

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

Meeting Minutes

December 15, 2014

9:00 a.m.

**The West Virginia Lottery
900 Pennsylvania Avenue
Charleston, West Virginia**

I. CALL TO ORDER

Peter Markham, Governor's Designee, called the School Building Authority of West Virginia (SBA) meeting to order at 9:00 a.m. on December 15, 2014. The following members were present: Dr. Michael Martirano, WV Superintendent of Schools; Mr. David Sneed, Executive Director; Mr. Steve Burton, Vice-Chair; Mr. Eric Lewis, Secretary, via telephone; Mr. Thomas Campbell; Ms. Tina Combs, via telephone; Mr. Robert Dunlevy; Mr. Victor Gabriel; Mr. Robert Holroyd; Mr. Tom Lange and Mr. Chris Morris. Also present was the following staff of the SBA: Mr. Garry Stewart; Mr. Scott Raines; Ms. Joyce VanGilder; Mr. Mike Hall; Mr. Benjamin Ashley; Mr. Dana Womack; Ms. Stella Gill; Ms. Angie Bradley and Ms. Tammy Brewer.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

Chairman Peter Markham recognized the Honorable Jennifer Bailey, Thirteenth Judicial Circuit Judge, to provide the Oath of Office to the newest member to the School Building Authority, Mr. Thomas Campbell.

The following individuals attended the SBA Meeting: Mr. Jerry Garner; Roane County; Mr. David Dilly, Braxton County; Ms. Ginger Altizer, Braxton County; Ms. Brenda Wells, Braxton County; Ms. Sarah Petry, Williamson Shriver Architects; Mr. Mark Gandolfi, WV Schools for the Deaf and Blind; Mr. Frank B. Mann, III, Wyoming County; Mr. Frank L. Blackwell, Wyoming County; Ms. Mary Jane Pope-Albin, Wirt County; Mr. Ernie Dellatorre, McKinley and Associates; Mr. Tommy Young, ZMM Architects; Mr. Greg Williamson, Williamson Shriver Architects; Mr. Ted Shriver, Williamson Shriver Architects; Ms. Lesley Messin, ACT; Mr. Jeff Midkiff, Lincoln County; Ms. Patricia Lucas, Lincoln County; Ms. Birdie Gandy, Lincoln County; Ms. Serena Starcher, Fayette County; Mr. Keith Butcher, Nicholas County; Mr. Leon Ivey, Fayette County; Mr. David Ferguson, ZMM Architects; Mr. David Powell, NCCRS; Mr. Travis Arey, PCS; Mr. Jerry Milliken, WVDE; Mr. Adam Cantes, Cedar Lakes, WVDE; Mr. Jeff Davis, Tyler County; Ms. Robin Daquilante, Tyler County; Dr. Ronald Duerring, Kanawha County; Ms. Kathy D'Antoni, WVDE; Ms. Donna Smith, Lincoln County; Ms. Karen Cummings, Wirt County and Mr. Hank Rinehart, Wirt County.

III. APPROVAL OF MINUTES

Upon a motion by Mr. Steve Burton, with a second by Mr. Victor Gabriel the Authority voted to approve the meeting minutes for the SBA Fall Quarterly Meeting of September 29, 2014.

Upon a motion by Mr. Tom Lange, with a second by Mr. Robert Holroyd the Authority voted to approve the meeting minutes for the SBA Special Meeting of October 17, 2014.

IV.

EXECUTIVE DIRECTOR'S REPORTS

Mr. David Sneed presented the Executive Director's Report in which he provided updates on the following issues:

School Access Safety

Mr. Sneed provided a brief update on the School Access Safety Plan, notifying the Authority that West Virginia was the first state to organize and fund this unique School Access Safety Plan Project. All County Boards of Education have completed Comprehensive School Access Safety Plans and the SBA has provided funding for Risk Assessments and Vulnerability Reviews. This information is now complete for all schools in West Virginia and the data is on file with the Office of Homeland Security for emergency response use. West Virginia Code §18-9F-9 now requires all County Boards of Education to use the data collected to create countywide Crisis Prevention and Response Plans. This next phase of the program will be managed by the State Department of Education (SDE) with assistance from the SBA. A portion of the funds remaining in the School Access Safety Program account will be used to assist the SDE and counties with the first phase of the crisis response planning. Mr. Sneed indicated that any remaining funds will be used to address future School Access Safety Plan projects.

At the conclusion of Mr. Sneed's Report, Chairman Markham opened the floor for any questions or comments regarding the School Access Safety Program:

Mr. Tom Lange posed a question regarding multiple building campuses and protection of students as that are moving from building to building during the school day?

Mr. Sneed responded that this will continue to be a problem until such time that all students can be brought into one building or those buildings are connected. Every county in the State has several of these kinds of issues and the counties are placing teachers and personnel in supervisory positions to supervise the safety of the students.

Dr. Michael Martirano noted that each one of our Principals and Superintendents are expected to have a Safety Plan for these campuses and each one is expected to have a nuance regarding those plans. We are using our technology to insure that we understand where our students and staff are at those times and have accountability and communication during those times. Those conditions are not optimal when you have students off sight and you always have to keep that in mind.

Brooke County Bond

Mr. Sneed provided an update regarding the Brooke County Bond and NEEDs project. Brooke County was provided a reserve grant during the April 2014 Quarterly Meeting. The project would construct a new consolidated middle school and provide HVAC renovations at Brooke County High School. The project financing plan required passage of a local Capital Improvement Bond to effectuate these improvements. Brooke County requested an \$18,000,000 NEEDs Grant from the Authority and also proposed a local Bond call of \$15,000,000 and local Capital Improvement Funding of \$3,000,000 to complete the financing plan. The Authority showed its support for the projects by providing a Reserve Grant of \$100,000 in April 2014. A grant contract was executed placing the \$100,000 in reserve with the understanding that an additional \$17,900,000 in SBA funding would be considered in future funding cycles, if the proposed local Bond issue passed. Brooke County passed its \$15,000,000 local Bond on November 4, 2014 and these funds, along with their \$3,000,000 in Local Capital Improvement Funding will now complete their portion of the financing plan for these two projects. Mr. Sneed indicated that he anticipates presenting a recommendation to the Authority members that would request approval of the remaining SBA funding for these projects. Brooke County will retire its current outstanding bonds in June, 2015 and requests that this approval be provided as soon as

possible to allow it to go to market with its Bond sale prior to the retirement of its current bonds, to prevent a lapse in their Bond Tax collections.

Mr. Sneed informed the Authority that without objection he plans to bring the Brooke County funding request back to the Authority at the March, 2015 Quarterly Meeting with the Hardy and Wayne County projects, which will be receiving their last funding installments. In so doing Brooke County could be awarded its first installment of NEEDs funding and the balance of its fund could be recommended for award in December, 2016, in order for Brooke County to take its Bonds to market immediately and begin the design process for its new middle school. Hearing no objection, Brooke County will be placed on the March, 2015 agenda for funding consideration.

Purchasing Card (P-Card) Program Report

Mr. Sneed requested the Authority review the P-Card report and the staff of the SBA was available to answer questions regarding this report. He reminded the members that one of the requirements of the P-Card Program is for the Authority members to review all purchases made by staff members. He stated that as such, the document in Attachment C provides an itemized list of the SBA's card usage for the period of August 1, 2014 to October 31, 2014. The Authority members reviewed the expenditure report and had no questions.

V.

CONSENT AGENDA

Mr. Sneed informed the Authority members that the following amendments to county Comprehensive Educational Facilities Plans (CEFPs) had been reviewed and were being recommended for approval by the staff of the SBA. 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:

Berkeley County's CEFP Amendment

The Berkeley County Board of Education requested approval for an amendment to its 2010–2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. It provides for an addition of six (6) new classrooms at Potomack Intermediate School. Berkeley County provided the appropriate amendment documentation to the SBA office.

Braxton County's CEFP Amendment

The Braxton County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. It provides for the upgrades to the HVAC system at Braxton County Middle School. Braxton County provided the appropriate amendment documentation to the SBA office.

Gilmer County's CEFP Amendment

The Gilmer County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This provides for the complete replacement of the HVAC system, electrical upgrades and a direct digital control system at Gilmer High School. Gilmer County provided the appropriate amendment documentation to the SBA office.

Greenbrier County's CEFP Amendment

The Greenbrier County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This provides for the renovations of the entry way, replacement of windows throughout the main building, HVAC system installation and electrical service upgrades at Crichton Elementary School. Greenbrier County provided the appropriate amendment documentation to the SBA office.

Hampshire County's CEFP Amendment

The Hampshire County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This provides for the addition of two (2) new classrooms, ADA restrooms, lighting upgrades and sprinkling at Springfield-Green Spring Elementary School. Hampshire County provided the appropriate amendment documentation to the SBA office.

Logan County's CEFP Amendment

The Logan County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for a new gymnasium in lieu of a multi-purpose room at Holden Elementary School and due to the increased enrollment in Chapmanville, it was requested that the proposed new Chapmanville 3-4 facility change to a 2-4 facility and Chapmanville West be renovated and transitioned to a PK-1 facility. Logan County provided the appropriate amendment documentation to the SBA office.

Marion County's CEFP Amendment

The Marion County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This provides for the renovations at Marion County Vo-Tech. Marion County provided the appropriate amendment documentation to the SBA office.

Morgan County's CEFP Amendment

The Morgan County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the HVAC system replacement for the second floor of Building D. This includes replacement of the existing unit with four (4) modern, high efficiency units (one per classroom) each with auxiliary electric heat and modifications to the power and fire alarm systems at Berkeley Springs High School. Morgan County provided the appropriate amendment documentation to the SBA office.

Preston County's CEFP Amendment

The Preston County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the HVAC system removal and replacement of three (3) roof top units at Preston County High School. Preston County provided the appropriate amendment documentation to the SBA office.

Putnam County's CEFP Amendment

The Putnam County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the addition of classrooms at West Teays Elementary School. Putnam County provided the appropriate amendment documentation to the SBA office.

Upshur County's CEFP Amendment

The Upshur County Board of Education requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the changing of the grade configuration from a 5-8 to a 6-8 middle school. Scope has been updated for these renovations and additions to the elementary schools and the high school. Upshur County provided the appropriate amendment documentation to the SBA office.

Cedar Lakes Facility CEFP Amendment

The Cedar Lakes Facility requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the installation of a wet fire suppression system at the Cedar Lakes Facility. The Cedar Lakes Facility Director provided the appropriate amendment documentation to the SBA office.

South Branch Career and Technical Center Amendment

The South Branch Career and Technical Center requested approval for an amendment to its 2010-2020 CEFP. This amendment provides adjustments to the financial costs and summary of the CEFP. This amendment provides for the renovation to the welding shop, increased campus security measures and additional safety precautions. South Branch Career and Technical Center provided the appropriate amendment documentation to the SBA office.

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

VI. FINANCE REPORTS

Chairman Markham recognized Mr. Garry Stewart to provide the SBA Finance Reports. Mr. Stewart presented a recap of the various finance reports provided in Attachments Q and R to the Authority. He also provided a review of the current balance funds available for distribution in each grant fund account as listed below.

Current SBA Fund Balances

MIP Fund - \$ 5,571,664.13
3% Fund - \$ 1,740,803.63

VII. NEW BUSINESS

Deliberation and Selection of Major Improvement Program Projects

Chairman Markham recognized Executive Director Sneed to give an overview of the process the staff of the SBA used in ranking project. The Authority was also informed of the process used to evaluate and rank each project. Mr. Sneed asked if there were any further questions or comments and the following questions were addressed:

Mr. Tom Lange asked that the staff of the SBA define Curriculum Improvement.

Mr. Sneed stated that Curriculum Improvements are required to be considered for each project and sighted the reference WV Code §18-9D-16 criteria as the reference Mr. Lange was referring. Curriculum Improvement is evaluated by the staff of the SBA based on how the project directly affects the curriculum; and in particular is there any improvement in the curriculum being offered.

Mr. Lange noted that the staff rating for this item differed from project to project.

Mr. Sneed responded by noting that MIP Projects differ from NEEDs Projects and there are generally not a lot of Curriculum Improvements. There are some cases, but most of them are HVAC or renovations to the main building components and does not affect curriculum. Mr. Sneed further explained that for this reason low scoring in this area of the evaluation often occurs and that each evaluation is performed on individual projects and those projects are then compared as a group for each of the nine points of law with in WV Code §18-9D-16.

Mr. Lange indicated that this clarified his concerns and that he had a better understanding of how the staff arrived at its final scores.

Chairman Markham then turned the floor over to Mr. Scott Raines who provided a detailed description of the staff evaluations and overview of each project submitted for MIP Funding. The staff of the SBA was available to answer questions the Authority members had during this review. At the conclusion of the review, the Authority members discussed the rating of each individual project, the percentage of each County's unrestricted carry over funding balance and the willingness of each county to contribute to its project.

Chairman Markham began the nomination of projects with the senior Authority member, Mr. Steve Burton and informed the Authority that they could propose a project or defer at this time. Chairman Markham informed the Authority that after all members had the opportunity to nominate a project, if there was still funds available to be awarded, those members that may have deferred in the first round of project nomination would be given the opportunity to nominate a project. Authority nominations were as follows:

| SBA AUTHORITY MEMBER | COUNTY NOMINATED | FUNDS TO BE AWARDED |
|-----------------------------|-------------------------|----------------------------|
| Mr. Steve Burton | Marion County | \$1,000,000 |
| Mr. Robert Holroyd | Fayette County | 630,675 |
| Mr. Tom Lange | Berkeley County | 1,000,000 |
| Mr. Victor Gabriel | Gilmer County | 757,571 |
| Mr. Robert Dunlevy | Greenbrier County | 900,000 |
| Mr. Eric Lewis | Deferred | |
| Mr. Peter Markham | Deferred | |
| Ms. Tina Combs | Deferred | |
| Mr. Chris Morris | Upsher County | 416,812 |
| Dr. Michael Martirano | Deferred | |
| Mr. Thomas Campbell | Deferred | |

Upon the conclusion of these nominations the Authority inquired about the total cost of these projects and the balance of funding that may still be available. Mr. Garry Stewart provided the following information:

| | |
|-----------------------------|----------------|
| Total of Projects Nominated | \$4,705,058.00 |
| Remaining Available Balance | 866,606.13 |

Mr. Tom Lange made a motion with a second by Mr. Victor Gabriel to approve the six counties recommended for funding at this time. The motion was passed, however, Mr. Robert Holroyd then made a motion with a second by Mr. Robert Dunlevy to approve these six projects and to allow further nomination given there was a balance of funding still available. Mr. Holroyd's motion also proposed that the nomination process begin with those Authority members that had previously deferred their nomination. The motion was approved. The six projects previously nominated remained and Chairman Markham began the nomination process again with Mr. Eric Lewis, and the projects nominated were as follows:

| SBA AUTHORITY MEMBER | COUNTY NOMINATED | FUNDS TO BE AWARDED |
|-----------------------------|----------------------------|----------------------------|
| Mr. Eric Lewis | Deferred | |
| Mr. Peter Markham | Lincoln County/Hamlin PK-8 | \$187,110 |
| Ms. Tina Combs | Deferred | |
| Dr. Michael Martirano | Wirt County | 803,694 |
| Mr. Chris Morris | Ohio County | 64,331 |

Upon these final nominations the Authority again inquired about the total cost of all projects nominated and the balance in the MIP Funds. Mr. Garry Stewart provided the following information:

| | |
|-----------------------------|----------------|
| Total of Projects Nominated | \$5,760,193.00 |
| Remaining Available Balance | -188,529.87 |

Open discussions by Authority members occurred with various options being discussed regarding how to balance the funding available with the nominated projects.

A recess was taken, in order to contact Marion County to inquire if it would be willing to contribute more of its available local funds toward its submitted MIP Project in order for the SBA budget to be balanced.

After a brief recess Chairman Markham called the meeting back in session and asked Mr. Sneed to review the options available that could balance the funding budget, Mr. Sneed informed the Authority that Ms. Joyce VanGilder had contacted the Marion County Superintendent and that Marion County had agreed to reduce its project from \$1,000,000 to \$811,471. As a result, the options available were:

- Option 1** – Fund all projects that are now nominated and reduce Marion County by \$188,529.
- Option 2** – Fund all projects as proposed and take the \$188,528.87 off of next year’s 2015 funding Allocation and provide Marion County its full amount.
- Option 3** – Take Lincoln County off; leave Ohio County and Wirt County leaving only a \$1400 deficit.
- Option 4** – Leave all projects on the list and reduce Wirt County \$40,000, as it also agreed to provide additional local funding and this would reduce the amount of additional funding required by Marion County.

Mr. Steve Burton suggested another option of leaving Lincoln County and Wirt County on and funding Ohio County for the full amount. With Wirt County and Marion County in agreement nine counties could be funded. Mr. Tom Lange stated that he was hesitant to require additional money from Wirt County, given it was such a small county with a limited budget.

Mr. Burton inquired as to how much would be taken from Marion County if an agreement was made to fund all of Lincoln, Ohio and Wirt Counties’ projects as submitted. Mr. Garry Stewart informed the Authority that Marion County would receive \$742,281 toward its project with the county contributing \$257,719, in lieu of the \$188,528 previously committed. Ms. VanGilder again contacted the Marion county Superintendent to confirm Marion County’s willingness to contribute \$257,719, in lieu of \$188,529. The superintendent stated he could not commit additional funds without formal action from his board members.

Upon a motion by Mr. Tom Lange with a second by Mr. Victor Gabriel the Authority voted withdraw the motion made earlier to fund the six previous projects as submitted.

Upon a motion by Mr. Steve Burton with a second by Mr. Chris Morris the Authority voted to fund the following MIP Projects at the amounts listed:

| County | Project Description | Project Cost | Local Funds | SBA Awarded Funds |
|--------------|--|--------------------|--------------------|------------------------------------|
| Berkeley | Potomack Intermediate School Six Classroom Addition | \$1,125,200 | \$125,200 | \$1,000,000 |
| Fayette | Anstead Middle School Coal-Fired Boiler Replaced | 700,750 | 70,075 | 630,675 |
| Gilmer | Gilmer Middle/High School HVAC Renovations | 782,571 | 25,000 | 757,571 |
| Greenbrier | Chrichton Elementary School New Safe School Entrance, HVAC and Electrical Upgrades, Exterior Window Replacement | 1,002,652 | 102,652 | 900,000 |
| Lincoln | Hamlin PreK-8 and Ranger Elementary Schools Window Replacement and Asbestos Caulking Abatement | 316,300 | 60,000 | 256,300 |
| Marion | Marion County Vo-Tech Center Remediation and Repair of Approx. 8,000 Square Feet of Sub-Surface Pyritic Shale Expansion Damage | 1,000,000 | 257,719 | 742,281 |
| Ohio | Middle Creek Elementary and West Virginia Liberty Elementary Restroom Renovations for ADA Accessibility | 85,775 | 21,444 | 64,331 |
| Upsher | Union Elementary School HVAC Renovations | 1,722,707 | 1,205,895 | 416,812 **100,000 |
| Wirt | Wirt County High School HVAC Upgrades and Fire Alarm Replacement | 963,694 | 160,000 | 803,694 |
| TOTAL | | \$7,699,649 | \$2,027,985 | \$5,571,664 |

****\$100,000 Energy Grant provided by First Energy.**

3% Statewide Project Review and Award

Mr. Sneed informed the Authority that the total 3% Grant Funds available for distribution was \$1,740,803.63. He stated that all projects submitted for consideration were reviewed by the staff of the SBA, as well as Ms. Kathy D'Antoni with the Department of Education. A report, (Attachment U), summarizing these projects and recommendations for projects to be funded was presented by the staff of the SBA for the Authority members to review and give funding consideration.

Mr. Tom Lange requested further clarification of the process used by the staff of the SBA to arrive at the funding recommendations. Mr. Sneed and Mr. Ben Ashley provided this information.

Upon a motion by Mr. Steve Burton with a second by Mr. Victor Gabriel the Authority voted to approve the staff of the SBA's project recommendation for 3% Grant Funds detailed as follows:

| FACILITY | PROJECT DESCRIPTION | 3% FUNDS REQUESTED | LOCAL AND OTHER FUNDS | TOTAL PROJECT COST | SBA FUNDING APPROVED |
|--|---|--------------------|-----------------------|--------------------|----------------------|
| Fred W. Eberle Technical Center | Replace windows in the original 1968 building and the 1972 addition. | 297,678 | | 297,678 | 297,678 |
| Mid-Ohio Valley Technical Institute (MOVTI) | New ventilation system for the welding and oil & gas programs to meet industry standards for health and safety. | 173,428 | 173,428 | | 173,428 |
| Nicholas County Career and Technical Center | New ventilation/exhaust system for Welding Workshop and Automotive Tech to meet industry standards for health and safety. | 526,800 | 75,000 | 601,800 | 526,800 |
| South Branch Career and Technical Center | New fencing, electronic access controls, door monitoring systems. Expanding the existing welding shop into the adjacent empty shop area to include ventilation, lighting and electrical upgrades. | 476,806 | | 476,806 | 476,806 |
| WVDE Statewide Preventative Maintenance Program | Continuation of the Statewide Preventative Maintenance Program enabling all county school systems to enhance their maintenance program in a more cost effective and governable manner. | 82,638 | | 82,638 | 82,638 |
| 2015 TOTAL 3% FUNDS APPROVED | | | | | \$1,557,350 |
| 2015 3% FUNDS AVAILABLE | | | | | 1,740,803 |
| BALANCE REMAINING TO BE USED AS CONTINGENCY | | | | | \$183,453 |

VIII.**PERSONNEL**

There were no personnel issues to discuss at this meeting.

IX.**FUTURE MEETINGS**

The 2015 spring quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on March 23, 2015.

The 2015 summer quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on June 22, 2015.

The 2015 fall quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on September 28, 2015.

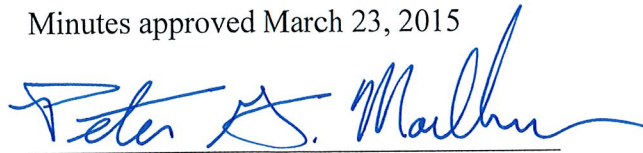
The 2015 NEEDs Grant Submission/Superintendent Interviews meeting is scheduled to begin at 9:00 a.m. on November 9 and November 10, 2015.

The 2015 winter quarterly meeting and NEEDs Grant project selection meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on December 14, 2015.

X.**ADJOURNMENT**

There being no further business to come before the Authority and upon a motion by Mr. Robert Holroyd with a second from Mr. Robert Dunlevy, the Authority voted to adjourn the December 15, 2014 Quarterly Meeting of the School Building Authority of West Virginia .

Minutes approved March 23, 2015



Mr. Peter Markham, Governor's Designee
School Building Authority of West Virginia