

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
WORK SESSION OF JUNE 13, 2016**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 13<sup>th</sup> day of June, 2016, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building, with the following present:

Stephen K. Greenwood, Chairman  
Travis J. Moskalski, Vice-Chairman  
William L. Hodges  
David E. Hansen  
Robert W. Ehrhart II

K. Charles Griffin, County Administrator  
Daniel M. Stuck, County Attorney  
Bobbi Langston, Deputy Clerk to the Board  
Victoria Rowsey, Executive Assistant – Operations

**RE: CALL TO ORDER**

The Chairman called the work session to order at 7:00 p.m. The members were polled:

W. L. Hodges	Aye
T. J. Moskalski	Aye
D. E. Hansen	Aye
R. W. Ehrhart II	Aye
S. K. Greenwood	Aye

**RE: PROPOSED WORK SESSION AGENDA**

a. Minutes for the Board of Supervisors regular meetings and work sessions – Supervisor Ehrhart suggested that approved minutes be posted on the website within 14 days of approval. He feels this ties into a future performance expectation for the County Administrator to be passed on to staff.

Mr. Griffin feels the delay in preparing draft minutes is due to the number of meetings that have been conducted related to the budget process; lengthy meetings; and extensive comments made by Board members during the meetings. He suggested preparing draft minutes in a summary fashion to capture any key motions, votes, and objections. This should reduce the volume of work and allows staff to be timelier with the draft minutes for Board consideration.

The Deputy Clerk clarified the approved minutes are typically posted on the County website the day following the monthly business meeting of the Board.

Mr. Stuck stated from a legal standpoint a written summary of the meetings of the Board is required and is the official document; written minutes of the Board have to

be kept literally forever. Most jurisdictions prepare transactional minutes that capture key things discussed, not the back and forth discussions, and they are not verbatim. It is up to the Board as to how much detail is included in the minutes. The recording is an aide to help with preparing the minutes. He advises keeping the recording until the written minutes are approved by the Board; the State Library publishes a destruction schedule.

There were discussions that included transactional minutes versus verbatim minutes; process for posting approved minutes currently practiced; and storage of digital recordings.

Upon completion of discussions, consensus of the Board is that transactional draft minutes will be prepared for Board consideration, not verbatim minutes. The Board desires digital recordings of the meetings be stored electronically.

b. King William County Social Services Board – Chairman Greenwood noted the current roster for the King William County Social Services Board consists of five members and includes one Board of Supervisor representative. He further noted the compensation for the members of this Board was revised and adopted by the Board of Supervisors on May 23, 2016. Compensation was set at \$83.33 per meeting per member for attended meetings, with the exception of the Board of Supervisors representative who does not receive any compensation for serving. He noted Supervisor Ehrhart has suggested further reducing the compensation for qualified members and also reducing the number of appointed members serving the Social Services Board.

Supervisor Ehrhart speculated that the compensation currently received by qualified members equates to \$41.00 per hour, for services provided. He questions whether five members are necessary for this Board and should the two expiring member terms be filled.

Ms. Anne Mitchell, Director of Social Services, explained the population has increased in King William to over 16,000 and in order to have proper representative for the citizens', she feels five appointed members is sufficient for this Board. She reviewed the distribution of representation throughout the County, noting that coverage is spread as evenly as possible. The Board members are very active in attending community events, answering citizen questions and concerns. She noted caseloads

have grown tremendously due to the Affordable Care Act. The Board member responsibilities include: advocating for the agency; approving local policy; approving administrative local funding; considering staff issues that are reported to the Board; networking in the community; and helping explain State policy changes.

Discussions were had between the Board members that included representation for the entire County; possible cost savings by reducing membership to three; comparison of member compensation for neighboring localities; additional information needed for workload of members; and revisiting this at a later date after more information is reviewed.

Chairman Greenwood announced that should additional information be made available for review, this item will be revisited during the June 27<sup>th</sup> regular business meeting of the Board.

c. Goals and objectives for the County Administrator – A discussion was had on the goals and objectives of the County Administrator that were set by the previous Board of Supervisors and revised with updated information by Mr. Griffin. The County Administrator feels he will be able to accomplish all or most in the next coming months. He suggested the Board members share any additions or modifications to the list. He said broadband solutions is a priority; pursuing grant opportunities; and working with HRSD on an agreement to transfer the wastewater system over to them.

Mr. Stuck noted transferring the wastewater system to HRSD has been a desire of the Board for the past several year. HRSD is very receptive however an unresolved issue is how to structure the deal financially. He explained the County has some borrowed debt on the system and the bond covenants have to be transitioned. A draft agreement was presented to the County earlier this year, but has not been reviewed thoroughly for modifications. He explained that HRSD requires the County to provide ownership of the system before transferring to them.

There was a brief discussion of the proposed transfer of the wastewater system; rate charges for customers; and any possibility of expansion of the system to areas of the King William Business Park.

Mr. Griffin continued with details for each of his current goals and objectives with completion percentages on each. He mentioned that a draft annual evaluation form is available for Board use.

Supervisor Moskalski stated that new and revised goals and objectives, set by the Board, will be presented and reviewed with the County Administrator.

**RE: CLOSED MEETING**

Motion was made by Supervisor Moskalski, seconded by Supervisor Ehrhart, that the Board enter Closed Meeting pursuant to § 2.2-3711(A)(1) of the Code of Virginia, to consider a personnel matter involving the performance of a specific public officer, specifically the County Administrator. The members were polled:

T. J. Moskalski	Aye
D. E. Hansen	Aye
R. W. Ehrhart II	Aye
W. L. Hodges	Aye
S. K. Greenwood	Aye

Having completed the closed meeting, Chairman Greenwood called the meeting back to order in open session.

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR-1). In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended, Supervisor Moskalski moved that the King William County Board of Supervisors adopt the following SR-1 resolution certifying that the closed meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members the SR-1 was adopted. The members were polled:

D. E. Hansen	Aye
R. W. Ehrhart II	Aye
W. L. Hodges	Aye
T. J. Moskalski	Aye
S. K. Greenwood	Aye

**STANDING RESOLUTION – 1 (SR-1):**

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED, that the King William County Board of Supervisors on this 13<sup>th</sup> day of June, 2016, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**RE: ADJOURNMENT**

There being no other business to come before this board Chairman Greenwood adjourned the meeting at 10:30 p.m.

COPY TESTE:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Bobbi L. Langston  
Deputy Clerk to the Board