

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

MINUTES

December 14, 2015

9:30 a.m.

**The West Virginia Lottery
900 Pennsylvania Avenue
Tenth Floor Conference Room
Charleston, West Virginia**

I. CALL TO ORDER

Peter Markham, Governor's Designee, called the School Building Authority of West Virginia (SBA) Quarterly Meeting to order at 9:39 a.m. on Monday, December 14, 2015. The following Board Members were present: Dr. Michael Martirano, West Virginia State Superintendent of Schools; Mr. David Sneed, Executive Director; Mr. Steve Burton, Vice-Chair; Mr. Eric Lewis, Secretary, Ms. Tina Combs, via telephone; Mr. Victor Gabriel; Mr. Robert Holroyd; Mr. Tom Lange; Mr. Chris Morris; Mr. Thomas Campbell and Dr. William White. The following staff of the SBA were also present: Mr. Garry Stewart; Mr. Scott Raines; Mr. Mike Hall; Mr. Ben Ashley; Mr. Dana Womack; Ms. Joyce VanGilder; Ms. Stella Gill; Ms. Angie Bradley and Ms. Tammy Brewer.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA Meeting: Ms. Ericka Davis, Fayette County; Mr. Dave Perry; West Virginia House of Delegates; Mr. Bill Laird, West Virginia Senator; Mr. Jerry Milliken; West Virginia Department of Education; Mr. Jeff Woofter, Barbour County Schools; Mr. Glenn Sweet, Barbour County Schools; Ms. Cindy Chamberlin, Fayette County; Ms. Marie McCauley, ZMM, Inc.; Mr. David Ferguson, ZMM, Inc.; Mr. Jerry Garner, Roane County Schools; Ms. Shawna Sparks, Fayette County; Mr. Matt Wender, Fayette County Commission; Ms. Jennifer Crank, Fayette County; Ms. Bonnie Hicks, Fayette County; Ms. Carolyn Arritt, Fayette County; Ms. Shirley McGraw, Fayette County; Ms. Cindy Daniel; West Virginia Department of Education; Mr. Jack Wiseman, Jackson County; Ms. Brenda Wells, Braxton County Schools; Ms. Ginger Altizer, Braxton County Schools; Mr. Mark Green, Logan County Schools; Mr. Ryan Quinn, Gazette- Mail; Mr. Greg Williamson, Williamson Shriver Architects; Mr. Frank Devono, Monongalia County Schools; Ms. Karen Ellis, Fayette County; Ms. Kaysi Elkins, Fayette County; Ms. Tracy DeGaetano, Fayette County; Ms. Amy Adkins, Fayette County; Ms. Tonya H. Hall, Fayette County; Mr. Steve Hall, Fayette County; Ms. Heather Holbert, Harrison County Schools; Ms. Vicki Huffman, Harrison County Schools; Dr. Mark Manchin, Fayette County Schools; Mr. Neil Quinn, Harrison County; Mr. Denise Scalph, Fayette County Commission; Mr. Larry Harrah, II, Fayette County Prosecuting Attorney; Ms. Deborah Berry, Fayette County Commission; Mr. Geoff Heeter; Ms. Sharon Crunkshank, Fayette County Chamber of Commerce; Mr. Jennifer Bowling, Fayette County; Ms. Debbie Bowling, Fayette County; Ms. Rosalie McCauley, Fayette County; Mr. JT Schwarz, Fayette County; Ms. Amy Schwarz, Fayette County; Ms. Esther Morey; Mr. Randy Jones, OWPR; Mr. Darrin Butcher, Raleigh County Schools; Mr. Ted Shriver, Williamson Shriver Architects; Mr. Ray Kleykamp, Williamson Shriver Architects; Mr. Terrence Beam, Pocahontas County Schools; Mr. Steve Whited, Calhoun County Schools; Ms. Tina Woodward, Calhoun County Schools; Mr. Travis Arey, PCS; Mr. Rick Hilhorn, PCS; Mr. Ryan White, White Law Office; Mr. Samuel Maroth; Wondel Energy; Ms. Patsy Holliday, Fayette County Schools; Mr. Gary Holliday, Fayette County; Ms. Jean Eansmore, Fayette County; Mr. Steve Bush, Fayette County; Ms. Marion Tanner, Fayette County; Ms. Mary Jane Pope-Albin, Wirt County Schools; Dr. Ron Duerring, Kanawha County Schools; Mr. Jim Crawford, Kanawha County Schools; Mr. Chuck

Wilson, Kanawha County Schools; Mr. Blaine Hess, Jackson County Schools; Mr. Keith Burdette, Jackson County Schools; Mr. Bob Aaron, WCHS-TV; Mr. Terry George, Fayette County Schools; Mr. Jeff Smith, Wirt County Schools; Mr. Gary Hough, Fayette County Schools; Ms. Amanda Skaggs, Fayette County; Mr. David Stewart, Fayette County; Ms. Erica Stewart, Fayette County; Ms. Crystal Farley, Fayette County; Ms. Kristin Anderson, West Virginia Department of Education; Ms. Sarah Stewart, West Virginia Department of Education; Mr. Joe Panetta, West Virginia Department of Education; Mr. Ernie Dellatorre, McKinley and Associates; Mr. Bob Dunlevy, McKinley and Associates; Dr. Diana Vargo, Ohio County Schools; Mr. Brian Harto, Ohio County Schools; Dr. Pat J. White, Logan County Schools; Mr. Junior Amburgey, Logan County Schools; Mr. Matt Breakey, Thrasher; Mr. Mark Adkins, Logan County Schools; Mr. Larry Parsons, Consultant; Dr. Deborah Akers, Mercer County; Mr. Mike Clouser, Contractors Association of West Virginia; Mr. Jeff Harvey Doddridge County Schools; Mr. Denver Burnside, Doddridge County Schools; Mr. Craig Baker, Thrasher; Ms. Tina Pritts, Harrison County Schools; Mr. Douglas Hogue, Harrison County Schools and Mr. Rick Coffman, Doddridge County Schools.

III. APPROVAL OF MINUTES

SBA Superintendent's Interviews Meeting of November 9 and 10, 2015

Upon a motion by Mr. Steve Burton, with a second by Dr. William White, the Authority voted to approve the School Building Authority's November 9 & 10, 2015 Superintendent Interview Minutes.

IV. EXECUTIVE DIRECTOR'S REPORT

P-Card Review

Executive Director David Sneed requested the Authority review the P-Card report and the staff of the SBA was available to answer questions regarding this report. He reminded the members that one of the requirements of the P-Card Program is for the Authority members to review all purchases made by the staff of the SBA. He stated that the document in Attachment B provided an itemized list of the SBA's card usage for the period of August 1, 2015 to October 31, 2015. The Authority members reviewed the expenditure report and had no questions.

V. CEFP AMENDMENTS

Director Sneed recognized Mr. Scott Raines who informed the Authority that the following amendments to county Comprehensive Educational Facilities Plans (CEFPs) had been reviewed and were recommended for approval by the staff of the SBA and also reviewed and coordinated with the State Department of Education Office of School Facilities. The State Board of Education will take action on these same amendments at its December 2015 Meeting. Complete amendment submittals were made available for review upon request. The following Amendments were submitted for review and approval:

Nicholas County's CEFP Amendment

The Nicholas County Board of Education requested approval of an amendment to its 2010–2020 CEFP. In the approved CEFP, the students of Dixie Elementary, which will be closed at the end of the school year, would have been placed either in a new consolidated elementary school for southern Nicholas County or in a multi-county consolidation with Clay County for Lizemore Elementary. While some of the students will be accepted in Lizemore Elementary, the

remaining students will be placed at Zela Elementary beginning with the 2016-2017 school year. It is estimated that 23 students will be transferred from Dixie Elementary to Zela Elementary for the 2016-2017 school year.

Nicholas County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Victor Gabriel the Authority voted to approve the proposed CEFP amendment as detailed above.

VI. FINANCE REPORTS

A. Analysis of Trustee Accounts - Trustee Accounts Report

Chairman Markham recognized Mr. Garry Stewart to provide the SBA Finance Reports. He presented a recap of the trustee accounts held at United Bank of Charleston, West Virginia and The Bank of New York Mellon for the period ending October 31, 2015. A report was provided to give a short summary of each bond series. The Authority had no questions or comments regarding this matter.

B. United Bank of Charleston – SBA Program Depository Accounts Report

Mr. Stewart presented the financial report of the depository account that is maintained by United Bank for the period ending November 15, 2015, summarizing construction spending by the SBA for its School Construction and Major Improvement Programs. Attachment E provided this information. The Authority had no questions or comments regarding this matter.

C. Bond Authorization Resolution

Mr. Stewart recognized Mr. Ryan White of White Law Firm to review the Resolution authorizing the issuance of the Authority's Lottery Capital Improvement Revenue Bonds, Series 2016 A and all related actions.

Upon a motion by Mr. Eric Lewis, with a second by Dr. Michael Martirano, the Authority voted to adopt the Resolution for the issuance of the Authority's Lottery Capital Improvement Revenue Bonds, Series 2016 A and all relating actions.

D. Current SBA Fund Balances

Mr. Stewart provided a review of the current balance funds available in each Grant Fund Account, as listed below:

	<u>December 14, 2015</u>
Emergency Funds	\$ 4,620,378.98
MIP Funds	\$ 1,501,279.27
Three Percent Funds	\$ 2,156,351.00
QZAB Funds	\$ 900,000.00

E. School Construction Funds Available For Distribution

Mr. Stewart informed the Authority that there was \$56,687,747 available for distribution prior to consideration of the NEEDs Projects.

VII.

DELIBERATION AND SELECTION OF PROJECTS

NEEDs Funds Deliberation and Selection of Projections

Chairman Markham recognized Mr. Scott Raines to provide the Authority with an overview of the staff of the SBA’s comments and answer questions regarding each of the projects submitted for NEEDs Funding. At the conclusion of the review, the Authority considered each project submitted and nominated the following Projects to be funded in the 2016 NEEDs Cycle:

AUTHORITY MEMBERS	COUNTY NOMINATED	AMOUNT OF FUNDS
Mr. Steve Burton	*Raleigh	\$10,000,000
Mr. Robert Holroyd	Mercer	9,183,480
Mr. Tom Lange	Rural Package	
	Barbour	4,593,322
	Calhoun	1,096,238
	Doddridge	800,000
	Pleasants	316,596
	Pocahontas	100,000
	Roane	970,110
	Tucker	2,306,839
	Webster	716,078
	Wirt	2,159,651
Mr. Eric Lewis	Harrison	10,678,000
Mr. Victor Gabriel	Monongalia	4,360,000
Mr. Peter Markham	Jackson	10,212,177
Ms. Tina Combs	*Fayette	13,191,666
Mr. Chris Morris	Kanawha	1,755,612
Dr. Michael Martirano	Deferred	
Mr. Thomas Campbell	Logan	6,500,000
Dr. William White	Deferred	
PROJECTS NOMINATED		\$78,939,769
LESS AVAILABLE FUNDS		56,687,747
OVER AVAILABLE FUNDS		(\$22,252,022)

Multi-Year

*Raleigh County \$10,000,000 2016/17FY **Total \$20,000,000**

*Fayette County \$13,191,666 2016FY \$13,191,667 2017/18FY **Total \$39,575,000**

Upon a motion by Mr. Steve Burton, with a second by Mr. Tom Lange, the Authority approved to close the initial nominations.

After a lengthy discussion regarding the urgent needs within Fayette County and with direction from the Authority for the staff of the SBA to work with Fayette County to devise the best plan for Fayette County, and to work with the County to bring back a proposal next year that would address the concerns expressed by the Authority Members and begin to address the facility needs in Fayette County. The Authority voted as follows:

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton the Authority approved the removal of Fayette County from this Funding Cycle.

Upon a motion by Mr. Robert Holroyd, with a second by Dr. Michael Martirano, a motion was made to remove the Rural Package to consider each project separately; the Authority rejected this motion.

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton, the Authority approved the removal of Mercer County from this Funding Cycle.

Chairman Markham called upon Mr. Garry Stewart to provide the total funds expended after the removal of Fayette and Mercer Counties.

Mr. Stewart informed the Authority that the NEEDs Projects remaining on the table came to a total of \$56,564,623 leaving \$123,124 in access.

Upon a motion by Mr. Tom Lange, with a second by Mr. Victor Gabriel, the Authority approved funding of the remaining fifteen (15) counties as the NEEDs Projects for the 2016 Funding Cycle.

“2016 NEEDs PROJECTS”

COUNTY	PROJECT	LOCAL FUNDS	SBA FUNDS	TOTAL COST
BARBOUR	Energy Management Upgrade Seven (7) Schools	\$2,359,200	\$4,593,322	\$6,952,522
CALHOUN	HVAC & Roof Replacement at Calhoun MS/HS	\$50,001	\$1,096,238	\$1,146,239
DODDRIDGE	Additions/Renovations at Doddridge County High School	\$2,000,000	\$800,000	\$2,800,000
HARRISON	New Johnson Elementary School	\$6,000,000	\$10,678,000	\$16,678,000
JACKSON	MS Addition to Ravenswood HS	\$3,100,000	\$10,212,177	\$13,312,177
KANAWHA	Addition/Renovations to Andrew Heights ES	\$1,200,000	\$1,755,612	\$2,955,612
LOGAN	New Chapmanville ES	\$6,050,144	\$6,500,000	\$12,550,144
MONONGALIA	Addition/Renovations to Brookhaven ES	\$1,875,000	\$4,360,000	\$6,235,000
PLEASANTS	Entrance/ADA Renovations at Pleasants County MS	\$55,870	\$316,596	\$372,466
POCAHONTAS	Renovations to Marlinton MS and Greenbank ES	\$5,000,000 *QZAB *\$900,000	Reserve Grant \$100,000	\$6,000,000
RALEIGH	New ES / Renovations to Shady Spring HS	\$20,815,548	*\$10,000,000 2016/2017FY	\$40,815,548
ROANE	Physical Education Addition to Spencer ES	\$107,790	\$970,110	\$1,077,900
TUCKER	HVAC Renovations at Two (2) Schools	\$200,000	\$2,306,839	\$2,506,839
WEBSTER	Roof Renovations at Webster Springs ES	\$25,000	\$716,078	\$741,078
WIRT	Roof Replacement/ Exterior Waterproofing at two (3) Schools	\$500,000	\$2,159,651	\$2,659,651
TOTAL		\$49,338,553	\$56,564,623	*\$116,803,176

*Includes Pocahontas County \$900,000 QZAB and future commitment of SBA Funding with the passage of its Local Levy and Raleigh \$10,000,000 2017FY for total Project Cost.

VIII.

CONSTRUCTION COMMITTEE REPORT

A. Construction Managers

Chairman Markham recognized Construction Committee Chair, Mr. Steve Burton. Mr. Burton informed the Authority that the Advertisement and Interview process for the Construction Managers was completed and four (4) firms submitted Statements of Qualifications for consideration. Upon review of the Qualifications, three (3) firms were selected for interviews before the Selection Committee. The Selection Committee Members were Mr. Manual Arvon, Superintendent Berkeley County Schools; Mr. Kent Gandee, Architect; Mr. Chuck Wilson, Architect Kanawha County Schools; Ms. Stella Gill and Mr. Scott Raines, SBA Staff. Interviews were conducted on December 1, 2015 and the Committee evaluated each firms' Qualifications and its willingness to act as the SBA's project manager representing the County Boards of Education and the SBA's interests during the Design and Construction Phases of future projects.

The Construction Committee recommended to the Authority that the Selection Committee's recommendation be approved and that a Task Order Agreement with Project and Construction Services (PCS) and McDonough, Bolyard, Peck (MBP) be executed to perform Construction Project Management Services moving forward on selected SBA projects.

Upon a motion by Dr. William White, with a second by Mr. Robert Holroyd, the Authority approved executing a Task Order Agreement with Project and Construction Services (PCS) and McDonough, Bolyard, Peck (MBP) to perform Construction Project Management Services on SBA projects moving forward with a review after one year to see how the process is working.

Mr. Burton stated that he would like the record to state that he was against this process at the beginning, understands what the staff of the SBA is trying to get control of these projects, as the Authority has requested, but asked that the Authority review the process in a year to see if it is working for the SBA.

B. Policy Revision

There were no Policy Revisions discussed this item was removed from the Agenda and will be brought before the Authority at a later date.

IX.

PERSONNEL COMMITTEE

Personnel Matters

Chairman Markham recognized Personnel Committee Chair, Mr. Robert Holroyd. Mr. Holroyd informed the Authority that the reassignment of the SBA Personnel was completed and the staff job descriptions had been revised to reflect additional job responsibilities. Based on the direction of the Authority during the September 28, 2015 Quarterly Meeting a review of the revised job description and staff salaries had been conducted. The Salary Schedule beginning with the 2016FY had been presented and approved by the Governor's Office and the Personnel Committee.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Tom Lange, the Authority approved the new Salary Schedule beginning with the 2016FY and the employee evaluation process.

AUTHORITY REQUESTS FOR FUTURE MEETINGS

- Research setting a Funding Cycle or a set amount of funds to address only roofs in facilities
- Work with Mr. Mike Pickens, West Virginia Department of Education to provide an Updated Report regarding maintenance in facilities funded by the SBA
- Research Gilmer/Lewis County Regional School – the Authority requested that the number of students and expectations of the County Boards when this project was developed; investigate why this school is not populated to the original capacity and what can be done to bring it up to capacity.
- Upon a motion by Mr. Eric Lewis, with a second by Dr. Michael Martirano, the Authority approved for the staff of the SBA to work with Fayette County to explore all available options and to create the best plan for all students of Fayette County.

X.

FUTURE MEETINGS

The 2016 spring quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on March 21, 2016 with the location to be determined.

The 2016 summer quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on June 27, 2016 with the location to be determined.

The 2016 fall quarterly meeting of the School Building Authority of West Virginia is scheduled to begin at 9:00 a.m. on September 26, 2016 with the location to be determined.

The 2016 NEEDs Grant Submission/Superintendent Interviews meeting is scheduled to begin at 9:00 a.m. on November 14 and November 15, 2016 with the location to be determined.

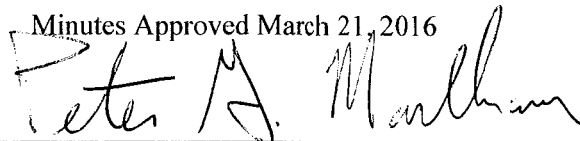
The 2016 winter quarterly meeting and NEEDs Grant project selection meeting of the School Building Authority of West Virginia is scheduled at 9:00 a.m. on December 12, 2016 with the location to be determined.

XI.

ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. Chris Morris, with a second from Mr. Tom Campbell, the Authority voted to adjourn the December 14, 2015; NEEDs Funding Meeting of the School Building Authority of West Virginia.

Minutes Approved March 21, 2016



Mr. Peter G. Markham, Governor's Designee
School Building Authority of West Virginia