

**MINUTES**  
**School Building Authority Of West Virginia**

**Special Meeting Teleconference**  
**Monday, November 4, 2019**  
**9:30 A.M.**

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

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Special Meeting to order at 9:30 A.M. on Monday, November 4, 2019. Members present: David Perry, with Chairman Brian Abraham, Dr. Steven Paine, Ms. Debra Sullivan, Mr. Miller Hall, Mr. Steve Burton, Mr. Chris Morris, Mr. Bart Willis, Vice-Chair, and Ms. Sandra Hamilton participating via phone. The following SBA staff were also present: David Roach, Executive Director, Ben Ashley, Mike Hall, Sue Chapman, and Shannon Driver.

**II. ACKNOWLEDGMENTS AND RECOGNITIONS**

The following individuals were also in attendance: Ryan Quinn, Charleston Gazette-Mail.

Executive Director Roach informed the Authority that he presented Mr. Holroyd's family with Memoriams from the Governor at Mr. Holroyd's service. A moment of silence followed to honor Mr. Holroyd.

**III. OLD BUSINESS**

**A. Gilmer County Elementary School – Outstanding Invoices – (Action) – **HANDOUT****

Executive Director Roach advised the Authority that CFO Sue Chapman previously discussed Gilmer County Elementary School's outstanding invoice in the amount of \$20,142 at the Quarterly Meeting held on September 16, 2019, but it was not voted on because it was not listed as an action item on the agenda. Executive Director Roach respectfully recommended the Authority approve paying this invoice.

Upon a motion by Dave Perry with a second by Sandra Hamilton, the Authority voted to approve paying Gilmer County Elementary's outstanding invoice in the amount of \$20,142.

**B. Proposed Project Nomination and Funding Procedures – (Action) – **ATTACHMENT A****

As requested by the Authority at the Quarterly Meeting held on September 16, 2019, Executive Director Roach advised the Authority that the Project Nomination and Funding Procedures have been revised to include the ability to ask for unanimous consent to remove and consider individually one or more projects as recommended by the SBA staff. Executive Director Roach respectfully recommended the Authority approve the Proposed Project Nomination and Funding Procedures.

Upon a motion by Dave Perry with a second by Bart Willis, the Authority voted to approve the Proposed Project Nomination and Funding Procedures.

C. Needs Project Evaluation Analysis – (Information/Action) – ATTACHMENT B

Executive Director Roach presented the Needs Project Evaluation Analysis and scoring criteria created by the SBA Architectural Staff, and respectfully recommended approval by the Authority. Ms. Sullivan asked if this analysis will be effective with the upcoming round of Needs projects. Executive Director Roach confirmed this is correct.

Upon a motion by Debra Sullivan with a second by Miller Hall, the Authority voted to approve the Needs Project Evaluation Analysis.

IV. **NEW BUSINESS** – Executive Director Roach

A. SBA Square Footage Cost Allowance Increase - (Action) – ATTACHMENT C

The Construction Committee met on September 23, 2019 to discuss the possibility for an SBA square footage cost allowance increase. The Committee voted to approve a 20% increase to the SBA's square footage cost allowance, which is reflected in Attachment C. Executive Director Roach advised the Authority that we have not had in an increase in the past six years. The Construction Committee wanted to make sure this square footage increase would cover all new grants in December, but any grant that was given prior to will come back to the Authority if there is any increase. Mr. Burton discussed labor cost increases with the Authority, advising those costs may have increased by 1% per year. Executive Director Roach respectfully recommended the square footage cost allowance increase be approved by the full Authority.

Upon a motion by Dave Perry with a second by Bart Willis, the Authority voted to approve the SBA Square Footage Cost Allowance Increase.

B. Legislative Rules Series 5 Revisions - (Action) – ATTACHMENT D

Executive Director Roach presented revisions to the SBA's Legislative Rules Series 5 regarding the SBA's Contracts and Agreements to include Post-Project Evaluation and Suspension of Right to Bid. Attachment D, which contains the revisions, was provided to the Authority. The revisions have been reviewed by Attorney Kelli Talbott. Executive Director Roach respectfully recommended the Authority approve these revisions as presented, and for the SBA Staff to move forward with filing the 30-day Comment Period with the Secretary of State's Office.

Upon a motion by Dave Perry with a second by Sandra Hamilton, the Authority voted to approve the Legislative Rules Series 5 revisions.

C. Mercer County Requests an Extension - (Action) – ATTACHMENT E

Mercer County Board of Education requests an extension of the grant received for the construction of the Mountain Valley Elementary School project until March 30, 2020 to complete the close-out process. Executive Director respectfully recommended that the authority approve this extension to Mercer County Board of Education's grant contract.

Upon a motion by Debra Sullivan with a second by Dr. Steven Paine, the Authority voted to approve the extension to Mercer County Board of Education's grant contract.

D. Calhoun County Requests Emergency Funds – (Action) – ATTACHMENT F

The Calhoun County Board of Education requests Distressed County Emergency Funds in the amount of \$278,041 for HVAC repairs at Pleasant Hill Elementary School. Due to the failing HVAC equipment at this facility and the inadequate environmental conditions, Calhoun County has cancelled school on numerous occasions. The county has worked continuously to provide reactionary maintenance on the four units that serve this facility to keep the school in operation; however, each unit has long exceeded its life expectancy.

Calhoun County received a Needs grant in December 2018 to replace one of the four units at this facility, which addressed the critical need at that time. Since then, a second unit became completely non-operational. The county elected to add the second unit to the scope of the Needs project as an alternate with the hope that both units could be replaced in this project. However, bids were received, and the project was determined to be over budget. The request from the Distressed

County Emergency Fund will solidify the budget to replace two of the four units. Calhoun County plans to use parts from the two non-operational units to maintain the two remaining units until funding becomes available for replacement.

Calhoun County is eligible for the Distressed County Emergency Fund has complied with all required steps. Executive Director Roach respectfully requests that the Authority approve \$278,041 in Distressed County Emergency Funds to Calhoun County for HVAC repairs at Pleasant Hill Elementary School. Executive Director Roach respectfully recommended that the Authority approve Calhoun County's request for emergency funds.

Upon a motion by Steve Burton with a second by Miller Hall, the Authority voted to approve Calhoun County's Emergency Funds Request.

**V. FUTURE MEETINGS - (Information)**

November 18 & 19, 2019 – Superintendent Interviews to be held at the School Building Authority  
December 16, 2019 – Special Meeting to be held at the School Building Authority  
December 17, 2019 – NEEDs Grant Funding  
*Location to be Determined*

**VI. EXECUTIVE DIRECTOR'S CLOSING REMARKS**

Executive Director Roach discussed with the Authority having a special meeting the day before the December Needs Project meeting to review and discuss the projects with the SBA staff.

Upon a motion by Dave Perry with a second by Sandra Hamilton, the Authority voted to have a special meeting on Monday, December 16<sup>th</sup> at 1:30 at the School Building Authority to review and discuss the Needs Projects, and to move the Needs Project meeting to Tuesday, December 17<sup>th</sup>.

**VII. ADJOURNMENT**

There being no further business to come before the Authority and upon a Motion by Steve Burton with a second by Dave Perry, the Authority voted to adjourn the November 4, 2019 Special Meeting Teleconference of the School Building Authority of West Virginia.

Minutes Approved November 18, 2019



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