

MEETING MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA
Governor's Press Conference Room
December 9, 2013
9:00 a.m.

I.

CALL TO ORDER

The Governor's Designee, Mr. Peter Markham called the meeting of the School Building Authority of West Virginia (SBA) to order at 9:00 a.m. on December 9, 2013. The following members were present: Mr. Steve Burton, Vice President; Mr. Robert Holroyd; Mr. Tom Lange; Mr. Eric Lewis, via telephone; Mr. Victor Gabriel; Mr. Robert Dunlevy; Dr. William White; Dr. James Phares and Dr. Mark A. Manchin, Executive Director. Also present were the following SBA staff members: Mr. Garry Stewart; Mr. Scott Raines; Mr. Benjamin Ashley; Mr. Mike Hall; Ms. Joyce VanGilder; Ms. Mary Blashford; Ms. Angela Bradley and Ms. Stella Gill.

II

ACKNOWLEDGMENTS AND RECOGNITIONS

New Board Members – Mr. Michael Green

Dr. Mark A. Manchin introduced Judge Jennifer Bailey for the purpose of swearing in Mr. Michael Green as the newest board member of the School Building Authority.

The following individuals attended the SBA meeting: Ms. Shay Mauna, Daily Mail; Ms. Lydia Nuzum, Charleston Gazette; Mr. Craig Baker, Thrasher; Ms. Mary Jane Pope-Albin, Wirt County Superintendent; Mr. Brent Nelson, Grant County Schools; Mr. David Ferguson, ZMM; Mr. Dennis Albright, Wetzel County Superintendent; Mr. Doug Lambert, Pendleton County Superintendent; Ms. Robin Daquilante, Tyler County Superintendent; Ms. Amanda Kimble, Tyler County Schools; Ms. Lynn Boyer, School for the Deaf & Blind; Mr. Scott Kain, McKinley Associates; Mr. Kevin Hess, Nicholas county Schools; Ms. Barbara Taylor, Nicholas County Schools; Mr. Greg Williamson, Williamson Shriver Architects; Sarah Petry, Williamson Shriver Architects; Ted Shriver, Williamson Shriver Architects; Delegate Ruth Rowan, WV House of Delegates – 57th; Delegate Daryl Cowles, WV House of Delegates – 58th; Mr. Michael Cutright, Fred Eberle Technical Center; Mr. Ben Cummings, Roane-Jackson Technical Center; Mr. David Price, Raleigh County Schools; Mr. Jim Brown, Raleigh County Superintendent; Mr. Chuck Wilson, Kanawha County Schools; Ms. Susan Collins, Harrison County Superintendent; Mr. Edward Toman, Ritchie County Superintendent; Mr. Michael Hince, Marshall County Superintendent; Mr. Matthew Call, United Technical Center; Mr. David Sneed, PCS and Mr. Travis Arey, PCS.

III.

APPROVAL OF MINUTES

Upon motion by Mr. Tom Lange, with a second by Dr. James Phares, the Authority approved the minutes of the SBA Quarterly September 16, 2013.

Upon motion by Mr. Steve Burton, with a second by Mr. Robert Holroyd, the Authority approved the minutes of the SBA Special Meeting of October 11, 2013.

IV.

EXECUTIVE DIRECTOR'S REPORTS

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

Update School Safety

Dr. Mark A. Manchin provided a status update regarding school safety issues. He reminded the Authority members that during the June Quarterly meeting, that the SBA Staff has prepared new language which had been approved to be incorporated into the SBA Quality and Performance Manual. Dr. Manchin then recognized Ms. Mary Blashford to provide additional information regarding the Patriot Services contract. Ms. Blashford provided the Authority with a brief update regarding the Patriot Services contract.

Purchasing Card (P-Card) Program Report

Dr. Manchin directed the Authority's attention to review the P-Card report and offer to answer questions regarding this report should there be any. He reminded the members that one of the requirements of the P-Card Program is for the Board/Authority members to review all purchases made by staff members. He stated that as such, the document in Attachment D provides an itemized list of the SBA's card usage for the period of August 1, 2013 thru October 31, 2013. The Authority members had no questions.

Design Build Projects Updates

Dr. Mark A. Manchin provided a brief update on the two Design Build projects that the SBA funded in April of 2013. These projects are the New Lumberport Middle School in Harrison County and the New Franklin Elementary School in Pendleton County. He then recognized Mr. Scott Raines to provide further details on the progress of each project.

Mr. Steve Burton requested a status update regarding the Schools for the Deaf & Blind. Dr. Manchin took this opportunity to recognize Senator Craig Blair, Delegate Daryl Cowles and Delegate Ruth Rowan from the Eastern Panhandle of WV. He stated that they would like to express their support for the Schools for the Deaf & Blind and to provide details regarding the school's great need for financial assistance to complete the schools necessary renovations/updates.

Delegate Daryl Cowels informed the Authority that a committee had been created to take a closer look at the school's to establish a list of prioritized of needs. He also stated that the committee had discussed ways to finance some or all of the necessary renovation projects at the WV Schools for the Deaf and Blind and that they planned to request funds from both the WV Legislature as well as the School Building Authority during the upcoming Needs funding cycle.

Mr. Tom Lange asked if anyone from the school or the committee had approached the Hampshire County officials to discuss the possibility of working with the county to run a Bond. Mr. Lange stated that since the school was located in Hampshire County the school could possibly form a partnership with Hampshire County to cover the needs of the entire area. Delegate Cowels stated that he was unsure if this idea had been explored.

Dr. James Phares informed the Authority that the Department of Education's legal counsel had looked into this issue and stated that they did not feel think that the WV Schools for the Deaf and Blind had the ability to sale Bonds but that they did not see any language that precluded them from applying for a NEEDS Grant from the School Building Authority.

V.

CONSENT AGENDA

Dr. Mark Manchin informed the Authority that the following amendments to county Comprehensive Educational Facilities Plans (CEFPs) had been reviewed and were being recommended for approval by the SBA staff. He also stated that a single motion of the Authority may approve all items on the Consent Agenda or, should an individual item be of interest to a member, it could be pulled for discussion. The Consent Agenda contained the following items:

Cabell County's CEFP Amendment

The Cabell County Board of Education requested approval of an amendment to their 2010 – 2020 CEFP. This amendment provided adjustments to the financial costs and summary of the CEFP. It provided for the closing of Geneva Kent and Peyton and consolidation into a renovated Beverly Hills Middle School facility. Cabell County provided the appropriate amendment documentation to the SBA office.

Raleigh County CEFP Amendment

The Raleigh County Board of Education requested approval of an amendment to their 2010 – 2020 CEFP. This amendment provided for an increase in the scope of work and revised cost estimate relating to the renovations and HVAC upgrades at Beckley/Stratton Middle School. This amendment was related to Raleigh County's MIP Grant request and they provided the appropriate amendment documentation to the SBA office.

Roane-Jackson Technical Center CEFP Amendment

The Roane-Jackson Technical Center's Administrative Council requested approval of an amendment to the technical center's 2010 – 2020 CEFP. This amendment provided for the replacement of the schools existing HVAC units on Buildings A, B and C. All of these units were put into service at the same time and are well past their anticipated life expectancy. This amendment was related to the Roane-Jackson Technical Center's 3% grant request and they provided the appropriate amendment documentation to the SBA office.

WV Schools for the Deaf and Blind CEFP Amendment

The WV Schools for the Deaf and Blind Administrative Council requested approval of an amendment to their 2005 – 2015 CEFP. This amendment reprioritized the projects within the existing CEFP, placing the creation of the Residential Learning Centers as their immediate priority. This project was previously listed in the second phase of the CEFP. The amendment as submitted contains the appropriate documentation to the SBA office.

Upon a motion by Mr. Victor Gabriel with a second by Dr. William White, the Authority approved all of the proposed CEFP amendments as detailed above.

VI.

FINANCE REPORTS

Mr. Peter Markham 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. He also provided a review of the current balance funds available in each Grant fund Account as listed below.

Current SBA Fund Balances

	<u>December 9, 2013</u>
1. MIP Fund -	\$ 4,805,680.19
2. 3% Fund -	\$ 2,458,320.09
3. Emergency -	\$ 2,525,369.75
	<u>April 15, 2014</u>
4. NEEDS Funds -	\$15,256,722.42
5. QZAB -	\$ 1,358,000.00

VII.

FINANCE COMMITTEE REPORT

Since the Finance Committee Chair, Mr. Nicholas Preservati, was unable to attend this meeting, Mr. Peter Markham recognized Mr. Tom Lange to present the Finance Committee Report. Mr. Lange stated that the committee had reviewed the following issues and would allow Dr. Manchin and staff to provide further details.

Review and approval of Request for Proposals (RFPs) for the Series 2014 Bond Finance Team

Dr. Mark A. Manchin stated that the SBA staff has been working in conjunction with the Governor's Office, the Department of Administration and representatives of P.R.A.G. to compose draft Request for Proposals (RFPs) for various members of the upcoming Series 2014 Bond Finance Team. He stated that the RFPs will be published and a review committee will be created to evaluate the proposals that are submitted. In order to expedite the process of issuing Bonds, the review committee will evaluate all proposals submitted and provide the SBA Finance Committee and the SBA office with their recommendations as to whom the contracts should be awarded.

Upon a motion by Mr. Tom Lange with a second by Mr. Robert Holroyd the Authority voted to allow the SBA staff to work with the Department of administration and to move forward with the selection of the Bond Finance Team.

Clay County – Clay Middle School HVAC Project

Dr. Mark A Manchin informed the Authority that during the April 23, 2012 quarterly meeting, the Authority provided Clay County a NEEDS grant in the amount of \$1,650,000 for HVAC renovations at Clay County Middle School. This grant was to be spent with \$399,640 in local funding as a part of an Energy Service Contract (ESCO) in Clay County. He stated that over the past year Clay County had worked diligently with their Energy Service Company, the McLiney Company and the SBA staff in efforts to secure the financing necessary; unfortunately they have not been able to secure the funding necessary as of this time. The county was currently exploring a legislative option for financing. Dr. Manchin informed the Authority the he had informed Clay County that they must have financing secured by March 17th or the SBA staff would have to recommend to the Authority the return of the grant funds, to be re-distributed in the April meeting.

VIII.

CONSTRUCTION COMMITTEE

Mr. Peter Markham recognized Mr. Steve Burton to provide a Construction Committee Report on the following issues:

SBA Policy & Procedures Handbook Revisions

Mr. Steve Burton recognized Mr. Scott Raines to provide details of the proposed policy changes. Mr. Raines stated that over the past several months, the SBA staff has been reviewing our current Policy & Procedures Handbook and several revisions are being proposed. Mr. Raines informed the Authority that revisions were being proposed that would address the following: current WV Code requirements, clarification of existing policy issues, State Board Policy 6200 revisions and new design and construction requirements. He informed the Authority that based upon the Authority's approval of this draft language, the staff would incorporate the new language into the SBA policy and procedure manual and file the revised policy for 30-days at the WV Secretary of State's office for public comment. Once the 30-day comment period has been completed, the staff will review and consider all comments received, and then compile a final draft of the SBA policy & procedure handbook to be presented to the Authority at a future meeting for final approval. The new language will be incorporated into policy and applied to future projects once the Authority approves the final draft of the SBA Policy & Procedure manual.

Upon a motion by Mr. Victor Gabriel and a second by Mr. Robert Holroyd, the Authority voted to approve the proposed revision the SBA Policy & Procedure manual and to file the revised policy with the Secretary of State's office for a thirty-day comment period.

Fayette County's CEFP Amendments

Mr. Burton recognized Dr. Mark A. Manchin to details regarding the amendments being requested by Fayette County. Dr. Manchin informed the Authority that Fayette County was requesting the approval of three different amendments to their current CEFP and the details the amendments being requested was as follows:

1. Amendment # 5

Amendment #5 changes the grade configuration of the new Collins Middle School to be built for Mt. Hope and Oak Hill students from grades 6-8 to grades 5-8. Additionally, the proposed grade configuration at Rosedale Elementary School will change from a PreK-5 to a PreK-4.

2. Amendment # 6 – ATTACHMENT N

Amendment #6 proposes the construction of a new PreK-8 or PreK-12 facility in the Meadow Bridge attendance area upon the completion of a one year study.

3. Amendment # 7 – ATTACHMENT O

Amendment #7 proposes the merger of Fayetteville Elementary School (grades PreK-6) with Gatewood Elementary School (grades K-4) resulting in a reconfigured Fayetteville Elementary School (grades K-5) and reconfigured Fayetteville High School (grades 6-12). Fayetteville Elementary and Gatewood Elementary would be merged into the existing Fayetteville Elementary School facility.

Mr. Burton stated that the Construction Committee had reviewed all three CEFP amendments being requested by Fayette County and recommending approval of amendment #5 only. Upon a motion by Mr. Tom Lange with a second by Mr. Victor Gabriel the Authority voted to approve CEFP amendment #5 only as requested by Fayette County.

IX.

NEW BUSINESS

Deliberation and Selection of Major Improvement Program Projects

Mr. Peter Markham informed the Authority that currently the MIP fund had \$4,805,680.19 available for distribution during this MIP cycle. Dr. Mark A. Manchin provided an overview of the process stating that Mr. Scott Raines would provide a brief review of each project and the SBA staff will be available to answer questions the Authority members may have. At the conclusion of the review, each Authority would be provided the opportunity to select a project to be placed on the list of nominated projects. Dr. Manchin stated that once the nomination was closed, Mr. Garry Stewart would provide a total of the projects on the list and determine if the current amount exceeded the amount of available funds for distribution. The Authority would then consider each project on the nomination list and vote on each project individually to determine which projects would remain on the final list of nominated projects. The final list of nominated projects requires a separate vote of the Authority to official award the MIP Funds to all the projects as detailed on the list. During the review and approval process, the Authority should be mindful of the projects requiring QZAB funding and be aware that approval of a project which included a QZAB request constitutes approval of the QZAB Funds as well.

Mr. Scott Raines provided a detailed overview of each project submitted for MIP Funding and the Authority Members the established the list of nominated projects as follows:

<u>SBA Authority Member</u>	<u>County</u>	<u>SBA Funds to be Awarded</u>
Mr. Steve Burton	Mason	\$ 614,880
Mr. Robert Holroyd	Mercer	\$ 655,633
Tom Lange	Harrison	\$1,000,000
Mr. Robert Dunlevy	Marshall	\$ 834,541
Mr. Victor Gabriel	Richie	\$ 226,800
Mr. Eric Lewis	Pass	
Mr. William White	Pass	
Dr. James Phares	Grant	\$ 239,498
Mr. Mike Green	Monroe	\$ 110,000
Mr. Peter Markham	Raleigh	\$1,000,000
Mr. Tom Lange	Morgan	\$ 121,605

Upon a motion by Mr. William White with a second by Mr. Victor Gabriel the Authority voted to close the nomination of projects.

Mr. Garry Stewart informed the Authority there was sufficient MIP Grants funds available to award all the nominated projects. Upon a motion by Mr. Tom Lange with a second by Dr. James Phares, the Authority voted to approve the list of nominated projects. The final list of awarded MIP projects are detailed as follows:

County	Project Description	Project Cost	Local Funds	SBA Awarded Funds
Grant	Union Ed. Complex Fire Alarm & Gymnasium Floor Replacement	\$289,498	\$50,000	\$239,498
Harrison	Simpson ES Classroom Addition & Kitchen/Dining Renovation	\$2,700,000	\$1,700,000	\$1,000,000
Marshall	Glen Dale ES HVAC, ADA, Window & Door Renovations	\$1,385,902	\$554,361	\$831,541
Mason	County Wide HVAC & Control System Replacement	\$2,562,000	\$1,947,120	\$614,880
Mercer	Bluefield HS Boiler Replacement	\$966,968	\$311,935	\$655,033
Monroe	James Monroe HS Lighting Renovations	\$110,000	\$0	\$110,000
Morgan	Pleasant View ES HVAC Renovation	\$121,605	\$0	\$121,605
Raleigh	Beckley/Stratton MS HVAC System Renovation	\$5,717,408	\$4,717,408	\$1,000,000
Ritchie	Ritchie County MS Cooling Tower Replacement	\$226,800	\$0	\$226,800
Total		\$14,080,181	\$9,280,824	\$4,799,357

3% Statewide Project Review and Award

Dr. Mark A. Manchin informed the Authority that there was \$2,458,320.09 of the 3% grant funds

available for distribution during the 2014 funding cycle. He stated that all projects submitted for consideration were reviewed by the SBA staff as well as Ms. Kathy D'Antoni with the Department of Education. A report summarizing these projects has been prepared by the SBA staff and a copy of the staff recommendations was provided in Attachment Q for the Authority members review and consideration. Upon a motion by Mr. Robert Holroyd with a second by Mr. Steve Burton the Authority voted to approve the SBA staff's recommendations for 3% Grant Funds detailed as follows:

Facility	Project Description	3% Funds Requested	Local/Other Funds	Total Project Cost
Calhoun-Gilmer Career Center	Tile, Plumbing, Painting and Parapet Wall Caps	\$414,169	\$50,000	\$464,169
Fred W. Eberle Technial Center	Interior Doors & HVAC upgrade	\$238,300	\$0	\$238,300
Roane-Jackson Technical Center	HVAC Replacement, Building A	\$248,800	\$0	\$248,800
James Rumsey Technical Institute	Intercom System Replacement	\$217,766	\$0	\$217,766
United Technical Center	Hallway/walkway Enclosure, Dust/air Handling System, Ventilation & Electrical System	\$377,190	\$0	\$377,190
Burlington Center School	Classroom Addition	\$600,000	\$535,000	\$1,135,000
WV Schools for the Deaf & Blind	Roofing, Parapet Repair, Gutters/fascia, Sprinklers & 4 HVAC Units	\$234,950	\$19,050	\$254,000
WVDE Statewide Preventive Maintenance Program	Continuation of the Statewide Preventive Maintenance Program Software	\$80,958	\$0	\$80,958
Total		\$2,412,133	\$604,050	\$3,016,183

X.

OLD BUSINESS

Architectural Services Staff Monthly Project Status Report

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

PERSONNEL

There were no personnel issues to discuss at this meeting.

FUTURE MEETINGS

The 2014 spring quarterly meetings of the School Building Authority of West Virginia and the 2014 "Needs" project interviews are scheduled at 8:30 a.m. on March 17 and 18, 2014 at 2300 Kanawha Boulevard, East, Charleston.

The 2014 Needs project selections are tentatively scheduled for 9:00 a.m. on April 28, 2014. This meeting will be held in the **Governor's Press Conference Room** at the State Capitol Complex, 1900 Kanawha Boulevard, East, Charleston.

The 2014 summer quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on June 16, 2014 with the location to be determined.

The 2014 fall quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on September 29, 2014 with the location to be determined.

The 2014 winter quarterly meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on December 15, 2014 at 2300 Kanawha Boulevard, East, Charleston.

ADJOURNMENT

There Being no further business to come before the Authority and upon a motion by Mr. Steve Burton with a second by Mr. Victor Gabriel, the Authority voted to adjourn the December 9, 2013 Quarterly meeting of the School Building Authority of West Virginia.

Minutes approved March 17, 2014



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