or enforceable to the extent it is in conflict with the Virginia law. A public contract containing such a term or provision shall otherwise remain enforceable.
 13. Any term or provision in a public contract for the acquisition of information technology goods or services that (i) makes the public contract subject to, governed by, or interpreted under the laws of another state or country or (ii) requires or permits any litigation or other dispute resolution proceeding arising from the public contract to be conducted in another state or country shall be void. Such public contract shall instead be deemed to provide for the application of the law of the Commonwealth of Virginia, without regard to

such contract's choice of law provisions, and to provide for jurisdiction in the courts of the Commonwealth.

14. For purposes of this policy, "information technology goods and services" means communications, telecommunications, automated data processing, applications, databases, data networks, management information systems, and other related goods and services.

Clerk

	Current Policy	Proposed Policy
3 Verbal Quotes	Up to \$10,000	Up to \$20,000
3 Written Quotes	\$10,000 to \$50,000	\$20,000 to \$80,000
4 Written Quotes	\$50,000 to \$200,000	\$80,000 to \$200,000
Professional	Unchanged (\$80,000)	
Construction	Not previously addressed as a separate item	

AGENDA: September 8, 2025 Regular Meeting

ITEM #12:

Approval of Telework Policy

ACTION REQUESTED:

County Administrator will provide background on this request.

ATTACHMENTS:

- Draft Policy

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER:
SUBJECT: Telecommuting Policy and Procedure	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

Telecommuting Policy and Procedure

General Provision

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. King and Queen County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a countywide benefit, and it in no way changes the terms and conditions of employment with King and Queen County

Procedures

Telecommuting can be informal, such as working from home for a short-term project, on the road during business travel, or a formal set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the county. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must have completed their probationary period and must have a satisfactory performance record.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER:
SUBJECT: Telecommuting Policy and Procedure	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee Suitability

The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

Job Responsibilities

The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Equipment and Workspace

The employee and manager will review the physical workspace needs and the appropriate location for the telework.

Tax and Legal Implications

The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and face-to-face or virtual meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make

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recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, King and Queen County will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. King and Queen County accepts no responsibility for damage or repairs to employee-owned equipment. King and Queen County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all King and Queen additional property received to assist with teleworking and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all county property will be returned to the county, unless other arrangements have been made.

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King and Queen County will supply the employee with appropriate office supplies as deemed necessary. King and Queen County will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. King and Queen County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary county and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. King and Queen County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the county's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus

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of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Bamboo HR time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the county.

AGENDA: September 8, 2025 Regular Meeting

ITEM #13:

Appointments and Reappointments

ACTION REQUESTED:

- Staff is not aware of any appointments or reappointments

Upcoming Appointments:

- DSS Advisory Board – Bette Albert, St. Stephens Church District – Ms. Albert’s term expires December 31, 2025 and she is not eligible to be reappointed.

ATTACHMENTS:

- None

AGENDA: September 8, 2025 Regular Meeting

ITEM #14:

Approval of Additional Holiday – January 2, 2026

ACTION REQUESTED:

- The Governor's Office has issued the holiday schedule for 2026. Offices will be closed on Thursday, January 1, 2026 and it is being requested to authorize the additional day. The Governor did approve Friday, December 26, 2025 as an additional day and this would have the following week be the same and allow additional time off for employees.

ATTACHMENTS:

- 2025 and 2026 state holiday calendars.

Commonwealth of Virginia 2025 Pay and Holiday Calendar

State Holidays

- January 1**
New Year's Day
- January 20**
Martin Luther King, Jr. Day
- February 17**
George Washington Day
- May 26**
Memorial Day
- June 19**
Juneteenth
- July 4**
Independence Day
- September 1**
Labor Day
- October 13**
Columbus Day & Yorktown Victory Day
- November 4**
Election Day
- November 11**
Veterans Day
- November 26**
4 hours additional holiday time
- November 27**
Thanksgiving
- November 28**
Day After Thanksgiving
- December 24**
4 hours additional holiday time
- December 25**
Christmas
- December 26**
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday

Denotes Holiday

Denotes Additional Time Off 8 hrs 4 hrs

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Published by Commonwealth of Virginia
August 2024



January

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Commonwealth of Virginia 2026 Pay and Holiday Calendar

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New Year's Day
- January 19**
Martin Luther King, Jr. Day
- February 16**
George Washington Day
- May 25**
Memorial Day
- June 19**
Juneteenth
- July 4 (Observed on 3rd)**
Independence Day
- September 7**
Labor Day
- October 12**
Columbus Day & Yorktown Victory Day
- November 3**
Election Day
- November 11**
Veterans Day
- November 25**
4 hours additional holiday time
- November 26**
Thanksgiving
- November 27**
Day After Thanksgiving
- December 24**
8 hours additional holiday time
- December 25**
Christmas

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Denotes Payday

Denotes Holiday

Denotes Additional Time Off 8 hrs 4 hrs

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July 2025



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

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AGENDA: September 8, 2025 Regular Meeting

ITEM #15:

County Administrator's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: September 8, 2025 Regular Meeting

ITEM #16:

Board of Supervisor's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: September 8, 2025 Regular Meeting

ITEM #17:

Adjourn Meeting

ACTION REQUESTED:

A motion is needed to adjourn to the Monday, September 16, 2025 joint workshop meeting with the King and Queen County School Board at 6:00 p.m., 208 Allen's Circle, King and Queen Court House, Virginia 23085

ATTACHMENTS:

- None