

**AGENDA**  
**ORGANIZATIONAL MEETING OF THE KING GEORGE COUNTY**  
**SERVICE AUTHORITY BOARD OF DIRECTORS**  
Tuesday, January 4, 2022  
5:30 P.M.

**Call to Order**

**Organization of Service Authority Board of Directors for Calendar Year 2022**

- \* Election of Chairman, Vice-Chairman, and Secretary/Treasurer
- \* Establishment of Meeting Schedule for 2022
- \* Adoption of Electronic Participation Policy

**AMENDMENTS TO THE AGENDA**

**PUBLIC COMMENT –**

- ◆ Comments will be limited to three minutes, per person, in order to afford everyone an opportunity to speak. If comments relate to a specific public hearing item, we ask that you offer those comments at the time of the public hearing.

**REPORTS OF MEMBERS OF THE BOARD**

<u>ITEM NO</u>	<u>DESCRIPTION</u>
SA-01-01	<b>Consent Agenda</b>
SA-01-01.1	Issuance of warrants against the FY21-22 KGCSA Operating Fund in the total amount of \$16,297.71
SA-01-01.2	Verification of warrants issued to avoid late charges or disruption of service
SA-01-02	<b>Report from County Attorney</b>
	<b>Presentations and Reports:</b>
	<b>Action Items:</b>
	<b>Discussion Items</b>
SA-01-03	<b>General Manager's Report</b>
SA-01-04	<b>Information Items:</b>

Adjourn to January 2022 in the Board Room

IF YOU ARE HEARING IMPAIRED AND WOULD LIKE TO ATTEND THIS MEETING AND HAVE A NEED FOR AN INTERPRETER - PLEASE CONTACT OUR OFFICE AT 775-9181 (TDD 775-2049, SHERIFF'S OFFICE) BY NOON ON THE FRIDAY BEFORE THE MEETING.

A FINAL AGENDA WITH ALL SUPPORTING DOCUMENTATION IS AVAILABLE ON THE COUNTY'S WEBSITE:  
[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)



# KING GEORGE COUNTY SERVICE AUTHORITY BOARD OF DIRECTORS' AGENDA

Meeting Date: January 4, 2022  
Item Number: **Organizational Meeting 2022**

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**Subject:** Organization of Service Authority Board of Directors for Calendar Year 2022

**Recommended Action:** Per Board of Directors' discussion

**Summary of Information:** It will be necessary for the Service Authority Board of Directors to:

1. Elect a Chairman, Vice-Chairman and Secretary/Treasurer
2. Adopt a Meeting Schedule for 2022
3. Adopt Electronic Participation Policy

Attachment(s):

1. Proposed 2022 Meeting Schedule
2. Electronic Participation Policy

Legal Review:       Complete       Pending       N/A

2022

King George County  
Board of Directors

PROPOSED MEETING SCHEDULE

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022



Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 Regular Meetings
  Holidays



**ELECTRONIC PARTICIPATION POLICY FOR BOARD MEMBERS OF THE  
KING GEORGE COUNTY SERVICE AUTHORITY**

Unless otherwise authorized in emergency circumstances pursuant to Va. Code §2.2-3708.2 or other legal authority, Members may participate in meetings by electronic communication means with approval of a quorum that is physically assembled subject to the following procedures:

1. On or before the day of a meeting, a Member seeking to participate by electronic communication means shall notify the Chair that they are unable to attend the meeting due to a temporary or permanent medical condition (or disability) or a personal matter. A medical condition (or disability) applies to a condition of the Member or someone for whom they are a primary caregiver (if providing care prevents physical attendance) and need not be disclosed, but a personal matter must be identified with specificity.

2. If participation by a member through electronic means is approved by a vote of the quorum that is physically assembled, the minutes will reflect:

- a. The address or other reasonably identifiable geographic location of the remote location from which the Member participates. The remote location need not be open to the public.
- b. If the Member participates due to a temporary or permanent medical condition (or disability), such fact must be recorded in the minutes without further elaboration. If the member participates electronically because of a personal reason, the minutes must reflect the specific nature of the personal matter cited by the Member.

3. Participation of a Member through electronic means may be disapproved for good cause (applied strictly and uniformly regardless of the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting) and must be disapproved in the event a personal matter is cited as the reason for a request to participate electronically and the same Member has participated electronically for more than 25% of meetings expected to be held in a calendar year (rounded up to the next whole number). Electronic participation due to personal or family medical

condition (disability) as provided above is not numerically limited by law, but the competing legal necessity for the physical attendance of a quorum may constrain requests for electronic participation on this basis. If participation is disapproved, such disapproval shall be recorded in the minutes with specificity. Disapproval to participate remotely does not preclude a Member from viewing or listening to a meeting without voting in the same manner as a member of the general public.

4. Approval to participate electronically is contingent on technical feasibility and may only be granted if the voice of the remote participant can be heard by all persons at the primary or central (physical) meeting location.

## **VIRGINIA:**

At a regular meeting of the Board of Directors of King George, Virginia held on Tuesday, January 04, 2022 at 5:30 p.m.

**MEMBERS:** Cathy E. Binder, Member  
Carrie Cleveland, Member  
Ann C. Cupka, Member  
James T. Morris, Member  
Allen R. Parker, Member  
Christopher Miller, Interm-General Manager

The following accounts against the KGCSA Operating Fund were presented, sworn to, examined, and be it resolved that same be approved and warrants for FY21-22 therefor ordered to be issued.

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
0000000	002970	DAVENPORT AND CO LLC	PF21-392	12/15/2021	4501-082800-3120-	8,148.86	1179133	1/04/2022	Professional Services - Audit	03456
0000000	002970	DAVENPORT AND CO LLC	PF21-392	12/15/2021	4501-082900-3120-	8,148.85	1179133	1/04/2022	Professional Services - Audit	03456
					CHECK TOTAL	16,297.71				
					CHECK TYPE TOTAL	16,297.71				
					FINAL TOTAL	16,297.71				

**VIRGINIA:**

The Board of Directors of King George County Service Authority, King George, Virginia issued the following warrant(s) dated Wednesday, December 22, 2021 against the King George General checking account for FY21-22. As ordered issued by the authority granted by The Board of Directors.



P/O NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
0000000	014106 FORTILINE INC	5511797	12/06/2021	4501-082800-6018-	1179111	12/22/2021	Metering Supplies	03457
					4,780.00			
					4,780.00			
0004660	014571 MUNIBILLING	14104	12/17/2021	4501-082800-3155-	1179113	12/22/2021	Professional Services - Munibi	03457
0004660	014571 MUNIBILLING	14104	12/17/2021	4501-082900-3155-	1179113	12/22/2021	Professional Services - Munibi	03457
					236.20			
					236.20			
					472.40			
0000000	001306 RED WING SHOES	20211210036488	12/10/2021	4501-082900-6011-	1179118	12/22/2021	Uniforms/Wearing Apparel	03457
					123.24			
					123.24			
0000000	002015 UNIFIRST CORP	288 2155828	12/14/2021	4501-082900-3700-	1179120	12/22/2021	Laundry - Drycleaning	03457
					52.21			
					52.21			
0000000	014754 UNIFIRST FIRST AID AND SA	A551907	12/03/2021	4501-082900-6004-	1179121	12/22/2021	Medical & Laboratory Supplies	03457
					299.24			
					299.24			
0000000	002017 UNIVAR SOLUTIONS USA INC	49675015	12/07/2021	4501-082900-6017-	1179123	12/22/2021	Chemical Supplies	03457
					954.00			
					954.00			
0000000	001602 USA BLUEBOOK	809835	12/03/2021	4501-082900-6004-	1179123	12/22/2021	Medical & Laboratory Supplies	03457
					1,140.82			
					1,140.82			
0000000	003969 VERIZON	5407752119DEC21	12/09/2021	4501-082800-5230-	1179125	12/22/2021	Telephone	03457
					65.22			
					65.22			

CHECK TYPE TOTAL

7,887.13

FINAL TOTAL

7,887.13

## **VIRGINIA:**

The Board of Directors of King George County Service Authority, King George, Virginia issued the following warrant(s) dated Friday, December 17, 2021 against the King George General checking account for FY21-22. As ordered issued by the authority granted by The Board of Directors.

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK DATE	CHECK NO.	NET AMOUNT	DESCRIPTION	BATCH
0000000	014257	AMAZON CAPITAL SERVICES	LJDO-R1M6-NVXH	12/11/2021	4501-082900-6001-	12/17/2021		27.49	Office Supplies	03453
0000000	014257	AMAZON CAPITAL SERVICES	IVUG-K6M9-L6QM	12/14/2021	4501-082900-6001-	12/17/2021		177.26	Office Supplies	03453
								204.75		
0000000	002705	AMERIGAS-FREDERICKSBURG	805226336	11/30/2021	4501-082800-6008-	12/17/2021		156.56	Vehicle & Powered Equipment Fu	03453
0000000	002705	AMERIGAS-FREDERICKSBURG	805226337	11/30/2021	4501-082800-6008-	12/17/2021		156.56	Vehicle & Powered Equipment Fu	03453
								313.12		
0000000	003251	AT&T	5407750065DEC21	12/01/2021	4501-082900-5230-	12/17/2021		41.76	Telephone	03453
								41.76		
0000000	009805	ATLANTIC BROADBAND	KGSA 11282021	11/28/2021	4501-082900-5230-	12/17/2021		114.09	Telephone	03453
								114.09		
0000000	000093	COMMONWEALTH ENGINEERING	39384	12/06/2021	4501-082900-6007-	12/17/2021		2,603.59	Repair & Maintenance Supplies	03453
								2,603.59		
0000000	003191	DOMINION ENERGY VIRGINIA	1047767742NOV21	11/29/2021	4501-082900-5110-	12/17/2021		152.85	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	2869204517NOV21	12/01/2021	4501-082900-5110-	12/17/2021		322.06	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	3661202808NOV21	11/30/2021	4501-082900-5110-	12/17/2021		684.44	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	4117061210NOV21	11/29/2021	4501-082900-5110-	12/17/2021		5,576.98	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	4245250030NOV21	12/01/2021	4501-082900-5110-	12/17/2021		83.38	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	5179116008NOV21	11/24/2021	4501-082800-5110-	12/17/2021		149.44	Electrical Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	5179116008NOV21	11/24/2021	4501-082900-5110-	12/17/2021		149.43	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	5303107501NOV21	11/30/2021	4501-082900-5110-	12/17/2021		200.22	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	5523227501NOV21	11/30/2021	4501-082900-5110-	12/17/2021		20.20	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	5523478948NOV21	11/30/2021	4501-082900-5110-	12/17/2021		152.85	Electric Services	03453
								7,491.85		
0000000	003191	DOMINION ENERGY VIRGINIA	5604603471NOV21	12/01/2021	4501-082900-5110-	12/17/2021		2,712.51	Electric Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	9270162960NOV21	11/30/2021	4501-082800-5110-	12/17/2021		1,228.86	Electrical Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	9456152371NOV21	12/01/2021	4501-082800-5110-	12/17/2021		2,508.81	Electrical Services	03453
0000000	003191	DOMINION ENERGY VIRGINIA	9838151568NOV21	11/30/2021	4501-082900-5110-	12/17/2021		93.76	Electric Services	03453
								6,543.94		
0004671	001787	DRAPER ADEN ASSOC INC	2021110328	11/30/2021	4501-082800-3140-	12/17/2021		3,042.50	Professional Services - Engine	03453
0004709	001787	DRAPER ADEN ASSOC INC	2021110338	11/30/2021	4501-082800-3140-	12/17/2021		4,000.00	Professional Services - Engine	03453
								7,042.50		
0000000	014774	FEDEX	7-589-31525	12/07/2021	4501-082900-5220-	12/17/2021		74.04	Messenger Services	03453
								74.04		
0000000	012627	FERGUSON WATERWORKS	2196513	11/30/2021	4501-082800-6007-	12/17/2021		4,732.57	Repair & Maintenance Supplies	03453
0000000	012627	FERGUSON WATERWORKS	2218195	12/02/2021	4501-082900-6007-	12/17/2021		804.40	Repair & Maintenance Supplies	03453
								5,536.97		
0000000	000024	JAMES RIVER EQUIPMENT LLC	P00766	12/10/2021	4501-082800-3311-	12/17/2021		1,100.00	Contracted Svc - Vehicle Repair	03453
0000000	000024	JAMES RIVER EQUIPMENT LLC	P00766	12/10/2021	4501-082900-3311-	12/17/2021		1,100.00	Contracted Svc - Vehicle Repair	03453
								2,200.00		
0000000	001849	LOCAL SERVICES LLC	70576	9/23/2021	4501-082800-3160-	12/17/2021		269.80	Professional Services - Other	03453

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	CHECK DATE	NET AMOUNT	DESCRIPTION	BATCH
0000000	001849	LOCAL SERVICES LLC	70576	9/23/2021	4501-082900-3160-		12/17/2021	269.81	Professional Services - Other	03453
								539.61		
									Professional Services - Other	03453
0000000	012037	MANSFIELD OIL COMPANY	SQLCD-724477	11/30/2021	4501-082800-6008-		12/17/2021	961.97	Vehicle & Powered Equipment Fu	03453
0000000	012037	MANSFIELD OIL COMPANY	SQLCD-724477	11/30/2021	4501-082900-6008-		12/17/2021	961.97	Vehicle & Powered Equip Fuel	03453
								1,923.94		
0000000	002528	REXEL OF AMERICA, LLC	S131986255.001	10/14/2021	4501-082900-6007-		12/17/2021	815.66	Repair & Maintenance Supplies	03453
0000000	002528	REXEL OF AMERICA, LLC	S131986255.002	10/14/2021	4501-082900-6007-		12/17/2021	120.14	Repair & Maintenance Supplies	03453
0000000	002528	REXEL OF AMERICA, LLC	S131986255.003	10/15/2021	4501-082900-6007-		12/17/2021	40.56	Repair & Maintenance Supplies	03453
								976.36		
0004692	014795	ROMMEL KLEPPER & KAHL LLP	02	12/06/2021	4501-082800-3140-		12/17/2021	627.03	Professional Services - Engine	03453
								627.03		
0000000	013747	SOURCE TECHNOLOGIES	2022263	12/07/2021	4501-082900-6007-		12/17/2021	1,705.00	Repair & Maintenance Supplies	03453
								1,705.00		
0004732	014441	SUFFOLK SALES & SERVICES	52462	12/02/2021	4501-082900-6017-		12/17/2021	12,619.80	Chemical Supplies	03453
0000000	014441	SUFFOLK SALES & SERVICES	52463	12/02/2021	4501-082900-6017-		12/17/2021	3,005.10	Chemical Supplies	03453
0000000	014441	SUFFOLK SALES & SERVICES	52464	12/02/2021	4501-082900-6017-		12/17/2021	4,006.80	Chemical Supplies	03453
								19,631.70		
0000000	002015	UNIFIRST CORP	288 2153583	12/07/2021	4501-082800-3700-		12/17/2021	77.12	Laundry - Drycleaning	03453
0000000	002015	UNIFIRST CORP	288 2153583	12/07/2021	4501-082900-3700-		12/17/2021	76.71	Laundry - Drycleaning	03453
0000000	002015	UNIFIRST CORP	288 2153796	12/07/2021	4501-082900-3700-		12/17/2021	52.21	Laundry - Drycleaning	03453
0000000	002015	UNIFIRST CORP	288 2155622	12/14/2021	4501-082800-3700-		12/17/2021	77.12	Laundry - Drycleaning	03453
0000000	002015	UNIFIRST CORP	288 2155622	12/14/2021	4501-082900-3700-		12/17/2021	76.71	Laundry - Drycleaning	03453
								359.87		
0000000	001602	USA BLUEBOOK	800440	11/22/2021	4501-082800-6007-		12/17/2021	563.68	Repair & Maintenance Supplies	03453
0000000	001602	USA BLUEBOOK	803150	11/29/2021	4501-082900-6004-		12/17/2021	1,343.61	Medical & Laboratory Supplies	03453
0000000	001602	USA BLUEBOOK	804405	11/29/2021	4501-082900-6004-		12/17/2021	152.50	Medical & Laboratory Supplies	03453
								2,059.79		
0000000	003969	VERIZON	5407750065NOV21	11/27/2021	4501-082900-5230-		12/17/2021	49.94	Telephone	03453
0000000	003969	VERIZON	5407750124NOV21	11/27/2021	4501-082900-5230-		12/17/2021	52.79	Telephone	03453
0000000	003969	VERIZON	5407753785NOV21	11/27/2021	4501-082800-5230-		12/17/2021	33.86	Telephone	03453
0000000	003969	VERIZON	5407753785NOV21	11/27/2021	4501-082900-5230-		12/17/2021	33.86	Telephone	03453
								170.45		
0000000	003844	VERIZON WIRELESS	9893518094	11/23/2021	4501-082800-5240-		12/17/2021	214.00	Cell Phones	03453
0000000	003844	VERIZON WIRELESS	9893518094	11/23/2021	4501-082900-5240-		12/17/2021	212.43	Cell Phones	03453
								426.43		
								60,586.79	CHECK TYPE TOTAL	
								60,586.79	FINAL TOTAL	