

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

Held At:

**WV Department of Education
1900 Kanawha Boulevard East 6th Floor, Suite 600
Charleston, West Virginia 25305**

**Quarterly Meeting
Wednesday, May 8, 2024
11:45 A.M.**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order on Wednesday, May 8, 2024 at 11:45 A.M. The following authority members were present: Chairman Abraham, Vice-Chair Chris Morris, Michele Blatt, Paul Hardesty, Dr. Daniel Snavelly, Nancy White, Don Bower, Gary Price, and Sandra Hamilton. The following SBA staff were present: Executive Director Andy Neptune, Dana Womack, Joyce VanGilder, Jordan Kirk, Mark Miller, Patrick Elliott, and Shannon Driver. Several Superintendents and County Board of Education Members from various counties were also present.

II. APPROVAL OF MINUTES

Upon a Motion by Chris Morris with a second by Sandra Hamilton, the Authority voted to approve the SBA's Special Meeting Minutes from April 10, 2024 (Attachment A).

III. 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 provided an itemized list of the SBA's card usage for FY2024 July 1, 2023 through April 30, 2024.

IV. FINANCE REPORT

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

V. 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 were submitted and recommended for approval:

A. Wayne Board of Education CEFP Amendment – (Action) – **ATTACHMENT D**

The Wayne County Board of Education requested approval to revise their 2020-2030 CEFP to add fire suppression and HVAC renovations at the Ceredo-Kenova Elementary School Alumni Gymnasium to its project priority list. The project is planned to be funded through local funds and a grant(s) from the SBA.

Wayne 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 Paul Hardesty with a second by Michele Blatt, the Authority voted to approve Wayne County Board of Education's CEFP Amendment

B. Harrison County Board of Education CEFP Amendment – (Action) – **ATTACHMENT E**

The Harrison County Board of Education requested approval to revise its 2020-2030 CEFP to include the following changes: Liberty High School is proposed to be merged into the existing Robert C. Byrd High School. Mountaineer Middle School and Washington Irving Middle School are proposed to be consolidated into a new Liberty Middle School, which is planned to be housed in the would-be vacant Liberty High School facility. North View Elementary School is proposed to be relocated into the would-be vacant Mountaineer Middle School facility. The county's project priority list is also being modified to add safe school entries to the proposed receiving schools, and the previously planned new facilities for Washington Irving and North View Elementary are being removed. Changes in a county's CEFP are for planning only, and any proposed closures are pending the completion and approval of the official closure procedures found in Policy 6204, School Closings or Consolidations.

Harrison 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 Don Bower with a second by Sandra Hamilton, the Authority voted to approve Harrison County Board of Education's CEFP Amendment

VI. **NEW BUSINESS**

A. West Virginia Schools for the Deaf and the Blind Requests an Extension – (Action) - **ATTACHMENT F**

The West Virginia Schools for the Deaf and the Blind requested a grant extension until June 30, 2025 due to the design process taking longer than anticipated. With the age of the campus, some of the upgrades required a careful design process and review that took longer than originally planned. Additionally, one of the projects had to be rebid due to no vendors sending in a complete bid package. The West Virginia Schools for the Deaf and the Blind are in the process with State Purchasing to rebid and make clearer the requirements for the vendors and re-bid the package in May.

Executive Director Neptune respectfully recommended that the Authority approve The West Virginia School for the Deaf and the Blind's grant extension request.

Upon a Motion by Gary Price with a second by Nancy White, the Authority voted to approve the West Virginia Schools for the Deaf and the Blind's extension request.

- B. Monroe County Board of Education Requests an Extension – (Action) - **ATTACHMENT G**
Monroe County Board of Education requested a grant extension until December 30, 2025 regarding the Mountain View School cafeteria expansion/safe school entry. The project has faced many obstacles that have resulted in the need to re-bid the project, and design took much longer than it should have. Construction bids were completed twice with the re-bid being February 29, 2024. Both bids came in over budget, even with significant reduction of space and redesign in the second bid.

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

Upon a Motion by Nancy White with a second by Sandra Hamilton, the Authority voted to approve Monroe County Board of Education's extension request.

- C. Lewis County Board of Education Requests an Extension – (Action) - **ATTACHMENT H**
Lewis County Board of Education requested a grant extension until August 31, 2024 regarding the secure entrances to Peterson Central and Roanoke Elementary Schools. The project has experienced several unforeseen delays with materials, such as glass, casework and framing materials.

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

Upon a Motion by Chris Morris with a second by Nancy White, the Authority voted to approve Lewis County Board of Education's extension request.

- D. Raleigh County Board of Education Requests an Extension – (Action) – **ATTACHMENT I**
Raleigh County Board of Education requested a grant extension until December 31, 2024 regarding the completion of Park Middle School. The request is the result of local government delay in permitting, product delay with manufacturers, and a delay in bidding of Phase II of the project.

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

Upon a Motion by Paul Hardesty with a second by Nancy White, the Authority voted to approve Raleigh County Board of Education's extension request.

- E. Roane-Jackson Technical Center Requests an Extension – (Action) – **ATTACHMENT J**
Roane-Jackson Technical Center requested a grant extension until December 31, 2024 regarding the new domestic water plant. The extension request is a result of waiting for First Energy to complete their work relating to the new pad mount transformer for Building C. During the construction of the water plant, the existing underground electrical conduit was encountered and damaged while placing the foundations for the steel frame for the water plant. Since this is a utility company and not a contractor, Roane-Jackson Technical Center does not have a contractual agreement to ensure the work will be completed in the original timeframe of the grant. This is the reason for requesting 180 days, as Roane-Jackson Technical Center is unsure of when the work by the utility company will be completed.

Executive Director Neptune respectfully recommended that the Authority approve Roane-Jackson Technical Center's grant extension request.

Upon a Motion by Gary Price with a second by Nancy White, the Authority voted to approve Roane-Jackson Technical Center's extension request.

Upon a Motion by Sandra Hamilton with a second by Don Bower, the Authority voted to recess the meeting to wait for Governor Justice's arrival. The meeting was called back to order by Chairman Abraham, who advised the Authority that the Governor would not be able to attend the meeting.

F. Selection of Multi-County / Statewide Funding Projects – (Action) – **HANDOUT**

Executive Director Neptune presented to the Authority the SBA Staff's rankings and recommendations regarding each of the Multi-County/Statewide Funding projects submitted for FY2025 funding consideration. Grant applications were thoroughly reviewed by the staff, and on-site inspections were performed at each project location to verify the severity of need. The information provided in the Handout represents the SBA staff's full and thorough evaluation of each Multi-County Center's proposed project.

Based on the availability of funding, Executive Director Neptune respectfully recommended the Authority approve funding the projects listed in the Handout.

Upon a Motion by Paul Hardesty with a second by Nancy White, the Authority voted to approve the Multi-County/Statewide Funding Projects listed in the Handout.

G. Selection of MIP Projects - (Action) - **HANDOUT**

Executive Director Neptune presented to the Authority the rankings and recommendations regarding each of the projects submitted for FY2025 MIP funding consideration.

Based on the availability of funding, Executive Director Neptune respectfully recommended the Authority approve funding the projects listed in the Handout.

Upon a Motion by Sandra Hamilton with a second by Nancy White, the Authority voted to approve the MIP Funding Projects listed in the Handout.

VII. FUTURE MEETINGS

Executive Director Neptune advised of the following SBA future tentative meeting dates:

September 16, 2024 –Location TBD

November 18-19, 2024 – Location TDB

December 16, 2024 – Location TBD

VIII. ADJOURNMENT – (Action)

Upon a Motion by Andy Neptune with a second by Nancy White, the Authority voted to adjourn the May 8, 2024 quarterly meeting of the School Building Authority of West Virginia.

Minutes Approved July 30, 2024



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