

**MEETING MINUTES**  
**SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**  
**Governor's Press Conference Room**  
**December 12, 2011**  
**9:00 a.m.**

**I.**

**CALL TO ORDER**

Ms. Erica Mani representing the Governor's Office called the meeting of the School Building Authority of West Virginia (SBA) to order at 9:00 a.m. on December 12, 2011. The following members were present: Mr. Steve Burton, Vice President; Mr. Robert Holroyd; Mrs. Priscilla Haden; Mr. Tom Lange; Mrs. Jenny Phillips; Mr. Victor Gabriel; Mr. Eric Lewis; Mr. Wade Linger and Dr. Mark A. Manchin, Executive Director. Mr. Nicholas Preservati was absent from this meeting. Also present were the following SBA staff members: Mr. Garry Stewart; Mr. Scott Raines; Mr. Benjamin Ashley; Mr. Mike Hall; Ms. Joyce VanGilder; Mr. David Sneed; Ms. Mary Blashford; Ms. Angela Bradley and Ms. Stella Gill.

**II**

**ACKNOWLEDGMENTS AND RECOGNITIONS**

New Board Members – Mr. Wade Linger –

Dr. Mark A. Manchin introduced Justice Thomas McHugh for the purpose of swearing in Mr. Wade Linger the newest board member of the School Building Authority.

Dr. Mark A. Manchin recognized Mr. Robert Dunlevy for his years of service as a member of the SBA and stated that although he was unable to make it to the meeting that the SBA staff would forward the plaque to him. Dr. Manchin also took this opportunity to recognize Ms. Sherry Grogg, an SBA staff member who had recently retired after an illness. He informed the Authority members that her retirement was a great loss to the staff and we all wish her the best. He then presented her with a plaque for her year of service at the SBA.

The following individuals attended the SBA meeting: Mr. Chuck Hatfield, Putnam County Superintendent; Mr. Rick Oyler, Doddridge County Schools; Rick Coffmen, Doddridge County Superintendent; Amy Atami, Charleston Gazette; Glenn Sweet, Barbour County Schools; Martha Dean, Webster County Superintendent; Mike Pickens, WV Department of Education; Sarah Petry, Williamson Shriver; Ted Shriver, Williamson Shriver, Greg Williamson, Williamson Shriver, Williamson Shriver; Randy Keathley, Mingo County Superintendent; Ron Duerring, Kanawha County School; Chuck Wilson, Kanawha County Schools; Dwight Dials, Fayette County Superintendent; Ed Toman, Ritchie County Superintendent; Tommy Young, McKinnley & Associates; Sherry Grogg, Concerned Citized; Gary Mitchell, AVG; Bob Maynard, Taylor County; Ralph Dinges, Jefferson County; Amanda Kimble, Tyler County; Jeff Davis, Tyler County; Mike Clowser, Contractor Association; Travis Arey, PCS and Debbie, Mercer County Superintendent.

**III.**

**APPROVAL OF MINUTES**

Upon motion by Mr. Steve Burton, with a second by Mrs. Jenny Phillips, the Authority approved the minutes of the SBA Quarterly June 27, 2011, SBA Special Meeting August 26, 2011 and SBA Fall Quarterly Meeting September 26, 2011.

#### IV.

### EXECUTIVE DIRECTOR'S REPORTS

Dr. Mark A. Manchin provided a review of the QZAB allocations that were still available at this time. He informed the Authority members there was a total of \$1,664,632 available for distribution. He also informed the Authority that we had yet to hear any confirmation of additional QZAB funds as yet but that he anticipated additional QZAB funds to be approved eventually for 2012.

#### Update Regarding School Access Safety's Tactical Survey Mapping

Dr. Mark A. Manchin provided the Authority members with a brief update stating that approximately 164 schools had completed the assessing process and 35 counties completed. He also stated that the draft crises response plan was completed.

#### V.

### FINANCE REPORTS

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

#### VI.

### CONSENT AGENDA

Upon motion by Mr. Steve Burton, with a second by Mr. Eric Lewis, the Authority approved the following items from the consent agenda:

#### Clay County's CEFP Amendment

The Clay County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment provides for the renovations and all necessary updates at Lizemore Elementary School and a provision for a sprinkler system at Lizemore Elementary School. The State Board of Education has already reviewed and approved this amendment during their November meeting. This amendment is related to Clay County's MIP project and they have provided the appropriate amendment documentation to the SBA office.

#### Doddridge County's CEFP Amendment

The Doddridge County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment provides for the reuse of Smithburg Elementary School as a pre-kindergarten center. This facility was closed as an elementary school several years ago. However, the county has used a portion of this facility for pre-kindergarten students. Doddridge County proposes to renovate this facility and transfer all pre-kindergarten students from Doddridge Elementary School to this facility and relieve overcrowding at Doddridge Elementary School. This amendment is related to Doddridge County's MIP project and they have provided the appropriate amendment documentation to the SBA office.

#### Jefferson County's CEFP Amendment

The Jefferson County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP.

This amendment provides for an addition and renovation to the cafeteria and the band room at Harpers Ferry Middle School. The cafeteria will only accommodate about 100 students at a time. The size of the cafeteria is less than one half of the recommended size in policy 6200. The State Board of Education has already reviewed and approved this amendment during their November meeting. This amendment is related to Jefferson County's MIP project and they have provided the appropriate amendment documentation to the SBA office.

#### Kanawha County's CEFP Amendment

The Kanawha County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment simply changes the priority of the projects currently in the plan. This amendment is related to Kanawha County's MIP project and they have provided the appropriate amendment documentation to the SBA office. The State Board of Education has already reviewed and approved this amendment during their November meeting.

#### Lewis County's CEFP Amendment

The Lewis County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment provides for the Lewis County/Gilmer County combined Elementary School project to be the number one project on the prioritized list of Needs projects. The State Board of Education has already reviewed and approved this amendment during their October meeting. Lewis County has provided the appropriate amendment documentation to the SBA office.

#### Lincoln County's CEFP Amendment

The Lincoln County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment provides for renovations to Hamlin Pk-8 as the number one priority. This would include the removal of old windows, including those with asbestos caulking and the installation of new windows. In addition, it would provide for renovations to Ranger Elementary as the number two priority. This would include the removal and replacement of the windows at Ranger Elementary. The State Board of Education has already reviewed and approved this amendment during their November meeting. This amendment is related to Lincoln County's MIP project and they have provided the appropriate amendment documentation to the SBA office.

#### Mingo County's CEFP Amendment

The Mingo County Board of Education requests approval of an amendment to their 2010 – 2020 CEFP. This amendment provides for the replacement of the cooling tower at Matewan and Riverside Elementary Schools. This amendment is related to Mingo County's MIP project and they have provided the appropriate amendment documentation to the SBA office.

### **CONSTRUCTION COMMITTEE**

Mr. Steve Burton provided the Construction Committee report and then he requested that Mr. David Sneed provide further details on the following issues which the committee took action on.

#### Gilmer County CEFP

Mr. Sneed informed the Authority that Gilmer County has now completed their 2010- 2020 CEFP and requests approval of their new plan. He stated that the staff had reviewed the plan for compliance

with SBA and State Board Policy 6200 compliance. The State Department has also reviewed the new CEFP and the State Board of Education approved the new plan. The Construction Committee recommended approval of the Gilmer County 2010-2020 CEFP.

Upon a motion by Mr. Eric Lewis a second by Mr. Victor Gabriel the Authority voted to approve the Gilmer County 2010-2020 CEFP.

#### SBA Policy & Procedures Handbook Revisions

Dr. Mark A. Manchin provided a review of the proposed SBA Policy & Procedures Handbook revisions. He stated that two areas of concern have been addressed, the undocumented workers and convicted sex offenders that may be employed by contractors working on SBA projects.

Proposed language for verification affidavit forms was provided by Mr. Bob Holroyd and staff has incorporated new SBA language into our policy and procedure manual (Appendix I) that will require county boards to comply with new SBA policy directing all grant recipients to require design and construction companies contracted to the counties to comply with this policy. Information has also been incorporated into policy (Appendix J) that will incorporate new language into the bidding documents for the projects. This language will require all workers to have proper documentation with regards to their legal status by producing at least one valid picture I.D. to the prime contractor and will require contractors to verify that all workers have not been convicted of a sex offense with regards to WV code. This new policy will also require signed affidavits verifying all worker eligibility with regards to the referenced issues and the affidavits will become a prerequisite to the executed construction contract with the grant recipient.

Upon a motion by Mr. Steve Burton with a second by Mr. Tom Lange the Authority approved the revision to the SBA Policy & Procedures Handbook and approved for the revised document to be sent to the Secretary of States office for a thirty-day comment period.

#### McDowell County – Riverside High School

Dr. Manchin provided the Authority with an update on this issue stating that the punch list had been completed and that the checks were scheduled to be exchanged the following week.

#### Square Footage Costs Allowance

Dr. Manchin recognized Mr. David Sneed to provide further detail regarding this issue. Mr. Sneed informed the Authority that the SBA staff had reviewed the current and projected construction cost for new schools in West Virginia. He stated that we have also solicited input from our Construction Analyst and from the construction industry with regards to factors that affect construction costs for our projects. A meeting was held on November 4, 2011 with members of the West Virginia Contractors Association and several of our project architects to discuss the current and future bidding market. The purpose of the meeting was to address issues that we could control with regards to our school designs and bidding document preparation and to use this information to help the SBA reduce costs and predict future costs.

Mr. Sneed informed the Authority that it appears that construction costs are now moving up and we feel this trend will continue over the next several years. We are proposing increases to our maximum square footage cost allowance for new schools. The proposed increases recommended by staff will be

applied to the 2012 projects and are projected forward for these projects that will bid in 2013 with a mid-construction cost factor of 2014.

Upon a motion by Mrs. Priscilla Haden with a second by Victor Gabriel the Authority voted to approve the square footage cost allowance as proposed in attachment P.

## VIII

### FINANCE COMMITTEE REPORT

Mr. Tom Lange provided the finance report on the following items:

#### Monongalia County – Eastwood Elementary – Green School Funding

Before the issue of the Monongalia County, Eastwood Elementary issue was brought before the Authority, Mr. Victor Gabriel requested the record reflect the he was recusing himself and he left the room temporary for this vote. Then Dr. Mark A. Manchin provided a brief explanation to the Authority members regarding the to need to provide the Eastwood Elementary project with the additional Green School funds. Mr. Tom Lange informed the Authority that after considering this matter it was the recommendation of the Finance Committee to provide up to \$400,000 in Green School Funds to go towards the Eastwood project. Upon a motion by Mr. Tom Lange with a second by Mr. Eric Lewis the Authority's approval was provided for up to \$400,000 in Green School Funds to go towards the Monongalia County – Eastwood Elementary.

#### Mingo County –Transferring of the Balance of Mingo Central High School

Dr. Manchin informed the Authority members the since this project had not yet bid, that this issue would be table for now.

#### Possible SBA Bond

Dr. Manchin informed the authority that he was working closely with the Governor's office the possibility of selling a bond in the near future but there was not any definite information as of yet but that he would keep them informed thing happen.

#### Deliberation and Selection of Major Improvement Program Projects and Related QZAB Funding Requests

Ms. Erica Manni recognized Dr. Mark A. Manchin to provide details regarding the MIP project deliberation process. Dr. Manchin informed the Authority that the MIP fund had a balance of \$5,063,637. Dr. Manchin then recognized Mr. David Sneed to provide a brief project overview.

At this time the floor was opened for nominations. The list of nominated projects was as follows:

County	Recommended Amount	Nominated By Board Member
1. Jefferson	\$ 800,000	Mr. Tom Lange
2. Preston	\$1,000,000	Mr. Steve Burton
3. Clay	\$ 59,405	Dr. Jorea Marple
4 . Harrison	\$ 714,649	Mr. Victor Gabriel
5. Fayette	\$ 894,261	Mrs. Jenny Phillips

6. Upshure	\$ 1,000,000	Mr. Wade Linger
7. Taylor	\$ 799,972	Mrs. Priscilla Haden
8. Putnam	\$ 1,000,000	Mr. Steve Burton
9. Ritchie	\$ 630,323	Mr. Victor Gabriel
10. Boone	\$ 879,511	Dr. Jorea Marple

Upon a motion by Mr. Victor Gabriel with a second by Mr. Steve Burton, the nomination were closed. At this time Mr. Garry Stewart informed the Authority members that the project totals was over by approximately \$2.7 Million. Dr. Manchin explained that now was the hard part where the Authority would have to make some compromises. After a lengthy discussion, Dr. Jorea Marple recommended that the Authority consider utilizing a portion of the funds returned to the Construction Fund from the recently failed county Bond. This issue was discussed at great length and the Authority decided to utilize a portion of these funds at this time in order to fund the entire list of nominated projects.

Upon a motion by Mr. Robert Holroyd with a second by Mr. Victor Gabriel, the Authority voted to remove the Taylor, Upshur and Putnam from the nominations list to be placed on a separate list of project to be funded by the returned bond funds. The this motion would approve the final list of nominated projects to be funded out of MIP funds but would require another meeting to be scheduled for the Authority to come back to officially approve the project to be funded out of the returned Bond funds. After a lengthy discussion the Authority voted and the motion passed

At this time Mrs. Jenny Phillips made a motion and Mr. Eric Lewis provided a second to add Mingo to the list of project to be funded from the returned Bond funds. After a lengthy discussion, the Authority voted and the motion passed and Mingo was added to the list of projects to be funded from the returned Bond funds.

### 3% Statewide Project Review and Award

Dr. Mark A. Manchin provided a review of the 3% projects stating that the total 3% funding recommended for allocation was \$2,163,781. He informed the Authority members that several grant requests were received and projects were reviewed by the SBA staff as well as Ms. Kathy D'Antoni with the Department of Education. The SBA staff has prepared a summary of the projects and recommendations have been provided in Attachment S.

Upon a motion by Mr. Victor Gabriel with a second by Ms. Jenny Phillips the Authority approved the 3% as detailed in Attachment S.

## **OLD BUSINESS**

### Architectural Services Staff Monthly Project Status Report

Dr. Manchin directed the Authority's to the information provided in this item regarding the status of current and on-going SBA school projects.

## **FUTURE MEETINGS**

The 2012 spring quarterly meeting of the School Building Authority of West Virginia and the 2012 "Needs" project interviews is scheduled at 8:30 a.m. on March 19 and 20, 2012 at 2300

Kanawha Boulevard, East, Charleston.

The 2012 Needs project selections are tentatively scheduled for 9:00 a.m. on April 23, 2012. This meeting will be held in the **Governor's Press Conference Room** at the State Capitol Complex, 1900 Kanawha Boulevard, East, Charleston.

The 2012 summer quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on June 25, 2012 with the location to be determined.

The 2012 fall quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on September 17, 2012 with the location to be determined.

The 2012 winter quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on December 17, 2012 at 2300 Kanawha Boulevard, East, Charleston.

## **XII.**

### **ADJOURNMENT**

Upon a motion by Mr. Victor Gabriel, with a second by Mr. Robert Holroyd the December Quarterly meeting of the School Building Authority was adjourned.

Minutes approved March 20, 2012

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