

**MINUTES  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

**Held At:**

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

**Monday, October 29, 2018**

**8:30 a.m.**

**Tuesday, October 30, 2018**

**8:30 a.m.**

**I.**

**CALL TO ORDER**

Vice-Chair Steve Burton, called the School Building Authority of West Virginia's (SBA) Superintendent Interview Meeting to order at 8:45 a.m. on Monday, October 29, 2018. The following Authority Members were present: Chairman Brian Abraham; Steve Burton, Vice-Chair; Victor Gabriel, Secretary; Robert Holroyd; Chris Morris; Bart Willis, Miller Hall; Dr. Steven Paine; David Perry; with Dr. James Wilson participating via phone. The following Staff of the SBA were also present: David Roach, Executive Director; Sue Chapman; Ben Ashley; Mike Hall; Dana Womack; Joyce VanGilder; Sue Chapman; Angie Bradley; and Tammy Brewer.

**II.**

**ACKNOWLEDGMENTS AND RECOGNITIONS**

Attending Monday, October 29, 2018: Jack Cullen, Superintendent Mason County; Gary Hendricks, Treasurer Mason County; Terry George, Superintendent Fayette County; Sandy Cline, Fayette County BOE; Alicia Lambert, Superintendent Tucker County; Richard Duncan, Superintendent Roane County; Joetta Basile Superintendent Monroe County; Danny Lively, Monroe County BOE; Senator Kenny Mann; Tim Berry, Monroe County BOE; Keith Wickline; Monroe County BOE; Everett Fraley, Monroe County BOE; Kim Miller, Superintendent Ohio County; Brian Harto, Ohio County BOE; Sarah C. Koegler, Ohio County BOE; Rick Jones, Ohio County BOE; Zach Abraham, Ohio County BOE; Shawn Dilly, Superintendent Mineral County; Kenny Baker, Mineral County BOE; Charles Hedrick, Superintendent Pendleton County; JP Mowery, Pendleton County BOE; Doug Lambert, Superintendent Grant County; Brent Nelson, Grant County BOE; Scott Cochran, Superintendent Webster County; Mark Manchin, Superintendent Harrison County; Doug Hogue, Harrison County BOE; James Lopez, Harrison County BOE; Patricia Lowther, Superintendent Gilmer County; Joe Frashure, Gilmer County BOE; Doug Cottrill, Gilmer County BOE; Kelli Whytsell, Superintendent Calhoun County; Michael Fitzwater, Calhoun County BOE; Drew Matheny, Calhoun County BOE; Joe Paxton, Superintendent Clay County; Sara Stankus, Superintendent Upshur County; Jeremy Smith CMTA; David Ferguson, ZMM, INC.; Bill Ratcliffe, Thrasher Architects, Inc.; and Ryan Quinn, Charleston Gazette Mail.

Attending Tuesday, October 30, 2018: Ron Duerring, Superintendent Kanawha County; Chuck Smith, Director of Facilities Kanawha County; Beth Hoylman, Principal Alum Creek Elementary School; John Hudson, Superintendent Putnam County; Rob Cunningham, Putnam County BOE; Todd Alexander, Superintendent Wayne County; Melissa Hall, Vice-President Wayne County BOE; Robin Lewis, Superintendent Lewis County; Donna Burge-Tentrick, Superintendent Nicholas County; Kevin Hess, Director of Finance Nicholas County; Chris Hanshaw, Nicholas County BOE; Rocky Roberts, Nicholas County BOE; Sara Lewis-Stankus, Superintendent Upshur County; Tim Derico, Upshur County; David Dilly, Braxton County BOE; Robin Daquilante, Superintendent Tyler County; Amanda Kimble, Director of Facilities Tyler County; Jeff Davis, Director of Finance Tyler County; Erich May, Superintendent Morgan County BOE; Jamie Harris, Director of Facilities Morgan County; Gabriel Devono, Superintendent Randolph County; Debra Schmillen, Assistant Superintendent Randolph County; Amanda Smith, President Randolph County BOE; Kim Rodes, Superintendent Summers County; Eric Widdoes, Facilities Director Summers County; Charlie Mann, Maintenance Summers County; Michael Wells, Superintendent Pleasants County; Rex Cox, Director of Facilities and Maintenance Pleasants County; Heather Straghet, Pleasants County BOE; Donald Spence, Superintendent Mingo County; Sabrina Grace, President Mingo County BOE; John Green, WSAZ News; Ryan Quinn, Charleston Gazette-Mail; Jake Flatley, WV Metro News; David Ferguson, ZMM, INC.; and Bill Radcliffe, Thrasher Architects.

**III. APPROVAL OF MINUTES**

Upon a motion by David Perry, with a second by Miller Hall, the Authority voted to approve the SBA Quarterly Meeting Minutes for September 17, 2018

**IV. EXECUTIVE DIRECTOR'S REPORTS**

There were no Executive Director's Reports.

**V. CEFP AMENDMENTS**

Executive Director Roach notified the Authority that the SBA's Architectural Staff had reviewed the following amendments to County Comprehensive Educational Facilities Plans (CEFPs) and that the State Board of Education had approved these amendments. Approval of these amendments does not necessarily reflect support for funding of the projects within the Amendment, it means the County followed the proper Amendment Process. The County's complete Amendment submittals were available upon request. Executive Director Roach introduced Ben Ashley who reviewed the following CEFP Amendments:

A. Kanawha County

The Kanawha County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment adds a secure vestibule, relocates the office suite, clinic, and itinerant offices at Alum Creek Elementary School. The existing office area will become a classroom, eliminating the need for a portable classroom.

Kanawha County had complied with the SBA's CEFP Amendment process.

Upon a motion by Chris Morris, with a second by Victor Gabriel, the Authority voted to approve Kanawha County's CEFP Amendment.

B. Ohio County

The Ohio County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment includes renovations and in some cases additions at all the District's 13 schools based on the scope of the 2018 School Bond that successfully passed in May 2018. The scope of work includes classroom renovations, security/safety improvements, HVAC upgrades and life safety renovations.

Ohio County had complied with the SBA's CEFP Amendment process.

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

C. Pleasants County

The Pleasants County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment includes HVAC and roofing renovations in the kitchen and cafeteria area, as well as restroom renovations at St. Mary's Elementary School, HVAC renovations at Belmont Elementary School, and plumbing infrastructure upgrades at Pleasants County Middle School.

Pleasants County had complied with the SBA's CEFP Amendment process.

Upon a motion by Victor Gabriel, with a second by Robert Holroyd, the Authority voted to approve Pleasant County's CEFP Amendment.

VI.

**FINANCE REPORTS**

Funds Available for the 2019 NEEDs Projects

Sue Chapman, Chief Financial Officer notified the Authority that the available Funds for the School Construction Projects for FY2019 was:

<b>FY2019 Needs Construction</b>	<b>\$45,814,020.60</b>
<b>FY2018 Multi-Year Funding</b>	<b>9,901,697.00</b>
<b>Major Improvements (MIP)</b>	<b>7,000,000.00</b>
<b>Three Percent</b>	<b>1,532,130.00</b>
<b>Emergency Funds</b>	<b>4,000,000.00</b>
<b>Distressed County Fund</b>	<b>600,000.00</b>

VII.

**PROJECT REVIEWS AND SUPERINTENDENT INTERVIEWS**

Ben Ashley informed the Authority that he Staff of the SBA had worked closely with the Counties submitting NEEDs Projects for funding consideration. Provided in Attachment E was a summary of the projects, finance plan, and staff comments. The following is summary of each Counties Project submission and presentation:

**\*Present for County’s Presentation**

**MASON COUNTY**

- \*Mr. Jack Cullen, Superintendent**
- \*Mr. Gary Hendricks, Treasurer**

Mason County presented its 2019 NEEDs Project that requests up to \$850,542 in SBA funding for an elevator addition, ADA improvements, and fire suppression system at Roosevelt Elementary School. These funds will be used in partnership with a local contribution of \$212,636 for a total project cost of \$1,063,178.

**FAYETTE COUNTY**

- \*Mr. Terry George, Superintendent**
- \*Ms. Sandy Cline, Assistant Superintendent**

Fayette County presented its 2019 NEEDs Project that requests up to \$13,210,446 in SBA funding for renovations to four (4) schools, Fayetteville PK-8, Valley PK-8, Midland Trail High School and Oak Hill High School. These funds will be used in partnership with a local contribution of \$2,000,000 for a total project cost of \$15,210,446. Upon the completion of this project, Valley Elementary, Fayetteville Elementary, and Gatewood Elementary Schools will close.

**TUCKER COUNTY**

- \*Ms. Alicia Lambert, Superintendent**
- \*Mr. Jonathan Hicks, Director of Facilities**

Tucker County presented its 2019 NEEDs Project that requests up to \$4,317,703 in SBA funding for renovations at Tucker Valley Elementary/Middle School. These renovations include new HVAC and replacement of the lighting system, ceiling tiles, and the exterior gable façade. The county is not able to commit local funds to this project.

**ROANE COUNTY**

- \*Dr. Richard Duncan, Superintendent**

Roane County presented its 2019 NEEDs Project that requests up to \$14,553,000 in SBA funding for county-wide capital improvements including a new Spencer Middle School and safety infrastructure upgrades at all five (5) remaining schools in the county. These funds will be used in partnership with a local contribution of \$9,745,000 in bond funds for a total project cost of \$24,298,000. Upon the completion of this project, the existing Spencer Middle School will close, and students will attend the new facility.

**MONROE COUNTY**

- \*Ms. Joetta Basile, Superintendent**
- \*Mr. Keith Wickline, President BOE**
- \*Mr. Everett Fraley, Vice-President BOE**
- \*Mr. Danny Lively, Member BOE**
- \*Mr. Tim Berry, Director of Finance**
- \*Senator Kenny Mann**

Monroe County presented its 2019 NEEDs Project that requests up to \$21,100,000 in SBA funding for a new Peterstown PK-8 School. These funds will be used in partnership with a local contribution of \$1,192,000 and \$1,900,000 of lease purchase funds for a total project cost of \$24,192,000. Upon the completion of this project, the existing Peterstown Elementary School and Peterstown Middle School will close.

**OHIO COUNTY**

- \*Dr. Kim Miller, Superintendent**
- \*Mr. Rick Jones, Assistant Superintendent**
- \*Mr. Zack Abraham, President BOE**
- \*Ms. Sarah Koegler, Member BOE**
- \*Mr. Brian Harto, Director of Maintenance**

Ohio County presented its 2019 NEEDs Project that requests up to \$9,000,000 in SBA funding for renovations at Triadelphia Middle School and Bridge Street Middle School. These funds will be used in partnership with a local contribution of \$2,729,160 for a total project cost of \$11,729,160. These projects are part of a capital improvement bond that was passed in May 2018.

**MINERAL COUNTY**

- \*Mr. Shawn Dilly, Superintendent**
- \*Mr. Kenny Baker, Director of Support Services**

Mineral County presented its 2019 NEEDs Project that requests up to \$8,800,000 in SBA funding for HVAC renovations to Keyser Middle School, Frankfort High School, and Mineral County Technical Center. This work is part of an energy management project that will affect all fourteen (14) schools in the county. These funds will be used in partnership with a local contribution of \$6,100,000 for a total project cost of \$14,900,000.

**PENDLETON COUNTY**

- \*Mr. Charles Hedrick, Superintendent**
- \*Mr. JP Mowery, Director of Finance**

Pendleton County presented its 2019 NEEDs Project that requests up to \$8,362,722 in SBA funding for HVAC upgrades and roof replacements at North Fork Elementary School and Pendleton County High School. These funds will be used in partnership with a local contribution of \$200,000 for a total project cost of \$8,562,722.

**GRANT COUNTY**

- \*Mr. Doug Lambert, Superintendent**
- \*Ms. Brent Nelson, Director of Facilities**

Grant County presented its 2019 NEEDs Project that requests up to \$7,025,000 in SBA funding for county-wide energy management upgrades. These funds will be used in partnership with a local contribution of \$2,835,000 for a total project cost of \$9,860,000.

**WEBSTER COUNTY**

- \*Mr. Scott Cochran, Superintendent**

Webster County presented its 2019 NEEDs Project that requests up to \$2,678,166 in SBA funding for HVAC upgrades, restroom renovations, ceiling, lighting and sprinkler upgrades and a new safe school entrance at Webster Springs Elementary. The county is not able to commit local funds to this project.

#### **HARRISON COUNTY**

**\*Dr. Mark Manchin, Superintendent**  
**\*Mr. James Lopez, Director of Finance**  
**\*Mr. Doug Hogue, Member BOE**

Harrison County presented its 2019 NEEDs Project that requests up to \$5,800,000 in SBA funding for additions and renovations to United High School, which will become Gore Elementary School. These funds will be used in partnership with a local contribution of \$2,000,000 for a total project cost of \$7,800,000. Upon the completion of this project, the students from Adamston and Wilsonburg Elementary Schools will attend Gore Elementary. The existing Adamston Elementary School will be reconfigured to house students from United High School, and the existing Wilsonburg Elementary School facility will close.

#### **GILMER COUNTY**

**\*Ms. Patricia Lowther, Superintendent**  
**\*Mr. Doug Cottrill, President BOE**  
**\*Mr. Joe Frashure, Director of Transportation and Maintenance**

Gilmer County presented its 2019 NEEDs Project that requests up to \$972,102 in SBA funding at Gilmer County High School for Phase III HVAC renovations, which includes the replacement of eleven (11) roof top units. The county is not able to commit local funds to this project.

#### **CALHOUN COUNTY**

**\*Mrs. Kelli Whytsell, Superintendent**  
**\*Mr. Michael Fitzwater, Director of Facilities**  
**\*Mr. Drew Matheny, Director of Finance**

Calhoun County presented its 2019 NEEDs Project that requests up to \$1,936,771 in SBA funding for a new school access safety entrance, relocated office space, and door hardware upgrades at Pleasant Hill Elementary and Calhoun County Middle/High School. This project also includes HVAC upgrades for six (6) classrooms and a gym at Pleasant Hill Elementary. The county is not able to commit local funds to this project.

#### **CLAY COUNTY**

**\*Mr. Joe Paxton, Superintendent**

Clay County presented its 2019 NEEDs Project that requests up to \$9,360,078 in SBA funding for additions and renovations at Clay County High School. This project includes a window replacement, new HVAC system, expansion of commons area, restroom, gymnasium and locker room renovations, and safe school security upgrades. The county is not able to commit local funds to this project.

#### **KANAWHA COUNTY**

**Dr. Ron Duerring, Superintendent**  
**\*Mr. Chuck Smith, Director of Facilities**  
**\*Dr. Beth Hoylman, Principal Alum Creek Elementary**

Kanawha County requests up to \$1,161,241 in SBA funding for renovations and additions to Alum Creek Elementary School. These funds will be used in partnership with a local contribution of \$400,000 for a total project cost of \$1,561,241.

#### **PUTNAM COUNTY**

**\*Mr. John Hudson, Superintendent**  
**\*Mr. Rob Cunningham, President BOE**

Putnam County requests up to \$2,600,233 in SBA funding for an addition and renovations to Hurricane High School. These funds will be used in partnership with a local contribution of \$400,000 for a total project cost of \$3,000,233.

**WAYNE COUNTY**

**\*Mr. Todd Alexander, Superintendent**  
**\*Ms. Melissa Hall, Vice-President BOE**  
**\*Mr. Matt Stanley, Director of Facilities**

Wayne County requests up to \$2,662,147 in SBA funding for roof replacements at Tolsia High, Prichard Elementary, Vinson Middle, Lavalette Elementary (partial), Kellogg Elementary (partial), and Ceredo Kenova Middle School (partial). These funds will be used in partnership with a local contribution of \$200,000 for a total project cost of \$2,826,147.

**LEWIS COUNTY**

**\*Dr. Robin Lewis, Superintendent**

Lewis County requests up to \$2,633,966 in SBA funding for a roof replacement at Lewis County High School. The county is not able to commit local funds to this project.

**NICHOLAS COUNTY**

**\*Dr. Donna Burge-Tetrick, Superintendent**  
**\*Dr. Gus Penix, President BOE**  
**\*Mr. Kevin Hess, Director of Finance**  
**\*Mr. Rocky Roberts, Director of Maintenance and Facilities**  
**\*Mr. Chris Hanshaw, Director of Technology**

Nicholas County requests up to \$965,694 in SBA funding for reroofing projects at Panther Creek Elementary, Zela Elementary and a portion of Nicholas County High School. These funds will be used in partnership with a local contribution of \$241,424 for a total project cost of \$1,207,118.

**UPSHUR COUNTY**

**\*Dr. Sara Lewis-Stankus, Superintendent**  
**\*Mr. Tim Derico, Director of Facilities**  
**\*Mr. George Cartland, Director of Finance**

Upshur County requests up to \$2,274,802 in SBA funding for renovations and additions to Hodgesville Elementary School. The proposed renovations include a Pre-Kindergarten classroom addition, HVAC renovations, and a new safe school entry. The county is not able to commit local funds to this project.

**BRAXTON COUNTY**

**\*Mr. David Dilly, Superintendent**  
**\*Ms. Ginger Altizer, Treasurer**  
**\*Mr. George Cartland, Director of Facilities**

Braxton County requests up to \$832,885 in SBA funding for a new roof and HVAC at Sutton Elementary School and replacement of a kitchen hood at Braxton County High School. These funds will be used in partnership with a local contribution of \$250,000 for a total project cost of \$1,082,885.

**TYLER COUNTY**

**\*Ms. Robin Daquilante, Superintendent**  
**\*Mr. Jeff Davis, Director of Finance**  
**\*Ms. Amanda Kimble, Director of Facilities**

Tyler County requests up to \$4,140,383 in SBA funding for Phase II HVAC renovations, along with electrical, lighting, and fire/sprinkler upgrades at Tyler Consolidated Middle/High School. These funds will be used in partnership with a local contribution of \$1,380,128 for a total project cost of \$5,520,511.

**MORGAN COUNTY**

**\*Dr. Erich May, Superintendent**  
**\*Mr. Jamie Harris, Director of Facilities**

Morgan County requests up to \$1,193,650 in SBA funding for a new roof at Widmyer Elementary School. These funds will be used in partnership with a local contribution of \$132,627 for a total project cost of \$1,326,277.

**RANDOLPH COUNTY**

**\*Mr. Gabriel Devono, Superintendent**

**\*Ms. Amanda Smith, President BOE**

**\*Ms. Debra Schmillen, Assistant Superintendent**

Randolph County requests up to \$2,514,342 in SBA funding for a complete roof replacement and partial HVAC renovation at Elkins High School. The county is not able to commit local funds to this project.

**SUMMERS COUNTY**

**\*Ms. Kimberly Rodes, Superintendent**

**\*Mr. Eric Widdoes, Director of Facilities and Maintenance**

**\*Mr. Charlie Mann, Maintenance**

Summers County requests up to \$4,125,750 in SBA funding for a complete HVAC system replacement at Summers County High School. The county is not able to commit local funds to this project.

**PLEASANTS COUNTY**

**\*Mr. Michael Wells, Superintendent**

**\*Ms. Heather Straight, President BOE**

**\*Mr. Rex Cox, Director of Facilities**

Pleasants County requests up to \$1,016,770 in SBA funding for roof, HVAC, and other renovations at St. Mary's Elementary; partial HVAC renovations at Belmont Elementary; and a new hot water heater/tank at Pleasants County Middle School. These funds will be used in partnership with a local contribution of \$179,430 for a total project cost of \$1,196,200.

**MINGO COUNTY**

**\*Mr. Donald Spence, Superintendent**

**\*Ms. Sabrina Grace, President BOE**

Mingo County requests up to \$1,550,632 in SBA funding for Phase II renovations at Gilbert PK-8 School. These funds will be used in partnership with a local contribution of \$100,000 for a total project cost of \$1,650,632.

**VIII.**

**CONSTRUCTION COMMITTEE**

**A. Amending the Established Guidelines for Distribution of Distressed County Funds**

Steve Burton informed the Authority that during the September 17, 2018 Quarterly meeting, the Staff of the SBA had presented the Authority a set of guidelines established in response to the Emergency Facility Repair or Replacement Fund for Financially Distressed Counties (the Distressed County Fund). These guidelines were developed by the Staff in conjunction with Superintendents of Counties on the WVDE watch list and have been adopted to provide a standard and a process for the distribution of these funds.

After fielding requests of varying degrees of emergency from eligible counties and revisiting the intent of the law as written in WV Code §18-9D-4d, the Construction Committee recommends a modification to the guidelines to ensure the functionality of core spaces is included in the description of funding eligibility. The amended Guidelines for Distribution of Distressed County Funds were provided in Attachment F.

Upon a motion by David Perry, with a second by Robert Holroyd, the Authority voted to approve the modification to the guidelines to ensure the functionality of core spaces is included in the description of funding eligibility.

**B. Webster County – Request for the Distressed County Funds**

Steve Burton advised the Authority that Webster County Board of Education was requesting up to \$54,110 for water infiltration and condensation repairs to the gymnasium space at Glade Elementary School. The elementary school core space has been closed indefinitely until repairs can be made. The issues stem from a conditioning unit that has since been repaired but left damp, heavy insulation over the gym that has now

sagged and separated from the roof causing additional condensation. The exterior walls and foundations have filled with water due to the ground sloping toward the facility and the loss of a gutter. The county was proposing mitigation measures and repairs as outlined in Attachment G. Ken Hughart of the WV Department of Education Office of School Facilities and Mike Hall of the SBA had visited this site to verify the severity of need. Webster County is currently on the “watch list” of the West Virginia Department of Education.

Upon a motion by Miller Hall, with a second by Robert Holroyd, the Authority voted to approve for Webster County to receive \$54,110 for water infiltration and condensation repairs at Glade Elementary School from the Distressed County Fund.

**IX**

**FINANCE COMMITTEE**

**A. SBA Hiring Tax Counsel**

Bart Willis informed the Authority that the Finance Committee was recommending to the Full Authority approval for the Staff of the SBA to hire a Tax Attorney to assist with the matter involved with interest incurred on Tax Credit Bonds of 2009A, 2009B, and 2010A. This recommendation was made with the understanding that the cost will not exceed \$50,000.

Upon a motion by Steve Burton, with a second by David Perry, the Authority voted for the Staff of the SBA to hire a Tax Attorney to assist with the matter involved with interest incurred on Tax Credit Bonds of 2009A, 2009B; and 2010A. This approval was made with the understanding that the cost will not exceed \$50,000.

**B. Construction Funds**

Bart Willis recommended the Authority that the Finance Committee had recommend to the Staff of the SBA to explore options for new funding opportunities for Construction Projects. The Authority directed the Staff to move forward with a Memorandum to the Governor's Office.

**X.**

**FUTURE MEETINGS**

NEEDs Quarterly Meeting for Project Selection - December 10, 2018

**Dates for 2019 Quarterly Meetings** – (Information)

**March 18, 2019**

**June 17, 2019**

**September 16, 2019**

**November 4 and 5, 2019 – Superintendent Interviews**

**December 9, 2019 – NEED Grant Award Meeting**

Executive Director Roach requested that the Authority review the above dates and advise of any conflicts in scheduling. Should there be no conflicts action will be taken to approve these meeting dates at the December 10, 2018 Quarterly Meeting.

**XI.**

**ADJOURNMENT**

There being no further business to come before the Authority and upon a motion by David Perry, with a second by Miller Hall, the Authority voted to adjourn the October 29-30, 2018 Superintendent Interview Meeting of the School Building Authority of West Virginia.

Minutes Approved December 10, 2018

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