

**SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**  
**Meeting Minutes**  
**September 26, 2016**  
**9:30 a.m.**

**The Stonewall Resort**  
**940 Resort Drive**  
**Roanoke, West Virginia**

**I. CALL TO ORDER**

Peter Markham, Governor's Designee, called the School Building Authority of West Virginia (SBA) meeting to order at 9:37 a.m. on September 26, 2016. The following members were present: Dr. Michael Martirano, West Virginia State Superintendent of Schools; Mr. David Sneed, Executive Director; Mr. Steve Burton, Vice-Chair; Mr. Victor Gabriel, Secretary; Mr. Robert Holroyd; Mr. Tom Lange; Mr. Chris Morris; Dr. William White and Mr. Bart Willis. The following staff of the SBA were also present: Mr. Garry Stewart; Mr. Scott Raines; Ms. Joyce VanGilder; Mr. Mike Hall; Mr. Ben Ashley; Mr. Dana Womack; Ms. Stella Gill; Ms. Karen Courtney; Ms. Angie Bradley and Ms. Tammy Brewer.

**II. ACKNOWLEDGMENTS AND RECOGNITIONS**

The following individuals attended the SBA Meeting: Mr. Terry George, Fayette County Superintendent; Mr. Ryan Quinn, Gazette Mail; Mr. David Powell, North Coast Roofing Systems; Mr. Greg Williamson, Williamson Shriver Architects, Inc.; Mr. Ted Shriver, Williamson Shriver Architects, Inc.; Ms. Judy Hubert, Fayette County Citizen; Ms. Shirley McGraw, Fayette County Citizen; Ms. Carolyn Arritt, Fayette County Citizen; Mr. Franklin D. Groves, Fayette County Citizen; Ms. Sarah Plummer, Register Herald; Dr. Cindy Daniel, West Virginia Department of Education; Mr. Matthew Breakey, Thrasher; Mr. David Snyder, Omni; Mr. Alex Wieduspiel, Metro News/AJR and Mr. Travis Arey, PCS, Inc.

**III. APPROVAL OF MINUTES**

Upon a motion by Mr. Tom Lange, with a second by Dr. Michael Martirano, the Authority voted to approve the meeting minutes for the School Building Authority's June 27, 2016 Quarterly Meeting.

**IV. EXECUTIVE DIRECTOR'S REPORTS**

**A. Purchasing Card (P-Card) Program Report**

Executive Director 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 the staff of the SBA. He stated that as such, the document in Attachment B provided an itemized list of the SBA's card usage for the period of May 1, 2016 to July 31, 2016. The Authority members reviewed the expenditure report and had no questions.

B. 2016 Flood Damage

Executive Director Sneed recognized Mr. Scott Raines to update the Authority on the progress being made with the June 23, 2016 flood. He stated that the staff of the SBA had been working with Kanawha and Nicholas Counties assisting them with its flood recovery efforts. The SBA has also been assisting both counties in its coordination efforts with Federal Emergency Management Agency (FEMA), the West Virginia Emergency Services Office and the West Virginia National Guard. The Governor's Office has requested the SBA to manage the replacement school planning and construction once the recovery phase begins.

Mr. Raines stated that the placement of students in temporary facilities is ongoing and all students are in existing facilities or modular classrooms at this time. There were no delays in the start of school, however the placement of temporary modular classrooms will not be complete until approximately December 2016.

A brief discussion was held regarding the placement and rebuilding of the new schools in Kanawha and Nicholas Counties.

C. Fayette County Capital Planning

Executive Director Sneed informed the Authority that based on its direction provided to the staff of the SBA during the December 2015 Quarterly Meeting, the staff had been working with Fayette County and the West Virginia Department of Education on a comprehensive planning process that attempted to address the curricular and facility problems in Fayette County.

He also stated that a significant amount of staff time had gone into the development of a Capital Planning Process that was data driven and considered Fayette County and SBA limited funding capabilities. For years Fayette County curricular and facility needs have not been addressed by the county with a level of care necessary to allow students and staff to be successful. He stated that the staff felt its revised Capital Plan addresses these issues. Attachment C provided a summary of the activities the staff of the SBA had been working on over the past nine months with Fayette County and the West Virginia Department of Education.

V.

**CEFP AMENDMENTS**

Executive Director Sneed informed the Authority that the following amendment to the county Comprehensive Educational Facilities Plans (CEFPs) had been reviewed and is recommended for approval by the staff of the SBA and also reviewed and coordinated with the State Department of Education Office of School Facilities. The State Board of Education had taken action on this amendment. Approval of this amendment does not necessarily reflect support for funding of the projects within the Amendment. Approval of this amendment simply means the County followed the proper Amendment Process. Complete Amendment submittal will be available for review upon request. The following Amendment was submitted for the Authority's review and approval:

Fayette County CEFP Amendment

The Fayette County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment revised its 2015 Amendment and included all curricular and facilities revisions contemplated in its 2016 Capital Planning Process working in conjunction with the staff of the SBA over the past nine months. This Amendment was approved by the West Virginia State Board of Education during its September 2016 meeting.

Fayette County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Steve Burton, with a second by Dr. Michael Martirano the Authority approved this amendment to Fayette County's CEFP.

Additionally, the Authority requested that Mr. Garry Stewart do a Financial Assessment of Fayette County and report back to them at the November meeting regarding Fayette County's ability to financially support the plan as prepared.

## VI.

### FINANCE REPORTS

#### A. Analysis of Trustee Accounts - Trustee Accounts Report

Chairman Markham recognized Mr. Garry Stewart to provide the SBA Finance Reports. Mr. Stewart presented a recap of the trustee accounts held at United Bank of Charleston, West Virginia and The Bank of New York Mellon for the period ending August 31, 2016 summarizing the trustee functions of the SBA. Attachment E was provided to give a short summary of each bond series.

#### B. United Bank of Charleston – SBA Program Depository Accounts Report

Mr. Stewart presented the financial report of the depository account that is maintained by United Bank for the period ending September 15, 2016, Attachment F summarized construction spending by the SBA for its School Construction and Major Improvement Programs.

#### C. Bond Sale – 2016B Series Update

Mr. Stewart informed the Authority that based on the direction provided by the Department of Administration the staff of the SBA was working with its Bond Team in preparation for the sale of Lottery Capital Improvement Revenue Bonds, Series 2016B, once authorization is provided by the Governor. No sale dates had been finalized but was anticipating a sale in mid-October 2016. A Preliminary Financing Timeline was provided in Attachment G for information and review.

## VII.

### CONSTRUCTION COMMITTEE REPORT

#### Policy Revisions – Third Tier Sub-Contractor Reporting Requirements

Mr. Steve Burton advised the Authority that recent events involving prime contractors and their sub-contractors contracting with third tier sub-contractors, not listed on submitted post-bid documentation, have caused the staff of the SBA to reconsider current policies relating to the SBA review of all contractors performing work on SBA job sites. Also, revisions to the flood plan elevations by the U.S. Army Corp of Engineers for West Virginia requires the SBA to request each county to provide our office verification that the project sites they contemplate constructing new schools on are out of the revised One Hundred Year Flood Plain Elevation. To address these matters a proposed revisions to the Current Policy located in Appendix J, Part 1 and Part 2 of the SBA Policy and Procedure Manual. Attachment H provided revised language to address this issue.

Upon a recommendation by the Construction Committee and a motion by Mr. Robert Holroyd, with a second by Mr. Chris Morris the full Authority, approved this new language to be placed on the Secretary of State's website for public comment for thirty (30) days. Upon review of the comments received during the thirty (30) day comment period the policy will be brought back to the Authority for final review and approval.

**VIII.**

**OLD BUSINESS**

A. Leading Creek Elementary School

Dr. Michael Martirano, West Virginia State Superintendent of Schools and Dr. Cindy Daniel, Deputy Superintendent, gave a presentation on behalf of the West Virginia State Board of Education regarding Leading Creek Elementary School, a joint county project with Lewis and Gilmer Counties and responded to the discrepancies with the enrollment commitment by Gilmer County. The Authority Members had several questions regarding Gilmer County's data provided to the Authority prior to funding and its actions taken regarding placing students in the new regional school as proposed in its Grant Application. Dr. Martirano and Dr. Daniel were available to answer questions and the staff of SBA was also prepared to provide background information regarding this project.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Chris Morris the full Authority approved a change in the Policy and Procedure Handbook to insert language within the Grant Contract which would hold Counties responsible to fulfill all terms and conditions presented to the Authority in its projects presentations.

B. Review of West Virginia School for the Deaf and Blind CEFPP

Mr. Ben Ashley presented an overview of the projects amended in the CEFPP for the West Virginia School for the Deaf and Blind. Also, a brief summary of the new CEFPP was provided in Attachment I.

**IX.**

**FUTURE MEETINGS**

The 2016 NEEDs Grant Submission/Superintendent Interviews meeting is scheduled to begin at 9:00 a.m. on November 14 and November 15, 2016 with the location to be determined.


The 2016 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 12, 2016 with the location to be determined.

**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. Steve Burton the Authority voted to adjourn the September 26, 2016 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved November 14, 2016



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

❖ Immediately following Lunch there was a tour of the Leading Creek Elementary School.