

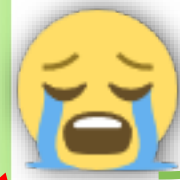
The background is a light green gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **HOW TO WORK WITH YOUR MAINTENANCE STAFF AND GET THEM TO SAVE MONEY**

TUESDAY, OCTOBER 22, 2019

Does your maintenance staff feel like this is their budget?

Maintenance Budget



But maintenance wants their budget here!



# PRESENTATION AT WVASFA CONFERENCE

- I presented most of this presentation at the July 2019 WVASFA Conference in Morgantown to the Maintenance Directors.
- The presentation was very well received.
- Feedback has been very positive from maintenance directors in improving their relationship with the treasurer/finance and assisting with more funding for maintenance by maintenance helping themselves.



# SMOOTH RUNNING SCHOOL SYSTEM

- I don't consider my job any more important than a custodian, cook, bus driver or any other person in the system.
- When one person doesn't do their job, the whole system falls apart.
- The two things that are fundamental to a smooth-running school system are:
  - A work ethic of every employee, and
  - Money



# **SMOOTH RUNNING SCHOOL SYSTEM (contd.)**

- **Money makes everything in the system turn and keep moving forward.**
- **Finance is the hub of the school system.**
- **The finance office interacts with every department and person in the school system.**
- **One of my responsibilities, as a treasurer, is to stand guard over the school systems money.**
- **The budget has to meet every need of every department and employee in the county.**
- **Due to everyone's needs in the county, it can be difficult for maintenance to get the money that they need.**
  - **It is not personal. It is just a fact that the money has to stretch for everyone's needs.**

# **SMOOTH RUNNING SCHOOL SYSTEM (contd.)**

- For the reasons just stated, I am a tough treasurer just like most other treasurers, but I am fair and try really hard to see the whole picture of the whole county's needs.**
- A previous business card of mine had a picture of a guy with a shot gun standing guard over bags of money.**
- I take my job that serious. It is my job to guard the money in the bank so that it meets everyone's needs to the best of my ability with what we have to work with.**

# COMMUNICATION BETWEEN TREASURER AND MAINTENANCE?

Does anyone feel like this is how communication goes between maintenance and treasurer?



# HOW TO COMMUNICATE WITH YOUR TREASURER



- It is all about DOLLARS and teaching.
- The key to getting your treasurer's attention, is to communicate how spending money today will save money in the long run.
  - If Brett, my maintenance supervisor, comes to me with a problem that will cost \$5,000 to fix today, he knows that he needs to communicate the following:
    - \$5,000 to fix today, or
    - If the problem is let go for 5-years it will cost \$20,000 to fix.
    - Brett put the problem in DOLLARS, I now understand and it is a no brainer that I have to do everything I can to find the \$5,000 to fix whatever is needing repaired.



# HOW TO COMMUNICATE WITH YOUR TREASURER (contd.)



- The other component to communicating with your treasurer is teaching them about your job (maintenance), your department.
- The finance office has to learn a little about every department, school, facility, etc. in the county to do their very best to meet everyone's needs as best they can.
- I learn a lot from my husband, Ken Hughart, and maintenance staff.
- I have been a treasurer in 4 counties and have tried to learn from everyone.
- Don't be bashful when explaining things to your treasurer. / As a treasurer don't be bashful about asking questions.
- Helping your treasurer to understand the issue and the importance will help them justify to the superintendent and board why money needs to be spent.
- **If your treasurer doesn't understand why the project needs to be addressed and its' urgency, they won't find the money for the problem that you are dealing with.**


# HOW TO COMMUNICATE WITH YOUR TREASURER (contd.)



- When there is a problem that needs addressed, maintenance needs to explain the problem in detail and provide documentation, if possible.
- Any documentation that you can provide is a huge help to the treasurer.
- Maintenance isn't the treasurer's area of expertise.
- Remember, our area of expertise is guarding the money.
- I can't remember everything in detail said to me verbally and I am not afraid to say I may not understand it.
- Most finance people are not auditory learners and comprehend better by reading, therefore, documentation is very helpful.
- So, documentation that you can give your treasurer to review later, will help them get a handle on the problem and to then be able to justify to the superintendent and board why we need to spend money on the problem.
- Always remember to present a positive attitude when discussing a problem with the treasurer.
- Don't be combative; keep your cool. This goes for the treasurer, as well.

# HOW TO COMMUNICATE WITH YOUR TREASURER (contd.)



- **Maintenance: Explain it a second time if you can see they aren't understanding.**
- **If the treasurer is not understanding, try to relate the problem to something in their life, like their house, that might make them see the light bulb. **
- **Try to remember that what ever you are trying to explain to the treasurer, might be like the treasurer trying to explain corporate tax accounting to you.**
- **I worked with an administrator several years ago that told people, "Don't bring me a problem if you don't have a solution."**
- **Always remember when presenting a problem, to present a solution, even if the solution will cost money. As long as the solution will save money in the long run.**

# HOW TO COMMUNICATE WITH YOUR TREASURER (contd.)

- **Develop a rapport with your treasurer.**
  - **This will go a long way.**
- **We are not the enemy.**
  - **Remember, it is our job to guard the money.**
- **They are your ally.**
- **A treasurer is someone you want on your side.**
- **A treasurer's job is stressful just like your job.**
  - **I enjoy the break when someone stops by my office for a few minutes or even if it is just to pop in the door and say, "Hi.", and smile.**
  - **We have a bus driver that stops by the central office every couple of weeks and always pops in my door to say hi and chit chat for a few minutes and always presents a positive attitude and smiles.**
    - **It is always a bright spot in my day.**



# HOW TO COMMUNICATE WITH YOU TREASURER (contd.)

- People rarely smile at treasurers. Probably because we rarely get to communicate **GOOD NEWS!**
- A smile can go a long way.
- Yes, I am advocating being a suck-up and a brownnoser.
- Compliments go a long way.
- We are human just like you.



# TREASURER'S PERSPECTIVE

- As most treasurers, I work very hard to do my very best to ensure we use every dollar as wisely as possible and I expect others to do the same.
- I am easy to get a long with for people in our county that work as hard as I do and do everything in their power to save the county money, as well.
  - This is the same of most treasurers.
- I will go out of my way to help people get what they need to do their jobs if they are doing everything they can to save our county money.
- For people that are a hinderance and are wasteful with our county's money, I am not as willing to go out of my way.
  - Again, this is the case for most treasurers.



# TREASURER'S PERSPECTIVE (contd.)



- **Our maintenance staff work as hard as I do and I do everything I can to get our maintenance department the tools, equipment, trucks and facility space they need.**
- **They do everything they can to save our county money by controlling the costs in maintenance and facilities.**
- **That being said, I don't favor maintenance.**
- **Again, I have to do my best with the money we have, to meet the needs of everyone in the county.**

Does anyone feel like this is your maintenance budget?

*I was thinking more along the lines of a Blackberry...*

*This is all we had the budget for...*

*Hello...?  
Hello...?*



By Clark & Vizdos

© 2007 [implementingscrum.com](http://implementingscrum.com)



# **MAINTENANCE PERSPECTIVE: HOW TO GET WHAT YOU NEED TO DO YOUR JOB**



- Ask yourself the following questions:
  - What do you need to do your job better/more effectively and efficiently?
  - How can you save the county money to get what you need?
- To get what maintenance needs to do their jobs, they need to look within their own maintenance budget to find ways to save money.
- Utilities in the maintenance budget are the biggest drain and have the potential for significant savings.
- If your county is strapped for money, try making a deal with your treasurer that the money maintenance saves on utilities, maintenance gets to use the savings for the replacement of equipment, vehicles, trucks, etc.
  - Barring any major increases in utility rates, compare utility expenditures at the end of the fiscal year compared to the prior year.

# HOW TO GET WHAT YOU NEED TO DO YOUR JOB (contd.)



- If your treasurer can't agree to let maintenance have 100% of the savings, then try to negotiate 50% of the savings.
- If 50% is still more than the treasurer can agree to, then try to negotiate for 25% of the savings.
- If the treasurer sees maintenance working hard to save as much money as possible, they are more likely to be accommodating when needs arise.

# WHERE TO FIND UTILITY SAVINGS

- Every county has room for improvement on utilities and can find savings. Barbour County, my county, also has room for improvement on utilities.
- In a small county, there can be easily \$100,000 in utility waste. A large county could be \$500,000 or more.
  - This is not an exaggeration of the amount of waste in utilities.
- Maintenance staff should have some ideas where there is waste in utilities in their own counties but let's look at some common areas.



# BUILDING AUTOMATION SYSTEMS

- Building automation systems not being used effectively.
- Building automation systems not being used at all and buildings are running 24/7 365 days a year.
- Building start times way earlier than necessary and building end times way too late causing buildings to run many more hours a day than is necessary.
- Buildings are running in occupied mode when no one is in the buildings during:
  - Holiday Breaks
  - Snow Days
  - Summer
  - 2- or 3-Hour Delays
  - Early Dismissals
  - For the benefit of evening or night custodians (Tell them to put on a jacket. If they are actually physically working, they probably won't need a jacket)



# BUILDING AUTOMATION SYSTEMS (contd.)

- Malfunctioning HVAC units that are still sending heat or air-conditioning when space has been satisfied.
- Malfunctioning building automation systems that are sending heat and air-conditioning simultaneously to the same space.
- Check the set points in your building automation systems to see if the temperatures in unoccupied mode can be changed to provide more savings on utility usage.
  - Our county-wide building automation system was set-up with only a small difference in temperature between occupied and unoccupied.
    - Our set points are now:
      - 80°F for Night Cooling
      - 62° for Night Heating
    - Depending on your units and building, you may be able to tweak the set points more.
    - Changing the set points will save a considerable amount on utilities.



# LIGHTING WASTE



- **Field Lights:**
  - Always On
  - Always On from Dusk to Dawn
  - Controls being unlocked where anyone can turn them on because they won't turn them off when done
- **School Buildings:**
  - Every light in a building on for evening and/or night custodians. Only allow lights to be on in the area that they are working in.
  - Classroom lights on when no one is in the rooms.
  - Gym lights being left on all day. Turn them off when no one is in the gym.
  - Lighting levels being higher than necessary. See recommended lighting levels at [Archtoolbox.com](http://Archtoolbox.com)
  - Contact the WVDE Office of School Facilities to have them check your lighting levels.

# SUMMER PROGRAMS

- **Only run HVAC in area of building being used, not entire building.**
- **Try to get county to consolidate summer programs to decrease number of buildings and areas being used.**



# WATER WASTE

- **Water line leaks not being fixed**
- **Sinks Dripping**
- **Toilets Running**
- **Locker Room Showers Dipping**
- **Urinals continuously running 24/7 (this was actually found in a school in WV. The urinals had been continuously running 24/7 for years since the day the building opened.)**
- **Sports teams dragging hoses on to the fields and letting water run during practices. Also, forgetting to turn them off.**
- **People in communities during times of drought will look for any place to get free water.**
  - **Having exposed faucets on school buildings can allow anyone to drive up and steal water. This happened in our county. People were filling large tanks.**





# BUS GARAGE UTILITY WASTE



- Buses being left plugged in when not necessary.
- Heat or air-conditioning being allowed to run while garage doors are open.
- Sewage charges being tacked on to water used for washing buses.
- Look for other areas in the county where sewage charges may be being paid when not necessary.

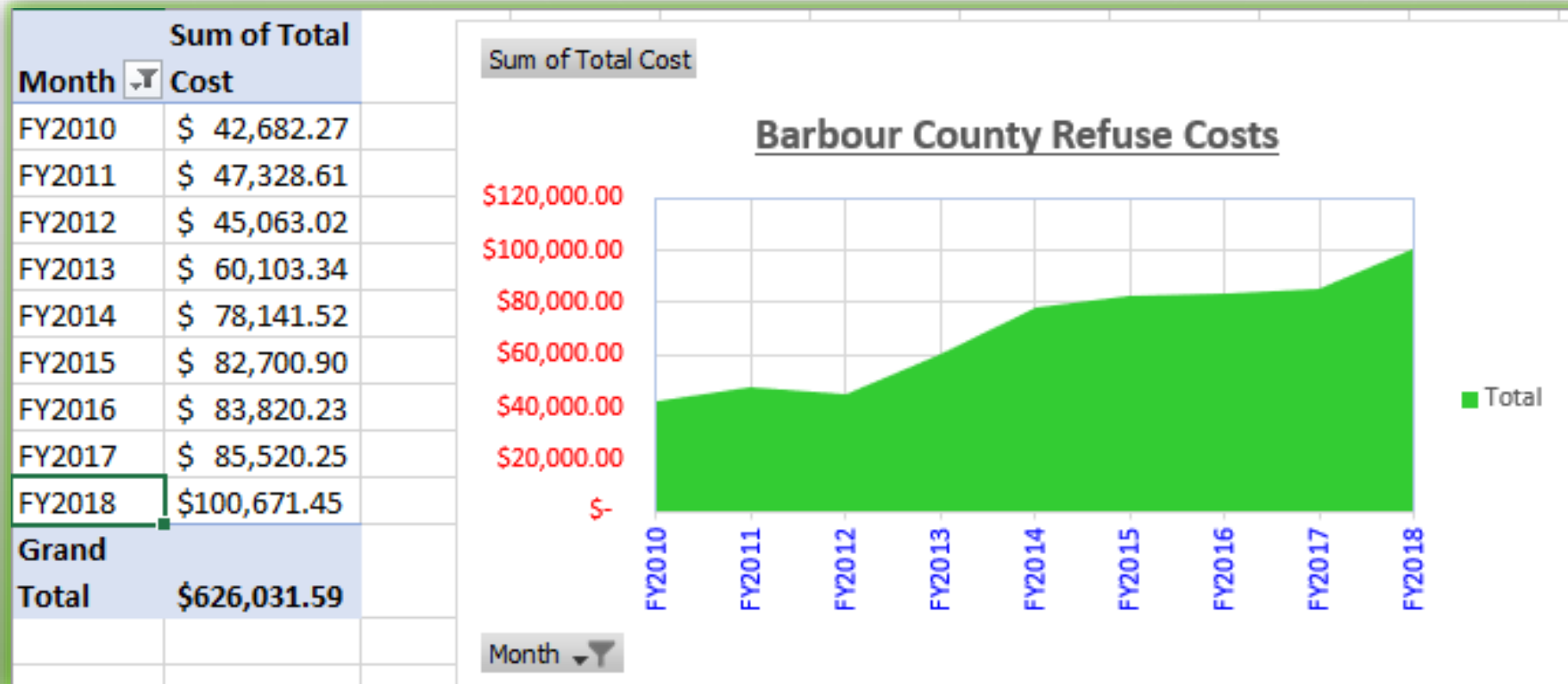
# **PAYING UTILITY BILLS THAT DON'T BELONG TO THE COUNTY**

- **There have been counties that have paid utility bills for years for meters that didn't belong to the county.**
- **Have your finance office compile a listing of all the utility meter numbers from utility invoices. If the invoices do not list the meter number, they will need to call the utility company to get the meter number.**
- **Have maintenance take the time to go around to each building using the listing of meter numbers to verify that the meter numbers are in fact the county's meters.**
- **When buildings are sold or leased, there is the potential that the new owners or tenants don't call to get the utilities changed over.**



# ESCALATING REFUSE COSTS

- This is the refuse costs for Barbour County for the past 9 years.
- Our refuse costs have more than doubled in 9 years.
- The drastic increase will probably be similar in other counties:



# REFUSE WASTE

- Every few years, it is requested to increase the size of the dumpsters and increase the number of pick-ups each week causing refuse costs to spiral out of control.
- Look for ways to reduce dumpster sizes and number of weekly pick-ups.
- Community using dumpsters
  - We had a principal that was building a house, using the county's dumpster to dispose of their building materials.
- Put locks on the dumpsters.
- If community members still leave items beside the dumpsters, install cameras so they can be identified. This will allow the central office to require payment from the community members.



# REFUSE WASTE (contd.)



- Find a local recycling agency that will supply trailers for cardboard boxes. Most local recycling agencies will come get the full trailers and leave empty trailers.
- Partner with your refuse provider to provide Recycling Dumpsters.
- Require custodians and staff to bust down boxes. This doesn't require much time, even though they may claim that it does.
- If Child Nutrition seems to be throwing a lot of food in the dumpsters:
  - Bring the perishable waste to the attention of the Child Nutrition director. This would mean that Child Nutrition is over ordering perishable goods.
  - Bring the over preparing of meals to the attention of the Child Nutrition director.

# COUNTY OWNED GARBAGE TRUCK AND STAFF

- Raleigh County BOE has their own garbage truck and staff to empty dumpsters and take to landfill.
  - They also have compacting dumpsters that require less pick-ups.
- If your county is not large enough to justify truck and staff, multiple counties could go together for services to see if costs could be saved.
  - **I am interested in looking into this option for Barbour and surrounding counties.**
    - **Please contact me if interested.**



# VENDING MACHINE WASTE



- **Vending machines run 24/7 and are energy hogs.**
- **A vending machine uses anywhere from 7-24 kWh daily to cool, which can average \$250-\$500 per year, per machine.**
- **How many vending machines do you have in your county?**
- **Contact your vending machine company(ies) to have them turn the lights off on the front of the machines.**
  - **The lights on a vending machine can cost \$100 per year in electricity.**
  - **When the lights are on in a room, the lights are not needed on the front of the vending machines.**

# VENDING MACHINE WASTE (CONTD.)



- **An overlooked additional cost of vending machines:**
  - **Vending machines generate a lot of additional heat in a room.**
    - **This causes the vending machines to run more to cool the contents.**
    - **Also, in months when air conditioning is running, the additional heat load from the vending machines causes the building air conditioning to run even more.**



## VENDING MACHINE WASTE (contd.)

- Tie your vending machines into your building automation system to control when the machines are on. There shouldn't be anything in school vending machines that are perishable.
  - An occupancy sensor can switch the vending machines off to unoccupied mode after 15 minutes of room inactivity. This also will reduce the number of compressor cycles required.
  - \$75 in parts for each vending machine to add relays to the electrical circuits.
  - Even on the low end the payback for the \$75 in parts is just under 4 months. Well worth the investment and time.
- If any of your vending machines are old, require the vendor to replace the machines with new models that are Energy Star compliant. This should reduce energy usage.
- A link for [5 Ways to Green Your Vending Machines](#)



# VENDING MACHINE WASTE (contd.)

- Plug in programmable timers can be used on vending machines.

- Advantage:

- Cheap

- Disadvantages:

- Easily defeated
- Easily stolen
- Time has to be reset on each device when there is a power outage or daylight savings occurrence (unless battery backup)
- Vending machines will still be running on days when no one is in buildings



# ENERGY CURTAILMENT

- Energy Curtailment allows counties to receive revenue for just being available to reduce electricity consumption when the reliability of the electric grid is in jeopardy and voltage reductions and rolling brownouts are imminent.
- Does your county receive money for Energy Curtailment for any of your school buildings?
- If not, this is another way to get money.
- This is easy money.
- To qualify, a county needs to pass an annual Demand Response Audit showing that the county can curtail electrical usage in a building(s) to a specified level.
  - Our maintenance staff are always able to curtail usage well below the specified level.



# ENERGY CURTAILMENT (contd.)



- We have never been asked to curtail electrical usage due to electric grid overload.
- So, in essence, you get paid to pass an audit once a year that only requires a couple of hours of the maintenance staff. The revenue that Barbour County receives from energy curtailment is put into a special project for maintenance to use. This is only fair since maintenance has to pass the annual demand response audit.
- Some energy curtailment companies only offer payment for possible curtailment during summer months.
- **While some other energy curtailment companies offer payments for possible curtailment at any time during the year; these companies typically offer more money for being available at any time during the year.**

## ENERGY CURTAILMENT (contd.)

- If a county would be asked to curtail usage but can't, the county is not penalized.
- If a county would be asked to curtail usage and can comply, it is additional money to the county. This would be additional money above just passing the annual audit.
- We have 1 high school that is participating in energy curtailment.
  - Currently receiving \$910.50 per quarter
  - Larger schools would be considerably more



## ENERGY CURTAILMENT (contd.)

- This is a link to an Enel X Demand Response eBook.
  - [\*Demand Response Deconstructed – Get Paid for Your Flexibility\*](#)



# OLD MAINTENANCE VEHICLES

- If your county has old maintenance vehicles sitting around that aren't being used, sell them.
- Ask your treasurer to put the proceeds in a local project for maintenance to use toward the purchase of new vehicles.
- Place an ad in your local paper to receive closed bids on the vehicles.
- Old vehicles are still on the county's insurance and cost money even if they aren't being used.
- Selling the old vehicles will make your treasurer happy since they won't be costing the county money anymore.



# FILTER CONTRACTS



- If your county's maintenance staff change filters, ask yourself if the filters are being changed timely.
- Are they also drowning in work orders?
- If Maintenance can not get filters replaced timely, it is costing additional money in utilities.
  - Dirty filters cause units to run inefficiently.
- Filter contracts may save money in long run.
- Look at the pros and cons to using a vendor to change filters.



## ENERGY TREASURE MAP FOR K-12 SCHOOLS

- Many more places to look for ways to save energy can be found on the Energy Star website, [Treasure Map FOR K-12 Schools](#)



## **Custodial Supplies – Warehouse versus Drop Ship**

- **Custodial supplies is another area to look for savings.**
- **For many years our county warehoused custodial supplies and delivered the supplies as needed. This allowed maintenance staff to control the supplies to the schools.**
- **Our county was approached by a company that could drop ship the custodial supply items to each building stating that we could save money on our custodial supplies. So we changed.**
- **We thought changing would be a win-win since our maintenance staff would have more time to focus on work orders instead of delivering custodial supplies.**

**Janitorial  
Supplies**



## **Custodial Supplies – Warehouse versus Drop Ship (contd.)**

- **However, each year our custodial supply costs increased.**
- **The 1<sup>st</sup> year our custodial supply costs increased 66%.**
- **By the 3<sup>rd</sup> year our custodial supply costs had almost doubled over warehousing.**
- **We are now going back to warehousing custodial supplies and are already seeing a decrease in costs:**
  - **This will once again allow our maintenance staff to maintain a tight control on supplies.**
- **Also, ordering custodial supplies in bulk will save money. If you have the space, order once a year for deeper discounts.**

**Janitorial  
Supplies**



# INSURANCE EXPENDITURES

- Some years ago, we received guidance from the WVDE – Office of School Finance that we were permitted to charge insurance expenditures as follows:
  - 80% to Transportation
  - 20% to Maintenance
- It seems a lot of counties are charging a large percentage of the insurance expenditures to **MAINTENANCE** instead of Transportation.
- % of expenditures reimbursed through the funding formula:
  - **87.5 – 95% of Transportation expenditures**
  - **0% of Maintenance expenditures**



## INSURANCE EXPENDITURES (contd.)

- Counties are losing large amounts of money by charging most of the insurance to maintenance since none of these expenditures are reimbursed.
  - It could be eating into your maintenance budget.
- Barbour County is a small county and our insurance expenditures for FY2019 was \$145,660
  - 80% to Transportation \$116,528
  - 20% to Maintenance \$29,132
  - **If we only charged 20% to Transportation, our general fund would be losing \$87,396 each year**
- **Check with your treasurer to see how your county is charging insurance expenditures. They may be leaving a large amount of money on the table each year.**



# MONEY FROM SALE OF SCRAP MATERIALS

- **Money from the sale of scrap materials MUST be turned over to the Board of Education.**
- Employees keeping the money from the sale of scrap materials could be grounds for immediate dismissal and criminal charges.
  - Depending on the amount of cash received from the sale of scrap materials, it is either a misdemeanor or a felony.
  - A misdemeanor theft/petit larceny is anything of value less than \$1,000
    - Petit larceny is a misdemeanor in West Virginia, punishable by a sentence of incarceration of no more than 1 year, a fine of no more than \$2,500, or both, in the discretion of the court (W.Va. Code 61-3-13(b)).
  - A felony theft/grand larceny is anything over the value of \$1,000 or more
    - Grand larceny is a felony in West Virginia, and offenders will receive a sentence of imprisonment in the state penitentiary for not less than 1 year and not more than 10 years, or a sentence of imprisonment in jail for not more than 1 year, in the judge's discretion, and a fine of not more than \$2,500.



# MONEY FROM SALE OF SCRAP MATERIALS (contd.)

- **The cash from the sale of scrap materials can NOT be used as a coffee or snack fund. This is still considered stealing from your employer.**

Losing your job is not worth it.

- Another way to save the county money is to round up all of the scrap materials in the county that have a value and sell the materials for scrap to a scrap dealer.
- **Ask your treasurer to place the proceeds from the sale of scrap materials into a separate local project for maintenance to use.**
- Centralize scrap materials in 1 or 2 places in the county. This will make the process of selling the scrap less work.



# EMBEZZLEMENT

WEST VIRGINIA CODE

CHAPTER 61. CRIMES AND THEIR PUNISHMENT.

ARTICLE 3. CRIMES AGAINST PROPERTY.

**§61-3-20. EMBEZZLEMENT.**

If any officer, agent, clerk or servant of this state, or of any county, district, school district or municipal corporation, or of any banking institution, or other corporation, or any officer of public trust in this state, or any agent, clerk or servant of any firm or person, or company or association of persons not incorporated, embezzles or fraudulently converts to his own use, bullion, money, bank notes, drafts, security for money, or any effects or property of any other person, which shall have come into his possession, or been placed under his care or management, by virtue of his office, place or employment, he shall be guilty of the larceny thereof. If such guilty person be an officer, agent, clerk or servant of any banking institution, he shall be guilty of a felony and, upon conviction thereof, shall be imprisoned in the penitentiary not less than ten years. And it shall not be necessary to describe in the indictment, or to identify upon the trial, the particular bullion, money, bank note, draft or security for money which is so taken, converted to his own use or embezzled by him

And whenever any officer, agent, clerk or servant of this state, or of any county, district, school district or municipal corporation, shall appropriate or use for his own benefit, or for the benefit of any other person, any bullion, money, bank notes, drafts, security for money or funds belonging to this state or to any such county, district, school district or municipal corporation, he shall be held to have embezzled the same and be guilty of the larceny thereof. In the prosecution of any such officer, agent, clerk or servant of this state or of any county, district, school district or municipal corporation charged with appropriation or use for his own benefit or the benefit of any other person, any bullion, money, bank notes, drafts, security for money or funds belonging to this state or to any county, district, school district or municipal corporation, it shall not be necessary to describe in the indictment, or to identify upon the trial, the particular bullion, money, bank notes, drafts, security for money or funds appropriated or used for his own benefit or for the benefit of any other person.



# MONTHLY MAINTENANCE FINANCIAL REPORTS

- To effectively control maintenance expenditures, you will need to review your Maintenance Financial Reports at least monthly.
- Ask your treasurer to have you set-up in WVEIS so that you can print your maintenance financial reports.
  - If your treasurer is unfamiliar with how to set you up in WVEIS to print your own reports, please have them contact me.
- If you are unfamiliar with WVEIS financial reports, ask your treasurer to walk you through it.



# MONTHLY MAINTENANCE FINANCIAL REPORTS (contd.)

- This is a simplified version of a WVEIS maintenance financial report (excludes payroll):

DATE - 4/03/18  
 TIME - 10:41:13  
 PROG - GNL.570  
 REPT - MAINT-NO PAYRL

BARBOUR COUNTY SCHOOLS  
 MAINTENANCE-NO PAYROLL REPORT

PAGE 1

March 31, 2018

ACCOUNT TITLE	2018 YTD EXPENDITURES	2018 BUDGET	2017 YTD EXPENDITURES	2017 BUDGET	2016 YTD EXPENDITURES	2015 YTD EXPENDITURES	2014 YTD EXPENDITURES	2013 YTD EXPENDITURES
EMPLOYEE TRAINING & DEV	.00	100.00	300.00	300.00	300.00	.00	295.00	325.00
OTHER PROFESSIONAL SVC	.00	50,906.00	.00	.00	.00	.00	.00	.00
WATER/SEWAGE	34,468.82	61,240.00	41,499.77	64,490.00	36,162.81	34,709.39	43,015.87	33,963.58
DISPOSAL SERVICE	72,169.13	100,690.00	58,309.20	94,880.00	58,940.04	53,342.80	55,255.92	30,433.17
SNOW REMOVAL SERVICE	.00	.00	.00	.00	.00	.00	17,594.00	12,928.50
LAWN CARE SERVICE	.00	.00	.00	.00	.00	.00	18,700.00	16,870.24
REPAIR/MAINT SVC-NON TECH	33,340.72	63,988.65	39,876.91	73,037.80	44,319.39	39,152.52	28,448.53	54,043.35
REPAIR/MAINT SVC-TECH REL	.00	.00	24,705.17	24,705.17	.00	150.00	3,456.65	.00
RENTAL OF LAND/BUILDINGS	7,501.50	10,002.00	8,335.00	10,100.00	8,335.00	7,501.50	5,546.40	5,546.40
PAID TO CONTRACTORS	28,549.91	38,997.00	9,894.29	44,894.29	5,175.00	1,400.00	2,160.00	3,931.20
PROPERTY INSURANCE	19,488.60	26,400.00	18,712.80	24,585.60	18,276.80	18,316.00	20,787.00	20,408.40
DEDUCTIBLES INSURANCE	.00	.00	.00	.00	.00	551.41	.00	.00
TELEPHONE/VOICE SERVICES	8,934.43	20,700.00	11,680.56	19,260.00	9,509.92	3,778.55	11,260.33	13,469.24
DATA COMMUNICATION SVC	10,376.93	67,544.33	4,094.14	152,160.00	58,841.60	50,720.00	126,794.65	92.00
LEGAL ADVERTISING	.00	.00	.00	.00	.00	.00	15.23	19.64
OTHER ADVERTISING	213.68	.00	.00	.00	.00	.00	.00	.00
STAFF TRAVEL - IN COUNTY	1,170.78	1,500.00	2,408.79	3,641.75	2,546.16	1,913.84	2,105.20	2,033.69
STAFF TRAVEL-OUT COUNTY	.00	.00	.00	.00	8.00	.00	.00	591.53
PUR SVC-LEA IN STATE	6,692.62	23,700.00	5,386.88	28,400.00	3,367.12	4,534.80	7,014.70	.00
PRCHSED SRVCS OTHR GOVT	.00	.00	100.00	.00	200.00	400.00	200.00	.00
SUPPLIES	868.82	895.78	.00	100.00	.00	231.23	1,220.01	319.98
CUSTODIAL SUPPLIES	64,178.21	80,000.00	66,279.04	89,000.00	67,510.90	49,192.17	47,371.16	34,073.59
MAINTENANCE SUPPLIES	121,911.06	149,720.02	110,969.92	144,350.00	96,028.80	89,234.33	86,177.04	78,831.60
OTHER SUPPLIES	1,100.00	.00	.00	.00	.00	.00	.00	.00
NATURAL GAS	47,505.16	50,560.00	46,926.28	65,020.00	33,433.16	32,241.90	67,932.74	26,555.05
ELECTRICITY	269,595.43	591,960.00	361,775.60	604,642.59	381,840.96	377,522.63	469,341.72	437,668.46
SOFTWARE SUPPLIES - STAFF	5,350.00	13,095.00	3,951.99	8,951.99	3,491.65	2,737.65	3,459.00	995.00
VEHICLES	.00	85,000.00	42,517.00	42,517.00	42,106.00	21,275.00	.00	6,275.00
FURNITURE/FIXTURES/OTHER	.00	15,000.00	15,308.81	15,308.81	.00	.00	.00	.00
TECH RELATED HARDWARE	85,707.81	85,707.81	.00	.00	.00	.00	.00	.00
FIRE SERVICE FEES	2,018.58	2,600.00	1,837.44	2,300.00	1,718.82	1,515.53	980.00	80.50
OTHER FEES AND DUES	2,043.20	2,700.00	2,229.01	2,425.00	2,032.33	1,101.80	924.13	954.09
REPORT TOTAL	823,185.39	1,543,006.59	877,098.60	1,515,070.00	874,144.46	791,523.05	1,020,055.28	780,409.21

# MONTHLY MAINTENANCE FINANCIAL REPORTS (contd.)

- If you want your treasurer to set this report up in WVEIS for you, this is the screen shots for them to use to set-up the report:
  - Screen shot #1:

```
4/23/19  FY 19          BARBOUR COUNTY SCHOOLS          14:24:39  D02001L02B
FMS          General Financial Report Writer          Ref: GNL.570 .11
Report ID:    MAINT-NO PAYRLL
Report Title: MAINTENANCE-NO PAYROLL REPORT
Items to Print: I
              A - Print account number only.
              T - Print account title only.
              B - Print both the account number and the title.

Report Sequence Logic:
  Element Name      New   Print  Offset  Select:  From or
  (defines sequence) Page  Total  From  To      Only   To
1. FUND             N     N     0     0
2. PROJECT          N     N     0     0     00000
3. OBJECT           N     Y     1     3     300    999
4. PROGRAM/FUNCTION N     N     0     0     126??
5. LOCATION         N     N     0     0
6. COST CENTER      N     N     0     0
7. SUBJECT          N     N     0     0
8. EXPANSION        N     N     0     0
9.                  N     N     0     0
10.                 N     N     0     0
('*TYPE' for financial statement classification.)
Mode: Lookup                               Cancel? N
```

# MONTHLY MAINTENANCE FINANCIAL REPORTS (contd.)

- Screen shot #2:

```
4/23/19  FY 19          BARBOUR COUNTY SCHOOLS          14:25:19 D02001L02B
FMS          General Financial Report Writer          Ref: GNL.570 .12
Balances to Print:
  Column Heading Sign Cent Item FY          Available Items
1.  2019 YTD
   EXPENDITURES  -   Y   04   _____  1. Beginning transaction balance.
2.  2019 BUDGET  -   Y   09   _____  2. Current month transaction activity.
3.  2018 YTD
   EXPENDITURES  -   Y   04   2018      3. Year-to-date transaction activity.
4.  2018 BUDGET  -   Y   09   2018      4. Current transaction balance.
5.  2017 YTD
   EXPENDITURES  -   Y   04   2017      5. Prior month transaction balance
6.  2016 YTD
   EXPENDITURES  -   Y   04   2016      6. Beginning budget balance.
7.  2015 YTD
   EXPENDITURES  -   Y   04   2015      7. Current month budget activity.
8.  2014 YTD
   EXPENDITURES  -   Y   04   2014      8. Year-to-date budget activity.
                                     9. Current budget balance.
                                     10. Prior month budget balance.
                                     11. Current month encumbrance activity.
                                     12. Current encumbrance balance.
                                     13. Non-transacted budget balance avail
                                     14. Non-encumbered budget balance avail
                                     15. Cur trans balance as % of budget ba
                                     16. Cur month trans as % of budget bal
                                     17. Committed balance as % of budget ba
Sign: R-Reverse D-Drop -Leave          Use HELP key to display items 18-45.
Mode: Lookup                          Cancel? N
```

# MONTHLY MAINTENANCE FINANCIAL REPORTS (contd.)

- Screen shot #3:

```
4/23/19  FY 19          BARBOUR COUNTY SCHOOLS          14:27:06  D02001L02B
FMS              General Financial Report Writer          Ref: GNL.570 .13

Paper Options: (Use 'X' to select only one)
                _  8 1/2 by 11 inch
                _  11 by 8 1/2 inch
                X  14 by 11 inch

Compressed? (Y/N)      Y

Copies:                1
Detail Option:        4
0 - Print all detail lines.
1 - Drop detail lines with all zero columns.
2 - Drop all detail lines.
   (The lowest level total
   becomes the detail line)
3 - Print the closed detail ledger
   transactions. (Items 19-24 only)
4 - Drop detail and summary lines with all
   zero columns.

Group budget accounts with
control accounts? (Y/N): Y

Mode: Lookup

Cancel? N
```

# MONTHLY/QUARTERLY STANDING MEETING WITH TREASURER

- Consider setting up a monthly or quarterly standing meeting with your treasurer for the following:
  - Assistance with maintenance financial reports
  - Ask questions about expenditures on the maintenance financial reports
  - Discuss:
    - On-going projects in maintenance (this is your opportunity to teach the treasurer about maintenance)
    - Building issues and problems
      - Present solutions, even if it costs money. Explain how the solutions will save money in long run.
      - Work together to find the money to fix the problems now.
    - Develop a rapport with treasurer
  - Treasurer's opportunity to teach you about finances



# MAINTENANCE WISH LIST

- Each year at the start of preparing the budget for the upcoming year, I request from all schools and departments a wish list.
- I always tell them to wish for the moon, literally, because it helps me to know what the needs are in the county.
- If you currently don't submit a wish list to the treasurer, consider doing this in the future.
- Deliver the wish list in person. This is another chance for you to teach the treasurer and help them to understand the county's needs for building improvements, renovations, equipment needs, vehicle replacements, etc.
- Provide an estimate for each item and prioritize the items with 1, 2, 3, etc. based on need.
- All items on your wish list may not get funded in the budget but you stand a better chance of getting some of them funded by providing a list.



# MAINTENANCE WISH LIST (contd.)



- **My yearly email requesting wish lists from all schools and departments:**

We are currently working on next year's budget, FY20. Please send to me any budget item requests that you may have for the schools, bus garage, maintenance and central office, etc.

In your list, wish for the moon, seriously wish for the moon because that is the only way we really know what needs are out there that need addressed. Please keep in mind that not all will get funded, but it helps for us all to know what our future needs are that need met.

**Please make your list detailed with dollar estimate amounts and prioritize the items with a 1, 2, 3, etc., based on need.**

**Please email your requests to me by the end of the day on Friday, March 1, 2019. If you don't submit a request by this date, the only assumption that can be made is that there aren't any needs for your building/area.**

Thanks,

*Annette Hughart, CPA*

Chief School Business Official/Treasurer

Barbour County Board of Education

45 School St

Philippi, WV 26416

(304) 457-3030 ext. 1034

[ahughart@k12.wv.us](mailto:ahughart@k12.wv.us)



# MAINTENANCE WISH LIST

- The following is the Maintenance Wish List that Brett submitted for last year:

1	Replace Boyd's 2010 Van Service Truck Utility Body	\$ 45,000
2	2 New Weed Eaters	\$ 700
3	Electric Ladder Crane for Compressors & Coils	\$ 900
4	Mini Excavator with Thumb & Blade	\$ 45,000
5	Equipment Building 40 x 80	\$ 60,000
6	Plate Type Vibrating Compactor	\$ 1,900
7	Bucket Truck	\$ 30,000
8	Cab for New Holland Tractor Vinyl	\$ 1,500
9	Replace Dave's Van Service Truck Utility Body	\$ 45,000
	<b>Total</b>	<b>\$ 230,000</b>



- Maintenance received everything they asked for in their wish list.
  - This is quite an accomplishment since Barbour County does not have an excess levy.
- It pays to submit a wish list. Some years other people don't submit much in wish list items or anything at all. This leaves more money for those that submit a wish list.
- If you don't ask, you will never get what you need or want.**

# WV STATEWIDE CONTRACTS

- The West Virginia Purchasing Division has available Statewide Contracts that have already been bid.
- It can save you the time of having to get quotes and bids.
- The website is  
[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/SWC/DEFAULT.HTML](http://www.state.wv.us/admin/purchase/swc/default.html)
- Sometimes their website can be tricky to use.
- To save time, it can be easier to pick up the phone and call them to let them look for the item(s) to see if the State has a current bid.
- We have purchased several maintenance vehicles through the State Bid List over the past several years.

# BLANKET PURCHASE ORDERS

- **Blanket purchase orders:**
  - **Can save considerable time for maintenance.**
  - **Can be used in situations where there is normally a large volume of small dollar purchases of a repetitive nature and it is difficult to determine in advance exactly which products will be needed.**
  - **Can't include items that require bidding on blanket purchase orders.**
  - **Can be issued on a monthly or quarterly basis.**
    - **The time period can not cover more than a quarter.**



# UNAUTHORIZED PURCHASES - PITFALLS

- Excerpt from the *Handbook for School Finance in West Virginia*:
  - *“An unauthorized purchase is when the materials, services, or any expense is charged to a board of education by any person who has not been given such authority. The individual making an unauthorized purchase may incur a personal obligation to the vendor for the expense incurred even though the materials or services are used in the public school system.”*
- Unauthorized purchases cause financial audit findings for the board of education.
- I have refused to pay unauthorized purchases for several people over the years and required the individual to personally pay for the items.
  - The latest one was over \$300
- Don't make unauthorized purchases
  - It is not worth the problems that it will cause
  - Will put you on the knotty list with the treasurer, not someplace you want to be.

# **PURCHASES THAT NEED APPROVED QUICKLY**

- **There are times when someone needs to purchase something quickly.**
  - **Not due to poor planning but due to circumstances that something needs fixed, asap.**
- **Most purchase orders can be keyed and approved within minutes.**
- **If something critical breaks down after hours, the superintendent and treasurer can approve purchases verbally.**
  - **Finance would then enter the purchase order the next business day, noting on the purchase order that the purchase was approved verbally with the approvers names and date.**

# PERFORMANCE CONTRACTS

- It can be very difficult for school systems to replace their old, outdated, inefficient mechanical systems due to the enormous cost.
- A performance contract is a way for boards of education to replace old, outdated, inefficient mechanical systems, lighting, windows, doors, toilets, faucets, water fountains, meters, etc. with the energy savings.
- A performance contract is a financing mechanism that can allow school systems to replace very expensive equipment but pay for it over time.
- A performance contract allows school systems to replace this very expensive equipment and it doesn't put a bind on the budget.
- The mechanical systems and the like are replaced with much more energy efficient equipment that use a lot less energy, thus, saving a huge chunk on energy costs.

## PERFORMANCE CONTRACTS (contd.)

- The energy cost savings is then used to make the payments on a performance contract over a 15-year time period.
- It is a win-win situation.
- You get your energy hog mechanical systems replaced using the savings from your electric, gas, heating oil, water, etc. invoices.
- Right now you are just paying the money to the utility companies and making their stockholders wealthy.
- You can pay the utility companies less and get equipment replaced with a performance contract using the same amount of money out of the budget. Thus, there is no impact on the budget. It is a guaranteed savings that is included in the performance contract.
- **Why would anyone want to throw money out the window in payments to the utility companies when the money could be used to make buildings improvements?**

## **PERFORMANCE CONTRACTS (contd.)**

- **Building improvements that could be made:**
  - **Replacement of HVAC systems**
  - **Replacement of lighting that could include motion sensors**
  - **Replacement of windows**
  - **Replacement/upgrades of toilets, fountains, sinks**
  - **Consolidating meters**
  - **Reducing electrical demand charges**
  - **Install a county-wide building automation system**



## **PERFORMANCE CONTRACTS (contd.)**

- **The greater the number of buildings in the scope of a performance contract the greater the savings for a county.**
- **This means that more projects can be financed and paid for.**
- **Only including a few buildings in a performance contract will not gain the efficiencies of scale to get the most bang for your buck so to speak. It will substantially limit what projects can be done.**
- **Some counties have had good results with performance contracts, while others have not.**

# PERFORMANCE CONTRACTS (contd.)

The key to having a performance contract go well is having the right people sitting at the table for EVERY SINGLE MEETING.

- WVDE Office of Facilities Representative (needs to be involved to protect the county's interest)
- Maintenance Director
- Maintenance Supervisor
- Superintendent
- Treasurer
  - The project is all about money.
  - I caught things in our meetings that no one else did.
  - I learned a lot and gained even more respect and appreciation for our maintenance staff
- Clerk of the works
- Performance contracting company representatives
- Lead project managers from the following companies:
  - HVAC
  - Building Automation
  - Lighting
  - Electrical
  - Water

# EMERGENCY REPAIRS

- The term emergency repairs is defined as repairs that, if not made immediately, will seriously impair the use of building components and systems or cause danger to those persons using the building components or systems.
- The WV Governor has constitutional authority to declare an emergency situation.
  - This is covered in section 28.1 of the Purchasing Manual

## 28.2. Local Emergencies.

- 28.2.1 Each LEA must establish by local board policy the procedures to be followed in the case of an emergency at the local level that has not been declared an emergency by the Governor.
- 28.2.2 The chief executive officer, purchasing director or appointed designee shall issue prior written approval for purchases in emergency situations. These situations can arise from acts of nature, conditions that are detrimental to the health, safety, or welfare of employees or students, or other unforeseen events that threaten the termination of essential services. These can include unforeseen delays by contractors or delays in the transportation of indispensable goods and materials. Emergency purchases are not to be used for hardships created by neglect, poor planning, or lack of organization.
- 28.2.3 Competitive bids must be obtained whenever possible. If, in the opinion of the LEA, using sound judgment and discretion, time does not permit verbal bids to be received, the LEA must secure written approval from the chief executive officer of the agency to secure necessary services and supplies without bids for only that period of time absolutely necessary to abate the emergency.

# DISPOSAL OF REAL PROPERTY

## 31.1. Disposal of Real Property:

31.1.1 According to the provisions of W. Va. Code §18-5-7 and related case law, at any time a county board determines that any building or land is no longer needed for school purposes, the real property must be sold at public auction, unless it is sold to:

- a. The state or political subdivisions, including county commissions or agencies thereof, for an adequate consideration;
- b. The United States of America, or any instrumentality, agency or political subdivision thereof, provided that the property is included in any federal flood control project;
- c. A private, nonprofit, tax-exempt organization having been granted tax-exempt status by IRS Code 501(c) 3 through (8) inclusive, (19) or (23) for nominal consideration, provided that the property is for charitable, economic development or other community use, and provided further that the title to the property reverts to the board if the organization dissolves or ceases to use the property for the intended purpose within the first five years of such conveyance.

31.1.2 In rural communities, if the original sale to the board was not a voluntary arms length transaction at fair market value at the time of sale, the grantor of the land, his heirs or assigns, shall have the right to purchase the land and the mineral rights at the same price for which it was originally sold.

# DISPOSAL OF PERSONAL PROPERTY

## 31.2. Disposal of Personal Property:

- 31.2.1. At any time a LEA determines that any personal property, including equipment, portable building, or motor vehicle, including school bus, school furniture, computers, or other personal property is no longer needed for school purposes, the purchasing director, in cooperation with the Chief School Business Official may declare the property surplus and dispose of the property in the most economical method for the benefit of the LEA.
- 31.2.2. The property may be disposed of in several ways: discarded or junked if it is determined not to have any salvageable value, traded in towards the purchase of a replacement item, sold at public auction, by competitive bid to the highest bidder, by fixed price, or contributed to:
  - a. The state or political subdivisions, including county commissions or agencies thereof;
  - b. A private, nonprofit, tax-exempt organization having been granted tax-exempt status by IRS Code 501(c) 3 through (8) inclusive, (19) or (23) for nominal consideration, provided that the property is for charitable, economic development or other community use.
- 31.2.3. LEA employees and members of their immediate family are not eligible to buy or receive surplus property belonging to the LEA unless the surplus property is offered to the general public for sale.
- 31.2.4. The sale of the surplus property must be conducted by the purchasing director or designee at a central location.
- 31.2.5. The determination that property is no longer needed for school purposes and the sale of the property cannot be made at the school or cost center level.

# CONSTRUCTION PROJECT BIDDING REQUIREMENTS

- **Construction Projects:**

- All construction projects exceeding \$25,000 in total cost require competitive bids.
- The term “construction” is defined in WV Code 21-5A-1 as any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract, but does not include temporary or emergency repairs. The term repair has been interpreted by the WV Division of Labor to include maintenance contracts.
- Prevailing wage rates apply to all construction projects, regardless of the dollar amount of the project.
- According to the WV Division of Labor, all construction contracts in excess of \$10,000 must be in writing.

# COMPETITIVE BID THRESHOLD LIMITS

- The competitive bid threshold limits are in [WVDE Policy 8200 – Purchasing Policies and Procedures Manual](#):

## 7.11. Competitive Bid Threshold Limits:

### 7.11.1 Purchases costing less than \$5,000:

- a. Competitive bids are encouraged but not required.
- b. An approved purchase order is required before the merchandise or service is ordered.

### 7.11.2. Purchases costing \$5,000 or more but less than \$10,000:

- a. Competitive bids are required.
- b. A minimum of three (3) verbal quotes must be obtained, whenever practical.
- c. Bids may be solicited by telephone, internet, mail, or by visiting the vendor.
- d. Documentation must be maintained of all quotes obtained, recording the name of the vendor, name of the vendor's representative, name of the LEA's representative seeking the quote, date, commodity, and price.
- e. Refer to the Records Retention Manual issued by the Office of School Finance for the period of time that the documentation is to be retained.
- f. A sample form for recording these quotes is included in Appendix C.
- g. An approved purchase order is required before the merchandise or service is ordered.

## COMPETITIVE BID THRESHOLD LIMITS (contd.)

- 7.11.3. Purchases costing \$10,000 or more but less than \$25,000:
- a. Competitive bids are required.
  - b. A minimum of three (3) written bids must be obtained, whenever practical.
  - c. Bids may be solicited by telephone, internet, or mail, but a written bid must be submitted by the vendor.
  - d. A "No bid" is not to be considered a received bid, so sufficient requests should be solicited to assure that at least three actual bids are received, whenever practical.
  - e. All bids received must be retained for public review and inspection during normal business hours. Refer to the Records Retention Manual issued by the Office of School Finance for the period of time that the bids are to be retained.
  - f. An approved purchase order is required before the merchandise or service is ordered.



# COMPETITIVE BID THRESHOLD LIMITS (contd.)

- 7.11.4. Purchases costing \$25,000 or more but less than \$50,000:
- a. Competitive bids are required and bids shall be solicited from at least three known suppliers whenever practical, using advertising media such as newspapers, the internet, trade journals, purchasing bulletins, other media considered advisable, or mass mailings.
  - b. If a vendor list is maintained, this requirement may be met by submitting the bid request to the vendors on the list.
  - c. If a vendor list is not maintained, a good faith effort must be made to solicit as many competitive bids as practical, providing them adequate time to submit proposals.
  - d. The invitation for bids, must include all specifications and pertinent attachments, and shall define the items or services in order for the bidder to properly respond.
  - e. An LEA may waive the requirement to advertise when a vendor is considered to be the sole source for the item being purchased, when it is determined to be in the best interest of the LEA, or when professional, technical, or specialized services are being acquired under an agreement. All waivers must be well documented and those based on a best interest determination must be approved by the county superintendent, or director of a RESA or MCVC.
  - f. Any and all bids may be rejected if there is a sound documented reason.
  - g. The request for bids must be retained for public review and inspection during normal business hours. After the bid is awarded, all criteria and evaluations used in making the selection, as well as all bids received from vendors, must be retained for public review. Refer to the Records Retention Manual issued by the Office of School Finance for the period of time that the bids are to be retained.
  - h. An approved purchase order is required before the merchandise or service is ordered.

# COMPETITIVE BID THRESHOLD LIMITS (contd.)

- 7.11.5. Purchases costing \$50,000 or more:
- a. The solicitation for bids must specify that the bids are to be received in the form of sealed bids.
  - b. The request for bids must be publicly advertised using such media as legal advertisements in local newspapers, the internet, trade journals, purchasing bulletins, mass mailings or other media considered advisable, and adequate time must be provided to allow interested bidders sufficient time to submit their responses prior to the date set for the opening of bids.
  - c. The invitation for bids must include all specifications and pertinent attachments and must define the items or services in order for the bidder to properly respond.
  - d. All bids will be publicly opened at the time and place specified in the invitation for bids.
  - e. An LEA may waive the requirement to advertise when a vendor is considered to be the sole source for the item, when it is determined to be in the best interest of the LEA, or when professional, technical, or specialized services are being acquired under an agreement. All waivers must be well documented, and those based on a best interest determination must be approved by the governing body.
  - f. Any and all bids may be rejected if there is a sound documented reason.
  - g. The request for bids must be retained for public review and inspection during normal business hours. After the bid is awarded, all criteria and evaluations used in making the selection, as well as all bids received from vendors, must be retained for public review. Refer to the Records Retention Manual issued by the Office of School Finance for the period of time that the bids are to be retained.
  - h. An approved purchase order is required before the merchandise or service is ordered.

**Questions???**

**Annette Hughart, CSBO/Treasurer**  
**Barbour County Board of Education**  
**(304) 457-3030 ext. 1034**  
[ahughart@k12.wv.us](mailto:ahughart@k12.wv.us)