

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
WORK SESSION OF JANUARY 11, 2016**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 11<sup>th</sup> day of January, 2016, beginning at 7:00 p.m. in the Board 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  
Amanda Six, Director of Financial Services  
Chris Bruce, Emergency Management Coordinator  
Bobbi Langston, Deputy Clerk to the Board  
Victoria Rowsey, Executive Assistant – Operations

**RE: ORGANIZATIONAL MEETING OF THE KING WILLIAM COUNTY  
BOARD OF SUPERVISORS FOR 2016**

a. Election of Chairman for 2016 – The County Administrator called for nominations for the Chairman of the King William County Board of Supervisors for the year 2016.

Supervisor Moskalski nominated Supervisor Greenwood for the Chairman of the Board for the year 2016; nomination was seconded by Supervisor Hodges.

Supervisor Moskalski moved to close nominations; motion was seconded by Supervisor Hodges. There being no other nominations forthcoming, nominations were declared closed. The members were polled:

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

Supervisor Moskalski moved to elect Supervisor Greenwood as the Chairman of the Board for the year 2016; motion was seconded by Supervisor Hodges. The members were polled:

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

Supervisor, Stephen K. Greenwood, was duly elected Chairman of the King William County Board of Supervisors for the year 2016.

Supervisor Greenwood thanked his fellow Board members for electing him as Chairman and then assumed the Chair.

Chairman Greenwood called the work session to order and asked for a roll call vote. The members were polled:

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

b. Election of Vice Chairman for 2016 – Chairman Greenwood opened the nominations for Vice Chairman of the King William County Board of Supervisors for the year 2016.

Supervisor Hansen nominated Supervisor Ehrhart for the Vice Chairman of the Board for 2016; nomination was seconded by Supervisor Moskalski.

Chairman Greenwood called for any discussion or any other nominations.

Supervisor Ehrhart nominated Supervisor Moskalski for the Vice Chairman of the Board for 2016; nomination was seconded by Supervisor Hodges.

Chairman Greenwood called for any further discussion or other nominations.

Supervisor Moskalski moved to close nominations; motion was seconded by Supervisor Ehrhart. There being no other nominations forthcoming, nominations were declared closed.

Chairman Greenwood stated two nominations for Vice Chairman, Supervisor Moskalski and Supervisor Ehrhart, are on the floor.

The Parliamentarian, Mr. Stuck, advised the Board of the proper procedures of voting by paper ballot in the case of two nominees.

Chairman Greenwood called for a paper ballot vote for the nomination of Vice Chairman from each of the Board of Supervisor members. After completion of the paper ballot vote, the Chairman announced the nomination of Vice Chairman, by a vote of 3 to 2, went to Supervisor Moskalski.

Chairman Greenwood polled the Board for the election of Supervisor Moskalski for Vice Chairman. Supervisor, Travis J. Moskalski, duly was elected Vice Chairman of the King William County Board of Supervisors for 2016, by a unanimous vote.

Supervisor Moskalski thanked his fellow Board members for electing him as Vice Chairman.

c. Consideration of By-Laws and Rules of Procedures of the Board of Supervisors for 2016 – The County Administrator introduced the proposed By-Laws and Rules of Procedures of the Board of Supervisors for 2016. He asked Supervisor Ehrhart to review his suggested changes to the proposed document.

Supervisor Ehrhart feels the existing By-Laws and Rules of Procedures of the Board of Supervisors are somewhat antiquated such as the allowance of electronic devices during meetings. The items he suggested updating under Order of Business included “*speakers shall be limited to speaking on matters within the purview of the Board*”; any agenda item or public hearing matter under consideration by the Board at 11:00 p.m. “*may proceed and be acted upon prior to the adjournment of the meeting or public hearing*”; and adding “*moment of silence*” to the list of the order of business. He also suggested adding a new section allowing electronic meeting participation by a Board member.

There was a brief discussion among the Board members and the County Attorney on the suggested changes.

The County Attorney explained the language for electronic meeting participation by a board member has to be in compliance with state code and research will need to be performed. He suggested the Board consider adopting the By-Laws and Rules of Procedures tonight and amending later. He reviewed the process of amending the By-Laws and Rules should there be consensus to add electronic participation language. He proposed to prepare a draft resolution and an amended document for Board consideration during the January or February regular business meeting.

There was Consensus of the Board for the County Attorney to prepare a resolution and amended document, to include a section for electronic participation, for consideration during their January or February regular business meeting.

Housekeeping items –

Chairman Greenwood reviewed some housekeeping items. He reminded Board members of the number of emails that have been circulating and said this type of activity can be considered a meeting of the Board. He cautioned and encouraged the members not to participate in this type of activity. He stated that questions of

setting policy and adding items to the agenda should be relayed to the Chairman and/or the County Administrator to determine if a majority to move forward for consideration on the agenda. He clarified it is acceptable to reach out to staff to ask a question outside of policy but staff should not be overburdened. He stressed that Board members do not have the authority to direct staff on what to do; this is the responsibility of the County Administrator.

Supervisor Hodges moved to adopt the amended By-Laws and Rules of Procedures to include the suggested changes made by Supervisor Ehrhart; motion was seconded by Supervisor Moskalski. He noted the County Attorney will present the suggested electronic meeting participation section to the Board in a future meeting as a separate action item.

Chairman Greenwood called for any discussions.

There being no other discussions 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

BY-LAWS AND RULES OF PROCEDURE OF THE  
BOARD OF SUPERVISORS  
OF KING WILLIAM COUNTY, VIRGINIA

SECTION 1 – MEETINGS

Section 1-1 When and Where Regular Meetings are Held

The time and place of regular meetings of the Board of Supervisors shall be established at each annual meeting. Regular meetings shall be called to order at 7:00 p.m., EST and DST in the Board Conference Room of the County Administration Building, on the fourth Monday of each month and at such other dates, times and places as may be set by the Board at its annual meeting. Should the Board subsequently prescribe any meeting time or place other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Chairman, or the 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 a regularly scheduled meeting, the meeting shall be continued to the following Thursday at 7:00 p.m. in the Board Conference Room of the County Administration Building. Such finding shall be communicated to the members of the Board and the press and posted on the County's website as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Section 1-2 Special Meetings

The Board of Supervisors may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Board of

Supervisors shall be called pursuant to Section 15.2-1418 of the Code of Virginia, as amended.

#### Section 1-3 Annual/Semi-Annual Meetings

The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting; and the first meeting held in the sixth month thereafter shall be known as the semi-annual meeting.

#### Section 1-4 Quorum and Method of Voting

At any meeting a majority of the supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a viva voce vote of a majority of the supervisors voting on any such question, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. The Board of Supervisors has elected not to have a tie breaker as provided for by Section 15.2-1421 of the Code of Virginia, and a tie vote on any motion shall defeat the motion.

#### Section 1-5 Procedure for Roll Call for Board Members

- (1) The Chairman of the Board of Supervisors shall cast the last vote.
- (2) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis.

#### Section 1-6 Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as provided in the Virginia Freedom of Information Act.

### SECTION 2 – OFFICERS

#### Section 2-1 Election and Term of Chairman and Vice Chairman

At the annual meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice Chairman, each of whom shall serve for a term of one year expiring on December 31, or until their respective successors shall have been elected. In the case of the absence from any meeting of the Chairman and Vice Chairman, the members present shall choose one of their number as temporary Chairman.

#### Section 2-2 Chair May Administer Oaths

The Chairman shall have power to administer an oath to any person concerning any matter submitted to the Board or connected with its powers and duties.

#### Section 2-3 Clerk

The Clerk of the Board shall be the County Administrator, whose duties and responsibilities shall be those set forth in State law or delegated by the Board of Supervisors. At the discretion of the Board, any County employee can be designated as Deputy Clerk or Temporary Clerk.

#### Section 2-4 Parliamentarian

The County Attorney shall serve as the Parliamentarian.

#### Section 2-5 Preservation of Order

At meetings of the Board, the presiding officer shall preserve order and decorum.

## SECTION 3 - CONDUCT OF BUSINESS

### Section 3-1 Agenda

For all regular meetings of the Board of Supervisors, the Chairman shall cause to be prepared and delivered to each member of the Board and the Board's attorney at least five (5) working days in advance of such meeting, an agenda listing all matters to be considered by the Board at such meeting. Any requests for inclusion of an item on the Board agenda must be in the office of the County Administrator by 12:00 P.M. ten (10) working days prior to the Board meeting. The Board may add items to the agenda which were not received by the deadline at its discretion, either by consensus or by a formal vote of the majority. Any matter not disposed of at a regular meeting shall be included on the agenda of the next regular meeting, except that the Board may continue consideration and disposition of the matter to a date, time and/or place other than the next regular meeting upon a majority vote of those members present.

Any citizen (individual, firm, association, or corporation) desiring to appear before the Board of Supervisors to make a presentation shall make a request to the Clerk or the Clerk's designee and receive approval; however, no written application or approval shall be required in order to speak to the Board during Citizens Comment Period or at public hearings.

The Clerk to the Board shall prepare or cause to be prepared extra copies of the Agenda and shall make the same available to the public in the Office of the County Administrator at the same time the Agenda is delivered to the Board. The Clerk shall also have copies available at each meeting.

### Section 3-2 Order of Business

At regular meetings of the Board, the order of business shall generally be as follows:

- (a) Call to Order
- (b) Roll Call of Members
- (c) Agenda Review (informal)
- (d) Moment of Silence
- (e) Pledge of Allegiance
- (f) Adoption of Agenda
- (g) Public Comment Period
- (h) Consent Agenda
  - a. Approval of Minutes
  - b. Approval for Payment of Bills
- (i) Presentations
- (j) Appointments and Recognitions
- (k) Old Business
- (l) New Business (includes scheduled Public Hearings)
- (m) Administrative Matters
- \* (n) Matters Presented by the Board
- (o) Closed Meeting (if needed)

\* This time is generally used for individual Board members to offer comment or to share information with other members of the Board and the public. Items presented under this heading requiring action will be for future agenda items or for additional information from staff members only. No item presented under this heading or at any point during the meeting will be acted upon at the meeting at which presented unless it is with the unanimous consent of the Board that the item be put on the floor for action.

Any advertised public hearing shall be considered a special order of business at the time set for such hearing and shall supplant any matter on the agenda except the approval of the minutes and approval for payment of bills.

During Citizens Comment Period, speakers wishing to address the Board shall clearly state their name and address and, if applicable, organization represented. Speakers

shall limit their remarks to three (3) minutes if speaking as an individual and five (5) minutes if speaking on behalf of an organization. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each Comment Period provided by the Board. Speakers shall be limited to speaking on matters within the purview of the Board.

Except as provided herein, no regular, special or closed meeting or public hearing of the Board of Supervisors shall continue after 11:00 p.m., but such meeting or public hearing shall be continued to the next regular meeting or another date, time, and place established by a majority vote of those members present. Any agenda item or public hearing matter under consideration by the Board at 11:00 p.m. may proceed and be acted upon prior to the adjournment of the meeting or public hearing. After 11:00 p.m., the Board may consider and act upon any or all of the matters remaining on the meeting or public hearing agenda but not yet considered by the Board upon a majority vote of those members present.

Section 3-3 Manner of Addressing Board Generally; Speaking Only on Question Before Board

- (1) Any person, including a Board member, who speaks to the Board shall address the Chair and shall confine comments to the question before the Board.
- (2) No person in attendance at a meeting of the Board shall be permitted to address the Board while the members are considering any motion, resolution or ordinance preliminary to a vote on the same, except at the discretion of the Chair.
- (3) During those times when the public is addressing the Board, the Chair may appoint a timekeeper who shall notify speakers and the Board that the allotted time for addressing the Board has expired. Speakers shall conclude their remarks at that time unless the consent of a majority of the Board is affirmatively given to extend the speaker's allotted time.
- (4) All presentations to the Board shall normally be limited to no more than ten (10) minutes, except as hereinafter provided.
- (5) Where persons desire to be heard, other than at citizens' comment period, upon matters not on the agenda, the consent of a majority of the members of the Board present shall be required.

Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of the Board shall in debate at any meeting of the Board use any language or gesture calculated to offend or insult another board member or the public. No discussion of a sectarian or partisan character shall be engaged in by any member of the Board.

Section 3-5 Priority in Speaking to Board

When two or more members of the Board wish to speak at the same time, the Chairman shall name the one to speak.

Section 3-6 Speaking More than Once on Same Subject

In any debate before the Board, no member of the Board shall speak more than once on the same question until all the others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the Board.

Section 3-7 Form of Petitions, etc.

Every petition, communication, or address to the Board shall be in respectful language and, except in cases where it is otherwise allowed, shall be in writing.

Section 3-8 Motions

No proposition shall be entertained by the Chairman until a motion for the same has been duly made and seconded. The Chairman may make a motion without vacating the Chair.

Section 3-9 Decision on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the Chair, may give reasons for any decision made by the Chair on any point of order, and such decision shall be made without debate.

Section 3-10 Same; Appeal to Board

Any member of the Board may appeal to the Board from the decision of the Chairman on any question of order, a majority vote of those present being necessary to over-rule the Chairman.

Section 3-11 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall be always in order and shall be decided without debate.

Section 3-12 Motions While a Question is Under Debate

When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to close debate, to make a substitute motion, to lay on the table, to recess, or to adjourn. Any motion to close debate shall require approval by a two-thirds vote of those members present.

Section 3-13 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side, provided that such motion shall be made at the session of the Board at which it was decided. Such motion shall be decided by a majority of the votes of the members present, unless a greater number of votes was required to pass the measure, in which event the motion to reconsider shall not prevail, except upon the vote of as great a number of members as was required to pass the measure.

For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting. This section shall have no application to a motion to rescind a previous action taken.

Section 3-14 Suspending Rules

The rules of the Board may be suspended with the unanimous concurrence of the members present.

Section 3-15 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

SECTION 4 - PUBLIC HEARINGS

Section 4-1 Speakers

At every public hearing, speakers wishing to address the Board shall clearly state their name and address. All speakers, except as hereinafter provided, shall limit their remarks to three (3) minutes and all remarks shall pertain to the matter under



consideration. Speakers may not yield any unused portion of their speaking time to others. Speakers representing organizations and groups shall have one opportunity of five (5) minutes to speak. Staff presentations should be concise and normally limited to no more than ten (10) minutes except when necessary to properly inform the public of the issue before the Board. The applicant in a land use case or his/her representative(s) shall be allowed a maximum of ten (10) minutes to present their case. Each speaker shall be limited to one appearance at each public hearing, except at the discretion of the Chair, and only after all other speakers have been given an opportunity to be heard on the subject being considered.

Speakers may be asked to register with the Clerk prior to the start of the hearing, if the Chair feels it is necessary, on forms provided for citizen participation, and the Chair shall verify that all such registration has been completed before beginning the hearing

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- public comments

Board members may ask questions of speakers or staff for clarification.

Copies of written or printed materials submitted to the Board shall also be submitted to the Clerk for entry into the public record.

#### Section 4-2 Members' Participation

Board members shall limit their comments in public hearings to insure participation by the public without Board interference.

#### Section 4-3 Close of Hearing

When a public hearing shall have been closed by the order of the Chairman of the Board, no further public comments are in order.

### SECTION 5 - GENERAL CONDUCT AND DECORUM

#### Section 5-1 Conduct of the Public

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The soliciting of funds from meeting attendees, the use of threatening or profane language, the failure to comply with time limits on speakers, violation of Board rules, or other forms of disruptive conduct will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

#### Section 5-2 Conduct of the Board

No one member of the Board of Supervisors shall direct the County Administrator or any staff member to take any action in the name of the Board without prior approval by the full Board.

No Board member shall unduly burden County employees with requests or contacts outside of normal working hours or meetings.

No member shall disclose privileged information to any individual, organization, corporation, or the like.

Funds designated for conferences and conventions for Board members will be allocated to each member on a pro rata basis. Each member shall make the sole determination as to which county related conference he or she will attend.

Any Board member, having consented to attend a conference whereby registration fees and hotel reservation deposits are required, who does not attend after these are paid, shall be responsible to take reasonable and timely action to cancel. If the member does not take such action, he or she shall reimburse to the County a sum equal to the non-refundable fees or deposits.

### Section 5-3 Appointments

The Board of Supervisors encourages citizens to apply for and to serve on boards, commissions, committees, and other like bodies. To this end, the Board shall cause notice to be placed on its Web site and such other notice as it may from time to time deem appropriate and necessary, identifying positions which it intends to fill. Said notice should be placed at least 30 days prior to the meeting at which the appointment is to be made.

The Board of Supervisors will maintain a standard application for all positions. Such applications will be kept on file for a period of two years and may be considered from time to time by the Board as it desires. Prior to making an appointment, the Board may choose to interview one or more candidates.

Where statutes dictate a process other than this, the Board will follow the statutory procedure.

Adopted by Board of Supervisors January 11, 2016

#### Consideration of Board Room Rules of Conduct –

Supervisor Moskalski moved to adopt the amended Board Room Rules of Conduct; motion was seconded by Supervisor Ehrhart.

Chairman Greenwood called for any discussions.

Supervisor Ehrhart clarified his suggested changes to the Board Room Rules of Conduct which included the following: under number 2 strike the word “*tools*” and add the words “*acoustic devices*”; under number 5 add the words “*or set to silent mode*”; and under number 6 add the words “*unless associated with an expression of religion*”.

Chairman Greenwood called for any further discussions.

There being no other discussions the members were polled:

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

#### KING WILLIAM COUNTY BOARD ROOM RULES OF CONDUCT

This structured environment is intended to ensure organized meetings and behavior. A law enforcement officer may remove or arrest (where appropriate) any individual not adhering to these procedures

1. No illegal drugs
2. No televisions, radios or acoustic devices
3. No hazardous materials or contraband
4. During public meetings, no individual shall speak until and unless recognized by the Chair
5. All cell phones and other electronic devices shall be turned off or set to silent mode
6. Hats or caps shall be removed, unless associated with an expression of religion

Adopted by the Board of Supervisors January 11, 2016

d. Consideration of Board of Supervisors Meeting Schedule for 2016 –

Chairman Greenwood called for any discussion on the Board of Supervisors Meeting Schedule for 2016 as presented.

Supervisor Hodges asked for clarification on the start time and the meeting room location for the meetings of the Board. He stated there is some confusion among some citizens as to why the Board meetings do not begin at 7:00 p.m. in the Board Meeting room as listed on the agenda. He further stated some citizens have voiced they do not feel comfortable attending the meeting that begins in the Administration Conference room due to the limited space of the room.

Chairman Greenwood clarified the regular business meetings of the Board begin at 7:00 p.m. in the Administration Conference room to review the meeting agenda; this meeting is open to the public. When the review is complete the meeting reconvenes in the Board Meeting room.

Supervisor Moskalski explained that prior to 2012 the Board meetings started at 6:30 p.m. Due to scheduling conflicts with some of the newly elected Board members the meeting time was set for 7:00 p.m. He speculated this change may have caused some of the confusion. For further clarification, he stated the start time changed but the procedure did not.

Chairman Greenwood noted the monthly meeting of the Social Services Board occurs prior to the Board meeting and begins at 5:30 p.m., which makes it difficult for the Supervisor serving that board to be on time for a 6:30 p.m. meeting. He said the start time of the meetings are open for discussion.

There was general discussion of starting time for advertised public hearings; extra meetings may be called, if needed; and work sessions may not be necessary every month and can be canceled.

Supervisor Moskalski moved to adopt the Board of Supervisors Meeting Schedule for 2016 as presented; motion was seconded by Supervisor Ehrhart.

Chairman Greenwood called for any further discussions.

There being no other discussions 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

BOARD OF SUPERVISORS OF  
KING WILLIAM COUNTY, VIRGINIA  
MEETING SCHEDULE FOR 2016

<u>Month</u>	<u>Time</u>	<u>Date</u>	<u>Meeting Type</u>
January	7:00 p.m.	Monday, January 11	Annual Meeting/Work Session
	7:00 p.m.	Monday, January 25	Regular Meeting
February	7:00 p.m.	Monday, February 8	Work Session
	7:00 p.m.	Monday, February 22	Regular Meeting
	6:30 p.m.	Tuesday, February 23	Joint Dinner Meeting with School Board to Review Draft School Budget at Hamilton Holmes Middle School
March	9:00 a.m.	Friday, March 11	Budget Work Session
	7:00 p.m.	Monday, March 14	Work Session
	7:00 p.m.	Monday, March 28	Regular Meeting
April	7:00 p.m.	Monday, April 4	Public Hearing – Budget & Tax Levies
	7:00 p.m.	Monday, April 11	Work Session
	7:00 p.m.	Monday, April 18	Budget Work Session (if needed)
	7:00 p.m.	Monday, April 25	Regular Meeting
May	7:00 p.m.	Monday, May 9	Work Session
	7:00 p.m.	Monday, May 23	Regular Meeting
June	7:00 p.m.	Monday, June 13	Work Session
	7:00 p.m.	Monday, June 27	Regular Meeting
July	7:00 p.m.	Monday, July 11	Work Session
	7:00 p.m.	Monday, July 25	Regular Meeting
August	7:00 p.m.	Monday, August 8	Work Session
	7:00 p.m.	Monday, August 22	Regular Meeting
September	7:00 p.m.	Monday, September 12	Work Session
	7:00 p.m.	Monday, September 26	Regular Meeting
October	7:00 p.m.	Monday, October 3	Work Session
	7:00 p.m.	Monday, October 24	Regular Meeting

November	7:00 p.m.	Monday, November 7	Work Session
	7:00 p.m.	Monday, November 21	Regular Meeting
December	7:00 p.m.	Monday, December 19	Regular Meeting

Regular meetings are held on the 4<sup>th</sup> Monday of each month, except for November and December, when the meeting will be held on the 3<sup>rd</sup> Monday in November because of the Thanksgiving holiday and the 3<sup>rd</sup> Monday in December because of the Christmas holiday.

Work sessions are held on the 2<sup>nd</sup> Monday of each month, except for October and November, when the work sessions are set on the 1<sup>st</sup> Monday because of conflicting meetings or holidays. No work session is scheduled for the month of December.

Regular meetings begin at 7:00 p.m., in the County Administration Office Conference Room in the King William County Administration Building where the Board considers modifications to the monthly meeting agenda. The meeting then moves to the Board Room in the King William County Administration Building.

The Board meets at 7:00 p.m. in the County Administration Office Conference Room for work sessions.

Regular meetings and work sessions, except those portions lawfully closed under the Virginia Freedom of Information Act, are open to the public.

The County Administration Office Conference Room and the Board Room are located in the King William County Administration Building, 180 Horse Landing Road, King William, Virginia 23086.

All requests to place a matter on a regular meeting agenda should be submitted in writing and received by the County Administrator's Office at least ten (10) calendar days prior to said regular meeting.

Adopted by the King William County Board of Supervisors on January 11, 2016

**RE: PROPOSED WORK SESSION AGENDA**

a. Appointments of Board of Supervisor members to County and Regional

Boards and Commissions – the County Administrator provided the Board members with a listing of the appointments for consideration.

The Board considered the following nominations:

1. Supervisor Moskalski nominated Supervisor Ehrhart to serve the Social Services Board
2. Supervisor Ehrhart nominated Supervisor Hodges to serve the Historical Preservation and Architectural Review Board
3. Supervisor Hodges nominated Supervisor Moskalski to serve the Recreation Commission
4. Supervisor Moskalski nominated Supervisor Hansen to serve the Financial Audit Committee
5. Supervisor Hansen nominated Supervisor Moskalski, and Supervisor Ehrhart nominated Supervisor Hansen; to serve the two positions on the Middle Peninsula Planning District Commission
6. Supervisor Moskalski nominated Supervisor Hodges to serve the Middle Peninsula Regional Jail Authority

Supervisor Moskalski moved to approve the nominations made for each of the considered County and Regional Boards and Commissions; motion was seconded by Supervisor Ehrhart.

Chairman Greenwood called for any discussions.

There being no other discussions 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

b. Consideration of acceptance of the Fire and EMS Study for King William County, Virginia, final report from Matrix Consulting Group for recommended improvements to volunteer fire and rescue services in King William County – Mr. Griffin briefly reviewed the history of the item for consideration. He said this item was considered by the previous board during their meeting held on December 14, 2015. He said as a result it was decided to pass this item to the new board taking seat in January 2016, for consideration. He noted Supervisor Ehrhart has made several suggestions for further improvement of the final report; those suggestions will be relayed to the consultant for final changes should this Board concur. He stated the County has held the consultant up for a long period of time and final payment has been withheld. Staff feels compliance has been met by the vendor and recommends the Board consider final payment be made.

The County Attorney gave some background information on the contract for the Fire and EMS study that was performed. He said an RFP was sought by the County in 2014. The board at that time, by a 3 to 2 vote, directed staff to move forward with contracting the Matrix Group to prepare the study. The consultant produced and presented a report to the previous Board at the end of 2014; the board chose to take time to review the study. When the previous Board returned to this item they expressed they were not happy with the results of the report. Because of staff shortages this took a while to get the feedback together for the Board. The consultant began to respond in May of 2015 with the final report. Staff feels the contract has been fulfilled and recommends final payment be made.

Supervisor Greenwood asked for clarification when the implementation timeline begins from the findings of the report.

Mr. Stuck stated the timeline of implementation will be determined by the Board. The idea is which step to take first, and so forth, rather than a start date to begin the process. He explained these are recommendations, not a requirements.

Supervisor Moskalski moved to accept the most recent final report from Matrix Consulting with minor edits, to keep formatting consistent, prior to final publication; motion was seconded by Supervisor Hodges.

Chairman Greenwood called for any discussions.

Supervisor Ehrhart clarified this is a contract that was entered into by the previous board and this acceptance is a financial obligation. He further clarified this acceptance is not approval for the implementation of the recommendations.

Chairman Greenwood called for any other discussions.

There being no other discussions 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

Rescue Response Statistics – July through December – Chris Bruce, Emergency Management Coordinator, reviewed the statistics of the responses by each of the departments during the very busy four months of July through December. He said a total of 933 calls were dispatched in the County and a breakdown of each department was reported. He noted the working relationship with LifeCare, paid EMS staff, and the volunteer organizations continues to be going well. He reported participation of active volunteers is down.

Chairman Greenwood noted during the recently attended VACo meeting it was disclosed that problems with volunteer rescue organizations is a widespread problem throughout the State and not just for rural counties.

c. Resolution 15-54 – Consideration of amending the FY2016 Budget by \$5,000 to join the Middle Peninsula Development Organization (Regional EDO) – Mr. Griffin introduced Delegate Keith Hodges to speak to this item.

Delegate Keith Hodges addressed the Board and said regional collaboration is State recognized and the “Go Virginia” initiative was recently introduced; which is a bipartisan effort to help regional organizations that collaborate for private sector job growth. He said economic development is typically thought to be factories and large businesses but economic development is much more than that. He stated that agriculture is the largest industry in the state, tourism comes in second and forestry comes in third. He commends all of the localities that have participated in these

discussions and said the localities have done all the work he has just brought them all together in this effort.

Continuing, Delegate Hodges, noted one locality has committed the funding to this effort. He said this EDO is still in the very early stages and added that the by-laws are close to being finalized. The mission and sole purpose of this organization is economic development, so that there would be an organization within the Middle Peninsula that would focus on economic development. He said that when corporations and businesses are looking for a place to locate in the Commonwealth of Virginia they make one phone call. He further noted that whether a business locates in King William County or King and Queen County it helps everyone in the Middle Peninsula; economic development does not stop at the county line.

There was a lengthy discussion among the Board members and Delegate Hodges that included membership make up; financial commitment; timeline for startup of the organization; revenue sharing possibilities; infrastructure; finding a niche for the Middle Peninsula and the need for an identity; and thinking differently and not traditionally when economic development is concerned.

Delegate Hodges said there is a possibility for revenue sharing. He stated the model currently in place is broken and nothing else is on the table to fix this. He said there is a 72% out commute rate on the folks in the Middle Peninsula that work. The Middle Peninsula has the lowest wages in the State. We are relying on government in the Middle Peninsula to employ people. He stated that if business is not promoted taxes will go higher.

No action was taken on this item.

d. Discuss support of State legislative items:

Delegate Hodges stated that introducing any new legislation is late in the game with a submission deadline this Wednesday, the number of bills are limited and he has a place holder for a couple. Any new items will need to be taken up at a later date.

i. HB 85 levying of taxes on cigarettes by counties – Supervisor Ehrhart summarized the items he introduced to the Board for discussion purposes. He noted he intends to ask for Board support for HB 85 during the Regular Business meeting on January 25, 2016.



ii. HJR 50 – Requesting the Department of Education to study the effect of local use value assessment of certain real estate on the Composite Index of Local Ability to Pay – Supervisor Ehrhart noted he will ask for Board consideration of this item during the January 25<sup>th</sup> regular business meeting with a formal resolution.

iii. Add King William County to Code Virginia § 58.1-3237.1 regarding additional provisions concerning zoning classifications – Supervisor Ehrhart noted this item should be discussed in a fall legislation meeting.

iv. Hunting with Dogs – Supervisor Moskalski said that Delegate Chris Peace contacted him and asked for support of hunting deer with dogs in King William County. He reviewed the draft resolution and gave some details. He said the resolution captures the spirit of the debate and supports hunting with dogs as a sport in King William County.

Supervisor Hansen stated that throwaway dogs are a concern to animal activists and asked if this can be addressed in the resolution.

Supervisor Moskalski noted the proposed resolution supports the enforcement against the inhumane treatment of hunting dogs.

v. Broadband – Mr. Griffin noted a low cost study is being performed by Virginia Tech for the County on this subject. He said a number of pieces of legislation are being considered for rural counties to pursue broadband initiatives.

There was consensus of the Board to allow the County Administrator to advocate and work with the delegates in support of this broadband initiative.

Ms. Six, Director of Financial Services, noted some initiatives that may be considered in the total legislative package, relating to broadband and the local composite index, discussed during a VML/VACo Finance forum she recently attended.

e. Discussion of Board member compensation and health insurance benefit – Supervisor Hodges feels Supervisor compensation should be cut 5 to 10% and Board members should not be offered healthcare benefits.

The County Attorney explained that changing Supervisor salary is straight forward and can be reduced. He explained that should compensation be reduced, an increase cannot be made until 2020, unless procedures are followed set out by State code; he briefly reviewed the process.

Ms. Six stated an elected official position is considered a special class of part-time employees. She said the Board can vote to eliminate healthcare coverage for this special employee class. She explained the timing of elimination of coverage would have to occur prior to the plan renewal, before July 1<sup>st</sup>, and would be effective for FY17. She further explained changes are not allowed mid-cycle. She gave brief details of how a premium is calculated and established for a special class of employees. She also stated the County is required to offer COBRA insurance to outgoing Board members and said the outgoing employee is required to pay 100% of the premium.

Supervisor Hansen believes Board members should not be offered healthcare benefits and there should be at least a 5% reduction in compensation.

Ms. Six said she researched current offerings of several counties and reported for the most part healthcare is offered to their Board or Council members. Compensation comparison was also researched and presented for neighboring localities.

Chairman Greenwood said a donation can be made back to the County by any Board member for the salary they receive.

Supervisor Hansen asked for this item to be placed on a Regular Business meeting for agenda consideration and should be included in budget discussions. He feels this standard should be set up front.

Chairman Greenwood feels this is a thankless job and the money received is nothing compared to the amount of time that goes into serving.

Supervisor Moskalski suggested addressing compensation and benefits for the Board members during budget discussions.

By consensus of the Board this item will be looked at during a future Regular Business meeting, possibly in January.

f. Discussion of the forestal category in County land use tax exemptions –

A discussion was had by the Board members on whether agricultural and forestal categories in the land use program should be reviewed for changes; possible elimination.

The County Attorney noted the timing for making changes to the land use ordinance will have to be made by the first of July in order to give notice for revalidation for participants.

There was a lengthy discussion on this matter between the Board members and the County Attorney on the particulars of this item. Supervisor Hodges is not interested in changing the land use ordinance. Supervisor Moskalski is not in favor, and feels actions were short sided on the changes that were made to the ordinance by the past Board and is not in favor of making changes at this time either. Supervisor Hansen would consider eliminating the forestal exemption; he feels a tax burden is being placed on businesses and homeowners. Supervisor Ehrhart is not in favor of moving forward on this item at this time; he is interested in results from the recent changes made to the ordinance and in seeing the revenues coming in this year.

Supervisor Hansen moved to have this item placed on the agenda for the regular business meeting of January 25, 2016.

Chairman Greenwood polled the members, 4 Nays and 1 Aye; the Chairman announced the motion failed.

#### King William County School Board – Categorical Reporting

Supervisor Ehrhart noted he intends to introduce for discussion, at the January 25<sup>th</sup> Regular Business meeting, that the School Board budget be reported specifically to the nine categorical items identified in the Code of Virginia.

Chairman Greenwood asked the County Attorney for proper procedures for addressing this topic.

Mr. Stuck explained that usually the level of detail the Board desires is relayed by letter from the County Administrator, on behalf of the Board of Supervisors, to the School Board.

Supervisor Hansen said the issue is to look at is the County financing of the school budget. If a large lump sum is approved, the School Board can move funds within categories without further approval from this Board. He feels the County deserves a specific reference on what is spent. He supports this so accountability for the Board to the voters is transparent. He suggested this be placed as an agenda item for the January 25<sup>th</sup> business meeting.

Chairman Greenwood asked for consensus of the Board to have this item placed on the January regular business meeting agenda.

Supervisor Hodges feels the elected School Board should use their expertise on how to spend the funds allocated.

Supervisor Moskalski feels the elected School Board members are accountable to the public and the voters on the funds allocated. He feels exerting the control by the Board of Supervisors would be a detriment to the elected body and sets a tone to have an antagonistic atmosphere.

Supervisor Hansen disagreed with Supervisor Moskalski and supports the nine categories set by the State. He strongly supports in class teachers getting a pay raise.

Mr. Stuck pointed out that a large percentage is for instruction which includes the Superintendent's salary with teacher salaries.

Supervisor Ehrhart feels categorization is needed and said this is not to try to control them. This gives tax payers a greater say in where the funds are spent. He feels without the categories this Board has no control.

Ms. Six briefly touched on the State and Federal dollars received and the effort that is required to get the match; the State can take the match back if effort is not made and is very specific. She explained we are required to provide the match of funds from the State and if not enough is provided in the right categories, then the match is lost. Overall, local monies are a small portion of the school budget.

Supervisor Hansen said his constituents want to see where the money is going.

Supervisor Greenwood said without more information he does not agree to move forward with this item.

By consensus of the Board, Staff is to prepare information to be considered at the next meeting.

#### Parking lot items –

Supervisor Greenwood reminded the Board members that work sessions are for discussions on future agenda items.

He asked the Board members for any items they would like placed on a parking lot for future discussion or consideration.

Supervisor Ehrhart would like to discuss proffer determination and amounts. He also feels it would be beneficial for a VDOT representative to speak to the Board.

Supervisor Hansen would like to discuss the following in future meetings: BPOL; the economic development program; the unreasonable tax burden he feels is put on businesses; compensation for deputies in the Sheriff's department, specifically comp time is currently issued to cover overtime hours, would like to explore options for financial compensation; reassessment cycle; and accepting grants without Board review and/or approval.

Update from the County Attorney –

Mr. Stuck noted he was recently served on the legal matter brought by Nestle Purina against King William County. He noted he will be filing an answer in the next week and will copy the Board. He explained that a requirement of the suit is for the court to hear the matter and make a determination. He said Nestle is challenging the real estate assessment performed on their property and is asking for a reduction for the next tax bill. He noted the Board of Equalization already lowered the assessment substantially. He briefly reviewed the assessors' role in providing witness testimony and support. He noted the Board can do a reassessment at any time but the expensive process takes two years to perform. King William County is currently on a four year cycle; could go to bi-annual but requires an onsite assessor.

**RE: ADJOURNMENT**

There being no other business to come before this board Chairman Greenwood adjourned the meeting at 9:55 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