

**QUARTERLY MEETING MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

**Held At:
WV Lottery Building
900 Pennsylvania Avenue, 10th Floor
Charleston, WV 25302**

**Quarterly Meeting
December 11, 2023
9:30 A.M.**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 9:30 A.M. on Monday, December 11, 2023. The following authority members were present: Chairman Brian Abraham, Vice-Chair Chris Morris, Superintendent Michele Blatt, Paul Hardesty, Don Bower, Nancy White, Tom Minturn, and Gary Price, with Sandra Hamilton attending via telephone. The following SBA staff were present: Executive Director Andy Neptune, Dana Womack, Joyce VanGilder, CFO Jordan Kirk, Angie Bradley, Mark Miller, and Shannon Driver. Various superintendents, county school employees, news outlet representatives, citizens, and architectural firms were also present.

II. ACKNOWLEDGEMENTS AND RECOGNITIONS

Executive Director Neptune welcomed and introduced the SBA's newest member, Mr. Gary Price.

III. APPROVAL OF MINUTES

Upon a Motion by Paul Hardesty with a second by Chris Morris, the Authority voted to approve the SBA's Special Telephonic Meeting Minutes from November 8, 2023 (Attachment A). Upon a Motion by Nancy White with a second by Don Bower, the Authority voted to approve the SBA's Meeting Minutes from November 13-14, 2023 (Attachment B).

III. EXECUTIVE DIRECTOR'S REPORTS

- A. P-Card Review – (Information) – **HANDOUT**
One of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, the Handout provided an itemized list of the SBA's card usage for FY2024 July 1, 2023 through November 30, 2023.
- B. Active Project Status Updates – (Information) – **HANDOUT**
The SBA Architectural Services Staff provided a status update for each active project that was funded by the School Building Authority. The information in the Handout provided a detailed update as of December 11, 2023.

IV.

FINANCE REPORT

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT C**
CFO Kirk presented the SBA's Profit and Loss Statement for the FY2023 period ending November 30, 2023.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT D**
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.
- C. Audit Report Update – (Information) – **HANDOUT**
CFO Kirk provided an audit update.

VI.

NEW BUSINESS

- A. Monongalia County Bond Presentation – (Action) – **ATTACHMENT E**
The Monongalia County Board of Education requested approval to include the School Building Authority as a part of the finance plan of their proposed upcoming capital improvement bond election. This request is not a funding commitment at this time; rather, it is a request to include the SBA as an identified source of funding for the bond projects, contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan.

The Monongalia County Board of Education is currently preparing a Bond Election Order (including a sample ballot) in connection with the issuance of its general obligation public school bonds in the approximate amount of \$125,000,000, as outlined in Attachment E. Deputy Superintendent Donna Talerico will be recognized to present the proposed bond and associated finance plan.

Executive Director Neptune respectfully recommended that the Authority approve Monongalia County's bond and finance plan to be released to the voters of Monongalia County, including requiring a proviso in any materials related to the bond call describing that the SBA portion of the total project cost is contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan, the language of which proviso is to be approved by the Executive Director prior to release. This recommendation does not include a commitment of funds at this time; only an approval of the finance plan contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan.

Upon a Motion by Sandra Hamilton with a second by Chris Morris, the Authority voted to approve Monongalia County's bond and finance plan to be released to the voters of Monongalia County, including requiring a proviso in any materials related to the bond call describing that the SBA portion of the total project cost is contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan, the language of which proviso is to be approved by the Executive Director prior to release. This recommendation does not include a commitment of funds at this time; only an approval of the finance plan contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan.
- B. Selection of Projects - (Action) – **HANDOUT**
Governor Justice assumed his role as Chair and briefly spoke to the Authority to acknowledge what a great day it was to have an unprecedented amount of funding available for distribution. Governor Justice then turned it over to Executive Director Neptune to review the project recommendations and funding amounts. Executive Director Neptune presented to the Authority the rankings and

recommendations regarding each of the projects submitted for FY2024 NEEDs funding consideration. Based on the availability of funding, Executive Director Neptune respectfully recommends the Authority approve funding the projects listed in the Handout.

Upon a Motion by Nancy White with a second by Sandra Hamilton, the Authority voted to approve funding the projects listed in the Handout, as recommended by Executive Director Neptune.

VII. FUTURE MEETINGS

Future 2024 meeting dates will be announced early next year.

VIII. ADJOURNMENT – (Action)

Upon a Motion by Chris Morris with a second by Don Bower, the Authority voted to adjourn the December 11, 2023 meeting of the School Building Authority of West Virginia.

Minutes Approved January 29, 2024

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