



KING AND QUEEN COUNTY VIRGINIA

Founded 1691

Board of Supervisors Meeting

Monday, March 9, 2026
Regular Monthly Meeting 7:00 P.M.

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

AGENDA

1. Call to Order, Invocation, and Pledge of Allegiance
2. Approval and Signing of Minutes
3. Approval and Signing of the Warrants and Appropriations
4. Public Comment Period
5. Garden Club of the Middle Peninsula
6. Quarterly Reports
7. Selection of Rebranding Options
8. Appointments and Reappointments
9. County Administrator's Comments
10. Board of Supervisors Comments
11. Adjourn to workshop meeting on **Monday, March 23, 2026, at 6:00 p.m.**, 242 Allen's Circle, King and Queen Court House, Virginia, Second Floor Conference Room A/B.

AGENDA: March 9, 2026 Regular Meeting

ITEM #1:

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

ACTION REQUESTED:

None Required

ATTACHMENTS:

None

AGENDA: February 9, 2026 Regular Meeting

ITEM #2:

Approval and signing Minutes

ACTION REQUESTED:

Approval of the January 12, 2026, January 20, 2026, February 2, 2026 and February 9, 2026 minutes of the Board of Supervisors.

ATTACHMENTS:

- Draft January 12, 2026 minutes
- Draft January 20, 2026 minutes
- Draft February 2, 2026 minutes
- Draft February 9, 2026 minutes

King and Queen County
Board of Supervisors Regular Meeting

Monday, January 12, 2026

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. It was also noted that members Sherrin Alsop and Carolyn Billups were absent.

Mr. Berry provided the invocation followed by the Pledge of Allegiance to the Flad of the United States of America.

ELECTION OF CHAIR, VICE CHAIR, CLERK AND DEPUTY CLERK OF THE BOARD OF SUPERVISORS FOR 2026

A motion was made by Mr. Simpkins and seconded by Ms. Norman to appoint Mark Berry as Chairman for 2026.

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

A motion was made by Mr. Simpkins and seconded by Ms. Norman to appoint Carolyn Billups as the Vice Chair for 2026.

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

A motion was made by Ms. Norman and seconded by Mr. Simpkins to appoint Vivian Seay as the Clerk to the Board of Supervisors and Tina Ammons as the Deputy Clerk of the Board of Supervisors for 2026.

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

Mr. Berry thanked the Board for their confidence in appointing him Chair again and noted that the Board of Supervisors has a very good working relationship. They may not always agree but are courteous, polite and that maybe the rest of the country could take notes on how to behave.

RESOLUTION FIXING THE DATE, TEIM AND PLACE OF THE REGULAR MEETINGS AND FOR SETTING THE DATE FOR THE PURPOSE OF HOLDING WORKSHOPS AND TO HEAR PRESENTATIONS, AND THE DATE OF CONTINUED MEETING IN THE EVENT OF HAZARDOUS WEATHER OR OTHER CONDITIONS

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

**King and Queen County
Board of Supervisors Meeting Dates**

King and Queen County Courts and Administration Building

Regular Meeting – 2nd Monday of each month/General District Courtroom 7:00 P.M.

Presentations/Work Sessions – 4th Monday of each month/2nd Floor Conference Room 6:00 P.M.

**Schedule of Meeting Dates
2026**

January 12, 2026	July 13, 2026
January 26, 2026	July 27, 2026
February 9, 2026	August 10, 2026
February 23, 2026	August 24, 2026
March 9, 2026	September 14, 2026
March 23, 2026	September 28, 2026
April 13, 2026	October 13, 2026*
April 27, 2026	October 26, 2026
May 11, 2026	November 16, 2026*
No May Work Session (Memorial Day)	November 23, 2026
June 8, 2026	December 14, 2026
June 22. 2026	December 28, 2026

NOTES

October Regular meeting falls on Columbus Day, moved to Tuesday, October 13, 2026

November Regular meeting falls during the VACo conference and is followed by Veteran’s Day on Wednesday, November 11, 2026.

KING AND QUEEN COUNTY BOARD OF SUPERVISORS’ RESOLUTION FIXING THE DATE OF THE REGULAR MEETING AND THE DATE OF THE CONTINUED MEETING IN THE EVENT OF HAZARDOUS WEATHER OR OTHER CONDITIONS AND SETTING DATE FOR THE PURPOSE OF HOLDING WORKSHOPS AND TO HEAR PRESENTATIONS FOR THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY, VIRGINIA

WHEREAS, the Board of Supervisors of King and Queen County (the “Board”) is required by Section 15.2-1416 of the Code of Virginia, as amended, to set the date, time and place of the regular Board Meeting at the annual Meeting of the Board; and

WHEREAS, Section 15.2-1416 also permits the board to fix the date of days to which a regular meeting shall be continued if the Chairman, or Vice-Chairman if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Board Members to attend the regular meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY:

- 1. That the regular meeting of the Board shall be held in the King and Queen Courts and Administration Building, General District Courtroom at 7:00 P.M., the 2nd Monday of each month.**
- 2. That upon the finding and declaration by the Chairman or Vice-Chairman, if the Chairman is unable to act, that the weather or other conditions are such that it is hazardous for Board members to attend the regular meeting of the Board, such meeting shall be continued until the seventh day immediately following such previously scheduled regular meeting at the same time and place.**
- 3. That the fourth Monday of each month at 6:00 P.M., in the King and Queen Courts and Administration Building, 2nd Floor Conference Room be set for the purpose of holding workshops and to receive presentations.**

**This resolution is effective immediately.
January 12, 2026**

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

NAYS: NONE

ABSENT: S.C. ALSOP, C.R. BILLUPS

APPROVAL OF 2026 HOLIDAY SCHEDULE

A motion was made by Ms. Norman and seconded by Mr. Simpkins to adopt the state holiday schedule for 2026 with the addition of December 31, 2026 as a holiday for county employees and county office closures.

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

NAYS: NONE

ABSENT: S.C. ALSOP, C.R. BILLUPS

ADOPT MEETING THROUGH ELECTRONIC COMMUNICATION POLICY

A motion was made by Mr. Simpkins and seconded by Ms. Norman to re-adopt the following policy allowing participation in meetings electronically.

A RESOLUTION TO AMEND THE POLICY GOVERNING PARTICIPATION IN MEETINGS BY MEMBERS OF THE KING AND QUEEN COUNTY, VIRGINIA BOARD OF SUPERVISORS THROUGH ELECTRONIC COMMUNICATION

WHEREAS, pursuant to Va. Code § 2.2-3708.3, a member of a public body may participate in meetings through electronic communication means from a remote location that is not open to the public when there is no declared state of emergency if the public body has adopted a written policy allowing for such electronic participation; and

WHEREAS, pursuant to Va. Code § 2.2-3708.2, public bodies may hold meetings through electronic communication means in certain emergency situations; and

WHEREAS, on march 11, 2024, the King and Queen County Board of Supervisors adopted a remote participation policy to allow Board members to participate in meetings by electronic communication; and

WHEREAS, following the adoption of the said policy on March 11, 2024, Virginia law was amended to allow for remote participation at a greater number of meetings during a year; and

WHEREAS, the King and Queen County, Virginia Board of Supervisors wishes to adopt this amended policy to incorporate the recent amendments of Virginia law and continue to allow remote participation in meetings to the greatest extent allowable under Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the King and Queen County, Virginia Board of Supervisors on this the 8th day of July, 2024, does hereby adopt the attached policy, effective immediately, to allow members of the King and Queen County, Virginia Board of Supervisors to participate in meetings through electronic communication in strict accordance with the provisions and requirements of Va. Code §§ 2.2-3708.2 and 2.2-3708.3.

**KING AND QUEEN COUNTY, VIRGINIA
BOARD OF SUPERVISORS**

**POLICY FOR PARTICIPATION IN
PUBLIC MEETING THROUGH
ELECTRONIC COMMUNICATION**

I. No State of Emergency Declared

A. A member of the King and Queen County, Virginia Board of Supervisors (Board member) may participate in a public meeting, both in open meeting and in closed meeting, through electronic communication from a remote location, not open to the public, on the following terms and conditions:

a. Temporary or Permanent Disability or Other Medical Condition

i. The Board member requesting to participate in the meeting through electronic communication must notify the Board Chairman of that he or she will be unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition of the Board member that prevented the Board member's physical attendance at the meeting, or (ii) a medical condition of a member of the Board member's family that requires the Board member to provide care that prevents the Board member's physical attendance at the meeting.

ii. The Board must:

1. Record in its minutes the fact that the Board member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition of the Board member that prevented the Board member's physical attendance at the meeting, or (ii) a medical condition of a member of the Board member's family that requires the Board member to provide care that prevented the Board member's physical attendance at the meeting.
2. Record in its minutes the remote location from which the member participated.

b. Principal Residence More Than 60 Miles

i. The Board member requesting to participate in the meeting through electronic communication must notify the Board Chairman that his or her principal residence is more than 60 miles from the meeting location identified in the required notice for the meeting.

ii. The Board must:

1. Record in its minutes the fact that the Board member participated through electronic communication means due to the distance between the Board member's principal residence and the meeting location.
2. Record in its minutes the remote location from which the member participated.

c. Personal Matter

- i.** The Board member requesting to participate in the meeting through electronic communication must:
 1. Notify the Board Chairman that he or she will be unable to attend the meeting due to a personal matter.
 2. Identify to the Chairman the nature of the personal matter.
 3. Confirm and certify that he or she has not used remote participation due to personal matters more than two meetings in the current calendar year or 25 percent of the total meetings held in the current calendar year rounded up to the next whole number, whichever is greater. If the number of remote participation events for personal matters has exceeded the limit set forth in this paragraph 3, the member's remote participation and votes will not be recorded for any actions taken during the first meeting in excess of the limit and all subsequent meetings in the calendar year attended by remote participation.
- ii.** The Board of Supervisors must:
 1. Record in its minutes the nature of the Board member's personal matter; and
 2. Record in its minutes the remote location from which the Board member participated.
 3. Confirm and record in its minutes that the Board member has not used remote participation due to personal matters more than the limit set forth in paragraph c.i.3 above.

B. Electronic participation by a Board member as provided in Section A above shall be approved by the Chair if a quorum of the Board is physically assembled unless such participation would violate this policy. The determination of the Chair as to the Board member's participation from a remote location shall be recorded in the Board's minutes. When the Board member who wishes to participate in a public meeting through electronic communication is the Board Chair, then all notifications required under this policy to be provided to the Board Chair shall be provided by the Board Chair making the request to the Board Vice-Chair. Electronic participation of the Chair shall be approved by the Vice-Chair unless such participation would violate this policy. The determination of the Vice-Chair as to the Chair's participation from a remote location shall be recorded in the Board's minutes.

II. State of Emergency Declared

A. The King and Queen County Board of Supervisors (the Board) may meet, in open meeting and in closed meeting, by electronic communication means without a quorum physically assembled at one location when the Governor of the Commonwealth of Virginia has declared a state of emergency in accordance with Va. Code § 44-146.17 or King and Queen County has declared a state of emergency pursuant to Va. Code § 44-146.21 on the following terms and conditions:

- a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- b. The purpose of the meeting is to provide for the continuity of operations of King and Queen County or the discharge of its lawful purposes, duties, and responsibilities.

B. If a meeting is held pursuant to paragraph A. above, the Board shall:

- a. Provide public notice using the best available method given the nature of the emergency contemporaneously with the notice provided the members of the Board;
- b. Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the public body;
- c. Provide the public with the opportunity to comment when public comment is customarily received;
- d. Make available to the public at all locations at which public access will be provided, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Board in sufficient time for duplication and forwarding, as best as practicable given the emergency;
- e. Record minutes of the meeting, which minutes shall include:
 - i. the date, time, and location of the meeting;
 - ii. the members of the public body recorded as present and absent;
 - iii. a summary of the discussion on matters proposed, deliberated, or decided;
 - iv. a record of any votes taken;
 - v. the identity of the members of the public body who participated in the meeting through electronic communication means;
 - vi. the identity of the members of the public body who were physically assembled at one physical location;
 - vii. the identity of the members of the public body who were not present at the meeting location but who monitored such meeting through electronic communication means;
 - viii. the nature of the emergency;
 - ix. the fact that the meeting was held by electronic communication means, and
 - x. the type of electronic communication means by which the meeting was held.

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

**APPROVAL AND SIGNING OF THE NOVEMBER 24, 2025 AND DECEMBER 15, 2025
MINUTES OF THE BOARD**

A motion was made by Ms. Norman and seconded by Mr. Simpkins approving November 24, 2025 minutes of the Board.

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

A motion was made by Mr. Simpkins and seconded by Ms. Norman approving December 15, 2025 minutes of the Board.

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

APPROVAL AND SIGNING OF WARRANTS AND APPROPRIATIONS

A motion was made by Ms. Norman and seconded by Mr. Simpkins ratifying the December 22, 2025 warrants and approving the January 2026 County warrants and payroll.

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

PUBLIC COMMENT PERIOD (This item was moved up on the agenda)

Brenda Lee, Stevensville District – Thanked the Sheriff’s office for responding when she called them about the trash trucks on Rt. 614. She asked who is in charge of the landfill and asked that the Board keep funding in the budget for a deputy to patrol on Rt. 614.

Lawanda Travis, Stevensville District – Stated that there is fraud, waste and abuse going on in the schools. It needs to be stopped. The schools are dumbing down the curriculum and it shouldn’t be allowed. She has reached out to the DOE because the children are suffering and good teachers are leaving. She is working to educated citizens of their rights.

QUARTERLY REPORTS

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

1. Hattie Robinson, Clerk of Circuit Court
2. Meredith Adkins, Commonwealth’s Attorney (could not be present, provided report in advance)
3. Lee McKnight, VDOT
4. Quentin Mascari, Building Official (could not be present, provided report in advance)
5. Jeff Davison, Republic Services

6. Stephanie Sears, Treasurer

APPROVAL OF CONTRACT FOR NEW CONSTRUCTION AND PERMITS

Ms. Seay advised that this will be a contract to do assessments between the comprehensive reassessments done of the whole county. Vision Government Solutions is the company that is doing the next reassessment as part of the regional reassessment contract that was recently awarded and this contract will allow the Commissioner to have them do the interim items needed until it is King and Queen's time for the full reassessment.

A motion was made by Mr. Simpkins and seconded by Ms. Norman to approve the contract with Vision Government Solutions to provide interim assessments for new construction and building permits.

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

NAYS: NONE

ABSENT: S.C. ALSOP, C.R. BILLUPS

APPROVAL – CHESAPEAKE BAY REGION CIGARETTE TAX AGREEMENT

Ms. Seay advised that the Board had previously approved the implementation of the cigarette tax. This agreement allows the board to join the Chesapeake Bay Region Cigarette Tax Board.

A motion was made by Ms. Norman and seconded by Mr. Simpkins to adopt the following ordinance approving the joining of the Chesapeake Bay Region Cigarette Tax Board.

AN ORDINANCE TO APPROVE THE CHESAPEAKE BAY REGION CIGARETTE TAX AGREEMENT AND BECOME A MEMBER OF THE CHESAPEAKE BAY REGION CIGARETTE TAX BOARD

WHEREAS, on November 12, 2025, following a duly advertised and conducted public hearing, the King and Queen County Board of Supervisors adopted an ordinance to levy a cigarette tax pursuant to Va. Code § 58.1-3830 (the "**Cigarette Tax**") and to codify that tax in the King and Queen County Code, adding thereto Part I, Chapter 30, Article IX – Cigarette Tax, Code Part I; and

WHEREAS, for purposes of administering the Cigarette Tax, King and Queen County wishes to become a member of the Chesapeake Bay Region Cigarette Tax Board (the "**Board**") and to approve the Chesapeake Bay Region Cigarette Tax Agreement (the "**Agreement**"); and

WHEREAS, paragraph 10 of the Agreement requires the adoption of an ordinance to signify the desire of King and Queen County to be a member of the Board and to accept the provisions of the Agreement.

NOW, THEREFORE, BE IT ORDAINED by the King and Queen County Board of Supervisors that King and Queen County desires to become a member of the Chesapeake Bay Region Cigarette Tax Board, effective immediately; does approve and accept the provisions of the Chesapeake Bay Region Cigarette Tax Agreement; and does authorize the Chair or the Vice-Chair to execute the Agreement on behalf of the County.

CHESAPEAKE BAY REGION

CIGARETTE TAX AGREEMENT

THIS AGREEMENT, is entered into and dated as of the latest execution and acknowledgment

by any party hereto, by and between

- (1) Westmoreland County, Virginia;
- (2) Lancaster County, Virginia;
- (3) Middlesex County, Virginia;
- (4) Essex County, Virginia;
- (5) Accomack County, Virginia;
- (6) Northampton County, Virginia;
- (7) Town of Montross, Virginia;
- (8) Town of Colonial Beach, Virginia;
- (9) Town of Urbanna, Virginia;
- (10) Town of Warsaw, Virginia;
- (11) Town of Chincoteague, Virginia;
- (12) Richmond County, Virginia;
- (13) Northumberland County, Virginia;
- (14) Town of Bowling Green, Virginia;
- (15) Town of Port Royal, Virginia;
- (16) King William County, Virginia;
- (17) Town of Tappahannock, Virginia;
- (18) Town of Accomac, Virginia;
- (19) Town of West Point, Virginia
- (20) County of King and Queen, Virginia, or any two or more of the foregoing;

WHEREAS, the parties hereto desire to enter an Agreement for the purpose of the establishment of the Chesapeake Bay Region Cigarette Tax Board for the joint administration, collection and enforcement of their respective Cigarette Tax Ordinances pursuant to the provisions of these ordinances and Section 15.2-1300 and 58.1-3832, *et seq.*, of the Code of Virginia, (1950), as amended;

NOW THEREFORE, the parties enter into the following agreement:

1. **NAME AND DURATION**

The Board shall be called the Chesapeake Bay Region Cigarette Tax Board. Its duration shall be perpetual, subject to the provisions of Paragraph 8 hereof.

2. **MEMBERSHIP AND VOTING POWERS**

The Board shall be composed of one representative from each jurisdiction hereinbefore named or later added with consent of the Chesapeake Bay Region Cigarette Tax Board. Said representative may designate an alternate to attend meetings and vote in his or her place; however, each jurisdiction shall be entitled to only one vote. Action of the Board shall be by majority vote.

3. **OFFICERS AND MEETINGS**

Each year, the Board shall elect a Chairman, Vice-Chairman and Secretary/Treasurer, who shall serve at the pleasure of the Board. The Officers of the Board shall be chosen from the jurisdictional representatives. Said officers shall be empowered to sign in the name of the Board on all legal documents, including bank deposits and withdrawals. The Board shall meet from time to time as deemed necessary by the Chairman.

4. **POWERS OF THE BOARD**

The Board shall be delegated the following powers:

- a. Assessment, collection and disbursement of the cigarette tax for each participating jurisdiction;
- b. Audit of the sale or use of cigarettes within each participating jurisdiction;

- c. Provision of information for criminal prosecution by the affected participating jurisdictions;
- d. Provide guidance and oversight to the designated Administrative/Fiscal Agent;
- e. Management of a general operating fund to ensure proper funding of Board operations on an ongoing basis;
- f. Designation of a depository bank or banks;
- g. To hold and convey personal property. The Board shall have no power to hold or convey real property;
- h. To enter into contracts;
- i. Any other powers granted to the Board by the respective local ordinances and the Code of Virginia (1950), as amended.

5. **LIABILITY INSURANCE**

The Board shall maintain and have authority to secure insurance coverage as deemed appropriate. General liability insurance shall be maintained through a commercial policy, in limits of not less than \$500,000.00. Any liability in excess of the amounts of insurance coverage will be shared by the members of the Board proportionately based upon each jurisdiction's share of the number of taxable packs of cigarettes reported in the twelve (12) months preceding the incident which gave rise to the liability, as compared to the taxable packs of cigarettes reported during that same time period in all the participating jurisdictions.

6. **Operational Provisions**

The Northern Neck Planning District Commission (NNPDC) is designated as the administrative/fiscal agent. Normal routine duties of the Board in administration and supervision of the Cigarette Tax Ordinances shall be delegated to the NNPDC. Actions and decisions of the NNPDC shall bind the Board unless patently wrongful or the result of willful misconduct, but the Board may at any

time overrule a decision or action by the NNPDC subject to lawful rights of third parties. The duties of the Administrative/Fiscal Agent shall include, but are not limited to, the following:

- a. Preparation of annual administrative cost estimates;
- b. As authorized by the Board, employment of or contracting for staff assistance including providing employee benefits, and, equipment and supplies.
- c. Preparation of reports as the Board may require;
- d. Authorization of disbursements from Board accounts including, but not limited to, disbursements to the participating jurisdictions.

Each member jurisdiction will be charged a fee of 5% of the tax revenue to cover the NNPDC cost to act as administrative/fiscal agent as described above. In the event that the NNPDC costs exceed the amount collected from the 5% fee, each jurisdiction will be charged its pro-rata share of that amount based on its tax revenues as a percentage of the total tax revenues from all member jurisdictions collected.

7. **COLLECTION OF THE CIGARETTE TAX**

The cigarette tax shall be assessed and collected on the basis of the "reporting method" according to the respective ordinances and according to the rules, regulations and procedures adopted by the Board.

8. **DISBURSEMENT OF RECEIPTS, MANAGEMENT OF FUNDS**

Disbursements shall be made to each participating jurisdiction on a monthly basis. Prior to disbursement to jurisdictions, the 5% administrative fee shall be deducted from total revenues and allocated to the jurisdictions proportionately based upon the number of taxable packs of cigarettes reported within the jurisdiction during the month as compared to the total number of taxable packs of cigarettes reported in all the participating jurisdictions. The disbursement to each participating jurisdiction shall be determined by the tax rate of the jurisdiction multiplied by the taxable packs of cigarettes reported within the jurisdiction, plus interest and penalties, plus the jurisdiction's proportional share of all other revenues, less discounts and proportional expenses.

All monies shall be deposited in the name of the Chesapeake Bay Region Cigarette Tax Board. All checks drawn on Board accounts shall require signature by the NNPDC Executive Director and a Board Officer.

9. **TERMINATION**

a. In the event any participating jurisdiction decides, by ordinance, to terminate its participation in the Board, notice to the Board shall be given sixty (60) days prior to its date of termination. The terminating jurisdiction shall receive within thirty (30) days of its date of termination its share of total revenues less proportionate expenses, operating fund, and depreciated value of physical property used by the Board. The representative of such terminating jurisdiction shall not serve on the Board beyond the termination date.

b. In the event the number of jurisdictions which desire to continue to participate in the Board is less than two (2) in number, the Board shall be dissolved and shall cease to exist. In such event, the Board shall liquidate all assets and disburse to each jurisdiction participating at the time each such jurisdiction's share of the liquidated assets and all proceeds and monies held. Such distribution shall be based upon each jurisdiction's proportionate share of the number of taxable packs of cigarettes reported in the preceding twelve (12) months as compared to the taxable packs of cigarettes reported during that same time period in all the jurisdictions participating in the Board at the time the Board is dissolved.

10. **IMPLEMENTATION**

Each jurisdiction shall by ordinance signify its desire to be a member of the Board and its acceptance of the provisions of this Agreement.

This Agreement shall take effect upon the signature of the proper officials of any two (2) of the jurisdictions below and shall take effect as to any other jurisdiction upon signature of the proper official of such jurisdiction.

Westmoreland County, VA

By: _____

Printed Name

Title

Lancaster County, VA

By: _____

Printed Name

Title

Middlesex County, VA

By: _____

Printed Name

Title

Essex County, VA

By: _____

Printed Name

Title

Town of Montross, VA

By: _____

Printed Name

Title

Town of Colonial Beach, VA

By: _____

Printed Name

Title

Town of Urbanna, VA

By: _____

Printed Name

Title

Town of Warsaw, VA

By: _____

Printed Name

Title

County of Accomack, VA

By: _____

Printed Name

Title

County of Northampton, VA

By: _____

Printed Name

Title

Town of Chincoteague, VA

By: _____

Printed Name

Title

Richmond County, VA

By: _____

Printed Name

Title

Northumberland County, VA

By: _____

Printed Name

Title

Town of Bowling Green, VA

By: _____

Printed Name

Title

Town of Port Royal, VA

By: _____

Printed Name

Title

King William County, VA

By: _____

Printed Name

Title

Town of Tappahannock, VA

By: _____

Printed Name

Title

Town of Accomac, VA

By: _____

Printed Name

Title

Town of West Point, VA

By: _____

Printed Name

Title

County of King and Queen, VA

By: _____

Printed Name

Title

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

NAYS: NONE

ABSENT: S.C. ALSOP, C.R. BILLUPS

APPROVAL – COMMUNICATIONS PLAN

Ms. Seay advised that the communications plan had been provided to the Board at their November meeting by the Director of Community Programming, Erin Lazar.

A motion was made by Mr. Simpkins and seconded by Ms. Norman to adopt the following Communications Plan.

Communications Mission Statement: King and Queen County Communications Department will be the best source of information about county government, providing innovative and creative communications and solutions, sharing effective and compelling messages, stories, maps, and graphics that foster positive community engagement and meaningful connections with our stakeholders.

Purpose of Communications Plan:

- Define messaging and communication/engagement tools King and Queen County will use
- Ensure that engagement between the county and residents, visitors, businesses, and community partners is implemented in a timely, effective, and reliable manner
- Monitor brand usage to ensure consistency throughout the county
- Work to advance the county's mission and enhance community pride
- Focus on telling the story of King and Queen County in an impactful and effective way

Responsibilities of Communications Director

- Communicating clearly, concisely, openly, and proactively
- Ensuring opportunity for public participation and gathering public feedback
- Leading and supporting county staff in their efforts to keep community members informed, including a plan for departments to provide information to be shared
- Planning, implementing, promoting, and supporting county events and activities
- Help develop and implement key messages and brand standards for King and Queen County to ensure departments are using consistent fonts, logos, and colors
- Planning, developing, implementing, and evaluating digital communication strategies including the county's website, social media accounts, and email messaging. This includes maintaining a social media planning calendar.
- Maintaining relationships with local media outlets and providing them with timely, newsworthy information and monitor media coverage
- Serving as a liaison and building relationships with community organizations
- Leading communications for new school construction initiative
- Providing and maintaining stock of "swag" for various community events and functions

Tools:

- County website
- County Facebook Page
- County Instagram Page
- Visit King and Queen Website
- Visit King and Queen Facebook
- Visit King and Queen Instagram
- ReGroup- email, text, call, app
- Internal and External Emails
- Signage
- Radio/Print/Online/Television Media
- Google Analytics
- YouTube Channel

Communication Plan Goals

- Provide clear, consistent, dependable messaging
- Provide support to County staff and elected officials
- Provide reliable crisis communication support to emergency services leadership
- Prioritize and improve community engagement
- To be clear, direct, and ensure all communications are understandable and accessible to the widest possible audience
- Create a monthly newsletter with highlights from departments, county administrator's message, and spotlight positive changes within our community
- Create style book outlining options for various mediums
- Update design for gateway signs, county building signs, and other buildings within the courthouse green.

Communications Schedule

Channel	Messages	Frequency
Website	All county departments, meetings, events, news, announcements, and updates	Daily and weekly updates and posts
Facebook	News, Alerts, events, updates, goodwill messages, announcements	7/week
Instagram	News, alerts, events, updates, goodwill messages, announcements	5/week
ReGroup	Announcements, events, emergency information, change in schedules	2/week and as needed
Signage	Events, meetings, schedule changes: HUB33, Library, Court House	As needed

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

NAYS: NONE

ABSENT: S.C. ALSOP, C.R. BILLUPS

APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

No appointments or reappointments were made.

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay had the following comments:

- Wished everyone a Happy New Year.
- Asked the Board for approval of the request from the VJCCCA staff in King William to utilize funds available in their current budget to participate in the bonus program that was approved by King William County for their employees.

A motion was made by Ms. Norman and seconded by Mr. Simpkins to approve this request. Motion was approved unanimously.

- Noted that she has received many thanks from staff for the Board’s gift to employees for the holidays. It has been much appreciated by everyone.

BOARD MEMBER COMMENTS

Ms. Norman had the following comments:

- Wished everyone a Happy New Year.
- She is looking forward to a good year and continuing to work with the other Board members.
- Noted that it was good to see new faces at the meeting.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and wished everyone a Happy New Year.
- Thanked Mr. Berry for his service as Chair last year and for agreeing to serve again.
- Noted that the convenience center at Owenton needs gravel, the driveway is full of potholes. (Ms. Seay noted that staff are working with VPPSA on a more permanent solution for maintaining these sites)
- Thanked his colleagues for their hard work last year and looking forward to doing so in the new year.
- Noted that it was good to see many citizens come out to the meetings.
- Thanked staff for the reports and for their work.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Norman and seconded by Mr. Simpkins to adjourn the meeting to Tuesday, January 20, 2026, for the joint meeting with the School Board at 6:00 p.m. at the King and Queen Women’s Club 208 Allen’s Circle, King and Queen Court House, Virginia.

Chairman

Clerk of the Board

**King and Queen County
Board of Supervisors Meeting
Tuesday, January 20, 2026**

6:00 P.M.

**Work Session Meeting
Joint with the King and Queen County School Board
King and Queen County Women's Club Building
208 Allen's Circle, King and Queen Court House, VA 23085**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Mark Berry called the meeting to order. Roll call was taken with members Sherrin Alsop and Lawrence Simpkins being absent.

REVIEW OF CONTRACT STATUS WITH GRIMM + PARKER

Representatives Steve Mundt and Jim Boyd from Grimm + Parker provided background on items that have been completed to this point and what the next steps would be if the boards decide to move forward. Work included community input meetings, draft conceptual site plans and preliminary site studies and surveys and preliminary cost estimates.

DISCUSSION OF SCHOOL CONSTRUCTION PROJECT TIMELINE AND NEXT STEPS

The next phase of the new elementary school project would be the schematic phase which would build on the preliminary work done up to this point. There were suggestions made regarding the scaling back of the size of the facility to include only Pre-K through 5th grade which would also allow for size reductions in other areas such as the bus loop, parking and other areas as well as materials needed for construction

School representatives advised that they would prefer to have the school serve Pre-K through 6th grade.

It was also suggested that moving the 6th grade to the high school into the current area were 7th and 8th grade are would be more in keeping with the typical middle school concept.

It was noted that the selection of the CM at Risk procurement method will have the selection of a contractor for the project to occur somewhere within this next phase of the project. It was also noted that high performance and sustainability requirements will be applied to this project which will potentially make construction more costly.

REVIEW OF SCHOOL CONSTRUCTION PROJECT TIMELINE AND NEXT STEPS

Ms. Seay advised that the new target completion date is Fall 2029. The next step is the full design phase including schematics and selection of construction manager. Many items will run concurrently such as permitting and final design. Work has already begun at the site with the completion of several different site studies and the clearing of the property.

It was noted that the work group will need to meet more frequently as the project moves forward into the next phase.

Mr. Berry requested an update on the old KQES facility. Dr. Carter advised that the steering committee has met several times, they have toured the facility, and she is in the process of compiling the prioritized list of potential future uses of the facility as suggested by committee members.

There was brief discussion related to the fact that now that the facility has been vacant for some time and that possibly spending a small amount of money on it now to prevent further deterioration will keep it viable for whatever use is determined to be most valuable to the community.

BOARD MEMBER COMMENTS

Ms. Norman had the following comments:

- Felt that it was a very good meeting and very productive. She is glad that the project is continuing to move forward and thanked Mr. Berry and Ms. Billups for their participation with the work group.

Ms. Billups had the following comments:

- Thanked everyone involved in the project for their hard work. There is a lot going on “behind the scenes” that may not be visible to the public but that is keeping the project moving. She wants to see the county and schools get the project done right and that takes time. The county is building a school but also has other capital projects that will be for the betterment of everyone.

Mr. Berry had the following comments:

- Hoped that the citizens don’t misinterpret the cost cuts as not meeting the needs of student and citizens. The board members are taxpayers also and want to do the best for everyone.

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 7:30 p.m.

Chairman

Clerk of the Board

**King and Queen County
Board of Supervisors Meeting
Monday, February 2, 2026**

6:00 P.M.

**Work Session Meeting
Joint with the King and Queen County Economic Development Authority
King and Queen County Courts and Administration Building
2nd Floor Conference Room A/B
242 Allen's Circle, King and Queen Court House, VA 23085**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Mark Berry called the meeting to order. Roll call was taken with member Sherrin Alsop being absent. It was noted that this meeting is the postponed regular workshop meeting that was scheduled for January 26, 2026 that moved due to the winter storm.

**CONFIRM DECLARATION OF LOCAL EMERGENCY BEGINNING JANUARY 23,
2026 AT 9:00 A.M**

Ms. Seay advised that she and the Emergency Services Chief Greg Hunter declared the local emergency due to the winter storm that affected the county that weekend. Virginia Code requires that the Board of Supervisors confirm this declaration as soon as is practical. A motion was made by Ms. Billups and seconded by Ms. Norman to confirm the local declaration of emergency.

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

APPROVAL OF WARRANTS

A motion was made by Ms. Norman and seconded by Ms. Billups to approve the warrants subject to audit.

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

JOINT DISCUSSION OF EDA EXPECTATIONS, GOALS AND OBJECTIVES

Mr. Berry recognized the EDA members as well as Kelly Evko, Economic Development Director. EDA Chairman George Longest and Ms. Evko provided an update on the activities that the EDA has been working on as well as their progress on items that were identified as part of the strategic plan that was developed last year. Several highlighted items were the Timmons Site

Study, receiving educational presentations from state agencies and organizations, hosting business appreciation events and implementing a scholarship program for local businesses that will provide free access to services such as marketing promotion sessions provided by professionals.

Citizen Rev. Freddie Byrd interjected questions regarding the diversity of the members of the EDA, when they meet, how they are appointed and who does outreach for them.

UPDATE – KQES FACILITY

Mr. Berry advised that at the last meeting which was joint with the school board it was noted that the KQES building is beginning to deteriorate. He would like the Board to send a letter to the School Board requesting that the division transfer the building to the county in order to begin to stabilize the building and work on including capital funds in the budget to maintain the building. It was the consensus of the Board to have the County Administrator draft a letter to be sent to the School Board.

DISCUSSION – ELEMENTARY SCHOOL CONSTRUCTION BUDGET ESTIMATE

Mr. Berry provided an update on the progress of the work group. Many of the studies required have been completed and no specific issues have been found. The project is moving to the schematic and design plans. The cost estimates are a bit higher than what the Board has advised they want to spend on the project. The work group is going to continue with a three-pronged approach, having Grimm + Parker begin to rework some areas, maintain all areas to meet the needs of the students and to advise Grimm + Parker that \$35 million is the target budget. There was lengthy discussion regarding the cost, the amount of square footage needed and whether it is still feasible to include locating the students from Lawson and Marriott Elementary School. It was further noted that the \$11 million in site work is quite high, however considering that the need for significant road improvements is affecting this cost.

DISCUSSION – LIVE STREAMING OF BOARD OF SUPERVISORS MEETINGS

Ms. Seay advised that board members and citizens have inquired about the feasibility of live streaming meetings. Staff has begun to research the cost and initial findings are that there will be issues related to use of the courtroom and having non-court related recording equipment there as well as the cost of having IT staff attend meetings. It was noted that staff will continue to research and come back with more definite answers.

NOTIFICATION OF FY25 AUDIT DELAY

Tina Ammons, Director of Finance provided a letter to the Board explaining that completion of the FY25 audit has been delayed due to unanticipated difficulties in meeting the new GASB101 regulations related to the reporting of general liability of compensated absences. This letter has been provided to the Auditor of Public Accounts and will be posted on the County website.

STAFF COMMENTS

Ms. Seay asked if the Board wanted to move the budget meeting that was scheduled for February 16th (Martin Luther King Day). It was the consensus of the Board to move it to March 2nd at 6:00 p.m.

Erin Lazar reminded the Board of the Black History Month celebration at the library on Saturday.

BOARD MEMBER COMMENTS

Ms. Billups had the following comments:

- She noted that the school project is not easy but she is thankful that it is moving forward.

Mr. Simpkins had the following comments:

- He thanked the EDA, noting that they are doing a great job.

Ms. Norman had the following comments:

- Thanked the EDA and Ms. Evko for coming and for keeping the Board updated on all they are doing.

Mr. Berry had no comments.

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

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

Chairman

Clerk of the Board

King and Queen County
Board of Supervisors Regular Meeting

Monday, February 9, 2026

Regular Meeting
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

“Minutes of the Meeting”

CALL TO ORDER

Ms. Billups called the meeting to order. It was also noted that member Mark Berry was absent.

Ms. Norman provided the invocation followed by the Pledge of Allegiance to the Flad of the United States of America.

APPROVAL AND SIGNING OF THE JANAURY 12, 2026 MINUTES OF THE BOARD

This item was tabled due to the minutes being left out of the board packet.

APPROVAL AND SIGNING OF WARRANTS AND APPROPRIATIONS

A motion was made by Ms. Alsop and seconded by Ms. Norman approving the February 2026 warrants and payroll subject to audit.

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

A motion was made by Mr. Simpkins and seconded by Ms. Alsop approving appropriations in the amount of \$471,394.93 and \$457,879.03 to the School Fund, subject to audit.

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

PUBLIC COMMENT PERIOD

Paul Irwin, Stevensville District – He spoke on behalf of the Pebble Beach Homeowners Association asking the Board to consider making the subdivision a golf cart community. The

subdivision has 52 lots with 10 homes and 2 common recreation areas. He asked residents of the subdivision present to support the request to stand (approximately 10 people stood). He provide the Board with the information and actions the residents have compiled and thanked Director of Community Development for her assistance in gathering the necessary information. He also noted that the residents have offered to reimburse the county for any cost related to signage that would be needed if the request is approved.

Mike Cade, Shanghai District – Spoke in support of funding request made by Lower King and Queen Fire Department as well as the other departments. He feels the departments do not get much funding and asked the board to try to do more to help them.

Trinity Tannous, St. Stephens Church District – She is a resident of King and Queen and a graduate student at William & Mary’s school of education for marriage and family counseling. Many families in King and Queen struggle with a variety of “bumps in the road” but counseling services are limited. There are 10 services available but only 2 serve families and/or couples. Additionally, transportation to these services can be a challenge. She asked that the board invest in providing family and marriage counseling services in the county to strengthen and support the community.

FY27 BUDGET PRESENTATIONS BY OUTSIDE AGENCIES

Eric Cronin, Legal Aid Works – Requested that the Board restore their funding to the FY24 level of \$4,712 to continue to support the Tappahannock office that serves low to moderate income families in King and Queen navigate the legal system.

Ken Hickman, MPNN Behavioral Health – Thanked the Board for their continued support of the CSB and provided a brief update on services provided in King and Queen.

Patricia Hilton, Arts Alive – Asked the Board to maintain level funding for their programs and provided an update on programs offered. She thanked Erin Lazar for the collaboration with the Community Programs and Tina Ammons for applying for the VA Commission for the Arts grant each year that matches all local funds provided.

Tinsley Goad, Bay Aging – Thanked the board for past support and requested that they fund the moderate increase they are asking for. He also thanked the board for supporting Bay Transit by funding, in FY25, a bus dedicated to King and Queen. This has been extremely successful and has marked a 200% increase in ridership. He hopes the board will continue to funds this bus and the 3% increase in funding for Bay Transit.

Dr. Shannon Kennedy, Rappahannock Community College – Thanked the board for past support and noted that RCC is expanding the welding and diesel mechanics and residential electrician courses at Glens campus, engineering courses at New Kent and health services at Warsaw campus. *It was noted by Ms. Norman that their nursing program is extremely successful.

Kate Ferris, Thrive Virginia – Requested restoration of the \$5,000 funding from FY24. They provided domestic and sexual violence service, support prevention of food insecurity and most recently became the King and Queen partner with the Dolly Parton Imagination Library program.

Chief Pate, Lower Kinga and Queen Volunteer Fire Department – Asked the Board support increasing the funding request of that department of \$55,000. He also asked the Board to consider forgive the remaining balance of the loan received for the fire truck purchased several years ago. He provided information on the increased costs of the department for turn out gear, equipment and for routine operational costs. He noted that the county budgets more for several of its buildings (specifically noted were Station 8 and Hub33) than it provides to the volunteer agencies to assist with operational needs.

QUARTERLY REPORTS

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

1. Health Department – Brenden Rivenbark was not able to attend but provided a report in advance.
2. Linda Cooke, Social Services
3. Donna Sprouse, Community Development
4. W. R. Balderson, Sheriff
5. Cooperative Extension – Turner Minx was unable to attend but provided a report in advance.
6. Kelly Lumpkin

APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS

A motion was made by Ms. Norman and seconded by Ms. Alsop appointing William Thomas to the Planning Commission for the Shanghai District to fill the unexpired term of David Campbell ending December 31, 2029.

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

NAYS: NONE

ABSENT: M.R. BERRY

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay had the following comments:

- Noted that she should have the contract with Grimm + Parker by the workshop meeting.
- Provided handout from VACO on bills being monitored at the General Assembly
- Asked the Board to set March 7th as the tentative date for a Capital Improvement Plan workshop

- Advised of information received from Lewie Lawrence with the PDC regarding additional septic system repair funds available.

BOARD MEMBER COMMENTS

Ms. Norman had the following comments:

- Thanked everyone for coming out and for the reports.
- In regards to the budget requests, the board will help all the agencies as much as they can.
- Wished everyone a safe trip home.

Ms. Alsop had the following comments:

- Thanked everyone for coming, she is glad to be back after having surgery on her leg, hopefully she will be over all that has been going on for several years.
- She attended VACO Local Government Day and is concerned about some of the bills out there. Some just don't make sense and some are scary. She thinks legislators should be required to have local government experience first so they have information on how some of the things proposed will affect localities.
- She is very glad the county has Regroup, it really helps keep citizens informed.
- Thanked all the volunteer agencies for what they do and wished everyone a safe trip home.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and for the reports.
- Commended the Sheriff's office, volunteer agencies and EMS staff for being prepared for and their hard work during the snowstorm.
- Wished everyone a safe trip home.

Ms. Billups had the following comments:

- Thanked everyone for the reports.
- Kudos to the Sheriff for grant awards.
- Noted that it is budget season and that is a difficult time.
- She also attended Local Government Day in Richmond and got a taste of and better understanding of what goes on at the General Assembly.
- Thanked the volunteer fire departments for all they do.

CLOSED MEETING

A motion was made by Ms. Alsop and seconded by Ms. Norman to enter into closed meeting pursuant to:

- a. Va. Code § 2.2-3711(A)(3) for 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 located in the Newtown Magisterial District; and
- b. Va. Code § 2.2-3711(A)(8) for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice, the subject being a real estate purchase contract; and
 - c. Va. Code § 2.2-3711(A)(1) for discussion of salaries of specific County employees in county administration.
 - d. Va. Code § 2.2-3711(A)(5) for discussion concerning the expansion of an existing business where no previous announcement has been made of the business' interest in expanding its facilities in the community, the subject being the potential expansion of a business located in the Stevensville Magisterial District

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.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSENT: M.R. BERRY

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Alsop and seconded by Ms. Norman to adjourn the meeting to Monday, February 23, 2026, for a workshop meeting at 6:00 p.m. at the King and Queen Courts and Administration Building, 242 Allen's Circle, Second Floor Conference Room A/B, King and Queen Court House, Virginia.

Chairman

Clerk of the Board

AGENDA: March 9, 2026 Regular Meeting

ITEM #3:

Approval and signing of Warrants and Appropriations

ACTION REQUESTED:

1. Approval of County warrants & payroll March 2026
2. Approval of Appropriations to the School Fund
 - a) School Construction \$50,816.69
 - b) All In VA \$33,254
 - c) SOQ Bonuses \$74,322

ATTACHMENTS:

- County Warrants (Payroll and Accounts Payable)
- School Appropriation Request

Appropriation Request 3/3/2026

School Construction Grant - Carryforward Funds

4	231	64200	3000	900			31,443.73
4	231	64200	6000	900			19,372.96
							<u>50,816.69</u>

* This requests exhausts these carryforward funds

All IN VA - Carryforward Funds

4	231	61100	1130	200	100	45	14,720.44
4	231	61100	2100	200	100	45	1,129.42
4	231	61100	2210	200	100	45	2,263.48
4	231	61100	2400	200	100	45	187.96
4	231	61100	2750	200	100	45	192.75
4	231	61100	1130	250	100	45	9,383.86
4	231	61100	2100	250	100	45	684.33
4	231	61100	2210	250	100	45	2,167.39
4	231	61100	2300	250	100	45	2,159.81
4	231	61100	2400	250	100	45	179.99
4	231	61100	2750	250	100	45	184.57
							<u>33,254.00</u>

* \$30,297.07 remaining - will be spent in full by June 30, 2026

SOQ Bonus Carryforward Funds

4	231	61100	1660	200	100		8,500.00
4	231	61100	1660	250	100		8,000.00
4	231	61100	1660	300	100		15,822.00
4	231	61100	1660	200	200		2,750.00
4	231	61100	1660	250	200		5,250.00
4	231	61100	1660	300	200		4,500.00
4	231	61100	1660	300	300		2,500.00
4	231	62120	1660	900			500.00
4	231	62140	1660	900			500.00
4	231	62160	1660	900			1,000.00
4	231	62220	1660	900			1,500.00
4	231	62230	1660	900			500.00
4	231	63200	1660	900			12,500.00
4	231	64200	1660	900			4,500.00
4	231	68100	1660	900			1,500.00
4	232	65100	1660	900			4,500.00
							<u>74,322.00</u>

* This requests exhausts these carryforward funds

Part-time Employee Payroll Run
Payroll: Tuesday, March 10, 2026

County

Burr, Sherry	\$1,750.47
Richardson, Isaiah	\$1,185.95

Library

Harvey, Doris	\$605.38
Norman, Susan	\$1,013.47
Todara, Alyssa	\$1,395.36
Nelson, Stephanie	\$333.54

Elections

Nickelson, Robert	\$102.16
-------------------	----------

Boards & Commissions

Swilley, Stuart	\$462.33
Hart, Martha	\$925.00

Circuit Court

Tate, Amanda	\$2,316.13
--------------	------------

Sheriff's Department

Duty, Kylee	\$120.00
Pittman, Deanna	\$800.00
Shackleford, Donald	\$1,876.00
Trent, Darryl	\$1,387.50

Overtime/Sheriff's Department

Bashaw, Emilee	\$358.02
Blowe, Skyler	\$477.36
Bowen, Kevin	\$707.20
Burns, Hickory	\$222.92
Burr, Brian	\$699.30
Carkin, Zachary	\$270.88
Cusick, Phillip	\$942.59
Davis, Alexis	\$354.30
Davis, Sandra	\$305.90
Duty, Kylee	\$389.40
Hill, Shirley	\$1,560.38
Hope, Paul	\$468.80

Lang, G.H.	\$833.14
Pittman, Deanna	\$497.25
Topham, E.	\$490.97
Warren, Tammy	\$35.43
Wash, Brittney	\$304.74

Rescue Services

Hunter, Gregory	\$4,170.21
Willaford, Harold	\$2,505.57
Beasley, Michael	\$946.13
Bouchyard, Shaun	\$2,784.00
Brantley, Brian	\$1,671.00
Huffman, Michael	\$1,631.25
Meriwether, Jack	\$3,438.72
Southworth, Erin	\$668.40

\$41,007.15

Fulltime Payroll -March 2026

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	\$20,833.33
-------------	-------------

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
Finance Assistant	Vacant

Human Resources

Betty Dougherty	\$8,472.58
Lisa Lose	\$4,319.17
Resa Wilson	\$3,593.75
Davis, Emma-Wade	\$3,197.52

Treasurer

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

Registrar

Kristy Creech	\$6,722.67
---------------	------------

Clerk of Circuit Court

Hattie Robinson	\$8,315.27
Patricia Reed	\$4,466.85
Victoria Thomas	\$3,485.17
Alexis Gray	\$3,476.83

Commonwealth Attorney

Meredith Adkins	\$13,107.58
Denise Williams	\$4,333.33

Sheriff

Rob Balderson	\$10,879.00
Willow Bullington	\$4,463.33
Ernie Schefflien	\$5,965.17
Paul Hope	\$5,416.67
Perry Lightfoot	\$5,000.00
Mitchell Wilson	\$6,056.00

Phillip Cusick	\$5,731.33
Deputy	Vacant
Hickory Burns	\$4,546.67
Skylar Blowe	\$4,463.33
Jon-Eric Clark	\$4,958.33
Brian Burr	\$5,387.83
Vladimir Rowe	\$4,774.08
Emilee Bashaw	\$4,463.33
Kevin Bowen	\$4,666.67
Graham Lang	\$5,000.00
Randy Holmes	\$4,597.25
Jonathan Dix	\$4,791.67
Deana Pittman	\$4,597.25
Deputy	Vacant
Mya Epps	\$3,750.00
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
Kylee Duty	\$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	\$5,068.85
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 Yeaney	\$4,921.21
Joshua Lucas	\$4,534.64
Donald Butler	\$4,534.64
Allison Mackey	\$4,001.87
EMT	Vacant

EMT	Vacant
EMT	Vacant
EMT	Vacant

Building Inspections

Quentin Mascari	\$6,753.09
Kathy Barrow	\$4,166.67

General Properties

Michael Barrow	\$5,899.00
Blake Lankford	\$2,746.67

Community Programming & Tourism

Erin Lazar	\$6,379.75
Jesse Kelley	\$5,861.47

Economic Development

Kelly Evko	\$8,154.17
------------	------------

Zoning/Community Development

Donna Sprouse	\$7,016.79
Josh Rellick	\$4,384.17

\$417,587.60

\$203,350.00

\$22,754.87

\$15,556.28

\$2,399.53

\$40,710.67

\$244,060.67

\$112,000.00

\$356,060.67

2/28/2026
AP375
FUND # - 100 GENERAL FUND

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	LIABILITIES				
DMV	DMV Stop Fee Payable	DMV STOP FEES	202536500581	12/31/2025	225.00
TAXING AUTHORITY	DMV Stop Fee Payable	DELINQUENT TAX COLL.	INV11025	2/06/2026	944.00
				TOTAL	1,169.00 *
					1,169.00

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
TINA R AMMONS	*** Board of Supervisors *** Convention & Education	PARKING	8/14/25	8/14/2025	21.00		
				TOTAL	21.00	*	21.00

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** County Administrator ***					
WHITMORE CHEVROLET	Automotive/Motor Pool	OFL/CHECK BELTS	66689	2/06/2026	89.26
PORT RICHMOND AUTO PARTS	Automotive/Motor Pool	OIL & FILTER	507498	1/07/2026	26.42
PORT RICHMOND AUTO PARTS	Automotive/Motor Pool	OIL & FILTER	511053	2/27/2026	50.61
TINA R AMMONS	Automotive/Motor Pool	WIPER BLADES	07815	4/10/2024	62.43
					228.72 *
OFFICE DEPOT	Office Supplies	CALCULATOR RIBBONS	452682400001	1/30/2026	15.38
					15.38 *
TINA R AMMONS	Vehicle Fuel	FUEL	12348	5/04/2025	72.04
					72.04 *
				TOTAL	316.14

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
AMAZON CAPITAL SERVICES	HR EVENT SUPPLIES	HR EVENT SUPPLIES	16RR-XWKJ-9NM4	2/05/2026	141.48
				TOTAL	141.48 *

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Commissioner of Revenue ***				
BMS DIRECT	Printing & Binding	PERS. PROPERTY FORMS	212553	2/23/2026	1,697.71
					1,697.71 *
RAPPAHANNOCK TIMES	Advertising	ELDERLY&DISABLED AD	CL26021101	2/18/2026	43.20
COUNTRY COURIER	Advertising	TAX EXEMPTION AD	18642	2/16/2026	120.00
					163.20 *
LUMPKIN, KELLY N.	Convention & Education	MEALS/WRKING PERMITS	2/23/2026	2/23/2026	15.95
					15.95 *
VAAO	Dues & Association Membership	MEMBER DUES	2/13/2026	2/13/2026	45.00
					45.00 *
OFFICE DEPOT	Office Supplies	CREDIT/DAMAGED ITEMS	457428379001	1/29/2026	41.99-
					41.99-*
				TOTAL	1,879.87

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
OFFICE DEPOT	Office Supplies	CREDIT/DAMAGED ITEMS	454756016001	1/23/2026	41.99-
PITNEY BOWES	Office Supplies	ENVELOPE SEALANT	1028921011	2/05/2026	102.08
STERICYCLE, INC.	Office Supplies	SHREDDING	8013372866	1/31/2026	59.75
					119.84 *
				TOTAL	119.84

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
*** Information Technology ***					
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	HDMI ADAPTER	1M7H-X3GM-V1PF	2/17/2026	24.33
SUMMIT BUSINESS ASSOCIATE	Office Supplies/Software Upgra	AS400 BACKUPS	2026073	2/26/2026	155.02
					179.35 *
CDW-GOVERNMENT, INC	EDP Equipment - County	3 SURFACES & MONITOR	AH7BP5C	1/20/2026	6,977.83
CDW-GOVERNMENT, INC	EDP Equipment - County	MONITORS	AH96T5W	2/11/2026	1,175.02
					8,152.85 *
BAI MUNICIPAL SOFTWARE	Tech Support Fee - BAI	TECH SUPPORT FEE	WATS2026B2-5170	2/05/2026	19,531.00
					19,531.00 *
CONSOCIATE MEDIA, LLC	Website	WEBSITE SUPPORT	6662	2/17/2026	420.00
					420.00 *
				TOTAL	28,283.20

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Electoral Board ***				
HART, MARTHA EDWARDS	Mileage-Allowances	MILEAGE	2/23/2026	2/23/2026	23.80
SWILLEY, STUART P.	Mileage-Allowances	MILEAGE	2/23/2026	2/23/2026	30.80
CULBRETH, LINDA E	Mileage-Allowances	MILEAGE	2/23/2026	2/23/2026	26.04
					80.64 *
B.W. MURRAY & CO. INC.	IT Security Assessment	CYBERSECURITY TEST	2399	2/20/2026	724.16
					724.16 *
HART INTERCIVIC	Voting Equipment Licensing/Har	LICENSE & SUPPORT	INV004971	1/01/2026	3,112.00
					3,112.00 *
HART INTERCIVIC	Election Coding/Hart	BALLOT SERVICE	INV005428	2/20/2026	250.00
					250.00 *
				TOTAL	4,166.80

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
OFFICE DEPOT	*** Registrar *** Office Supplies	CREDIT/DAMAGED ITEMS	457428379001	1/29/2026			41.99-
				TOTAL			41.99-*

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** General District Court ***					
PITNEY BOWES	Lease/Rent of Equipment	POSTAGE METER LEASE	3322024068	1/30/2026	176.52
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	41281095	1/16/2026	98.23
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	41383034	2/13/2026	98.23
					372.98 *
TOTAL					372.98

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** 9th Dist Court Service Unit ***					
JAMES CITY COUNTY	Repairs & Maintenance	JDR COURT EXPENSES	11690	2/27/2026	171.28
JAMES CITY COUNTY	Repairs & Maintenance	JDR COURT EXPENSE	11700	2/27/2026	83.18
					254.46 *
JAMES CITY COUNTY	Telecommunications	JDR COURT EXPENSES	11690	2/27/2026	65.12
JAMES CITY COUNTY	Telecommunications	JDR COURT EXPENSE	11700	2/27/2026	249.58
					314.70 *
JAMES CITY COUNTY	Lease/Rent of Buildings	JDR COURT EXPENSES	11690	2/27/2026	1,382.45
JAMES CITY COUNTY	Lease/Rent of Buildings	JDR COURT EXPENSE	11700	2/27/2026	1,351.64
					2,734.09 *
JAMES CITY COUNTY	Other Operating Supplies	JDR COURT EXPENSES	11690	2/27/2026	100.05
JAMES CITY COUNTY	Other Operating Supplies	JDR COURT EXPENSE	11700	2/27/2026	41.17
					141.22 *
MIDDLE PENINSULA JUVENILE	Merrimac Center	3RD QTR DETENTION	101301	1/01/2026	1,991.00
					1,991.00 *
				TOTAL	5,435.47

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Clerk of Circuit Court ***				
ELAVON	Telecommunications	CREDIT CARD FEES	CA6031101321	1/31/2026	49.65
ELAVON	Telecommunications	CREDIT CARD FEES	CA6031101540	1/31/2026	78.68
					128.33 *
REED, PATRICIA	Mileage	MILEAGE	2/20/2026	2/20/2026	76.85
ROBINSON, HATTIE	Mileage	MILEAGE	2/20/2026	2/20/2026	24.65
THOMAS, VICTORIA N.	Mileage	MILEAGE	2/20/2026	2/20/2026	24.65
TATE, AMANDA	Mileage	MILEAGE	2/20/2026	2/20/2026	24.65
					150.80 *
VA COURT CLERKS ASSOC.	Convention & Education	COURSE REGISTRATION	2/27/2026	2/27/2026	300.00
VA COURT CLERKS ASSOC.	Convention & Education	COURSE REGISTRATION	2/27/2026	2/27/2026	300.00
					600.00 *
STERICYCLE, INC.	Office Supplies	SHREDDING	8013351856	1/31/2026	237.66
					237.66 *
TREASURER OF VIRGINIA	Microfilming & Indexing	RECORDS SYSTEM	26-097C-RMS2	1/20/2026	5,537.12
					5,537.12 *
BFPE INTERNATIONAL	Burglary/Monitoring Contract	MOINTORING	3337034	2/10/2026	810.00
					810.00 *
				TOTAL	7,463.91

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Sheriff ***				
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICES	6136024169	2/14/2026	598.15
					598.15 *
VIRGINIA SHERIFFS' ASSOC.	Dues & Association Membership	MEMBER DUES	05192154	2/11/2026	320.00
VIRGINIA LAW ENFORCEMENT	Dues & Association Membership	MEMBER DUES	2/17/2026	2/17/2026	100.00
					420.00 *
OFFICE DEPOT	Office Supplies	PAPER & TONER	459330532001	2/13/2026	126.64
					126.64 *
TIG'S AUTOMOTIVE REFINISH	Vehicle Maintenance & Repair	RPR VEHICLE	15722	2/20/2026	12,783.53
ROBERT G. ALLEY, INC	Vehicle Maintenance & Repair	UNLOCK EXPLORER	26-33016	2/12/2026	125.00
					12,908.53 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	1165321	1/20/2026	2,420.46
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	1173253	2/17/2026	3,112.18
					5,532.64 *
SEREDNI TIRE & AUTO CENTE	Vehicle & Equipment Supplies	24 TIRES	RO#300912	2/05/2026	3,000.00
					3,000.00 *
KUSTOM SIGNALS, INC.	Police Supplies	RADAR CERTIFICATION	625102	2/13/2026	562.00
INTOXIMETERS	Police Supplies	BREATHALIZER SUPPLY	808621	2/19/2026	1,780.00
					2,342.00 *
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	NAME BARS/DEPUTIES	INV835762	2/10/2026	12.00
WITMER PUBLIC SAFETY	Uniforms & Wearing Apparel	UNIFORMS/LIGHTFOOT	INV839191	2/16/2026	712.00
					724.00 *
LABORATORY CORPORATION	Payment for Medical Expenses	NEW HIRE TESTING	86058584	1/31/2026	45.00
					45.00 *
				TOTAL	25,696.96

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
CAROUSEL INDUSTRIES OF NOR	Annual Maintenance - CPE	911 SYSTEM RENEWAL	IR-11015	9/24/2025	9,240.00
				TOTAL	9,240.00 *

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
AIR-CARE, INC.	Fire Program Funds	SCBA TESTING	30080	2/19/2026	152.00
				TOTAL	152.00 *

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Rescue Services ***				
OFFICE DEPOT	Office Supplies	PRINTER TONER	452682360001	1/29/2026	387.48
					387.48 *
ZOLL MEDICAL CORPORATION	Medical Supplies	CPR STAT PADS	4419968	1/26/2026	497.74
ARC3 GASES	Medical Supplies	MEDICAL OXYGEN	0012655975	2/04/2026	256.93
LIFE-ASSIST, INC	Medical Supplies	MIDAZOLAM	2069780	2/19/2026	148.50
					903.17 *
AMAZON CAPITAL SERVICES	Vehicle Maintenance	VEHICLE&FACILITY SPL 191N-DGGF-XLT4		2/19/2026	162.18
					162.18 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	1173365	2/17/2026	1,332.10
					1,332.10 *
PARKER TOWING	VEHICLE MAINTENANCE	UNLOCK AMBULANCE	26-0207-29425	2/09/2026	100.00
ABBOTT TRUCK SALES	VEHICLE MAINTENANCE	STEERING/BRAKES/RTRS	634470-000	2/11/2026	6,269.33
					6,369.33 *
AIR-CARE, INC.	Uniforms	CARBON HOOD	.9923	2/09/2026	445.21
AIR-CARE, INC.	Uniforms	FIRE GLOVES	29929	2/09/2026	781.37
					1,226.58 *
ZOLL MEDICAL CORPORATION	Equipment	SRVC HEART MONITORS	91003173	1/14/2026	2,720.00
					2,720.00 *
AMAZON CAPITAL SERVICES	REGULATED MEDICAL SUPPLY/PHARM	VEHICLE&FACILITY SPL 191N-DGGF-XLT4		2/19/2026	501.06
					501.06 *
				TOTAL	13,601.90

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Radio Communications ***				
HOLTZMAN PROPANE, LC	Misc.Contingencies	TANK RENTAL/CENTRAL	2719214	1/27/2026	150.00
HOLTZMAN PROPANE, LC	Misc.Contingencies	TANK RENTAL/NEWTOWN	2719249	1/27/2026	180.00
					330.00 *
HARRIS CORPORATION	Radio Equipment	RADIO KNOB KITS	93465647	1/02/2026	605.66
HARRIS CORPORATION	Radio Equipment	MOBILE RADIOS	93465817	1/07/2026	244,378.94
HARRIS CORPORATION	Radio Equipment	RADIO EQUIPMENT	93466280	12/29/2025	56,242.23
HARRIS CORPORATION	Radio Equipment	RADIOS	93466343	1/19/2026	228,240.98
HARRIS CORPORATION	Radio Equipment	PORTABLE RADIOS	93466650	1/22/2026	41,600.45
HARRIS CORPORATION	Radio Equipment	RADIOS	93467808	2/13/2026	111,100.75
					682,169.01 *
AMERICAN TOWER CORP.	Tower Rent - Courthouse Site	TOWER RENT	5173014	1/29/2026	5,641.86
AMERICAN TOWER CORP.	Tower Rent - Courthouse Site	TOWER RENT	5173014	1/29/2026	6,090.35
					11,732.21 *
				TOTAL	694,231.22

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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	6136024169	2/14/2026	37.47 37.47 *
TIG'S AUTOMOTIVE REFINISH	Vehicle Supplies	RPR ACO TRUCK	15715	2/17/2026	3,319.53 3,319.53 *
				TOTAL	3,357.00

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 035101 *** Animal Shelter ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
KING WILLIAM COUNTY	*** Animal Shelter *** ADMIN FEE	SHELTER OPS/JANUARY	26-01787	2/17/2026	333.21
KING WILLIAM COUNTY	KW/KQ Animal Shelter	SHELTER OPS/JANUARY	26-01787	2/17/2026	11,106.84
				TOTAL	11,440.05

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
*** General Properties ***					
DOMINION LOCK & SECURITY	Repairs & Maintenance	RPR EXIT DOORS	260202-006	2/13/2026	2,627.76
COMPUTER TELEPHONE TECHNOL	Repairs & Maintenance	RPLC EXIT DOOR LOCK	22539	1/31/2026	946.10
MASTER ELECTRICAL SERVICES	Repairs & Maintenance	RPLC TRIP BREAKER	J008817	2/04/2026	708.00
KING & QUEEN CO. SCHOOLS	Electrical Services	WELL PUMP HOUSE	2/26/2026	2/26/2026	4,281.86 *
U-LINE	Janitorial Supplies	CLEANING SUPPLIES	203993982	2/10/2026	2,992.61 *
TINA R AMMONS	Janitorial Supplies	CLEAING SUPPLIES	8/25/25	8/25/2025	290.00
					17.59
					307.59 *
HORNS MIDDLESEX ACE HARDWA	Building Supplies	DRAIN CLEANER	63603/2	2/17/2026	33.99
					33.99 *
PRIORITY ELEVATOR	Elevator Inspections	ELEVATOR INSPECTION	71364	2/01/2026	310.00
					310.00 *
				TOTAL	7,926.05

2/28/2026
 AP375
 FUND # - 100

FROM DATE- 3/09/2026
 TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Station 8/Shacklefords ***				
AMAZON CAPITAL SERVICES	Facility Supplies	VEHICLE&FACILITY SPL	191N-DGGF-XLT4	2/19/2026	6.63
BREEN, GARY	Facility Supplies	SUPPLIES/STATION 8	12/22/25	12/22/2025	25.56
					32.19 *
GFL ENVIROMENTAL	Dumpster Service	STATION 8 DUMPSTER	KA0003185114	2/15/2026	341.52
					341.52 *
				TOTAL	373.71

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
AMAZON CAPITAL SERVICES	*** Station 2/Marriott School *** FACILITY SUPPLIES	VEHICLE&FACILITY SPL	191N-DGGF-XLT4	2/19/2026	169.58		169.58 *
GFL ENVIROMENTAL	DUMPSTER SERVICE	MARRIOTT/DUMPSTER	KA0003209415	2/15/2026	219.18		219.18 *
				TOTAL	388.76		

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** GENERAL PROPERTIES - HUB33 ***						
KING & QUEEN CO. SCHOOLS	ELECTRICAL SERVICES	HUB33 PARKING LIGHTS	2/26/2026	2/26/2026	2,166.16		2,166.16 *
OFFICE DEPOT	FACILITY SUPPLIES	CREDIT/DAMAGED ITEMS	454756016001	1/23/2026	41.99-		
AMAZON CAPITAL SERVICES	FACILITY SUPPLIES	WINDOW BLIND/HUB33	1JVN-L4YF-YXXY	2/06/2026	87.53		
AMAZON CAPITAL SERVICES	FACILITY SUPPLIES	WINDOW BLIND/HUB33	1LDL-4CJ1-LYNN	2/04/2026	93.73		139.27 *
SOUTHERN AIR, INC.	HVAC MAINENTANCE CONTRACT	HVAC SERVICE/HUB33	C229005	1/30/2026	540.00		540.00 *
				TOTAL	2,845.43		

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Local Health Department ***					
VIRGINIA STATE	Payment to State Health Depart	2ND QTR HEALTH DEPT	2/25/2026	2/25/2026	23,869.50
VIRGINIA STATE	Payment to State Health Depart	3RD QTR HELATH DEPT	2/25/2026	2/25/2026	23,869.50
TOTAL					47,739.00 *

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** COMMUNITY PROGRAMMING ***					
KEARNEY- LAZAR, ERIN D.	PROGRAM SUPPLIES	PROGRAM SUPPLIES	2/23/2026	2/23/2026	49.38
BRICKHOUSE CREATIONS STUDI	PROGRAM SUPPLIES	WATERCOLOR 101	2/19/2026	2/19/2026	480.00
					529.38 *
				TOTAL	529.38

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Mattaponi Pier ***				
HORNS MIDDLESEX ACE HARDWA	Repairs & Maintenance	LOCK COMBO	63644/2	2/19/2026	18.99
					18.99 *
GFL ENVIROMENTAL	Operating Expenses	PIER DUMPSTER	KA0003181360	2/15/2026	341.52
					341.52 *
				TOTAL	360.51

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
U-LINE	*** Public Library *** Repairs & Maintenance	EXIT SIGNS/MARRIOTT	203993982	2/10/2026	2,042.23 2,042.23 *
GFL ENVIROMENTAL	Dumpster Service	MARRIOTT/DUMPSTER	KA0003209415	2/15/2026	219.18 219.18 *
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1LJX-77NQ-3C4N	2/05/2026	16.50
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1M37-3KJD-44TK	2/14/2026	112.57
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1RN3-FTG1-1FJJ	2/02/2026	93.26
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1RPT-TXMY-XF7V	2/06/2026	416.90
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1VGG-C4D6-JM9V	2/12/2026	33.12
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	1YVJ-3YWN-QDC7	2/08/2026	17.00
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	149G-6NMG-X9ND	2/08/2026	267.67
AMAZON CAPITAL SERVICES	BOOKS/LIBRARY COLLECTION	BOOKS	161R-7CD1-4DLG	2/03/2026	107.90
TOTAL					1,064.92 3,326.33 *

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
	*** Planning Commission ***						
RAPPAHANNOCK TIMES	Advertising	2026 PC MTG SCHEDULE	A26012801	1/28/2026		62.46	
VIRGINIA MEDIA	Advertising	2026 PC MTG SCHEDULE	132245448000	1/31/2026		110.61	
						173.07	*
				TOTAL		173.07	

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$	PAY	\$\$
AMAZON CAPITAL SERVICES	*** Economic Development *** Office Supplies	WHITE BOARD	1TF4-K6M4-CGJ9	2/05/2026		29.99	29.99 *
				TOTAL		29.99	

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
OFFICE DEPOT	*** Zoning Administrator *** Office Supplies	PLOTTER PAPER	452682375001	1/23/2026	31.36 31.36 *
A. MORTON THOMAS & ASSOCIA	AMT/SOLAR FARM REVIEWS	SOLAR FARM INSPECT	409793	2/16/2026	7,848.75 7,848.75 *
				TOTAL	7,880.11

2/28/2026
AP375
FUND # - 100

FROM DATE- 3/09/2026
TO DATE- 3/09/2026

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

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Expenditure Refunds ***					
A. MORTON THOMAS & ASSOCIA	Strata/Solar Farm	SOLAR FARM INSPECT	409793	2/16/2026	5,670.00
				TOTAL	5,670.00 *
				FUND TOTAL	884,289.17
				TOTAL DUE	884,289.17

Approved at meeting of _____ on _____.

Signed _____
Title _____ Date _____

AGENDA: March 9, 2026 Regular Meeting

ITEM #4:

Public Comment Period

ACTION REQUESTED:

The Board will receive comments from the public. If you would like to speak about a public hearing item please hold your comments until that item on the agenda and the hearing is opened for comments. Please ask anyone speaking to state their name, the district they are from and to please limit comments to 5 minutes.

ATTACHMENTS:

- None

AGENDA: March 9, 2026 Regular Meeting

ITEM #5:

Presentation – Garden Club of the Middle Peninsula

ACTION REQUESTED:

None – Representatives of the Garden Club will present.

ATTACHMENTS:

None

AGENDA: March 9, 2026 Regular Meeting

ITEM #6:

Quarterly Reports

ACTION REQUESTED:

Reports will be received from the following departments & agencies:

- Erin Lazar, Community Programming, Library and Tourism
- Kelly Evko, Economic Development
- Betty Dougherty, Human Resources
- Tina Ammons, Finance
- Dr. Carol Carter, School Division
- Greg Hunter, Emergency Services

ATTACHMENTS:

- None – Reports received in advance provided by email.

AGENDA: March 9, 2026 Regular Meeting

ITEM #7:

Selection of Rebranding Options

ACTION REQUESTED:

Staff have been working on options for items to be used to create a style guide and rebranding options for use in official county communications. The Board needs to decide which options are preferred in order to complete the process and begin using the new selected options.

ATTACHMENTS:

- Rebranding template options



King and Queen County Virginia

Office of the County Administrator



King and Queen County, Virginia

Office of the County Administrator





King & Queen County

Office of County Administrator
242 Allen's Circle Suite L
P.O. Box 177
King & Queen Courthouse, VA 23085



King & Queen County

OFFICE OF COUNTY ADMINISTRATOR
242 ALLEN'S CIRCLE SUITE L
P.O. BOX 177
KING & QUEEN COURTHOUSE, VA 23085

AGENDA: March 9, 2026 Regular Meeting

ITEM #8:

Appointments and Reappointments

ACTION REQUESTED:

Staff is not aware of any appointments or reappointments needed. If the Board has been made aware of any they may bring them forth at this time.

ATTACHMENTS:

- None

AGENDA: March 9, 2026 Regular Meeting

ITEM #9:

County Administrator Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: March 9, 2026 Regular Meeting

ITEM #10:

Board of Supervisor's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

- None

AGENDA: March 9, 2026 Regular Meeting

ITEM #11:

Adjourn Meeting

ACTION REQUESTED:

1. A motion is needed to adjourn to **Monday, March 23, 2026, at 6:00 p.m.**, 242 Allen's Circle, King and Queen Court House, Virginia, Second Floor Conference Room A/B.

ATTACHMENTS:

- None