

MINUTES
Quarterly Meeting
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

Held at:

The West Virginia Lottery
900 Pennsylvania Avenue
10th Floor Conference Room
Charleston, West Virginia

June 17, 2019
9:00 a.m.

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 9:00 A.M. on Monday, June 17, 2019. The following Board Members were present: Steve Burton; Victor Gabriel, Secretary; Robert Holroyd; Bart Willis, Vice-Chair; Dr. James Wilson; Chris Morris; Sandra Hamilton; Debra Sullivan; Dr. Steven Paine, and David Perry. The following SBA Staff were also present: David Roach, Executive Director; Ben Ashley; Dana Womack; Joyce VanGilder; Shannon Driver; Angie Bradley, Tammy Brewer; Lisa Wilkinson; Sue Chapman; Heather Brunton; Mark Miller; Andrew Lore, Mendi Harkins; Emilee Werhle; and Jordan Fritts.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA Meeting: Curtis Moore, Wirt County Board of Education; Jeff Smith, Wirt County Board of Education; Kelli Whytsell, Calhoun County Board of Education; Greg Martin, Williamson Shriver Architects; Mary Jane Pope Albin, Wirt County Board of Education; JP Mowery, Pendleton County Board of Education; Jerry Milliken, West Virginia Board of Education; Terrence Beam, Pocahontas County Board of Education; Eddie Campbell, Monongalia County Board of Education; Chuck Smith, Kanawha County Board of Education; Scott Cochran, Webster County Board of Education; Ron Duerring, Superintendent, Kanawha County Schools; Pam Gallaher, Taylor County Board of Education; Amanda Kimble, Tyler County Board of Education; Brenda Wells, Braxton County Board of Education; Mike Fling, Wood County Board of Education; Jim Lopez, Harrison County Board of Education; Patricia Lowther, Gilmer County Board of Education; Joe Frashure, Gilmer County Board of Education; Ernie Dellatorre, McKinley and Associates; and Ryan Quinn, Gazette-Mail.

III. APPROVAL OF MINUTES

- SBA Quarterly Meeting held on March 18, 2019
- SBA Teleconference Meeting held April 29, 2019
- SBA Special Meeting held on May 31, 2019

Upon a motion by Mr. Holroyd, with a second by Mr. Gabriel, the Authority voted to approve the minutes from the SBA Quarterly Meeting held on March 18, 2019, the SBA Teleconference Meeting held on April 29, 2019, and the SBA Special Meeting held on May 31, 2019.

IV.

EXECUTIVE DIRECTOR'S REPORT

Purchasing Card (P-Card) Program Report

Executive Director Roach notified the Authority that one of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, an itemized list (Attachment D) of the SBA's card usage for the period of January 1, 2019 through May 31, 2019 was provided to the Authority.

Active Project Status Updates

Executive Director Roach notified the Authority that the SBA Architectural Services Staff has provided a status update for each active project that was funded by the SBA. A handout (Attachment E) was provided to the Authority. Executive Director Roach advised the Authority to contact the specific field representatives listed in the handout if they have any further questions.

V.

CEFP AMENDMENTS

Mr. Ben Ashley informed the Authority that the amendments to county Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Architectural Staff and have been reviewed and approved by the State Department of Education. Approval of these amendments does not necessarily reflect support for funding of the project within the Amendment. Approval of these amendments only means that the County followed the proper Amendment process. Mr. Ashley advised the following Amendments were submitted for review and approval:

A. Barbour County CEFP Amendment

Barbour County Board of Education requests approval of an amendment to its 2010–2020 CEFP. This amendment adds a "Security Portal" to the entrance of Philippi Elementary School. The Barbour County Board of Education proposes the addition of a vestibule to the entrance at this facility.

Barbour County has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval of this amendment.

Upon a motion by Mr. Gabriel, with a second by Mr. Perry, the Authority voted to approve this CEFP Amendment. Chairman Abraham stated Mr. Ashley will go through the entire list of CEFP Amendments, and the Authority will motion to approve them all collectively at the end.

B. Gilmer County CEFP Amendment

Gilmer County Board of Education requests approval of an amendment to its 2010-2020 CEFP. This amendment modifies Gilmer County's grade level configurations in order to best meet the curriculum needs for elementary and middle school students. It also supports the grade level structures developed by the WVDE for middle school learners. The new framework will provide Gilmer County with a PK-5 elementary school configuration and include grades 6-12 at Gilmer County Middle/High School.

Gilmer County has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval.

C. Lewis County CEFP Amendment

Lewis County Board of Education requests approval of an amendment to its 2010-2020 CEFP. This amendment adds separate, secure Safe School entrances to Peterson-Central Elementary and Roanoke Elementary Schools.

Lewis County has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval.

D. Pendleton County CEFP Amendment

Pendleton County Board of Education requests approval of an amendment to its 2010-2020 CEFP. This amendment would involve a roof replacement of over the gymnasium area of Brandywine Elementary School.

Pendleton County has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval.

E. Preston County CEFP Amendment

Preston County Board of Education requests approval of an amendment to its 2010-2020 CEFP. This amendment adds separate, secure Safe School entrances to Kingwood Elementary School and Preston High School as well as HVAC improvements at Kingwood Elementary and West Preston Elementary Schools.

Preston County has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval.

F. Roane-Jackson Technical Center

Roane-Jackson Technical Center requests approval of an amendment to its 2010-2020 CEFP. This amendment includes replacement of plumbing fixtures in Buildings A, B, and C.

Roane-Jackson Technical Center has complied with the SBA CEFP Amendment Process, and as such, the Executive Director respectfully recommended approval.

Upon a motion by Mr. Gabriel, with a second by Mr. Perry, the Authority voted to approve all CEFP Amendments.

VI.

FINANCE REPORT

SBA Profit and Loss Statement

Chief Financial Officer Sue Chapman presented the SBA's Profit and Loss Statement for the time period of January 1, 2019 through May 31, 2019. A handout was provided to Authority members.

VII.

NEW BUSINESS

A. Deliberation and Selection of Major Improvement Program Projects

Executive Director Roach notified the Authority that the MIP funds available for distribution during the FY2020 funding cycle is \$5,000,000, while the total Three Percent Grant funds available for distribution during the FY2020 funding cycle is \$1,075,374.

Ben Ashley advised the Authority that he and the SBA architectural staff have worked with all counties that submitted a Major Improvement Project (MIP) request since March 2019 to understand both the severity of need and proposed solutions for each project. The SBA also performed an evaluation and prepared a report for each county that submitted a request for MIP grant funding. After reviewing the submitted documents, on-site reviews were performed by the SBA to review the information as well as verify the severity of need for the proposed projects. All affected facilities were visited by the SBA staff and the interior and exterior conditions of each facility were examined. The SBA then scored, vetted, and compared each project individually, while utilizing objective criteria to evaluate each project. The objective criteria for the evaluation of projects included, but was not limited to, how the current facilities do not meet and how the plan and any project under the plan meets the points listed in the first page of Attachment L, which was provided to the Authority. When asked by county superintendents, the SBA have also assisted in project development to ensure the specific project proposals meet the goals of the evaluation criteria for SBA-funded projects as outlined in WV Code §18-9D-16. Mr. Ashley and Ms. Angie Bradley then provided a brief review of each project, which included the following counties: Barbour, Berkeley, Braxton, Calhoun, Fayette, Harrison, Jefferson, Kanawha, Lewis, Lincoln, Logan, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Pendleton, Pocahontas, Preston, Randolph, Taylor, Tyler, Upshur, Wayne, Webster, Wirt, and Wood. A detailed handout was provided to the Authority, and the SBA staff was available to answer questions. After the review, the Authority considered each project submitted and selected those to be funded in the 2020 MIP Funding cycle.

County	Project	Total Project Cost	Local & Other Funds	SBA Funds Awarded
Harrison	New Lost Creek ES (PreK-5 Addition to South Harrison MS)	\$2,500,000	\$1,500,000	\$1,000,000
Jefferson	T.A. Lowery ES HVAC Controls Replacement	\$1,220,200	\$270,200	\$950,000
Kanawha	Alum Creek ES Addition / Renovations	\$3,475,615	\$2,475,615	\$1,000,000
Pendleton	Brandywine ES Roof Replacement for Gym	\$98,192	\$0	\$98,192
Pocahontas	Green Bank ES-MS Roof & Boiler Replacement	\$575,652	\$4,000	\$571,652
Wayne	East Lynn ES Wastewater Treatment Plant	\$463,500	\$100,000	\$363,500
Webster	Glade ES Roof Replacement	\$965,630	\$0	\$965,630
Totals		\$9,298,769	\$4,349,815	\$4,948,974

Executive Director Roach advised the Authority that the September agenda will include the weighted scale of the criteria used to give an explanation as to how and why the methods for calculation of needs are chosen.

B. Three Percent Statewide Project Review and Award

Mr. Ashley notified the Authority that the total Three Percent Grant Funds available for distribution during the FY2020 funding cycle is \$1,075,374. All projects submitted for consideration were reviewed by the SBA staff. A report summarizing these projects and recommendations to be funded was prepared by the SBA staff and given to the Authority for review.

Facility	Project Description	SBA Funds Awarded
Calhoun-Gilmer Career Center	Roof Repl. over Annex Buildings & New Kitchen Grease Trap	\$132,782
Roane-Jackson Technical Center	Roof Repl. on Building D, New Water Treatment Plant, New Plumbing Fixtures	\$464,162
Fred Eberle Technical Center	Sidewalk/Ramp Replacements, Stormwater Drainage System Repairs	\$422,622
Mid-Ohio Valley Technical Institute	New Dust Collection System In Carpentry Room	\$55,808
Totals		\$1,075,374

Chairman Abraham entertained a motion to approve the SBA's project recommendations for the amount set forth. Mr. Gabriel motioned to approve the recommendations, and the Authority seconded in favor.

VIII.

OLD BUSINESS

Executive Director Roach advised the Authority to review the county extension requests and recommended that the Authority collectively approve them.

A. Fayette County Requests an Extension

The Fayette County Board of Education requests a six (6) month extension to Midland Trail High School's 2015 NEEDs Grant Contract while the project Close Out is underway.

Executive Director Roach requested that the Authority approve this six (6) month extension to Fayette County's Midland Trail High School 2015 Needs Grant Contract.

B. Pocahontas County Requests an Extension

The Pocahontas County Board of Education requests an extension to December 31, 2019 for Pocahontas County High School's 2018 MIP Grant Contract due to delays in bidding and procurement of construction and materials. The project is currently under construction, and Pocahontas County expects it to be completed later this fall.

Executive Director Roach requested that the Authority approve this six (6) month extension to Pocahontas County High School's 2018 MIP Grant Contract.

C. Richie County Requests an Extension

The Ritchie County Board of Education requests an extension of the scope of the 2017 Needs Grant Contract to include additional interior door replacements and security upgrades at Ritchie County Middle/High School. The Ritchie County Board of Education believes this additional work can be completed within the current time frame and project budget established.

Executive Director Roach requested that the Authority approve this scope extension to Ritchie County's Ritchie County Middle/High School 2017 Needs Grant Contract.

D. West Virginia Schools for the Deaf and the Blind an Extension

The West Virginia School for the Deaf and the Blind requests an extension of three (3) months on its FY2017 Three Percent Grant to allow for project completion.

Executive Director Roach requested that the Authority approve this three (3) month extension to the West Virginia School for the Deaf and the Blind to allow for project completion.

E. 2020 Statewide CEFP Update– (Information) – Mr. Ben Ashley

Mr. Ashley provided an update on the progression of the 2020 Comprehensive Education Facility Plan (CEFP). He advised the Authority that architects, engineers, and educational planners have been hired in all fifty-five (55) counties. Facility condition assessments are currently underway. September 30, 2019 is the target date for the completion of all facility conditional assessments. Seventy-four (74) counties and architects have signed up for access to *Dude Solutions* 360 template. A few of the counties have already begun educational planning for the CEFP's. The SBA is currently working on a progress report to aid in the development of projects, keep everyone apprised of updates, and offer assistance, if needed. This will be completed around August 1, 2019. The SBA will present CEFP development information at the Superintendents' Conference toward the end of June. The SBA is still targeting the end of 2019 to complete all Phase 1 information. Phase 2 will involve decision making and translating educational and facility needs.

Upon a motion by Mr. Perry, with a second by Mr. Holroyd, the Authority voted to approve all extension requests.

IX. FUTURE MEETINGS

Chairman Abraham notified the Authority of the following dates for future Quarterly Meetings:

- Fall Quarterly Meeting to be held on September 16, 2019 at the School Building Authority.
- Grant Submission/Superintendent Interview Meetings to be held on November 18 and 19, with the location to be determined.
- Winter Quarterly Meeting and NEEDS Grant Project Selection to be held on December 16, 2019, with the location to be determined.

X. EXECUTIVE DIRECTOR'S CLOSING REMARKS

Executive Director Roach thanked the architectural and finance staff for their time spent working on each project. He also notified the Authority that a discussion regarding establishment of an orderly process regarding ways to fund future projects will be discussed at the September 2019 meeting. Executive Director Roach asked that everyone please hold their questions or comments until the next meeting.

XI. ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. Holroyd, with a second by Mr. Willis, the Authority voted to adjourn the June 17, 2019 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved September 16, 2019



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