



AGENDA

Board of Supervisors Work Session

June 14, 2022

6:00 PM

Call to Order

- A. Discussion – Health Insurance Consulting Services – Alisa Scott
- B. Discussion – Virginia Risk Sharing Association Self-Insurance Pool for Auto, Property, Liability, and Workers’ Compensation Insurance – Alisa Scott
- C. Discussion – Appropriations and Transfers Requests of Warren County Public Schools – Dr. Chris Ballenger
- D. Discussion – Revised Budget Proposal for Fiscal Year 2022-2023 – Dr. Chris Ballenger
- E. Discussion – Shenandoah Farms Sanitary District Finances – Matt Robertson
- F. Discussion – Old Oak Lane Construction Update – Schedule and Financing – Mike Berry/
Michael Coffelt
- G. Adjournment



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS WORK SESSION ITEM

DATE June 14, 2022	ITEM A	SUBJECT: Health Insurance Consulting Services	PAGE 1 OF
<u>EXPLANATION & SUMMARY:</u> The Finance and Purchasing Department received a request from the Human Resources Department to review a cooperative contract with the Town of Leesburg for “Health Insurance Consulting Services” with McGriff. The Town of Leesburg previously competitively solicited these services in October 2019 and modified their contract 100170-FY20-03 to extend in 2020 and 2021. The contract can be extended until October 2023. Section 2.2-4604 of the Virginia Public Procurement Act authorizes the County to cooperatively contract with McGriff for this service under the same contract pricing, terms, and conditions. In addition, the Finance and Purchasing Department sought additional quotes to ensure the McGriff contract was the best value to the County. Previously, the County had contracted with McGriff using a different method of payment. This method was commission-based with a five percent (5%) commission on all claims paid directly from the health insurance provider to McGriff. The estimated cost for FY22 was \$80,000.00. A commission method of payment does not allow the County to control costs and the costs themselves may not be included in the budget process. Staff felt that a firm fixed price contract was proactive in determining the cost for services and would allow costs to be part of the budget process. Staff recommends the Board approve the enclosed McGriff Cooperative Contract for “Health Insurance Services” for \$32,000 beginning July 1, 2022. <u>COST & FINANCING:</u> Funding for this purchase in the amount of \$32,000.00 is spread throughout the health insurance budget (Hospital Medical account 2005) of all county departments with active health insurance. <u>PROPOSED OR SUGGESTED MOTION:</u> No motion is proposed for this item. Staff is requesting the consensus of the Board be to place this on the June 28, 2022 agenda for formal consideration.			
SUBMITTED BY: Alisa Scott, Deputy Finance Director	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:

Employee Benefits Broker Service Agreement

THIS BROKER SERVICE AGREEMENT (this “Agreement”) is between **MCGRIFF** (“McGriff”) and **COUNTY OF WARREN** (the “Client”).

The Client and McGriff agree as follows:

1. McGriff will solicit, negotiate and service insurance policies for the Client for the coverages described on Exhibit A hereto (Insurance Placement) and provide the Employee Benefit Management Services described on Exhibit B hereto (Employee Benefit Management Services).
2. The Client will provide McGriff with all information necessary to enable McGriff to provide Insurance Placement and Employee Benefit Management Services.
3. McGriff agrees to perform the services described in this Agreement in a professional and timely manner.
4. The parties agree and understand the Client is not under any legal or other obligation to purchase any insurance product through McGriff in its capacity as either a producer or consultant, and that the purchase of any insurance product or employee benefit management services is purely voluntary by the Client.
5. Remuneration:
 - A. The Client will pay McGriff a fee in the amount of **\$32,000.00** (the “Fee”) for Insurance Placement and Employee Benefit Management Services. The Fee may be refundable, in whole or in part, in accordance with Section 11 of this Agreement.
 - B. The Fee will be payable upon receipt of a **quarterly** invoice by the Client.
 - C. If McGriff receives commission for Insurance Placement with respect to one or more of the Insurance Policies described on Exhibit A (a “Commission”), the Fee will be reduced by the amount of such Commission. Final adjustments to the Fee amount will be made by McGriff after the determination and receipt by McGriff of all Commissions, net of any adjustments pursuant to any audit, endorsement, accounting reconciliation or other applicable business process.
 - D. The Client acknowledges that:
 - (i) receipt of a Commission constitutes remuneration of McGriff for Insurance Placement with respect to the applicable Insurance Policies under the Program;
 - (ii) the remaining Fee does not include remuneration of McGriff for Insurance Placement with respect to the Insurance Policies for which McGriff receives Commission; and
 - (iii) the remaining Fee is separate from and in addition to any such Commission.
 - E. With respect to Insurance Placements and/or Employee Benefit Management Services undertaken on behalf of the Client that are not contemplated by this

Agreement, McGriff may be compensated pursuant to a separate Broker Service Agreement or by the insurance companies and/or intermediaries utilized in such Insurance Placements. McGriff will make information regarding such Agreements and compensation available to the Client upon request.

6. McGriff also may receive “profit commissions,” “Tier II commissions,” or other compensation, including non-monetary awards (e.g., trips and other prizes) from insurers, trade organizations, or business partners. All such compensation is expressly excluded from and shall not be credited to or offset against the McGriff compensation under this Agreement.
7. McGriff reserves the right to engage its related affiliates and subsidiaries in connection with the execution of Broker Services Agreements. Use of these business partners and service providers could result in the accrual of additional income to McGriff-related subsidiaries and affiliates.
8. From time to time, McGriff may share opinions or content regarding third parties, or make referrals to third party products and services (“Third Party Services”). Any Third Party Services, or links to third party sites shared or posted on McGriff website or social media sites do not constitute an endorsement of any individual, organization, service, or product by McGriff, nor does such activity indicate an affiliation with or sponsorship of the third party by McGriff. Any third party claims regarding their products or services contained in their written materials or on the third party websites are those of the respective authors and do not reflect the affirmation, concurrence or agreement, of McGriff, its employees, directors, officers, parents, or affiliates that those claims are accurate. McGriff IS NOT LIABLE FOR ANY THIRD-PARTY SERVICES OR THE STORAGE OR BREACH OF YOUR CONFIDENTIAL INFORMATION RELATED TO SUCH THIRD-PARTY SERVICES. WE ARE NOT RESPONSIBLE FOR AND DO NOT OFFER ANY WARRANTY REGARDING THE QUALITY, ACCURACY, TIMELINESS, RELIABILITY OR ANY OTHER ASPECTS OF PRODUCTS OR SERVICES FROM THIRD PARTIES. YOU RELEASE US FROM ANY DAMAGES THAT YOU INCUR AND AGREE NOT TO ASSERT ANY CLAIMS AGAINST US ARISING FROM YOUR USE OF PRODUCTS OR SERVICES FROM THIRD PARTIES.
9. This Agreement and the respective rights and obligations of the parties hereto shall be construed in accordance with and governed by the laws of the state of **Virginia**.
10. This Agreement commences on **July 1, 2022** and ends on **June 30, 2023**. Either party may terminate this Agreement upon 30 days advance written notice to the other party.
11. Unless otherwise prohibited by law or regulation, should this Agreement be terminated in accordance with Section 10, Client will pay McGriff a prorated portion of the Fee through the date of termination.

IN WITNESS WHEREOF, the Client and McGriff have executed this Agreement as of the Commencement Date indicated above.

MCGRIFF

COUNTY OF WARREN

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

The Client has requested Insurance Placement, as referenced in Section 2, by McGriff for the following lines of coverage:

Medical Coverage
Dental Coverage
Vision Coverage

McGriff will negotiate the pricing and terms of the coverages with selected insurance companies and/or Third COUNTY OF WARREN Party Service Providers. At the end of the marketing process and upon the Client's request, McGriff will provide the Client with a report summarizing the results of such negotiations.

In connection with the coverages listed above, McGriff will provide the following services during the term of this Agreement:

- a. Confirmation of evidence of insurance (binders, cover notes) or the status of a placement will be provided and delivered to Client prior to the renewal date;
- b. Arrangement of periodic meetings with Client at mutually agreed upon times to discuss pertinent topics;
- c. Monitor issuance of certificates of insurance from insurance companies
- d. Provision of claim reports and loss runs upon reasonable request;
- e. Check for accuracy of all Insurance Policies in the Program before delivery to the Client.

EXHIBIT B

Employee Benefit Management Services

- A. Strategic Benefit Planning.** Agent/Broker will provide assistance in developing overall plan benchmarks and targets to ensure that the plan meets the objectives of Client and its employees.
- B. Benefit Design.** Agent/Broker will help to ensure that benefit designs are consistent with the strategic benchmarks and targets set forth in the strategic benefit planning process.
- C. Administration.** Agent/Broker will identify core administrative services, assess vendor performance, and manage vendor relationships to provide appropriate program administration.
- D. Funding.** Agent/Broker will provide counsel regarding program funding alternatives, including reviewing fee proposals and recommending budget rates, employee contribution rates, and COBRA rates.
- E. Vendor Selection.** Upon client request, Agent/Broker will prepare Request(s) for Proposal (RFP), analyze RFP's and prepare a summary report outlining responses. Vendors include, but are not limited to:
- Voluntary Worksite Programs
 - Wellness and Population Health Management Programs
 - Third Party Claims Administration
 - Utilization Review Programs
 - IRS Code Section 125 Programs
 - Preferred Provider Network Plans
 - Benefits Administration and Outsourcing Tools
 - Communication Services
 - Health Savings Account Services
 - ERISA Compliance (i.e.: 5500 Filings, ERISA Wrap Document, SPDs)
 - Private Exchange Solutions
 - Retirement Plan Consulting Services
 - Health and Welfare Actuarial Services
- F. Communication.** Agent/Broker will assist in drafting employee communications regarding benefit program performance and changes and assist in the review of plan documents and insurance certificates during the planning and enrollment process.

- G. Compliance Tools & Legislative Information.** Agent/Broker will provide informational materials on legislative developments impacting employee benefit plans, including access to online reference tools on topics such as FMLA, COBRA, HIPAA, HIPAA Privacy, Section 125, ERISA, and ACA.
- H. Meetings with Client and Vendors.** Services will include attendance at and facilitation of the following meetings with Client and vendors to facilitate program management including day-to-day operations and planning program changes:
- Upon Client request, Agent/Broker shall meet with Client semi-annually to discuss review of the program, state of the marketplace, progress made toward strategic plan, and developments within Clients organization.
- I. Data Analysis.** Agent/Broker will provide Client with summary comparisons and work with Client and TPA to secure additional reports as needed for claims analysis.
- J. COBRA Administration:** Agent/Broker will coordinate COBRA Administration through McGriff Employee Benefit Solutions.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS WORK SESSION ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
June 14, 2022	B	Virginia Risk Sharing Association Self-Insurance Pool for auto, property, liability, and workers' compensation insurance	

EXPLANATION & SUMMARY:

The Finance and Purchasing Department received a request from the Human Resources Department to provide options for various types of insurance as an alternative to VACORP, the County's current insurance provider.

Section 15.2-2703 of the Virginia Code authorizes the County to cooperatively contract with one or more political subdivisions of the Commonwealth to form a group self-insurance pool. Virginia Risk Sharing Association is such an insurance pool for casualty insurance, including workers' compensation, employers' liability, general, professional and public officials liability coverage, property insurance, etc. In addition, the Finance and Purchasing Department sought additional quotes to ensure the VRSA proposal was the best value to the County.

Currently, the County is in the VACORP group self-insurance pool. VRSA is less expensive in every category requested and the deductible and limits are comparable across the board, as per the attached comparison sheet. In addition, VRSA provides \$4,000 in grants each year to be spent towards safety equipment, attend training sessions, or broadening member understanding of government management.

Staff recommends the Board approve the annual contribution to VRSA for \$380,200 for property, general liability, inland marine, equipment breakdown, public officials liability, automobile, crime, excess liability, environmental liability, cyber risk liability, workers' compensation, line of duty act, volunteer accident, and excess constitutional officers excess general liability beginning July 1, 2022.

COST & FINANCING:

Funding for this purchase is spread throughout the insurance budget (Liability, account 5302, Auto Insurance, account 5305, Property Insurance, account 5306, and Workers' Compensation, account 2011) of all participating county departments.

PROPOSED OR SUGGESTED MOTION:

No motion is proposed for this item. Staff is requesting the consensus of the Board be to place this on the June 28, 2022 agenda for formal consideration.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER	PROCESSED BY:
Alisa Scott, Deputy Finance Director	(DESCRIBE)	

Policy Type	Contribution		Deductible		Limit	
	VACORP	VRSA	VACORP	VRSA	VACORP	VRSA
Property	\$42,748	\$30,124	\$1,000	\$1,000	Dependent on type	Dependent on type
General Liability	\$9,291	\$2,106	\$0	\$2,500	\$2,000,000	\$1,000,000
Inland Marine / Miscellaneous	\$5,487	\$1,951	\$1,000	\$1,000	Replacement or Actual	Replacement
Equipment Breakdown	\$3,958	\$2,138	\$1,000	\$1,000	\$1,000,000	\$1,000,000
Public Officials Liability (School Board Legal)	\$7,538	\$3,018	\$2,500	\$2,500	\$1,000,000	\$1,000,000
Automobile (Liability & Physical Damage)	\$71,096	\$61,831	\$250	\$250	\$2,000,000	\$1,000,000
Crime	\$2,575	\$1,496	\$250	\$250	\$1,000,000	\$1,000,000
Excess Liability	\$7,291	\$9,707	\$0	\$0	\$1,000,000	\$1,000,000
Environmental Liability	Included	Included	\$25,000	\$250,000	\$1,000,000 , \$2,000,000 Agg.	\$1,000,000, \$2,000,000 Agg.
Cyber Risk Liability	\$8,000	\$3,300	\$0	\$1,000	\$1,000,000 per and agg.	\$1,000,000 per and agg.
Workers' Comp	\$214,176	\$222,576	\$0	\$0	\$1,000,000	\$1,000,000
Line of Duty Act	\$40,171	\$40,953	\$0	\$0	State Mandated	State Mandated
Volunteer Accident	\$1,000	\$1,000	\$0	\$100	\$1,000,000	\$1,000,000
Excess Constitutional Officers: Excess General Liability	\$6,000	Included	\$1,000,000	\$1,000,000	No limit	No Limit
Total:	\$410,630	\$380,200				



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE: June 14, 2022	ITEM C	SUBJECT: FY 2021-2022 Budget Category Transfer Request and School Capital Appropriation Request of Warren County Public Schools	PAGE 1 OF 1
<u>EXPLANATION & SUMMARY:</u> The Warren County School Board has requested Budget Category Transfers within the approved FY 2021-2022 budget for Warren County Public Schools. The Warren County School Board has also requested the appropriation of \$343,600 from School Capital Project Reserves to replace the Membrane roof at Blue Ridge Technical Center. The Warren County School Board and the Board of Supervisors are learning new information about state budgetary adjustments for FY 2021-2022 and appropriations for FY 2022-2023. It is therefore recommended that these requests be tabled until all financial information from the Warren County School Board is available. It is further recommended that a work session with the Warren County School Board be scheduled for 6:00 PM on Tuesday, June 14 th to discuss the reports of the Joint Finance and Joint Construction Committees on these matters. <u>COST & FINANCING:</u> Funds were appropriated by category for the adopted FY 2021-2022 budget. New funds will need to be appropriated by category for the FY 2022-2023 budget. <u>PROPOSED OR SUGGESTED MOTION:</u> No motion is needed.			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:



Warren County Public Schools
210 North Commerce Avenue
Front Royal, Virginia 22630-4419
Phone (540) 635-2171
Fax (540) 636-4195
www.wcps.k12.va.us

OFFICE OF THE
SUPERINTENDENT

May 31, 2022

Dr. Edwin C. Daley, County Administrator
County of Warren
220 North Commerce Avenue, Suite 100
Front Royal, VA 22630

Dear Dr. Daley:

At the May 18, 2022 regular meeting of the Warren County School Board, approval was given to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers:

BUDGET CATEGORY	DESCRIPTION	2021-2022 BUDGET	2021-2022 TOTAL PROJECTED EXPENDITURES	UNEXPENDED	MAY 18, 2022 REQUESTED TRANSFER	PROJECTED ENDING BALANCE
61000	INSTRUCTION	\$ 51,749,793	\$ 50,944,910	\$804,883	(\$632,791)	\$ 172,092
62000	ADMIN, ATTENDANCE & HEALTH	\$ 2,729,495	\$ 2,997,531	(\$268,036)	\$275,000	\$ 6,964
63000	PUPIL TRANSPORTATION	\$ 2,928,625	\$ 2,802,403	\$126,222	\$0	\$ 126,222
64000	OPERATIONS & MAINTENANCE	\$ 6,653,992	\$ 6,977,691	(\$323,699)	\$325,000	\$ 1,301
66600	FACILITIES	\$ 1,042,644	\$ 1,042,644	\$0	\$0	\$ -
67000	DEBT SERVICE AND FUND TRANSFERS	\$ 629,961	\$ 629,961	\$0	\$0	\$ -
68000	TECHNOLOGY	\$ 2,185,350	\$ 2,303,421	(\$118,071)	\$120,000	\$ 1,929
69000	CONTINGENCY RESERVE	\$ 87,209	\$ -	\$87,209	(\$87,209)	\$ -
SUB-TOTAL:		\$ 68,007,069	\$ 67,698,560	\$308,509	\$0	\$308,509

As the fiscal year has progressed and actual costs have been incurred, it will be necessary on an annual basis to request that the appropriated amounts for several categories be adjusted. Also, and primarily due to the inability to fill a number of positions during the school year, lag pay savings from when an employee leaves and their replacement is hired, and staff turnover savings, there are savings in the current budget. The Warren County School Board has approved the above changes which include an employee bonus, the purchase of Leveled Literacy Intervention (LLI) kits for all elementary schools and Brighter Futures, the purchase of a mower for each of the high schools, and the transfer of funds necessary to balance the FY2022 budget.

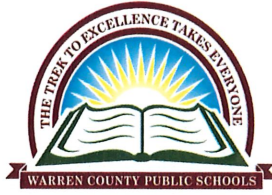
Additional information is provided in the attached School Board Agenda Item as well as the FY2022 Projected Category Balance and Transfer Request.

I would appreciate your placing this item on the next Board of Supervisors meeting agenda and will be happy to discuss this request with you and your Board then. In the meantime, if you have any questions, please let me know.

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments



Agenda Item Details

Meeting	May 18, 2022 - Work Session
Category	4. Action Agenda
Subject	G. Approval to Request the Board of Supervisors Transfer Funds between Budget Categories - Dr. Ballenger
Access	Public
Type	Action
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	Approved FY2022 Budget as Amended
Recommended Action	That the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: \$275,000 from Category 61000 (Instruction) to Category 62000 (Administration, Attendance, & Health); \$325,000 from Category 61000 (Instruction) to Category 64000 (Operations and Maintenance); \$32,791 from Category 61000 (Instruction) to Category 68000 (Technology); and \$87,209 from Category 69000 (Contingency Reserve) to Category 68000 (Technology).

Public Content

Explanation and Summary: When the Warren County Board of Supervisors approved the FY2022 School Operating Budget, the appropriation was made by budget category (vs. lump sum). As the year has progressed and actual costs have been incurred, it is necessary to request that the appropriated amounts for several categories be adjusted to reflect actual costs incurred. Also and primarily due to the inability to fill a number of positions during the school year, lag pay savings from when an employee leaves and their replacement is hired, and staff turnover savings, there are savings in the current budget that, if approved, would allow for an employee bonus, the purchase of Leveled Literacy Intervention (LLI) kits for all elementary schools and Brighter Futures, and the purchase of two mowers for the high school. In order to accomplish these initiatives, approval the requested transfer of funds is required.

Attachments:

- FY2022 Projected Category Balance and Transfer Request (*No increase to the total budget or additional funding is requested*)

Cost and Financing:

- Approved FY2022 Operating Budget as amended

Proposed or Suggested Motion:

"I move that the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: \$275,000 from Category 61000 (Instruction) to Category 62000 (Administration, Attendance, & Health); \$325,000 from Category 61000 (Instruction) to Category 64000 (Operations and Maintenance); \$32,791 from Category 61000 (Instruction) to Category 68000 (Technology); and \$87,209 from Category 69000 (Contingency Reserve) to Category 68000 (Technology)."

[Budget Category Balance Transfer.pdf \(34 KB\)](#)

Administrative Content

Executive Content

Motion & Voting

That the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: \$275,000 from Category 61000 (Instruction) to Category 62000 (Administration, Attendance, & Health); \$325,000 from Category 61000 (Instruction) to Category 64000 (Operations and Maintenance); \$32,791 from Category 61000 (Instruction) to Category 68000 (Technology); and \$87,209 from Category 69000 (Contingency Reserve) to Category 68000 (Technology).

Motion by Ralph A Rinaldi, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Kristen J Pence, Ralph A Rinaldi, Melanie C Salins

**WARREN COUNTY PUBLIC SCHOOLS
PROJECTED FY2022 CATEGORY BALANCE**

BY CATEGORY - LABOR ONLY

BUDGET CATEGORY	DESCRIPTION	2021-2022 BUDGET	2021-2022 REGULAR PAYROLL TOTAL	JUNE 2022 BONUS	TRANSFER TO HEALTH CARE FUND	UNEXPENDED
61000	INSTRUCTION	\$48,759,848	\$ 45,692,449	\$ 1,632,245	\$ 337,153	\$1,098,001
62000	ADMIN, ATTENDNACE & HEALTH	\$ 2,498,271	\$ 2,716,210	\$ 67,489	\$ (37,393)	(\$248,036)
63000	PUPIL TRANSPORTATION	\$ 2,286,009	\$ 1,993,769	\$ 128,730	\$ 37,289	\$126,222
64000	OPERATIONS & MAINTENANCE	\$ 1,464,820	\$ 1,352,715	\$ 39,994	\$ 43,836	\$28,275
66600	FACILITIES	\$ -	\$ -			\$0
67000	DEBT SERVICE AND FUND TRANSFERS	\$ -	\$ -			\$0
68000	TECHNOLOGY	\$ 1,557,162	\$ 1,475,461	\$ 39,994	\$ (26,856)	\$68,563
69000	CONTINGENCY RESERVE	\$ -	\$ -			\$0
	SUB-TOTAL:	\$56,566,110	\$ 53,230,603	\$ 1,908,452	\$ 354,029	\$1,073,026

BY CATEGORY - NON-LABOR

BUDGET CATEGORY	DESCRIPTION	2021-2022 BUDGET	100% EXPENDED	PROJECTED OVER/UNDER BUDGET	PURCHASE LLI and TWO MOWERS	UNEXPENDED
61000	INSTRUCTION	\$ 2,989,945	\$ 2,989,945	\$ 197,000	\$ 96,118	(\$293,118)
62000	ADMIN, ATTENDNACE & HEALTH	\$ 231,224	\$ 231,224	\$ 20,000		(\$20,000)
63000	PUPIL TRANSPORTATION	\$ 642,616	\$ 642,616	\$ -		\$0
64000	OPERATIONS & MAINTENANCE	\$ 5,189,172	\$ 5,189,172	\$ 323,974	\$ 28,000	(\$351,974)
66600	FACILITIES	\$ 1,042,644	\$ 1,042,644			\$0
67000	DEBT SERVICE AND FUND TRANSFERS	\$629,961	\$629,961			\$0
68000	TECHNOLOGY	\$ 628,188	\$ 628,188	\$ 186,634		(\$186,634)
69000	CONTINGENCY RESERVE	\$ 87,209	\$ 87,209	\$ (87,000)		\$87,000
	SUB-TOTAL:	\$11,440,959	\$ 11,440,959	\$ 640,608	\$ 124,118	(\$764,726)

BY CATEGORY - COMBINED

BUDGET CATEGORY	DESCRIPTION	2021-2022 BUDGET	2021-2022 TOTAL PROJECTED EXPENDITURES	UNEXPENDED	MAY 18, 2022 REQUESTED TRANSFER	PROJECTED ENDING BALANCE
61000	INSTRUCTION	\$51,749,793	\$ 50,944,910	\$804,883	(\$632,791)	\$ 172,092
62000	ADMIN, ATTENDNACE & HEALTH	\$ 2,729,495	\$ 2,997,531	(\$268,036)	\$275,000	\$ 6,964
63000	PUPIL TRANSPORTATION	\$ 2,928,625	\$ 2,802,403	\$126,222	\$0	\$ 126,222
64000	OPERATIONS & MAINTENANCE	\$ 6,653,992	\$ 6,977,691	(\$323,699)	\$325,000	\$ 1,301
66600	FACILITIES	\$ 1,042,644	\$ 1,042,644	\$0	\$0	\$ -
67000	DEBT SERVICE AND FUND TRANSFERS	\$ 629,961	\$ 629,961	\$0	\$0	\$ -
68000	TECHNOLOGY	\$ 2,185,350	\$ 2,303,421	(\$118,071)	\$120,000	\$ 1,929
69000	CONTINGENCY RESERVE	\$ 87,209	\$ -	\$87,209	(\$87,209)	\$ -
	SUB-TOTAL:	\$68,007,069	\$ 67,698,560	\$308,509	\$0	\$308,509

\$ -



Warren County Public Schools

210 North Commerce Avenue
Front Royal, Virginia 22630-4419

Phone (540) 635-2171

Fax (540) 636-4195

www.wcps.k12.va.us

OFFICE OF THE
SUPERINTENDENT

May 31, 2022

Dr. Edwin C. Daley, County Administrator
County of Warren
220 North Commerce Avenue, Suite 100
Front Royal, VA 22630

Dear Dr. Daley:

At the May 18, 2022 regular meeting of the Warren County School Board, approval was given to request that the Warren County Board of Supervisors appropriate \$343,600 to the School Capital Improvements Fund to replace the membrane roof at Blue Ridge Technical Center. Black Stone Roofing, LLC was determined to be the lowest responsive and responsible bidder for the project. Funding for this project would come from the portion of the FY20 schools operating fund surplus that was previously requested for school capital projects. Additional information is provided in the attached School Board Agenda Item as well as the bid tabulation sheet for the project.

I would appreciate your placing this item on the next Board of Supervisors meeting agenda and will be happy to discuss this request with you and your Board then. In the meantime, if you have any questions, please let me know.

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments

**Agenda Item Details**

Meeting	May 18, 2022 - Work Session
Category	4. Action Agenda
Subject	C. Blue Ridge Technical Center Membrane Roof Replacement - Mr. Livesay
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	343,600.00
Budgeted	No
Budget Source	Warren County Government
Recommended Action	That approval be given to award a contract to Black Stone Roofing, LLC in the amount of \$343,600.00 to replace the membrane roof at Blue Ridge Technical Center contingent on appropriation of funding from the Warren County Board of Supervisors. I further move that the Superintendent be authorized to request funding for the project from the Board of Supervisors.

Public Content**Explanation and Summary:**

The existing membrane roof has developed multiple leaks over the years with previous repair attempts unsuccessful.

Staff posted an IFB (Invitation for Bid) utilizing the Commonwealth's eVA Procurement website along with the school divisions website at the end of March, 2022. A pre bid meeting was conducted on April 13, 2022 with eight (8) contractors in attendance. Five (5) bids were received on April 29, 2022 with Black Stone Roofing, LLC, the lowest most responsive bidder at \$343,600.00.

Attachments:**Cost and Financing:**

- \$343,600.00 - from the School Capital Improvement Fund previously approved and held by the Board of Supervisors

Proposed or Suggested Motion:

" I move that approval be given to award a contract to Black Stone Roofing, LLC in the amount of \$343,600.00 contingent on appropriation of funding from the Warren County Board of Supervisors. I further move that the Superintendent be authorized to request funding for the project from the Board of Supervisors. "

Administrative Content

Executive Content

Motion & Voting

That approval be given to award a contract to Black Stone Roofing, LLC in the amount of \$343,600.00 to replace the membrane roof at Blue Ridge Technical Center contingent on appropriation of funding from the Warren County Board of Supervisors. I further move that the Superintendent be authorized to request funding for the project from the Board of Supervisors.

Motion by Melanie C Salins, second by Ralph A Rinaldi.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Kristen J Pence, Ralph A Rinaldi, Melanie C Salins



Warren County Public Schools
Bid Opening Day, April 29, 2022, 11:00 a.m.
BLUE RIDGE TECHNICAL CENTER ROOF REPLACEMENT - IFB 2022-004

Company Name	Black Stone Roofing, LLC	Don Largent Roofing Inc.	Northeast Contracting	Alonzo Ours Construction, Inc
BID PART A Lump Sum				
Dollars (\$)	\$342,000	\$351,786	\$415,454	\$480,000
BID PART B Steel Deck Repair				
Dollars (\$)	\$1,600	\$1,410	\$1,800	\$3, 240
Total Base Bid				
Dollars (\$)	\$343,600	\$353,196	\$417,254	\$483,240
Company Name	Vertex Roofing Contractors			
BID PART A Lump Sum				
Dollars (\$)	\$535,408			
BID PART B Steel Deck Repair				
Dollars (\$)	\$2,614			
Total Base Bid				
Dollars (\$)	\$538,022			
Bids Opened By:	Greg Livesay	Witness:	Date: April 29, 2022	