

**Minutes**  
**School Building Authority**  
**Work Session**  
**December 11, 2017**  
**1:00 p.m.**

**Held at:**  
**School Building Authority**  
**2300 Kanawha Boulevard, East**  
**Charleston, West Virginia**

Chairman Brian Abraham, Governor's Designee, called the School Building Authority of West Virginia's (SBA) Work Session to order at 2:00 p.m. on Monday, December 11, 2017. The following Board Members were present: Mr. Steve Burton, Vice-Chair; Mr. Victor Gabriel, Secretary; Mr. Robert Holroyd; Mr. Tom Lange; Mr. Chris Morris; Mr. Bart Willis, Dr. James Wilson; Mr. Miller Hall; and Mr. David Perry. The following staff of the SBA were also present: Mr. Frank Blackwell, Executive Director; Mr. Garry Stewart; Mr. Scott Raines; Mr. Mike Hall; Mr. Ben Ashley; Mr. Dana Womack; Ms. Joyce VanGilder; Ms. Stella Gill; Ms. Angie Bradley, Ms. Karen Courtney and Ms. Tammy Brewer.

The following individuals attended the Work Session: Ms. Kelly Talbott, Attorney General's Office; Mr. John Gray, Attorney General's Office; Mr. Travis Arey, PCS; Mr. Ted Shriver, Williamson Shriver Architects; Mr. Greg Williamson, Williamson Shriver Architects; Mr. Ken Holdopple, ECKLES; Mr. Dave Ferguson, ZMM Architects, Inc; Mr. David Snider, OMNI Architects; Mr. Adam Krasen, ZMM Architects, Inc.; and Mr. Ryan Quinn, Charleston Gazette-Mail.

**I. Policy Revisions**

- Policy Revisions Approved June 2017

A discussion was held by the Authority regarding Policy and Procedural Revisions. Ms. Kelly Talbott and Mr. John Gray, from the Attorney General's Office, were available and provided information regarding the process of updating the Policy and Procedural Manual.

**II. Policy and Procedures Manual - Appendix I**

**A. Clerk-of-the-Works**

The following hand-outs were distributed to the Authority:

- SBA Duties and Responsibilities
- Staff of SBA Responsibility
- List of Monongalia County – Program Manager's Responsibilities
- West Virginia Department of Labor Interpretation

A discussion was held by the Authority regarding duties of the Clerk-of-the Works. The Authority asked that the staff of the SBA to:

- Comprise a list of qualifications for Clerk-of-the-Works based on circumstances
- Comprise a list of qualified Clerk-of-the-Works to offer to counties
- Compile a list of duties for Clerk-of-the-Works based on the Scope of the work

**B. Architect and Engineer**

The following handouts were distributed to the Authority:

- Design Fees
- Owner of Plans- Who Owns Construction Plans  
AIA Document B101-2017  
Copyrights  
Copyright Claims
- Prototypical Design Schools and/or Prototypical Design Building Components

The Authority voiced concerns that the Policy and Procedural Manual is too detailed and suggested that the staff of the SBA look at rewriting, considering Policy compared to Rules. The Authority is also interested in investigating the possibility of using Proto-Type Schools.

**III. Grant Contract Language**

The following handouts were distributed to the Authority:

- Funding for Specific Student Populations
- Contract Language Limiting Movement of Students Populations out of SBA School
- Requiring County to Designate Student Caption Area
- Utilization of SBA Buildings (Do we want to look at surrounding schools when considering new funds)

A discussion was held regarding adding a mechanism of SBA control/stipulations and Clerk-of-the-Works more authority as a representative of the County written into contracts.

**IV. Funding Considerations**

The following handouts were distributed to the Authority:

- Flood Plain / Flood Way Insurance –  
WV Code Flood Insurance  
SBA Policy Flood Insurance  
FEMA Flood Insurance

**V. Topics for Discussion**

The following handouts were distributed to the Authority:

- Executive Session – Project Review
- Square Footage Cost

## ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. David Perry, with a second from Mr. Steve Burton, the Authority voted to adjourn the December 11, 2017 Work Session of the School Building Authority of West Virginia.

Minutes Approved March 19, 2018



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Mr. Brian Abraham, Governor's Designee  
School Building Authority of West Virginia