

Joint Administrative Services Board  
April 22, 2019 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, April 22, 2019, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

**Members Present:** David Ash, Chuck Bishop, Sharon Keeler, Chip Schutte, David Weiss

**Members Absent:** None

**Staff Present:** Emily Johnson, Brian Lichty, Tom Judge, Brianna Taylor

**Others Present:** None

**1. Call to Order - Determination of Quorum**

At 9:58 am, Chairman Chip Schutte called the meeting to order having determined that a quorum was present.

**2. Approval of Minutes**

**Chuck Bishop, seconded by David Ash, moved to approve the February 25, 2019 minutes as presented. The motion carried by the following voice vote:**

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Aye
David Weiss	- Aye

**3. Flex Benefits Update**

Tom Judge stated that the Board directed him to make a change on how we administer the Flex Benefits. He explained that all participants have been notified and that we are changing from the \$500 continuous carryover to the 90-day runoff.

**Bank Reconciliation**

Tom Judge explained that David Ash, Tom Judge, Sharon Keeler, and Gordon Russell met to discuss the bank reconciliation. Sharon gave a positive report and was optimistic that everything should be on track by the end of May.

#### 4. Vendor Trends

Tom Judge explained that he had asked Emily Johnson to put together a general trend of vendor payments that were made. He stated that each month the Board of Supervisors and the School Board look at them in little bits and pieces, but not in a broader way then the monthly report would show. Tom Judge then handed the floor over to Emily Johnson to show the nice PowerPoint, provided in the meeting packet.

Emily Johnson stated that the direction was endless; this PowerPoint shows the direction that she choose because it gives you an idea of where the County dollars are going. However, if any of the Board members want to see it in a different way she can work on it. She also explained that she presented the data in two forms a pie chart that shows FY18 and in a table form to see the trends over the last three years, FY16, FY17, and FY18.

Overall view with top ten vendors:

1. US Bank- Debt Service, trend is going down as out loans are being paid off.
2. GCA- Cleaning
3. Rappahannock- Electric
4. Northwestern Regional- Jail
5. CDW- IT and Computers, this trend is up in FY18 because of the purchase of the Chromebooks.
6. Sodexo- Food Service Management, trends are going down.
7. Virginia Resource Authority- Expansion loans for the Sanitary Authority
8. VACorp- Insurance
9. Handley- Library
10. Riddleberger- HVAC

Local Dollars are going down these figures are not completely accurate but they are close. The reality is that shipping is used; people are shopping online instead of going to the local vendors.

Top Utility Vendors:

1. Republic Services- Trash
2. Rappahannock- Electric
3. Clarke County Sanitary Authority (CCSA)- Water
4. Quarles FY16 & FY17/ Blossman FY18- Propane
5. Emmart Oil- Heating Oil
6. Town of Berryville- Water
7. Merrit- Sanitation
8. Washington Gas- Natural Gas

– Gas, Oil, and Propane are all steadily increasing.

- Electricity is interesting; the rates went up January 2018 and continue to increase. The payment actual went down in 2018, might be because of the newer and renovated building so they may be more efficient.
- Washington Gas increased because we have more accounts.
- Water has continually gone down might also be because of the newer and renovated buildings.
- Propane has increase because the additional tanks at Boyce Elementary.
- The local vendors from this group is Town of Berryville, Quarles/ Blossman, and CCSA.

Top Maintenance Vendors:

1. Jerry McDonald- excavating, FY18 includes Appalachian Trail Lot, FY16 large January snow removal and new soccer field.
2. Powersecure- generator maintenance
3. Consolidated Electric- electric that we cannot do in house.
4. Home Paramount- pest control costs down but less service provided.
5. Riddleberger- HVAC, FY17 included several units that went out in multiple schools. FY18 no major repairs and small jobs brought in house when possible.
6. Broy & Son- pump services and plumbing, (Excluding CCSA)
7. Thomas Plumbing and Heating switched to Broy & Son. They were never available therefore; we have not been using them.
8. Anderson Control going up each year but includes more services.
9. National Elevator- elevator servicing
10. Greatscapes- landscaping, going down each year mostly due to weather and less additional services.

Top Vehicle Car Maintenance and Repair Vendors:

1. Berryville Auto- Fleet Maintenance, gone up more vehicles in the fleet.
2. Mansfield- Fleet Cards for Gas, gone up more vehicles in the fleet.
3. Highway Motors- bus services, went down in FY18 because newer buses so less maintenance service required.
4. McCarthy Tire- bus tires, went down in FY18 because newer buses.
5. Tire World- fleet tires
6. Sosmetal- parts for the bus garage
7. Kingmor- services
8. Fisher- bus services went down in FY18 because newer buses so less maintenance service required.
9. Jim Stutzman- parts for the bus garage

10. Truck Parts Unlimited- parts for the bus garage

11. Broy's Car Wash- car wash for deputy vehicles

- The overall total for all car services has gone up and the main reason for that is that the overall car and bus maintenance has gone up because there are more vehicles than there has ever been before.

The average order per vendor for supplies:

- BB&T- Credit Cards, these cover a wide range including supplies, parts, and other items.
- Amazon- used for a wide variety mostly supplies but can be parts for Sanitary Authority and maintenance and other items.
- Overall trends for supplies have gone down because there is less of a need from going paperless.
- Office Depot and Amazon are two e-procurement vendors and in FY19 added School Specialty, which is under a state contract for school supplies.
- Quill is going down because their prices keep increasing and Amazon is being used more to order supplies.

Chuck Bishop asked if orders were double counted when an order was placed on Amazon but paid for by the BB&T card? Emily Johnson clarified that the orders were not double counted but it was accounted for under BB&T, hopefully with more people using e-procurement, those Amazon orders will start being accounted for under Amazon to give better representation in the future.

- Office Depot is going up because this is where supplies for central store are ordered from.
- One that was not included in the presentation is B.W. Wilson- vendor that is only used for paper and for FY18 the average order was \$1,793.43.

Total Dollar Amount- on a downward trend for all of them except for Amazon, which is because of the e-procurement and the pricing.

- B. W. Wilson for FY17 was \$36,000 and for FY18 was \$21,521.12 so overall on the downward trend because of going paperless.
- BB&T down by 20% from FY17 to FY18 because using e-procurement.
- The number of transactions are going up because orders are being done on a "just in time" basis instead of the annual bulk order that was done in the past.
- Using central store through Munis will help reduce the number of transactions; it is much more efficient for everyone but still pushing people into using it more often.

David Weiss stated that the presentation was very interesting and that this was the first time that he has seen it presented this way. Emily Johnson stated that she has not even seen it this way until she pulled together.

Chuck Bishop stated that Amazon is used more because they have many products; and, across the board, the pricing is better than most other places. Emily Johnson agreed that 9 out of 10 times Amazon does have the better pricing but that cannot stop us from using the internet and checking different sites to make sure we are getting the best deal.

David Weiss asked since Thomas Plumbing and Heating was not responding, what is the process to change a vendor? Tom Judge answered that it was Mike Legge's job and that every couple of years it is bid out. Chuck Bishop explained that even if a company is in an open-ended contract and the cost for the repair is high they will still get quotes from other companies to make sure that it is comparable.

Tom Judge stated that Maintenance Contracts would be interesting to see because over the years the maintenance contracts have gone up; they do cover from cleaning grease traps, software maintenance, and hardware maintenance. Most companies are switching to being in a preventative maintenance contract, which is why they are going up.

David Ash explained that in the future some maintenance contracts could be dropped for example copiers/ printers contracts because it may be less expensive to replace the printer instead of paying for the contract depending on how many services need to be done. Emily Johnson stated that we would have to look at how often they are serviced because the purpose of the contract is to be able to call and they come out and fix the problem immediately. David Ash also stated that in most locations there are multiple printers in the same building that are all networked together; so, if one is jammed, we can still print things by just sending it to a different printer. Tom Judge stated that some contracts are true time and material contracts and they just guarantee us the rate.

Tom Judge stated that this might be something to get Mike Legge in here to explain and go over more in detail in the future.

David Ash explained that we have a proposal to lease vehicles that just came in and he will look at it soon. The concept behind it is that you have newer vehicles so less maintenance and better gas mileage; you also will get rid of them while they are newer so you will get more out of them in terms of resale value. David Ash clarified that he still needs to look at this to see if it would work for the County.

Emily Johnson explained that with the newer buses the maintenance for the buses has gone down from FY17 to FY18. Chuck Bishop explained that in the future we would have to reach out to Highway Motors because the bus garage shop is not equipped to do all of the work that needs to be done. Even though our maintenance technician is capable of those repairs, the shop cannot handle them.

David Ash explained that the County does hand older vehicles from one department to the next, which makes good use out of the vehicle; but, in the end, that vehicle needs more and more maintenance and the miles per gallon are low because the vehicle is 20 years old. Also, currently, the Sheriff's Office has five or six extra vehicles, which made sense a few years back when you could only purchase them once a year; but, now car dealers carry two or three on their lots therefore more available year round.

Chip Schutte stated that if another plumbing vendor was being looked for that he suggested Finish line Plumbing. Tom Judge will share the information with Mike Legge.

Tom Judge stated that with plumbing, electric and other trades, we try to stay local but that is not always the case because they cannot always handle the larger scale project or they are not readily available and cannot come out for months after we need them.

Chuck Bishop stated that Joint Maintenance does have a skilled workforce. Emily Johnson agreed and opined that they are trying to bring more in house when possible.

David Ash stated that this is a good tool but hopes to see it expanded into other things in the future. In the past, vendors and paychecks were physically written and handed out so you could see if something was wrong. Now it is harder to see everything and wonder if the annual audits do catch everything. We do need to have extra security in house and not have to depend solely on the auditor. Emily Johnson explained that we have a small check and balances system, Brenda Bennett reviews all of the vendors and she will make sure it is a known company and will ask if she has any questions or concerns.

In the past, you could see all the vendors and ask who they were and confirm with staff the reason they were used. It also was a way to see that we were using three different vendors for the same service and we could work together to get everyone using the same vendor if possible.

Tom Judge confirmed that not a lot gets by Emily Johnson but we do have internal controls in the system. He opined that the one that is the loosest item is the Travel and that is because we are always looking for more detail.

David Ash stated that these types of comparisons tend to highlight the things that are out of range, which gives you a starting point on where to look.

David Weiss thanked Emily Johnson for all of her hard work.

Emily Johnson stated that she found this interesting because she did get to see it in a different form.

Chip Schutte thanked Emily Johnson.

David Weiss stated that this might be interesting to present to the Board of Supervisors. David Ash suggested that the end of the year might be the best time so you can see the trends.

## **5. Adjournment**

At 10:42 am, Chairman Chip Schutte adjourned the meeting.

## **6. Next Meeting**

May 20, 2019

Note: The March meeting was cancelled due to insufficient agenda.

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Minutes Recorded and Transcribed by Brianna R. Taylor