

**MINUTES**  
**School Building Authority of West Virginia**

**Special Meeting**  
**Monday, November 26, 2018**  
**10:00 a.m.**

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

I. **CALL TO ORDER**

Chairman Brian Abraham called the Special Meeting to Order at 10:00 a.m. Monday, November 26, 2018. The following Authority Members were present: Chairman Abraham; Vice-Chair Steve Burton; Robert Holroyd; Victor Gabriel; Chris Morris; Bart Willis Dr. James Wilson; David Perry; Sandra Hamilton; and Debra Sullivan. The following Staff of the SBA were also present: Executive Director David L. Roach; Sue Chapman; Ben Ashley; Mike Hall; Dana Womack; Joyce VanGilder; Angie Bradley; and Tammy Brewer.

Also attending: David Ferguson, ZMM Architects and Engineers Inc.; Matthew Breakey, The Thrasher Group; Ted Shriver, Williamson Shriver Architects; Adam Krason, ZMM Architects and Engineers, Inc. and Ryan Quinn, Gazette Mail.

Chairman Abraham recognized the new Authority Members Sandra Hamilton and Debra Sullivan.

II. **EXECUTIVE DIRECTOR'S REPORT**

A. New SBA Committee Assignments

Executive Director Roach informed the Authority that given the appointment of Sandra Hamilton and Debra Sullivan as Authority Members, it was necessary to reassign Members to Committees. He respectfully recommended that the Authority fulfill this requirement and approve the recommended Committees provided in Attachment A.

Upon a motion by Steve Burton, with a second by Victor Gabriel, the Authority voted to approve the New Committees as provided in Attachment A.

B. Presentation and Discussion on Architectural Services

Members of the Authority asked many questions during the October 29-30, 2018 Superintendents' Interview meeting relating to the general scope of services, liabilities, and cost estimating provided by Architects and Engineers on individual SBA projects. The Staff of the SBA asked principal members of three firms: David Ferguson, ZMM, Inc.; Ted Shriver, Williamson Shriver; Matthew Breakey, The Thrasher Group; and Adam Krason, ZMM, Inc., who provide design services on many school projects in the State to give a presentation to the Authority providing a perspective on the issues facing the industry and they were available to field questions from Authority Members.

III. **FINANCE COMMITTEE**

A. Funding Depreciation

Chief Financial Officer Sue Chapman provided a brief presentation of an overview of Funding Sustainability, as an option to maximize the funding of facilities maintenance at a local level. She stated there could be three ways that the County Boards of Education could achieve this sustainability 1) by following WV Code §18-9-14 establish a "Permanent Improvement Fund"; 2) establish Reserve Account(s) and/or 3) Funding the Replacement of Capital Asset(s).

B. Investment Funds

CFO Chapman notified the Authority that the Staff of the SBA was working with the Finance Committee and Mr. David Kirby, Sr. Vice President - Financial Adviser with BB&T's Scott & Stringfellow on investment strategies and options to consider in an effort to increase the funding of school construction, renovations, and maintenance projects. We are looking at areas where we can increase the funding of school construction projects with SBA funds currently invested in part with the State Treasurer's Office, United Bank, Charleston, WV and the Bank of New York Mellon, New York. These banks are currently the holders of the SBA Bonds and Debt Service. She stated that with Developing Time-Lines; Commitment and Collaboration between the SBA and County Boards of Education Increased Sustainability would be accomplished.

C. Investment Policy – (Information)

CFO Chapman presented an update of the proposed changes to the SBA Investment Policy, as well as, a proposed timeframe for completion. She informed the Authority that the process of revising the SBA Investment Policy had begun and a draft should be available by the December 10, 2018 Quarterly Meeting.

IV.

**OLD BUSINESS**

Calhoun County – Request for the Distressed County Fund

CFO Chapman informed the Authority that on September 17, 2018 at the Quarterly Meeting they had approved Calhoun County Board of Education's request for \$121,223 for HVAC renovations at Calhoun County Middle-High School (CCMHS). In 2017, the County paid to replace the chiller at the CCMHS and was requesting to be reimbursed from the "Distressed County Fund". In addition, the County was requesting the addition of a hot water heating coil to the cold-air return to heat the air and prevent the mercury switch from freezing and bursting. The County had replaced two switches in the last year at a cost over \$2,000. Calhoun County is currently on the "watch list" of the West Virginia Department of Education.

Chapman stated that after further discussions with the Calhoun County BOE, the SBA Architectural and Finance Staff determined that \$91,000 of this request was for a maintenance contract, thus ineligible for monies from the "Distressed County Fund". However, the SBA is requesting an amendment to the previous fund approval of \$121,233 to \$30,223 to be paid to Calhoun County Board of Education from the "Distressed County Fund", as this part of its request was found to be eligible.

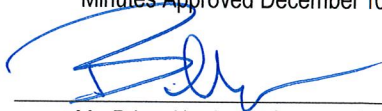
Upon a motion by Victor Gabriel, with a second by Robert Holroyd, the Authority voted to approve \$30,233 to be paid to Calhoun County Board of Education from the "Distressed County Fund".

V.

**ADJOURNMENT**

There being no further business to come before the Authority, the Authority adjourned the November 26, 2018 Special Meeting of the School Building Authority of West Virginia.

Minutes Approved December 10, 2018



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