

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, TIME 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 – 2<sup>nd</sup> Monday of each month/General District Courtroom 7:00 P.M.

Presentations/Work Sessions – 4<sup>th</sup> Monday of each month/2<sup>nd</sup> 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	<b>October 13, 2026*</b>
April 27, 2026	October 26, 2026
May 11, 2026	<b>November 16, 2026*</b>
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.***

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**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 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 8<sup>th</sup> 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.

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Chairman

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Clerk of the Board