

**MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

Held at:

**School Building Authority of WV
2300 Kanawha Boulevard, East
Charleston, West Virginia**

**Quarterly Meeting
September 16, 2019
9:30 A.M.**

I. CALL TO ORDER

Chairman Brian Abraham, Governor's Designee, called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 9:30 A.M. on Monday, September 16, 2019. The following Board Members were present: Steve Burton; Victor Gabriel, Secretary; Bart Willis, Vice-Chair; Dr. James Wilson; Chris Morris; Sandra Hamilton; Debra Sullivan; Miller Hall, and David Perry, with Dr. Steven Paine attending via phone. The following SBA Staff were also present: David Roach, Executive Director; Ben Ashley; Dana Womack; Joyce VanGilder; Michael Hall; Shannon Driver; Angie Bradley; Lisa Wilkinson; and Sue Chapman.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA Meeting: David Kirby, BB&T Scott & Stringfellow; Matt Hale, BB&T Scott & Stringfellow; Brian Stanley, IUPAT DC 53; Thom Worledge, McKinley and Associates; and Ryan Quinn, Gazette-Mail.

III. APPROVAL OF MINUTES

Upon a motion by Mr. Gabriel with a second by Ms. Hamilton, the Authority voted to approve the minutes from the SBA Quarterly Meeting held on June 17, 2019, the SBA Special Meeting held on July 15, 2019, and the SBA Special Meeting held on August 30, 2019.

IV. EXECUTIVE DIRECTOR'S REPORT

Purchasing Card (P-Card) Program Report

Executive Director Roach notified the Authority that one of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, an itemized list (Attachment D) of the SBA's card usage for the period of June 1, 2019 through August 31, 2019 was provided to the Authority.

Active Project Status Updates

Executive Director Roach notified the Authority that the SBA Architectural Services Staff has provided a status update for each active project that was funded by the SBA. A handout was provided to the Authority. Executive Director Roach advised these updates will only be given at all regularly scheduled meetings, not special meetings, unless requested.

Mr. Willis asked Executive Director Roach if any current projects concern the SBA. Executive Director Roach advised there have been a few issues regarding Fayette County, which Mike Hall discussed with the Authority. Executive Director Roach further advised the Authority that he spoke to the SBA's attorney, Kelli Talbott, in an effort help aid the county. Chairman Abraham advised the Authority that this action is within the Executive Director's purview to do so.

Mr. Burton inquired about the location of the evaluation form within the SBA's Policy. Mr. Ashley advised that part of the document is found in the Contractor Qualification Statement's Supplemental Instructions to Bidders, which he discussed with the Authority.

Mr. Gabriel inquired about the status of a Mercer County project, which Ms. VanGilder provided. Mr. Hall provided updates to the Authority regarding the statuses of the following projects: CRUM, Chapmanville, and Orchard View Elementary School.

V.

CEFP AMENDMENTS

Executive Director Roach informed the Authority that the amendments to county Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Architectural Staff and have been reviewed and approved by the State Department of Education. Approval of these amendments does not necessarily reflect support for funding of the project within the Amendment. Approval of these amendments only means that the County followed the proper Amendment process. The following Amendments were submitted for review and approval:

A. Fayette County CEFP Amendment – (Action) – **ATTACHMENT E**

The Fayette County Board of Education requested approval of an amendment to its current 2010-2020 CEFP. The amendment proposes that Meadow Bridge High School, grades 7-12, and Meadow Bridge Elementary School, grades PK-6, consolidate/merge into a regional PK-12 newly constructed replacement school for all students in the Meadow Bridge attendance area. The new facility, including the existing stand-alone gymnasium, will be used to create a comprehensive school for students in the Meadow Bridge attendance area as well as the bordering counties of Summers, Greenbrier, and Raleigh. The consolidation/ merger of the Meadow Bridge schools will result in the provision of departmentalized instruction for students in grade 6 from certified teachers, full time art, music, physical education programs; career-technical education programs; access to more clubs; infusion of foreign language in elementary school; STEM/STEAM opportunities for all students; and a combined counseling service. Students will be able to integrate into a middle school community with their peers. Fayette County currently operates 13 schools; this amendment, if approved, would eliminate a PK-6 school and reconfigure a 7-12 school into a Pre-K - 12 school.

Fayette County has complied with the SBA CEFP Amendment Process, and as such, Executive Director respectfully recommended approval.

Upon a motion by Mr. Gabriel with a second by Dr. Wilson, the Authority voted to approve Fayette County's CEFP Amendment.

B. Mercer County CEFP Amendment – (Action) – **ATTACHMENT F**

The Mercer County Board of Education requested approval of an amendment to its 2010-2020 CEFP. The amendment proposes a revision to the third phase of Mercer County School's CEFP amendment, originally approved in 2016. The amendment will allow Montcalm Elementary School to remain open and allow the students of Bluewell and Brushfork Elementary Schools to attend a new facility, which will house Pre-K - 5.

Mercer County has complied with the SBA CEFP Amendment Process, and as such, Executive Director respectfully recommended approval.

Upon a motion by Mr. Perry with a second by Mr. Gabriel, the Authority voted to approve Mercer County's CEFP Amendment.

VI.

FINANCE REPORT

A. SBA Profit and Loss Statement

Chief Financial Officer Sue Chapman presented the SBA's Profit and Loss Statement for the time period of August 31, 2019. A handout was provided to Authority members. Ms. Chapman advised the Finance Committee met prior to the Authority meeting and discussed the fiscal year ending in 2019 and the fiscal year beginning in 2020. The year ended with the SBA's ability to move unspent yet committed construction funds. She stated prior to Fiscal year 2019 ending, the SBA was able to move approximately \$28,000,000 to our Project Custody account so we would not lose those funds. CFO Chapman did advise members that that money was already obligated. She further advised fiscal year 2020 is much the same as fiscal year 2019, with the exception of \$24,000,000 for school

construction. She also advised the Authority that the SBA is under the Department of Education's Org. The SBA has been approved by the Governor's office and the Budget office to move forward with a New Org., which was discussed in detail with the Authority.

B. Gilmer County Elementary School – Outstanding Invoices

CFO Chapman advised the Authority that the new Gilmer Elementary School project was closed early in 2017. She advised that the SBA typically gives two (2) years post-project end date before the funds are swept. The funds that were swept were \$822,000. However, a portion of that project, the LEED green building certification process, had not been completed with Williamson Shriver. After meeting with the superintendent, the board county treasurer, as well as the maintenance person, it was determined that there is a total of \$20,142 remaining in unpaid invoices, that the SBA will later be recommended that an action be made to pay those invoices. Chairman Abraham advised that a special meeting will be held at a future meeting to vote on this issue because it was not listed as an action item on the September 16 meeting agenda.

VII.

PERSONNEL COMMITTEE

FEMA Positions to be Under SBA Org.

CFO Chapman discussed with the Authority the FEMA positions to be included under the School Building Authority's Org. The SBA'S four FEMA positions are currently under the organizational structure of General Hoyer. However, the SBA currently supervises these positions and will be doing their evaluations as well. After discussions with General Hoyer and Mike Todorovich, Director of Homeland Security, it was decided that the SBA's FEMA employee positions would be better suited under the SBA's Org. The positions are funded with FEMA funds as well as sub-state funds; currently, 75% federal and 25% state funds. The 25% state funds have been advanced to General Hoyer's organization for these positions. If the FEMA employees are moved under the SBA's Org., the 25% funds will be transferred to the School Building Authority, making no budget impacts. Chairman Abraham advised a discussion was had in the Personnel Committee meeting regarding additional details of these positions. The Personnel Committee made a recommendation that the SBA approve moving these positions under the SBA's Org. Chairman Abraham further advised these positions are necessary because Ms. Chapman's financial department did not have the ability to handle the \$300,000,000 in FEMA funds regarding Nicholas and Kanawha County, in addition to the day-to-day financial operations she currently handles for the SBA.

Upon a motion by Mr. Burton with a second by Mr. Perry, the Authority voted to approve moving the FEMA positions under the SBA's Org.

VIII.

OLD BUSINESS

Executive Director Roach advised the Authority to review the county extension requests and recommended that the Authority collectively approve them.

A. Logan County Requests an Extension – (Action) – ATTACHMENT G

The Logan County Board of Education requests an extension of the grant received for the construction of Chapmanville Intermediate School until the pending litigation is complete.

Executive Director Roach respectfully requested that the Authority approve this extension to Logan County Board of Education's Grant Contract.

B. Fayette County Requests an Extension – (Action) – ATTACHMENT H

The Fayette County Board of Education requests an extension of the grant received for Oak Hill Middle School and New River Primary School for a minimum of a calendar year or until substantial completion can be granted to Radford and Radford.

Executive Director Roach respectfully requested that the Authority approve this extension to Oak Hill Middle School and New River Primary School's Grant Contract.

C. Mid-Ohio Valley Technical Institute Requests an Extension of Project Scope – (Action) – ATTACHMENT I

Mid-Ohio Valley Technical Institute requested approval from the School Building Authority to amend their 2017 3% grant for HVAC to include additional scope from its 2018 3% grant for School Access Safety Renovations. This Amendment adds no additional cost to either project.

Executive Director Roach respectfully requested that the Authority approve this extension to Mid-Ohio Valley Technical Institute to include additional scope.

D. Randolph County Requests Emergency Funds – (Action) – ATTACHMENT J

Randolph County Schools requested Emergency Funds in the amount of \$25,071.00 for damage done to Harman School during a flash flood that occurred on June 30, 2019.

Randolph County has complied with emergency fund procedures. As such, Executive Director Roach respectfully requested that the Authority approve this request for emergency funds.

Upon a motion by Mr. Gabriel with a second by Mr. Perry, the Authority voted to approve all CEFPA Amendments.

IX.

NEW BUSINESS

A. Proposed Project Nomination and Funding Procedures – (Action) – ATTACHMENT K

Executive Director Roach discussed with the Authority a proposed orderly process that the SBA Architectural staff came up with regarding ways to fund projects and the steps for the nomination and funding process of SBA grant awards. Attachment K, the Proposed Project Nomination and Funding Procedures, was provided to the Authority. Executive Director Roach advised the Authority that he is not asking for the exact document to be approved at this meeting but wanted to provide a draft starting point for them to review, consider, and provide feedback. This document was previously provided to Authority members for their review.

Mr. Willis and Mr. Perry expressed their support for the proposed process. Mr. Perry also expressed concern over item number two on the Proposed Project Nomination and Funding Procedures form, stating he would like to amend the proposed project procedures to include the ability to ask for unanimous consent to remove and consider individually one or more projects as recommended by the SBA staff. Chairman Abraham advised he would need a motion to do so. With a motion by Mr. Perry with the Authority seconding in favor, the Authority voted to amend the proposed project procedures to include the ability to ask for unanimous consent to remove and consider individually one or more projects as recommended by the SBA staff.

B. Needs Project Evaluation Form – (Information/Action) – ATTACHMENT L

Executive Director Roach discussed with the Authority the Needs Project Evaluation Form and scoring criteria, which was requested by the Authority. A discussion regarding the form, curriculum, and preventative maintenance followed. Suggested changes and recommendations were welcomed. Mr. Ashley further explained how the form works and answered the Authority's questions. Recommendations were given by the Authority. Dr. Paine advised the Authority that he can work with the Executive Director regarding form revisions.

Mr. Willis requested that the Authority be provided the form ten days prior to the December NEED's meeting. The Authority decided that a future meeting, which will be purely informational with no action items, will be held to further discuss the form with the SBA Staff, which will take place prior to the December NEED's meeting.

X.

FUTURE MEETINGS

Chairman Abraham notified the Authority of the following dates for future Quarterly Meetings:

- Superintendent Interview Meetings to be held on November 18 and 19, with the location to be determined.
- Winter Quarterly Meeting and NEEDS Grant Project Selection to be held on December 16, 2019, with the location to be determined.

XI.

EXECUTIVE DIRECTOR'S CLOSING REMARKS

Executive Director Roach asked the Construction to Committee to speak with him after the meeting adjourns to briefly discuss square footage construction costs. The topic will be further discussed in a future meeting.

Mr. Miller Hall was sworn in by Chairman Abraham as a new Authority member. His Oath of Office was administered and executed in the presence of notary and Executive Assistant, Shannon Driver.

Executive Director Roach thanked Dr. Wilson for his three years of service with the Authority, which expires on November 4, 2019.

XII.

ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. Holroyd, with a second by Mr. Willis, the Authority voted to adjourn the September 16, 2019 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved November 18, 2019



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