

King and Queen County
Board of Supervisors Regular Meeting

Monday, September 8, 2025

Workshop Meeting

6:00

Regular Meeting

7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

“Minutes of the Meeting”

CALL TO ORDER

Mr. Berry called the meeting to order, noting that member Sherrin Alsop was absent.

DISCUSSION OF CONSTRUCTION PROCUREMENT METHODOLOGIES

Jason Pack with Skanska provided an overview of three types of construction procurement methods that the Board can use for the elementary school project.

- Design-Bid-Build
- Construction Management at Risk
- Design Build

**Sherrin Alsop arrived at 6:15 p.m.

There was discussion regarding the pros and cons of each type of procurement and the process involved in each one.

DISCUSSION WITH VDOT OF APPROVED SMARTSCALE PROJECT ON ROUTE 33

Lee McKnight advised that VDOT provided the updated design of the SmartScale project for the intersection of Route 678 and Route 33 at Nick’s Restaurant. He gave an overview of the traffic flow through the proposed intersection. VDOT held the meeting to receive public comment as well as comments received from county staff. Several small changes to the design have been made to help address concerns raised and they are now ready to move forward. They need approval from the Board of Supervisors to do so.

A motion was made by Ms. Billups and seconded by Ms. Norman to accept the proposed design and to move forward with the project.

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

The Board recessed to reconvene for the regular board meeting at 7:00 p.m. in the first-floor courtroom.

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

Sherrin Alsop provided the invocation and led the pledge of allegiance.

APPROVAL AND SIGNING OF THE JULY 28, 2025 AND AUGUST 11, 2025 MINUTES

A motion was made by Ms. Norman and seconded by Mr. Simpkins approving the July 28, 2025 and August 11, 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 September 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 Ms. Alsop and seconded by Ms. Billups approving the following retroactive FY25 School appropriations:

- a. School Food Services Fund \$103,602.98
- b. June 2025 Revenue \$556,452.11

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 BY CHRISTOPHER LLOYD, MCGUIRE WOODS CONSULTING

Kelly Evko, Director of Economic Development introduced Mr. Lloyd. He is the Senior Vice President and Director of Infrastructure and Economic Development at McGuire Woods.

Mr. Lloyd provided a presentation and answered questions from the board on economic development trends and strategies.

DOMESTIC VIOLENCE AWARENESS MONTH PROCLAMATION

Representatives from Thrive Virginia provided an overview programs offered to prevent and assist victims of domestic violence. They asked the board to adopt the following proclamation declaring October as Domestic Violence Awareness Month.

A motion was made by Ms. Alsop and seconded by Ms. Norman to adopt the following proclamation:

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.

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. Erin Lazar and Jesse Kelley – Community Programming, Tourism and Library
2. Kelly Lumpkin – Commissioner of Revenue
3. Stephanie Sears – Treasurer
4. Tina Ammons – Finance
5. Jeff Davison – Republic Services
6. Kelly Evko – Director of Economic Development

APPROVAL OF SMALL PURCHASING POLICY AMENDMENT

A motion was made by Ms. Alsop and seconded by Ms. Billups approving the following resolution amending the county's small purchasing policy:

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.

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

NAYS: NONE

APPROVAL OF TELEWORK POLICY

Ms. Seay noted that teleworking has previously been allowed and approved on a case by case from time to time so she asked Betty Dougherty, Director of Human Resources to write a policy to be included with the other HR policies that the Board has adopted.

Mr. Berry stated that he had reached out to Ms. Seay prior to the meeting and advised that he is not prepared to take action and requested that staff place it on the agenda for the September workshop meeting.

APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

No appointment or reappointments were made.

APPROVAL OF ADDITIONAL HOLIDAY – JANUARY 2, 2026

Ms. Seay advised that the Governor's Office has issued the holiday schedule for 2026. Offices will be closed on Thursday, January 1, 2026 and she is asking that the Board approve the additional day of Friday, January 2, 2026 and allow additional time off for employees.

After brief discussion by the Board a motion was made by Ms. Norman and seconded by Ms. Alsop to approve the closing of county offices for the additional holiday of Friday, January 2, 2026.

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

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay provided the Board with information on the proposed redesignation of the Workforce Council. Staff has reviewed the proposed changes agree that it does better align the counties included in each council. If board members have additional comments they can let staff know or reach out the Jackie Davis with the Bay Consortium Workforce Development Board.

BOARD MEMBER COMMENTS

Ms. Alsop had the following comments:

- Advised that she has been appointed by Governor Youngkin to the Nursing Home Oversight and Accountability Oversight Board.
- Thanked everyone for coming and to watch out for deer.
- She is excited by the presentation on economic development and the possibilities for King and Queen.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and for the reports.
- Thanked Mr. Lloyd for his presentation, it was very informative and has re-energized him.
- Wished everyone a safe trip home.

Ms. Billups had the following comments:

- Thanked everyone for coming, it is good to see so many people who didn't have to come.
- Thanked Mr. Lloyd for his presentation.
- Thanked Ms. Lazar and Mr. Kelley for the hard work at the library. It is something for the community to be very proud of.

Ms. Norman had the following comments:

- Noted that she appreciated everyone for coming.
- Congratulated Ms. Alsop on her appointment by the governor, she knows that she will be a persistent and passionate voice on that board.
- Thanked staff for the reports, especially to the library and all the good things going on there.
- Thanked Ms. Evko for having Mr. Lloyd come and thanked him for his presentation.

Mr. Berry had the following comments:

- Congratulated Mr. Alsop on her appointment by the governor.
- Advised that Walkerton Day is October 11th.
- Thanked Mr. Lloyd for his presentation, noting that the board held community meetings on economic development and along with the EDA, created a strategic plan and priorities from those meetings. The county needs smart economic growth. Some businesses could change the financial landscape of the county for many years to come.
- Thanked citizens for coming and staying engaged.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Billups and seconded by Ms. Alsop to adjourn the meeting at 9:05 p.m. to Monday, September 16, 2025, for the joint workshop meeting with the King and Queen County School Board at 6:00 p.m. at the King and Queen Women’s Club at 208 Allen’s Circle, King and Queen Court House, Virginia.

Chairman

Clerk of the Board