

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

Meeting Minutes

September 26, 2011

9:30 a.m.

I.

CALL TO ORDER

Governor's Designee, Mr. Kurt Dettinger called the School Building Authority of West Virginia (SBA) meeting to order at 9:30 a.m. on September 26, 2011. The following members were present: Mr. Steve Burton, Vice-Chair; Mr. Victor Gabriel; Mr. Robert Holroyd; Mr. Tom Lange; Mrs. Priscilla Haden; Mr. Robert Dunlevy; Mr. Eric Lewis; Dr. Jorea Marpel and Dr. Mark Manchin, Executive Director. Mr. Nicholas Preservati was absent from this meeting. Also present were the following SBA staff members: Mr. David Sneed; Mr. Garry Stewart; Mr. Scott Raines; Mr. Mike Hall; Ms. Joyce VanGilder; Mr. Benjamin Ashley; Ms. Angie Bradley; Ms. Mary Blashford and Ms. Stella Gill.

II.

ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA meeting: John Galloway, Gibbons & Kawash; Mike O'Dell, Cabell County; William Smith, Cabell County; Jerry Garner, Roane County; Mike Kubina, Grant County; Rob Woy, Mineral County; Steve Peer, Mineral County; Davin White, Charleston Gazette and Dave Ferguson, ZMM.

III.

APPROVAL OF MINUTES

The meeting minutes for the SBA Quarterly meeting of June 27, 2011 and the SBA Special meeting of August 26, 2011 were table at this time and will be placed on the December agenda for approval.

IV.

EXECUTIVE DIRECTOR'S REPORTS

Gibbons & Kawash Audit Report for the Fiscal Year Ending June 30, 2011

Dr. Mark A. Manchin recognized Mr. John Galloway with Gibbons & Kawash who conducted an independent audit of the SBA financial records for the fiscal year ending June 30, 2011. Dr. Manchin recognized Mr. John Galloway to provide further details. Mr. Galloway informed the Authority's Draft stated the he was issuing an unqualified opinion which is basically a clean audit. He also commended SBA staff member Ms. Karen Courtney for her hard work during the annual audit and stated that it was only through her hard work that the audit process went so smoothly for his staff members.

Upon a motion by Mr. Robert Dunlevy, with a second by Mr. Victor Gabriel the Authority took action to accept the draft audit report and the management letter with no changes.

At this time Dr. Mark A. Manchin presented his Executive Director's Report in which he provided updates on the following issues:

Timeliness of Projects – Cabell County Project

Dr. Mark A. Manchin provided a brief overview of the Cabell County project and discussed the staffs continued dedication to monitoring the timeliness of all SBA projects and the importance of keeping projects on schedule. Dr. Manchin recognized Cabell County Superintendent Bill Smith to provide further details regarding the timeline of the project and the project delays of the new Huntington East Middle School project. Mr. Tom Lange state that since he was the one that requested that they be at the meeting he wanted to state that his only remaining concern was what would they have done if the legal process had taken 2-3 years to complete instead of just 1year.

Update on School Access Safety – School Mapping Contract

Dr. Manchin provided a status update regarding the progress of the contract for the school-mapping project stating that it was ongoing and that Patriot Services was making good progress.

President Obama's Proposed Federal Jobs Bill - (Information/Discussion)

Dr. Manchin provided an overview of the information that he had in regards to the Federal Jobs Bill stating that it was it was definitely fluid process but at that point it did not look promising for the bill's passage.

Purchasing Card (P-Card) Program Report – (Information)

Dr. Manchin directed the Authority's attention to review the P-Card report. The P-Card Program is for the Board/Authority members to review all purchases made by staff members. As such, the document in Attachment C provides an itemized list of the SBA's card usage for the period of June 1, 2011 thru August 31, 2011.

V.

FINANCE REPORTS

Mr. Kurt Dettinger recognized Mr. Garry Stewart to provide the SBA Finance Reports. Mr. Stewart presented a recap of the various finance reports to the Authority for their information.

VI.

Lewis County CEFPP Amendment – School Access Safety Information Consent

Lewis County requested an amendment to their 2010-2020 CEFPP. This amendment provides additional building information relating to their School Access Safety Plan. Lewis County has provided the appropriate amendment documentation to the SBA office.

Upon a motion of by Mr. Tom Lange, with a second Mr. Victor Gabriel the Authority approved the Lewis County CEFPP Amendment.

VII.

FINANCE COMMITTEE REPORT

VIII.

CONSTRUCTION COMMITTEE REPORT

SBA Policy & Procedures Handbook Revisions

Mr. Steve Burton requested that Mr. David Sneed review the Handbook revisions. Mr. Sneed stated that over the past several months, the SBA staff has been reviewing our current Policy & Procedures Handbook and several revisions are being proposed. These revisions address the following: Current WV Code requirements, clarification of existing policy issues, State Board Policy 6200 revisions and new design and construction requirements. He then reviewed these changes with Authority members and answered their questions.

The Authority members then began to discuss the topic of undocumented workers and registered sex offenders. After a lengthy discussion, it was decided to go ahead and move forward with approval of the revisions to the SBA Handbook so far. Upon a motion by Mr. Robert Holroyd, with a second by Mr. Victor Gabriel the Authority voted to approve the revisions the SBA Policy & Procedures Handbook. In addition, the Construction Committee will schedule a meeting as soon as possible to begin working on additional SBA policy to address the issue of undocumented workers and registered sex offender on school construction sites.

Square Footage Costs Allowance

Mr. David Sneed informed the Authority members that the SBA staff had reviewed the most recent bids for new school construction since we last addressed our funding formula in September of 2010. Construction costs are beginning to escalate on all projects. There appears to be several factors affecting our costs and we feel the formula should be adjusted for the 2012 projects. However, construction inflation is no longer the soul factor driving our project costs.

Mr. Sneed stated that the projects that have bid this year have been inconsistent with regards to cost and direction of pricing. Based on this we feel we need further studies of the West Virginia bidding market before recommending adjustments to the formula. We propose to meet with several constructors and designers to look at factors beyond inflation as we have traditionally considered. This will not affect current projects and we will provide a recommended funding allowance during the December or March Authority meeting and adjust each new school project when the staff review is provided for funding consideration in April.

Upon a motion by Mr. Tom Lange, with a second by Mrs. Jenny Phillips the Authority approved the delay of the consideration of the square footage cost allowance until either the December or the March meeting.

Expenditure Schedule for Approved QZAB for Mineral County – New Keyser Primary

Dr. Mark A. Manchin reviewed the Mineral County issue, stating that, Mineral County was requesting changes to the previously approved QZAB Expenditure schedule for the New Keyser Primary School. He was recommending approval of Mineral County's request.

Upon a motion by Mr. Steve Burton, with a second by Mr. Robert Holroyd the Authority approved Mineral County's request to change the expenditure schedule for the New Keyser Primary School.

IX.

OTHER BUSINESS

Architectural Services Staff Monthly Project Status Report

Dr. Mark A Manchin directed the Authority's attention to Attachment J which provides information regarding the status of current and on-going SBA school projects.

ADJOURNMENT

There Being no further business to come before the Authority and upon a motion by Mr. Steve Burton with a second by Mr. Robert Holroyd, the Authority voted to adjourn the September 26, 2011 Quarterly meeting of the School Building Authority of West Virginia.

Minutes approved December 12, 2011

Mr. Kurt Dettinger, Governors Designee
School Building Authority of West Virginia