

WASHINGTON COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIAL CALLED MEETING
APRIL 1, 2019 AGENDA

1. Call to order by Chair.
2. Prayer and Pledge to the Flag.
3. Roll Call.
4. Discussion and consideration of funding for the Jonesborough Elementary School roof renovation/repair – Resolution #19-03-06
5. Adjournment.

WASHINGTON COUNTY, TENNESSEE BOARD OF COUNTY COMMISSIONERS

RESOLUTION NO. 19-03-06

RESOLUTION AMENDING FISCAL YEAR BUDGET 2018-2019 RE: JONESBOROUGH ELEMENTARY SCHOOL ROOF REPAIR

WHEREAS, the Director of Schools requests the following amendments to Fiscal Year Budget 2018-2019:

1. Increase \$1,100,000.00 to expense line item 171-91300-707 (Education Capital Projects – Building Improvements);
2. Decrease \$1,100,000.00 from equity line item 171-39000 (Unassigned); and

WHEREAS, the amendments are requested to provide for the installation and repair of Jonesborough Elementary School's roof (Exhibit A) and represent \$1,100,000.00 in new spending; now therefore

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, TENNESSEE THAT:

SECTION 1. Fiscal Year Budget 2018-2019 is amended to:

1. Increase \$1,100,000.00 to expense line item 171-91300-707 (Education Capital Projects – Building Improvements).
2. Decrease \$1,100,000.00 from equity line item 171-39000 (Unassigned).

SECTION 2. This Resolution shall take effect from and after the date on which it is approved by the County Mayor or as indicated by certification of the County Clerk, as hereinafter set forth.

Introduced by Commissioner:
Seconded by Commissioner:
Commissioners Voting FOR:
Commissioners Voting AGAINST:
Commissioners Abstaining:
Commissioners Absent:

ADOPTED BY THE COUNTY LEGISLATIVE BODY, in session duly assembled, on this the 1st day of April, 2019.

KATHY STOREY, County Clerk

GREG MATHERLY, Chair of the Board

REFERRED to County Mayor this the ____ day of _____ 2019.

KATHY STOREY, County Clerk

APPROVED by County Mayor on this the ____ day of _____ 2019.

WILLIAM J. GRANDY, County Mayor

The County Mayor having declined to approve this Resolution, the same became effective on the ____ day of _____ 2019, pursuant to Tennessee Code Annotated § 5-6-107(b)(5).

KATHY STOREY, County Clerk

Approved as to form by the County Attorney this ____ day of _____ 2019.

THOMAS J. SEELEY III, County Attorney

Washington County, Tennessee
County School Capital Projects
Approval/Purchasing/Accounting Process

The appropriations for each Capital Project requested by the Washington County Board of Education are subject to the approval of the County Commission. Projects approved by the Board of Education should be approved subject to the appropriation of funds by the County Commission. No contracts should be executed until funds have been appropriated by the County Commission and the contract has been reviewed by the County Attorney's Office. The Director of Schools will present any project proposed to be funded through the Capital Projects Fund to the Health, Education & Welfare committee for their consideration and recommendation to Budget Committee and the County Commission.

Upon approval of the appropriation by the County Commission, the following process shall be followed.

1. School officials will determine the project scope and specifications.
2. The Director of Schools, or her designee, will submit the project scope and specifications to the County Purchasing Agent. The Purchasing Agent will determine the bidding procedures and confirm funds are available in the capital projects budget.
3. If it is determined that school personnel will be responsible for soliciting bids, the subsequent bid responses will be reviewed by the BOE and their selection will be provided to the County Purchasing Agent for execution of a purchase order/contract in accordance with County Purchasing Policies. Such contracts shall be co-executed by the Director of Schools after review by the County Attorney's Office.
4. If it is determined the County Purchasing Agent will be responsible for soliciting bids, the subsequent bid responses will be reviewed by the BOE and their selection will be provided to the County Purchasing Agent for execution of a purchase order/contract in accordance with County Purchasing Policies. Such contracts shall be co-executed by the Director of Schools after review by the County Attorney's Office.
5. Vendor invoices shall include the purchase order and be mailed directly to the County Purchasing Agent by the vendor.
6. Upon receipt of the vendor invoice, the County Purchasing Agent will provide an electronic copy to the Director of Schools, or her/his designee, who shall promptly approve or deny the payment request and return it to the County Purchasing Agent.
7. The County Purchasing Agent shall forward the invoice to County Accounts Payable with approval for payment.
8. A copy of the County's remittance shall immediately be forwarded to the Director of Schools.



BLS
THOMPSON & LITTON
ARCHITECTURE ENGINEERING

Resolution No. 19-03-06
Attachment

February 22, 2019

Phillip Patrick
Maintenance Supervisor
Washington County Board of Education
307 Forest Drive
Jonesborough, TN 37659

Re: Reroofing of Jonesborough Elementary School
306 Forest Drive, Jonesborough, TN 37659

Dear Mr. Phillip Patrick,

As requested please note the following:

1) Scope of Work: Removal of existing roofing materials and roof insulation down to the existing roof deck. Installation of new roof insulation, new roof membrane, new edge metal, new metal copings, and new metal roof flashing as needed. Typically, we specify a roof membrane warranty of fifteen (15) years. This warranty can be decreased or increased by five (5) years if desired.

2) Preliminary Cost Estimate: The preliminary cost estimate for this work is \$1,100,000.00. This cost includes architects fees.

If you have questions or require additional information, please contact me. Thank you.

Sincerely,

Anthony K. Street
Senior Project Manager