

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

MINUTES

December 11, 2017

9:30 a.m.

Held at:

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

I. CALL TO ORDER

Chairman Brian Abraham, Governor's Designee, called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 9:35 a.m. on Monday, December 11, 2017. The following Board Members were present: Mr. Steve Burton, Vice-Chair; Mr. Victor Gabriel, Secretary; Mr. Robert Holroyd; Mr. Tom Lange; Mr. Chris Morris; Mr. Bart Willis, Dr. James Wilson; Mr. Miller Hall; Dr. Steven Paine and Mr. David Perry. The following staff of the SBA were also present: Mr. Frank Blackwell, Executive Director; Mr. Garry Stewart; Mr. Scott Raines; Mr. Mike Hall; Mr. Ben Ashley; Mr. Dana Womack; Ms. Joyce VanGilder; Ms. Stella Gill; Ms. Angie Bradley, Ms. Karen Courtney and Ms. Tammy Brewer.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA Meeting: Mr. Scott Cochran, Superintendent Webster County Schools; Mr. Michael Wells, Superintendent Pleasants County Schools; Mr. Rex Cox, Maintenance Supervisor Pleasants County Schools; Ms. Becky Deery, Mercer County; Mr. Ted Shriver, Williamson Shriver Architects; Mr. Ken Holdopple, ECKLES; Ms. Amanda Kimble, Director of Facilities Tyler County Schools; Dr. Frank Devono, Superintendent Monongalia County Schools; Mr. Gabe Devono, Superintendent Randolph County Schools; Mr. Ernest Dellatorre, McKinley and Associates; Mr. Jeff Davis, Chief Financial Officer Tyler County Schools; Ms. Robin Daquilante, Superintendent Tyler County Schools; Mr. Blair Frier, OWPR Architects; Mr. Shawn Dilly, Superintendent Mineral County Schools; Mr. Curtis Moore, Director of Maintenance; Mr. Jeff Smith, Director of Support Services Wirt County; Mr. Carl Brainard, President Wirt County BOE; Ms. Ginger Altizer, Braxton County Schools; Ms. Brenda Wells, Director of Facilities Braxton County Schools; Mr. Jeff Midkiff, Superintendent Lincoln County Schools; Mr. Ray Ellis, Treasurer Lincoln County Schools; Mr. Paul Hodge, President Mercer County BOE; Ms. Teresa Russell, Mercer County Schools; Dr. Debbie Akers, Superintendent Mercer County Schools; Ms. Mary Alice Kaufman, Mercer County BOE; Ms. Brittany Anderson, Mercer County Schools; Mr. Steve Wotring, Superintendent Preston County Schools; Mr. Rick Coffman, Superintendent Ritchie County Schools; Mr. Ed Cokeley, President Ritchie County BOE; Ms. Deirdre Cline, Superintendent Wyoming County Schools; Mr. Jack Cullen, Superintendent Mason County Schools; Mr. Ryan Saxe, Superintendent Cabell County Schools; Mr. Dave Ferguson, ZMM, Inc.; Mr. Bishop Nash, Herald-Dispatch; Mr. Dale Shube, Mason County BOE; Mr. Drew Rottgen, Cabell County BOE; Mr. Jeb Ryder, Wayne County BOE; Mr. Jeff Brewer, Director of Maintenance and Facilities Wyoming County Schools; Mr. David Dilly, Superintendent Braxton County Schools; Ms. Joetta Basile, Superintendent Monroe County Schools; Senator Kenny Mann, Monroe County; Mr. Andrew Evans, Monroe County; Mr. Charles Hedrick, Superintendent Pendleton County Schools; Mr. JP Mowery, Pendleton County BOE; Dr. Eddie Campbell, Superintendent Tucker County Schools; Mr. Jonathan Hicks, Director of Support Services Tucker County Schools; Mr. Nathan Haynes, COO of Administrative Services Calhoun County Schools; Ms. Kelli Whytsell, Superintendent Calhoun County Schools; Mr. David Snider, OMNI Architects; Ms. John Flint, Superintendent Wood County Schools; Mr. Mike Fling, Assistant Superintendent Wood County Schools; Mr. Pier Bocchini, Director of Technical Center Wood County

Schools; Ms. Whitney Kines, Director of Finance Wood County Schools; Mr. Lawrence Hasbargen, President Wood County BOE; Mr. Joe Paxton, Superintendent Clay County Schools; Mr. Steve Surrent, Fayette County BOE; Mr. Nick Patrick, WCHS; Ms. Jessica Writz-Adam; Ms. Michelle Park; Mr. Terry George, Superintendent Fayette County Schools; Mr. Gary Hendrick, Mason County BOE; Mr. Travis Arey, PCS; Dr. Ron Duerring, Superintendent Kanawha County Schools; Mr. Chuck Wilson, Director of Facilities Kanawha County Schools; Mr. Ron Blatt, Director of Facilities Marshall County Schools; Ms. Mary Jane Pope Albin, Superintendent Wirt County Schools; Magee and Hannah Goett, Channel 13; Mr. Chris Canterbury, E.T. Boggess Architects and Mr. Ryan Quinn, Gazette-Mail.

III. **APPROVAL OF MINUTES**

SBA Superintendents' Interviews Meeting Minutes of November 13 and 14, 2017

Upon a motion by Mr. Tom Lange, with a second by Mr. Victor Gabriel the Authority voted to approve the minutes from the SBA Superintendents' Interview Meeting of November 13 and 14, 2017.

IV. **EXECUTIVE DIRECTOR'S REPORT**

P-Card Review

Chairman Abraham recognized Executive Director Blackwell. Mr. Blackwell informed the Authority that one of the requirements of the P-Card Program is for the Authority members to review all purchases made by staff members. As such, the document in Attachment B provided an itemized list of the SBA's card usage for the period of August 1, 2017 through October 31, 2017.

V. **CEFP AMENDMENTS**

Executive Director Blackwell informed the Authority that the following amendments to county Comprehensive Educational Facilities Plans (CEFPs) had been reviewed and are 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 had taken action on these same amendments at its December 2017 Meeting. Complete amendment submittals were available for review upon request. The following Amendments were submitted for the Authority's review and approval:

A. Braxton County's CEFP Amendment

The Braxton County Board of Education requested approval of an amendment to its 2010–2020 CEFP. This amendment would move 6th grade from the elementary schools to Braxton County Middle School. This would move 145 6th grade students to the middle school. This is a no cost project, there is room for this student increase at the middle school. This amendment also adds the replacement of three rooftop HVAC units and a ductless split system at Sutton Elementary School.

Braxton County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. David Perry, with a second by Mr. Miller Hall, the Authority voted to approve the Braxton County's CEFP Amendment.

B. Lincoln County's CEFP Amendment

The Lincoln County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment would add roof repairs and new roofs on five schools. These roofs have greatly exceeded their warranty period and are costing more to repair each year.

Lincoln County had complied with the SBA CEFP Amendment process.

Upon a motion by Dr. James Wilson, with a second by Mr. Chris Morris, the Authority voted to approve Lincoln County's CEFP Amendment.

C. Marshall County's CEFP Amendment

The Marshall County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment would address the need for secured entrances at Cameron Elementary School and Center McMechen Elementary School. This amendment would add enhanced safety items along with access controls and security upgrades at both schools.

Marshall County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Steve Burton, with a second by Mr. Tom Lange, the Authority voted to approve Marshall County's CEFP Amendment.

D. Mason County's CEFP Amendment

The Mason County Board of Education requested approval of an amendment to its 2010- 2020 CEFP. This amendment would include fire alarm replacement at Roosevelt and Ashton Elementary Schools. These systems are not working properly and are over 25 years old. They cannot be expanded and replacement parts are almost non-existent. Point Pleasant Middle/High School has experienced several lightning strikes damaging items from HVAC units, computer equipment and some electrical devices; adding lightening protection would ensure that Mason County Schools would not have this maintenance issue.

Mason County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Miller Hall, with a second by Mr. Robert Holroyd, the Authority voted to approve Mason County's CEFP Amendment.

E. Wayne County's CEFP Amendment

The Wayne County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment adds the two new schools, Crum PreK-8 and Ceredo-Kenova Elementary School, that will be completing work by the end of 2017. This amendment also includes a new roof and a HVAC system for Spring Valley High School, which was submitted as a 2018 NEEDs project.

Wayne County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Victor Gabriel, with a second by Mr. Steve Burton, the Authority voted to approve Wayne County's CEFP Amendment.

VI.

NEW BUSINESS

A. Jackson County

Executive Director Blackwell informed the Authority that Attachment H provided a copy of the letter received from Jackson County Board of Education, requesting the removal of McDonough, Bolyard, Peck, Inc., (MBP), as Construction Manager and asking to employ a clerk-of-the-works on the new Jackson County Ravenswood Middle School that connects to Ravenswood High School, which also includes critical improvements.

Upon a motion by Mr. Steve Burton, with a second by Mr. Victor Gabriel, the Authority voted for Jackson to remove McDonough, Bolyard, Peck, Inc., (MBP), as Construction Managers and to replace with a Clerk-of-the-Works, on the new Jackson County Ravenswood Middle/High School projects.

B. Kanawha County

Upon a motion by Mr. Victor Gabriel, with a second by Mr. Chris Morris, the Authority voted to table this item until documentation is received.

VII.

OLD BUSINESS

Funding Consideration for Roofing Projects

Mr. Scott Raines informed the Authority that during the November 2017, Quarterly Meeting of the Authority, the Staff of the SBA provided the prioritized list of proposed roofing projects, that were submitted by counties at the request of the Authority. The intent of the presentation was for the Authority to provide direction to the Staff on whether to proceed further with a special roofing funding cycle. The Staff proposed to the Authority, two funding scenarios which required the Authority to dedicate monies from either the current NEEDs funding cycle or by way of the upcoming MIP funding cycle. After the Staff's presentation, a general discussion took place ending without further direction from the Authority. Counties will begin submitting projects to the Authority for consideration in the MIP funding cycle, prior to the March quarterly meeting. Therefore, it is imperative that the Authority provide direction on this matter, so that we can alert the counties, should the Authority desire to fund these roofs with MIP funds. Attachment J contained the list which has been reviewed and prioritized by age of the existing system by the SBA's roofing consulting, TNT Roofing Systems.

No further direction was given by the Authority, at this time, on how to proceed with the roofing requests.

VIII.

FINANCE REPORTS

A. Analysis of Trustee Accounts - Trustee Accounts Report

Mr. Garry Stewart informed the Authority that the financial reports 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, 2017 summarize the trustee functions of the SBA. The report includes a short summary of each bond series. Attachment K provided this information.

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

Mr. Stewart stated that Attachment L was the financial report of the depository accounts that are maintained by United Bank for the period ending November 15, 2017, summarized construction spending by the SBA for its School Construction and Major Improvement Programs.

C. Monroe County Schools

Mr. Stewart informed the Authority that this item was removed from the Agenda. The five hundred thousand dollars, (\$500,000), Reserve Grant issued out of the 2017 NEEDs was forfeited by the Bond failure. The Authority could vote to reallocate in the 2018 NEEDs Projects, to allow Monroe County to reevaluate funding options of its project.

D. School Construction Funds Available for Distribution

Mr. Stewart notified the Authority that there was forty-nine million two hundred twenty-five thousand eight hundred forty-six dollars, (\$49,225,846), available for distribution for the 2018 NEEDs Funding Cycle with nineteen million one hundred eighty thousand three hundred thirty-nine, (\$19,180,339), available for multi-year funding.

IX.

DELIBERATION AND SELECTION OF PROJECTS

NEEDs Funds Deliberation and Selection of Projections

Executive Director Blackwell notified the Authority that Attachment O provided a Fee Schedule Study for 2018 NEEDs Projects as requested by the Authority in the November 2017 Superintendent Interviews. The Fee Schedule Study provided a breakdown of fees within projects presented for funding during the 2018 NEEDs Allocation.

Mr. Scott Raines provided a review of Attachment P, the Staff of the SBA's comments regarding each of the projects submitted for NEEDs Funding and answered any questions the Authority members had regarding each project. At the conclusion of the review, the Authority considered each project submitted and nominated the following counties to be funded in the 2018 Cycle:

**2018 NEEDs Project
County Nominations**

AUTHORITY MEMBER	COUNTY NOMINATED	SBA FUNDS
Mr. Steve Burton	Wood County	\$4,582,263*
Mr. Robert Holroyd	Mercer County	\$6,187,479**
Mr. Tom Lange	Randolph County	\$5,397,458
Mr. Victor Gabriel	Monongalia County	\$4,024,133
Mr. Chris Morris	Kanawha County	\$6,992,759
Mr. Bart Willis	Mingo County	\$916,365
Dr. James Wilson	Roofing Projects	\$6,014,773***
Mr. Miller Hall	Wyoming County	\$3,042,500****
Dr. Steven Paine	Wayne County	\$3,636,750
Mr. Brian Abraham	Calhoun County	\$895,118
Mr. David Perry	Monroe County	\$100,000*****

*Multi-Year \$2,911,337 required in FY-2019 Funding Cycle

**Multi-Year \$4,516,553 required in FY-2019 Funding Cycle

***Hampshire County \$168,562; Hancock County \$1,000,000; Lincoln County 1,000,000; Preston County \$1,292,400; Tucker County 828,647; Tyler County \$1,179,000 and Upshur County \$546,164

**** Includes \$992,000 QZAB Allocation

*****Reserve Grant

**2018 NEEDs Project
County Nominations**

AUTHORITY MEMBER	COUNTY NOMINATED	SBA FUNDS
Mr. Steve Burton	Cabell County	\$4,144,732*
Mr. Robert Holroyd	Pass	
Mr. Tom Lange	Ritchie	\$1,413,431
Mr. Victor Gabriel	Pass	
Mr. Chris Morris	Pass	
Mr. Bart Willis	Pass	
Dr. James Wilson	Wirt County	\$1,012,706
Mr. Miller Hall	Mason County	\$401,885
Dr. Steven Paine	Pass	
Mr. Brian Abraham	Pleasants County	\$464,494
Mr. David Perry	Remaining Balance Divided between Multi-Year Projects	\$835,463

*Multi-Year \$2,473,807 required in FY-2019 Funding Cycle

Upon a motion by Dr. Steven Paine, with a second by Mr. Steve Burton, the Authority voted to close nominations.

Upon a motion by Mr. Victor Gabriel, with a second by Mr. David Perry, the Authority voted to approve the following projects for funding for the 2018 NEEDs Funding Cycle.

2018 NEEDS PROJECTS

County	Project Description	Project Cost	Local Funds	Funds Awarded
Cabell	New Highlawn Elementary School	\$13,237,078	\$6,618,539	\$4,144,732 ¹
Calhoun	Calhoun Co. MS-HS Sanitation Renovations	\$895,118	\$0	\$895,118
Hampshire	Augusta Elementary School Partial Roof Replacement	\$224,750	\$56,188	\$168,562
Hancock	Weir Middle School Roof Replacement	\$1,270,000	\$270,000	\$1,000,000
Kanawha	Ben Franklin Career Center HVAC & Roof Replacement	\$8,740,949	\$1,748,190	\$6,992,759
Lincoln	Roof Replacement at Five (5) Schools	\$1,208,925	\$208,925	\$1,000,000
Mason	Fire Alarm System Replacement at Two (2) Schools	\$535,846	\$133,961	\$401,885
Mercer	New PK-2 Elementary School	\$12,204,032	\$1,500,000	\$6,187,479 ²
Mingo	Gilbert Elementary / Middle School Renovations	\$1,226,365	\$310,000	\$916,365
Monongalia	Morgantown High School Additions & Renovations	\$5,365,510	\$1,341,377	\$4,024,133
Monroe	New Peterstown PK-8 School	\$24,192,000	\$0	\$100,000 ³
Pleasants	Safe School Entrance Renovations at Two (2) Schools	\$546,463	\$81,969	\$464,494
Preston	Roof Replacement at Two (2) Schools	\$1,292,400	\$0	\$1,292,400
Randolph	Additions & Renovations at Two (2) Schools	\$5,497,458	\$100,000	\$5,397,458
Ritchie	Ritchie Co. MS-HS Access Control & Energy Management	\$2,016,575	\$604,144	\$1,412,431
Tucker	Davis Thomas ES-MS Roof Replacement & Site Drainage	\$828,647	\$0	\$828,647
Tyler	Roof Replacement at Two (2) Schools	\$1,572,000	\$393,000	\$1,179,000
Upshur	Tennerton Elementary School Roof Replacement	\$546,164	\$0	\$546,164
Wayne	Spring Valley HS HVAC & Roof Replacement	\$3,836,750	\$200,000	\$3,636,750
Wirt	Wirt Co. Primary-MS Restroom Renovation & Security Upgrades	\$1,283,053	\$270,347	\$1,012,706
Wood	Wood Co. Technical Center Additions & Renovations	\$9,992,000	\$2,498,400	\$4,582,263 ⁴
Wyoming	Wyoming East High School HVAC & Roof Replacement	\$4,054,500	\$1,012,000 ⁵	\$3,042,500
Totals		\$100,566,583	\$17,347,040	\$49,225,846

Notes:

1. Indicates an additional SBA commitment of \$2,473,807 in the FY-2019 Funding Cycle.
2. Indicates an additional SBA commitment of \$4,516,553 in the FY-2019 Funding Cycle.
3. Indicates the award of a Reserve Grant.
4. Indicates an additional SBA commitment of \$2,911,337 in the FY-2019 Funding Cycle.
5. Includes a \$992,000 QZAB Allocation.

X. **PERSONNEL COMMITTEE**

Financial Assistant

Upon a motion by Mr. Steve Burton, with a second by Mr. Robert Holroyd, the Authority voted to approve the Staff of the SBA to hire a Financial Assistant.

XI. **PERSONNEL MATTERS – Mr. Brian Abraham**

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton, the Authority voted to go into Executive Session. No Action was taken in the Executive Session.

Executive Session

Personnel matters will involve an Executive Session as provided in W. Va. Code §6-9A-4(b)(2)(A) [personnel exception] and/or §6-9A-4 [matters involving attorney-client privilege per Peters v. County Commission, 205 W. Va. 481 (1999)]. The Authority majority must vote to have an Executive Session.

XII. **AD-HOC CONSTRUCTION MANAGERS COMMITTEE**

General Recommendations

Dr. Steve Paine informed the Authority that currently the SBA selects and assigns construction managers to projects.

The AD-HOC Construction Manager's Committee recommended, for approval of the full Authority to eliminate the categorical assignment of construction managers by SBA. And for a county (owner) to select an architect, and together the owner and architect will determine whether a project warrants a clerk of the works and/or construction manager. Selection and contractual parameters will be at the discretion of the county.

The AD-HOC Construction Manager's Committee recommended for approval of the full Authority to establish minimum qualifications for clerk of the works positions utilizing industry standards.

The AD-HOC Construction Manager's Committee recommended for approval of the full Authority to institute ongoing formative evaluation of architectural services by owners, the staff of the SBA and architect.

No action was taken regarding the recommendations of the AD-HOC Construction Manager's Committee.

XIII. **FUTURE MEETINGS**

The 2018 spring quarterly meeting of the School Building Authority of West Virginia is scheduled on March 19, 2018 with the location to be determined.

The 2018 summer quarterly meeting of the School Building Authority of West Virginia is scheduled on June 18, 2018 with the location to be determined.

The 2018 fall quarterly meeting of the School Building Authority of West Virginia is scheduled on September 17, 2018 with the location to be determined.

The 2018 NEEDs Grant Submission/Superintendent Interviews meeting is scheduled on October 29 and 30, 2018 with the location to be determined.

The 2018 winter quarterly meeting and NEEDs Grant project selection meeting of the School Building Authority of West Virginia is scheduled on December 10, 2018 with the location to be determined.


Upon a motion by Mr. David Perry, with a second by Mr. Miller Hall, the Authority voted to approve the above dates for the 2018 School Building Authority Meetings.

XIV.

ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. Victor Gabriel, with a second from Mr. Robert Holroyd, the Authority voted to adjourn the December 11, 2017 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved March 19, 2018



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