

MINUTES
School Building Authority Of West Virginia

2300 Kanawha Boulevard, East
Charleston, West Virginia

Quarterly Meeting - Telephonic
Call-in Number: [681-245-6817](tel:681-245-6817)
Conference ID Code: 935 819 501#

September 14, 2020
9:30 A.M.

I. **CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Special Meeting to order at 9:30 A.M. on Monday, September 14, 2020. Members present: Chairman Brian Abraham, with Clayton Burch, Debra Sullivan, Miller Hall, Steve Burton, Victor Gabriel, Secretary, Sandra Hamilton, Chris Morris, Robert Dunlevy, and Bart Willis attending via telephone. The following SBA staff were present: Executive Director David Roach and Shannon Driver, with Angie Bradley, Sue Chapman, Ben Ashley, Mike Hall, Dana Womack, and Joyce VanGilder attending via telephone.

II. **ACKNOWLEDGEMENTS AND RECOGNITIONS**

The following individuals also attended via telephone: Ted Shriver and Greg Martin of Williamson Shriver Architects; Dr. Jeffrey Crook, Superintendent of Brooke County Schools; Jeff Smith and John McKown of Wirt County Schools; Ryan Quinn, Gazette Mail; and Matt Murray of Preston County Schools.

III. **APPROVAL OF MINUTES**

Upon a motion by Sandy Hamilton with a second by Victor Gabriel, the Authority voted to approve the SBA Special Meeting Minutes for July 30, 2020.

IV. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Robert Dunlevy was sworn in telephonically by Chairman Abraham as a new Authority member.

- A. SBA Budget vs Actual Financial Report - (Information) – **HANDOUT**
CFO Chapman presented the SBA's Profit and Loss Statement for FYE 2020 and FY 2021. Ms. Sullivan requested a more detailed report. CFO Sue Chapman confirmed she would provide one going forward.
- B. Active Project Status Updates – (Information) – **HANDOUT**
The SBA Architectural Services Staff provided a status update as of September 1, 2020, for each active project that was funded by the School Building Authority. Ben Ashley addressed questions from authority members.
- C. 2020 Legislative Overview – (Information)
Bills were introduced during the 2020 Legislative Session that affect the SBA. Ben Ashley provided a summary of Senate Bill 652, *Authorizing School Building Authority to Promulgate Legislative Rules*, and advised that the Legislature authorized the rule changes to Series 5 – Contracts and Agreements; Post-Project Evaluation; Suspension of Right to Bid. These rule changes were approved by the Authority in

the November 4, 2019 special meeting. Legislative action was completed on February 28, 2020. The Governor signed the Bill, which was final filed on the Secretary of State's website on April 1, 2020. These new rules became effective thirty (30) days from the official filing with the Secretary of State.

CFO Sue Chapman provided a Summary of the Supplemental Appropriations bills below:

ATTACHMENT C - Senate Bill 852 and 853 – *Supplemental Appropriations*
House Bills 4975 and 4976 - *Supplemental Appropriations*

CFO Chapman informed the Authority that the supplementals will allow unspent Debt Service to be transferred to School Construction and are necessary for the SBA to fund School Construction as "Pay-Go" and not assume additional debt. Both modifications comply with WV Code §18-9D-6 and §29-22-18, which supports the SBA, at its discretion, to use any unspent Debt Service Funds for School Construction. Legislative action was completed on March 6, 2020.

V.

CEFP AMENDMENTS

Executive Director Roach informed the Authority that the amendments to county Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Architectural Staff and have been reviewed and approved by the State Department of Education. Approval of these amendments does not necessarily reflect support for funding of the project within the Amendment. Approval of these amendments only means that the County followed the proper Amendment process. The following Amendments were submitted for review and approval:

A. Wood County CEFP Amendment – (Action) – **ATTACHMENT D**

The Wood County Board of Education requested approval of an amendment to its 2010–2020 CEFP. This amendment will focus on construction of safe school entrances. The project will include two elementary schools: Emerson and Jefferson Elementary. These school projects are a continuation of the county initiative to upgrade the security of all school entrances over a period of the next five years. These schools have been chosen as a priority for this construction based on the current main entrance and office configuration, grades served at the facility, and visibility and monitoring capabilities at the current entrance area. In addition, these two schools will be part of a merger taking place over the summer of 2020. Worthington Elementary will close and merge with Emerson Elementary and McKinley Elementary will close and merge with Jefferson Elementary.

Wood County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

B. Wood County CEFP Amendment – (Action) - **ATTACHMENT E**

The Wood County Board of Education requests approval of an amendment to its 2010–2020 CEFP. This amendment will focus on construction of safe school entrances. The amendment includes improvements at three elementary schools and one high school. These school projects are a continuation of the county initiative to upgrade the security of all school entrances over a period of the next five years. Schools in this submission are Criss, Greenmont, and Mineral Wells Elementary, as well as a walkway connecting Parkersburg South High School. These current schools have been chosen as a priority for this construction, based on the current main entrance and office configuration, grades served at the facility and visibility monitoring capabilities at the current entrance area.

Wood County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommends approval of this amendment.

C. Randolph County CEFP Amendment – (Action) – **ATTACHMENT F**

The Randolph County Board of Education respectfully requested approval of an amendment to their current 2010-2020 CEFP to replace eight exterior doors and sixteen interior doors at Tygart Valley Middle/High School. The current doors are not energy efficient and do not comply with all standards for safe schools.

Randolph County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

D. South Branch Administrative Authority (Grant, Hardy, Pendleton County) CEFP Amendment – (Action) **ATTACHMENT G**

The South Branch Administrative Authority (Grant, Hardy, and Pendleton County Boards of Education) respectfully requested an amendment to the South Branch Career and Technical Center, a multi-county career and technical center, CEFP. Approval of this amendment will allow work to begin on a special project to: 1) improve overall campus security and safety by installing additional video monitoring systems at the exterior and interior of the buildings; 2) replace exterior overhead garage doors and select main doors that have deteriorated and are malfunctioning; 3) improve the rainwater drainage near the welding shop; and 4) install access control within the interior of Building C. The South Branch Career and Technical Administrative Authority is requesting a Three Percent Statewide Grant award from the School Building Authority of West Virginia which requires adjustment to the present budget.

The South Branch Administrative Authority (Grant, Hardy, and Pendleton County Boards of Education) has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

E. Monongalia County Board of Education CEFP Amendment – (Action) – **ATTACHMENT H**

The Monongalia County Board of Education respectfully requested approval of an amendment to their 2010-2020 CEFP to include a Major Improvement Project (MIP) at North Elementary School for replacement of an existing access/exit ramp with an access/exit stair tower linking the three permanent school buildings together. This project will place all students under one common roof, eliminating exterior travel. In addition, by enclosing and connecting the buildings, an extra level of security will be in place, meeting the school's set safety standards, while enhancing the school environment.

The Monongalia County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

F. Calhoun County Board of Education CEFP Amendment – (Action) – **ATTACHMENT I**

The Calhoun County Board of Education respectfully requested approval of an amendment to their 2010-2020 CEFP to include a Major Improvement Project (MIP) at Pleasant Hill Elementary School for replacement of the school's roof.

The Calhoun County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

G. Kanawha County Board of Education CEFP Amendment – (Action) – **ATTACHMENT J**

The Kanawha County Board of Education respectfully requested approval of an amendment to their 2010-2020 CEFP to include a Major Improvement Project (MIP) at Ruthlawn Elementary School for the addition of two classrooms, a STEM investigative area, and the elimination of two portables.

The Kanawha County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

- H. Summers County Board of Education CEFP Amendment – (Action) – **ATTACHMENT K**
Due to various safety issues at Summers Middle School, the Summers County Board of Education respectfully requested the relocation staff and students from Summers Middle School to Summers County High School for the 2020-2021 school year. Two separate schools will be operated out of Summers County High School for the 2020-2021 school year; this is not a closure of Summers Middle School. This relocation will allow the county time to determine if school closure is necessary or to secure funding and make repairs to address the safety issues that have necessitated this relocation.

The Summers County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment

- I. Pocahontas County Board of Education CEFP Amendment – (Action) – **ATTACHMENT L**
The Pocahontas County Board of Education respectfully requested to modify their 2010-2020 CEFP to rescind a previously approved amendment, which included the closure of Marlinton Elementary School, so that the school can remain a permanent facility. The previous amendment from 2015 would have closed the existing Marlinton Elementary School facility, moved those students to the Marlinton Middle School building, and moved 7th and 8th grade students from the existing Marlinton Middle School and Greenbank Elementary/Middle School to Pocahontas County High School. Pocahontas County Schools was awarded a School Building Authority project to make renovations at multiple schools in the county, contingent upon the passage of a bond levy by the residents of Pocahontas County. The bond levy failed, so Pocahontas County Schools was never able to implement the plans in the 2015 CEFP amendment. The county now plans to keep Marlinton Elementary as a permanent school. The school system, parents, and citizens will be working to identify the appropriate facilities and grade configurations moving forward for the 2020-2030 and the 2030-40 CEFP cycles. Based upon the information provided, the WVDE recommended that the amendment be rescinded.

The Pocahontas County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this request.

- J. Lewis County Board of Education CEFP Amendment – (Action) – **ATTACHMENT M**
The Lewis County Board of Education respectfully requested approval of an amendment to their Current 2010-2020 Comprehensive Educational Facilities Plan (CEFP) to include a Major Improvement Project (MIP) at Roanoke Elementary School. The requested MIP is related to the replacement of the building envelope at Roanoke Elementary School, which will involve the roofing, flashing, accessories, and skylights at the school. This project will address health and safety concerns related to current water leaks in classrooms.

The Lewis County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Roach respectfully recommended approval of this amendment.

Ben Ashley answered questions from authority members. Upon a motion by Victor Gabriel with a second by Miller Hall, the Authority voted to collectively approve all CEFP Amendments.

VI.

FINANCE REPORT

- A. SBA Budget vs Actual Financial Report - (Information) – **HANDOUT**
CFO Chapman presented the SBA's Profit and Loss Statement for FYE 2020 and FY 2021.
- B. SBA Grant Awards Report – (Information) - **HANDOUT**
CFO Chapman presented the Grant Awards Report for all SBA Active Grants.

- C. Nixon Peabody/PRAG Updates – (Information)
CFO Chapman provided an update regarding the status of SBA's Tax Credit Bonds.

VII.

NEW BUSINESS

- A. SBA Policy & Procedures Handbook Revisions - (Action) - **ATTACHMENT N**

The final revisions of the SBA's Policy & Procedures Handbook are complete. The thirty (30) day public comment period on September 3, 2020. No comments were received. As such, no changes were incorporated. Executive Director Roach respectfully recommended that the Authority move forward with the final filing of the SBA's Policy & Procedures Handbook with the Secretary of State's office.

Upon a motion by Debra Sullivan with a second by Sandy Hamilton, the Authority voted to move forward with the final filing of the SBA's Policy & Procedures Handbook with the Secretary of State's office.

- B. School Closures Funding – (Information/Action)

Executive Director Roach discussed with the Authority whether the SBA wants to require school closures as a pre-requisite of the awarding of SBA funds and advised they may vote on this issue, should they desire to do so.

Chairman Abraham advised the authority members could vote to authorize Executive Director Roach to draft language that would ratify the past practice of school closures to incorporate into the SBA's Policy. Debra Sullivan asked that the change also be made in the State Board of Education Policy as well. Executive Director stated he will coordinate with Mr. Burch to draft the language for both policies and advised and the item will be on the next SBA meeting's agenda.

- C. Clay County Board of Education Requests an Extension – (Action) – **ATTACHMENT O**

The Clay County Board of Education respectfully requested an extension of the grant received for their current renovation project for Clay County High School. The project has been delayed due to the COVID-19 Pandemic. The current expiration date is December 9, 2021. To give consideration for the construction schedule, a grant extension is being requested until June 9, 2022.

Executive Director Roach respectfully requested that the Authority approve the extension request to the Clay County Board of Education's Grant Contract, making the new completion date June 9, 2022.

Upon a motion by Victor Gabriel with a second by Robert Dunlevy, the Authority voted to approved Clay County Board of Education's extension request.

- D. SBA FEMA Team - New Hire - (Information) - Executive Director Roach

Executive Director Roach advised the Authority that new employee Christina Graham will fill the position of SBA Projects Manager/Grants and Contract Monitor for the FEMA team. Christina replaces Andrew Lore, who left his position with the FEAM team in July. Christina has a master's degree in forensic accounting and comes to us with six years of public accounting experience. Her public accounting experience includes auditing as well as reconciling federal and state grant awards. Her start date is September 26, 2020.

- E. Brooke County Board of Education Requests Amendment to the Distressed County Emergency Fund Grant – (Action) – **ATTACHMENT P**

The Brooke County Board of Education respectfully requested to amend the Distressed County Emergency Fund Grant the SBA awarded in the December 16, 2019 Special Meeting. This amendment changes the scope of the project and the amount of funding awarded. The original request included an on-site wastewater treatment plant package at Brooke Intermediate South School that includes design and construction in the amount of \$518,385. Since that time, the county school district has become aware of an opportunity to

connect to a nearby wastewater treatment plant that is operated by the Brooke County Public Service District (BCPSD).

In lieu of the new package treatment plant on site, the school can connect to an existing package sewer treatment plant, which is approximately a half mile away. The revised total project cost for this new scope of work, including survey, engineering, construction, and inspection is \$320,000, which is \$198,385 less than the original grant amount. In addition, the county estimates a significant savings in maintenance costs and operations costs. These budgetary figures were developed in coordination with the BCPSD, their engineer, the BCBOE, their architect, and the SBA staff.

Executive Director Roach respectfully requested that the Authority approve the amendment to the Distressed County Emergency Fund grant contract for Brooke County Schools, making the amount \$320,000 and revising the scope the scope to reflect the sewer line extension.

Upon a motion by Steve Burton with a second by Sandy Hamilton, the Authority voted to approve the amendment to the Distressed County Emergency Fund grant contract for Brooke County Schools, making the amount \$320,000 and revising the scope the scope to reflect the sewer line extension.

F. Deliberation and Selection of Major Improvement Program Projects - (Action) - ATTACHMENT Q

Executive Director Roach advised the Authority that the total MIP Funds available for distribution during the FY2021 funding cycle is \$4.8 Million. Ben Ashley provided details of the SBA staff's review of each project and answered questions. After the review, the Authority considered each project submitted and selected the following to be funded for FY2021 MIP Funding Cycle:

County	Project	Total Project Cost	Local & Other Funds	SBA Funds Awarded
Calhoun	Pleasant Hill ES Roof & HVAC Replacement	\$995,279	\$0	\$995,279
Kanawha	Ruthlawn ES STEM Addition/Renovations	\$1,337,771	\$337,771	\$1,000,000
Lincoln	West Hamlin ES Chiller & Controls Replacement	\$675,926	\$0	\$675,926
Preston	Preston Co. HS HVAC Upgrades	\$563,032	\$281,516	\$281,516
Randolph	Tygarts Valley MS-HS Interior/Exterior Door Replacement	\$195,956	\$0	\$195,956
Upshur	Union ES Roof Replacement	\$698,243	\$50,000	\$648,243
Webster	Webster Springs ES Restroom & HVAC Renovations	\$919,818	\$0	\$919,818
Totals		\$5,386,025	\$669,287	\$4,716,738

G. Three Percent Statewide Project Review and Award - (Action) – ATTACHMENT R

Executive Director Roach advised the Authority that the total Three Percent Grant Funds available for distribution during the FY2021 funding cycle is \$1.53 Million. Ben Ashley provided details of the SBA staff's review of each project and answered questions. All projects submitted for consideration were reviewed by the SBA staff. A report summarizing these projects and recommendations for projects to be funded was provided to the Authority. The following projects were chosen:

Facility	Project Description	SBA Funds Awarded
Calhoun-Gilmer Career Center	Restroom Renovations	\$167,724
Mid-Ohio Valley Technical Institute	Lighting Upgrades and Work Yard Paving	\$366,961
South Branch Career & Technical Center	General Renovations & Security Upgrades	\$434,203
United Technical Center	Partial HVAC & Roofing Renovations	\$354,802
WV Schools for the Deaf & the Blind	ADA Upgrades to Physical Education Building	\$146,391
Totals		\$1,470,081

VIII.

FUTURE MEETINGS

Chairman Brian Abraham advised the Authority of the future meeting dates below:

December 14, 2020 – Quarterly Meeting

March 15-16, 2021 – Superintendent Interviews

April 19, 2021 – NEEDs Grant Award Meeting

Locations to be determined

Meeting dates are tentative and subject to change due to COVID-19

IX.

ADJOURNMENT

There being no further business to come before the Authority and upon a Motion by Miller Hall with a second by Debra Sullivan, the Authority voted to adjourn the September 14, 2020 Quarterly Teleconference Meeting of the School Building Authority of West Virginia.

Minutes Approved December 14, 2020

Mr. Brian Abraham, Governor's Designee
School Building Authority of West Virginia