

**QUARTERLY MEETING MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

**Held At:
School Building Authority of WV
2300 Kanawha Boulevard, East
Charleston, WV 25311**

**Quarterly Meeting
September 16, 2024
10:30 AM**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order on Monday, September 16, 2024 at 10:30 A.M. The following authority members were present: Chairman Abraham, Chris Morris, Michele Blatt, Victor Gabriel, Don Bower, and Gary Price with Paul Hardesty attending via telephone. The following SBA staff were present: Executive Director Andy Neptune, Dana Womack, Jordan Kirk, Patrick Elliott, Joyce VanGilder, Mark Miller, Angie Bradley, and Shannon Driver. The following individuals were present: Jason Pizatella of CAWV.

II. ACKNOWLEDGEMENTS AND RECOGNITIONS

Executive Director Neptune welcomed the newest Authority member, Victor Gabriel, congratulated three reappointed members, Chris Morris, Gary Price, and Don Bower, and recognized SBA employee Angie Bradley for twenty-five years of service to the State of West Virginia.

III. APPROVAL OF MINUTES

Upon a Motion by Chris Morris with a second by Don Bower, the Authority voted to approve the July 30, 2024 Special Telephonic Meeting Minutes.

IV. EXECUTIVE DIRECTOR'S REPORTS

A. P-Card Review – (Information) – **HANDOUT**

One of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, the Handout provides an itemized list of the SBA's card usage for July 1, 2024 through August 31, 2024. CFO Jordan Kirk answered questions regarding the P-card Transactions.

B. Active Project Status Updates – (Information) – **HANDOUT**

The SBA Architectural Services Staff provided a status update for each active project that was funded by the School Building Authority. The information in the Handout provides a detailed update as of September 16, 2024.

V.

FINANCE REPORT

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT B**
CFO Kirk presented the SBA's Profit and Loss Statements for the FY2024 period ending June 30, 2024 and FY2025 period ending August 31, 2024.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT C**
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.

VI.

CEFP AMENDMENTS

The following amendments to County Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Staff. The State Board of Education has acted on these amendments. Approval of these amendments does not necessarily reflect support for funding of the projects within the Amendments; it means the counties followed the proper Amendment Process. The counties' complete Amendment submittals will be available upon request. The following Amendments are submitted for your review and approval:

- A. Monroe County Board of Education CEFP Amendment – (Action) – **ATTACHMENT D**
The Monroe County Board of Education requested approval to revise their 2020-2030 CEFP to include renovations and the construction of additional classrooms at James Monroe Technical Center. The project will enhance the school's educational offerings and is proposed to be funded through local funds and a grant from the SBA.

Monroe County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment.
- B. Hardy County Board of Education CEFP Amendment – (Action) – **ATTACHMENT E**
The Hardy County Board of Education requested approval to amend their CEFP to provide a secure entrance and office addition to Moorefield Middle School. This project is planned to be funded through local funds and a grant from the SBA.

Hardy County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment
- C. Marion County Board of Education CEFP Amendment – (Action) – **ATTACHMENT F**
The Marion County Board of Education requested approval to add to its CEFP secure entrances at Barrackville Elementary/Middle School, Fairview Middle School, Jayenne Elementary School, Monongah Elementary School, Pleasant Valley Elementary School, Rivesville Elementary/Middle School, and White Hall Elementary School. The projects are planned to be funded through local funds and a grant from the SBA.

Marion County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment
- D. Mercer County Board of Education CEFP Amendment – (Action) – **ATTACHMENT G**
The Mercer County Board of Education requested approval to add a multi-classroom addition to its

project priority list. The proposed project will allow for additional general education classrooms and the expansion of dual credit opportunities through New River Community and Technical College. The project is planned to be funded through local funds and a grant from the SBA.

Mercer County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment

Upon a Motion by Gary Price with a second by Michele Blatt, the Authority voted to collectively approve the CEFP Amendments for Monroe, Hardy, Marion, and Mercer County.

VII. NEW BUSINESS

A. Pocahontas County Board of Education Requests an Extension – (Action) – **ATTACHMENT H**

The Pocahontas Board of Education requested a grant extension until September 30, 2024 for the Marlinton Elementary School roof replacement and boiler upgrades. The request is due to delays in the installation of the equipment by the mechanical contractor and the finalization of documentation with the Thrasher Group, the architect, which will follow the mechanical completion and start up process.

Executive Director Neptune respectfully recommended that the Authority approve Pocahontas County Board of Education's grant extension request.

B. Mercer County Board of Education Requests Extension – Action) – **ATTACHMENT I**

The Mercer Board of Education requested a grant extension until August 31, 2025 for the construction of the new Timberwood Elementary School. The original extension request through October 31, 2024, was made prior to bidding the project and before the contractor could establish a construction schedule. Based upon the contractor's submission, the completion dates are delayed due to weather and supply chain issues.

Executive Director Neptune respectfully recommended that the Authority approve Mercer County Board of Education's grant extension request.

Upon a Motion by Chris Morris with a second by Don Bower, the Authority voted to collectively approve Pocahontas County Board of Education and Mercer County Board of Education's extension requests.

C. Discussion of Upcoming Quality and Performance Standards Seminar – (Information)

Executive Director Neptune discussed the upcoming review and update of the SBA Quality and Performance Standards.

VIII. FUTURE MEETINGS

Chairman Brian Abraham advised the following SBA future tentative meeting dates:
November 18-19 2024 – NEEDs Project Superintendent Interviews - Held at the SBA
December 16, 2024 - Quarterly Meeting – Location to be Determined

X.

ADJOURNMENT

Upon a Motion by Michele Blatt with a second by Chris Morris, the Authority voted to adjourn the September 16, 2024 quarterly meeting of the School Building Authority of WV.

Minutes Approved November 18, 2024

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