

**School Building Authority of WV  
Special Teleconference Meeting  
Minutes**

**Friday, October 11, 2013**

**I**

**Call To Order**

Mr. Peter Markham, Governor's Designee, called the School Building Authority of West Virginia (SBA) meeting to order at 10:00 a.m. on October 11, 2013. The following members were present: Mr. Robert Holroyd; Dr. James Phares; Mr. Steve Burton, Vice President; Mr. William White; Mr. Eric Lewis; Mr. Nicholas Preservati; Mr. Victor Gabriel and Dr. Mark A. Manchin, Executive Director. Mr. Tom Lange did not participate in this meeting. Also present were the following SBA staff members: Mr. Garry Stewart; Mr. Scott Raines; Ms. Joyce VanGilder; Mr. Mike Hall; Mr. Benjamin Ashley; Mr. Dana Womack; Ms. Mary Blashford; and Ms. Stella Gill.

Additional people participating in this meeting were Mr. David Sneed, P.C.S.; Mr. Robert Adams, Gibbons & Kwash.

**II.**

**Approval of the Final Version of SBA 2013 Financial Audit**

Mr. Markham recognized the representative of Gibbons & Kwash to provide a review of the final Audit. Mr. Robert Adams informed the Authority that a preliminary review of the Audit report was provided the Authority during the recent September 16, 2013 meeting during which it was explained that it would be necessary for the Authority to approve the final version. Mr. Adams provided a review of the final Audit stating that there were no significant changes since he had presented the draft version in September. He offered to answer any questions from Authority members. Mr. Robert Holroyd asked about page 8 and page 10 in the audit report which referenced a deficit. Mr. Adams stated that end of year deficit shown would be adjusted through other funds as needed.

Upon a motion by Mr. Victor Gabriel with a second by Dr. William White, the Authority voted to approve the final version of the SBA 2013 Financial Audit

**III.**

**Current SBA Fund Balances**

Dr. Mark A. Manchin provided a review of the current available funds for distribution.

**AS OF 10/11/13**

1. NEEDS Funds -	\$2,050,749.00
2. QZAB -	\$2,358,000.00

Mr. Peter Markham requested that Dr. Manchin provide a review of the Harrison County request. Dr. Manchin informed the Authority that Harrison County received an NEEDS allocation in the amount of \$8,197,000 during the April 2013 SBA meeting. These funds were to be used in conjunction with local funding in the amount of \$4,000,000, for the construction of a new Lumberport Middle School using the Design Build Delivery Method. On September 25, 2013, cost proposals were opened, and a deficit remained in the project budget. Dr. Manchin stated that Harrison County has worked diligently with the SBA, the Design Build Criteria Developer and the Successful Design Build Team in an effort to reduce the deficit. However, after these efforts were exhausted a deficit of \$1,000,000 still remains. Therefore, The Harrison County Board of Education is requesting and QZAB allocation of \$1,000,000 to complete this project.

Mr. Steve Burton asked what the funding percentage breakdown for this project would be. Mr. Garry Stewart informed the Authority that it would be SBA 58% and Local 42%.

Mr. Burton then asked if this site had mine subsidence insurance to protect the building. Mr. Scott Raines stated of the three teams that scored highest: one contractor would not offer insurance or grouting, the second contractor would provide insurance but asked for the county to grout and cover insurance, the third would provide insurance and grouting.

Mr. Eric Lewis asked for documentation of insurance policy and wanted SBA and Harrison County listed on the policy. Mr. Raines stated that the insurance companies were given the Geotech report and the SBA would look into the insurance policy. Bob Holroyd stated that the SBA was not vested in insurable interest but Harrison County the Harrison County Board of Education should be listed on the policy.

Upon a motion by Mr. Victor Gabriel with a second by Mr. Robert Dunlevy the Authority voted to approve the 2012 QZAB allocation for the Harrison County - New Lumberport Middle School in an amount of \$1,000,000.

## **VI.**

### **Award of Construction Analyst Contract**

During the June 3, 2013 meeting of the SBA, the Authority gave approval for the SBA staff to initiate a new Request for Proposal (RFP) for the hiring an SBA Construction Analyst and to initiate a request for information from qualified construction management companies. The SBA staff initiated a Request for Proposal (RFP) and compiled the information received from firms interested in providing the services of a Construction Analyst for the SBA. SBA staff members performed interviews with the firms deemed most qualified and then selected Project and Construction Services (PCS) to recommend to the full Authority to fill the contracted position of Construction Analyst for the SBA.

Mr. Scott Rains stated that the language for Building Information Modeling (BIM) and scheduling had been added since the last contract but relatively other items were the same. He also informed the Authority that that the wage rates were the same with a clause to discuss raises as a later date with the SBA Board Approval.

## ADJOURNMENT

There being no further business to come before the Authority during the October 11, 2013 Special meeting of the School Building Authority of West Virginia the meeting was adjourned.

Minutes approved December 9, 2013



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Mr. Peter Markham, Governors Designee  
School Building Authority of West Virginia