

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
on
June 18, 2018
9:30 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 9:30 a.m. on Monday, June 18, 2018. The following Board Members were present: Steve Burton, Vice-Chair; Victor Gabriel, Secretary; Robert Holroyd; Tom Lange; Bart Willis, Dr. James Wilson; Miller Hall; Dr. Steve Paine and David Perry. The following Staff of the SBA were also present: David Roach, Executive Director; Garry Stewart; Ben Ashley; Mike Hall; Dana Womack; Joyce VanGilder; Stella Gill; Angie Bradley, and Tammy Brewer.

II. **ACKNOWLEDGMENTS AND RECOGNITIONS**

Chairman Abraham recognized Ben Ashley as the new Director of Architectural Services and Angie Bradley as the new Coordinator of Architectural Services.

The following individuals attended the SBA Meeting: Drew Rottgen, Cabell County Board of Education; Superintendent Ryan Saxe, Cabell County Board of Education; Kim Cooper, Cabell County Board of Education; Matt Stanley, Cabell County Board of Education; Anna Kincaid-Cline, Fayette County Board of Education; Ted Shriver, Williamson Shriver Architects; Mike Pickens, West Virginia Department of Education, Director of School Facilities; Tracy Hannah, West Virginia ACT; Ernie Dellatorre; McKinley and Associates; Justin Rogers, WSAZ; Curtis Moore, Wirt County Board of Education; Carl Brainard, Wirt County Board of Education; Ryan Quinn, Gazette-Mail; Ronald G. Hall, Pocahontas County Board of Education; Carolyn Arritt; Shirley McGraw; Assistant Principal Brittany Harris, Horace Mann Middle School; Principal Shandon Twedy, Horace Mann Middle School; Jeff Brewer, Wyoming County Board of Education; Superintendent Deirdre Cline, Wyoming County Board of Education; Jerry Millikan, West Virginia Board of Education; Superintendent Jeff Woofter, Barbour County Schools; Superintendent Todd Alexander, Wayne County Board of Education; Matt Stanley, Wayne County Board of Education; Superintendent Mary Jane Pope-Albin, Wirt County Board of Education; Steve Slochett, Fayette County Board of Education; Superintendent Gabe Devono, Randolph County Board of Education; Superintendent Terry George, Fayette County Board of Education; Gary Hough, Fayette County Board of Education; Amanda Chevront, Thrasher; Bill Radcliffe, Thrasher; Greg Williamson, Williamson Shriver Architects; Bob Dunlevy, McKinley and Associates; and Brenda Wells, Braxton County Board of Education.

III. **APPROVAL OF MINUTES**

SBA Quarterly Meeting March 19, 2018; Special Teleconference Meeting May 10, 2018; and Special Teleconference Meeting June 12, 2018

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Tom Lange, the Authority voted to approve the minutes from the SBA Quarterly Meeting held March 19, 2018; Special Teleconference Meeting held May 10, 2018 and Special Teleconference Meeting held June 12, 2018.

Mr. Tom Lange requested that his concerns be noted in the June 12, 2018 Teleconference Meeting.

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 Staff of the SBA. As such, Attachment D provided an itemized list of the SBA's card usage for the period of February 1, 2018 through April 30, 2018.

V.

CEFP AMENDMENTS

Executive Director Roach 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 had been reviewed and coordinated with the State Department of Education Office of School Facilities. The State Board of Education had acted on these same amendments. 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. Complete Amendment submittals were available for review upon request. The following Amendments were submitted for review and approval:

A. Cabell County CEFP Amendment

The Cabell County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment would remove the closure and/or consolidation of Davis Creek, Hite-Saunders, Meadows, Nicholas and Ona Elementary Schools. The Board feels that a smaller school setting will aid in addressing the personal and educational needs for students within these communities. To better secure the building and safety of the students, "man traps" will be constructed at the entrance of the buildings.

Cabell County had complied with the SBA CEFP Amendment Process.

Upon a motion by Mr. David Perry, with a second by Mr. Bart Willis, the Authority voted to approve this CEFP Amendment.

B. Monongalia County CEFP Amendment

The Monongalia County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment includes the replacement of the fluid cooler, water source heat pumps, boilers, fire alarm and other related equipment associated with the renovation of the HVAC system at Suncrest Middle School.

Monongalia County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Victor Gabriel, with a second by Mr. Miller Hall, the Authority voted to approve this CEFP Amendment.

C. Randolph County CEFP Amendment

The Randolph County Board of Education requested approval of an amendment to its 2010-2020 CEFP, providing for the installation of a new HVAC System at Coalton Elementary School.

Randolph County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Tom Lange, with a second with Mr. David Perry, the Authority voted to approve this CEFP Amendment.

D. Roane-Jackson Technical Center CEFP Amendment

The Roane-Jackson Technical Center requested approval of an amendment to its 2010-2020 CEFP. This amendment includes the replacement of the existing roof on Building D; construction of new classrooms in Buildings B & C; replacement of the water treatment plant; and drain and sewer lines beneath the service yard.

Monongalia County had complied with the SBA CEFP Amendment process.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Steve Burton, the Authority voted to approve this CEFP Amendment.

E. Wirt County CEFP Amendment

The Wirt County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment includes an exterior concrete walkway, exterior windows, exterior doorframes, double set of automated doors, handicapped accessible bathrooms, plumbing and bathroom renovations. Additional interior doors are needed, as well as door hardware and locks.

Wirt County had complied with the SBA CEFP Amendment process.

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

VI. **FINANCE REPORT**

A. Analysis of Trustee Accounts - Trustee Accounts Report

Mr. Garry Stewart, Director of Finance, 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 May 31, 2018 summarize the trustee functions of the SBA. Attachment J provided the report that included a short summary of each bond series.

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

Mr. Stewart notified the Authority that the financial report of the depository accounts maintained by United Bank for the period ending June 15, 2018, provided in Attachment K, summarized construction spending by the SBA for its School Construction and Major Improvement Programs.

C. Current SBA Fund Balances

Mr. Stewart advised the Authority that as of June 30, 2018 the following funds were available:

Emergency Funds	\$ 4,000,000.00
School Construction Funds	\$ 0.00
HVAC Reserve Fund -	
Financially Distressed Counties	\$ 600,000.00

VII. **NEW BUSINESS**

A. Deliberation and Selection of Major Improvement Program Projects

Executive Director Roach notified the Authority that the total MIP Funds available for distribution during the 2018 funding cycle was \$5,105,833.97. Ben Ashley and Angie Bradley provided a review of each project and the Staff of the SBA was available to answer questions. After the review, the Authority considered each project submitted and selected those to be funded in the 2018 MIP Funding cycle. The following amounts were available for distribution in FY2018:

FY2019 Allocation	\$ 5,000,004.00
Forfeited MIP Grants	\$ 86,106.46
Investment Income	\$ 19,723.51
Total Funds Available	\$ 5,105,833.97

The Authority nominated the following projects for funding:

Authority Member	County	Amount
Mr. Steve Burton	Logan	\$ 800,000.00
Mr. Robert Holroyd	Monroe	577,709.00
Mr. Tom Lange	Berkeley	1,000,000.00
Mr. Victor Gabriel	Randolph	300,000.00
Mr. Bart Willis	Fayette	1,000,000.00
Dr. James Wilson	Ohio	1,000,000.00
Mr. Miller Hall	Wyoming	389,317.00
Dr. Steven Paine	Pocahontas	975,192.00
Mr. Brian Abraham	Cabell	382,927.00
Mr. David Perry	Wayne	386,238.00

Mr. Stewart informed the Authority there was \$6,811,383 in projects nominated, \$1,605,549.50 over the \$5,105,833.97 available and the First Energy Grant for \$100,000 was still available.

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton, the Authority voted to approve closing the nomination of projects.

Upon a motion by Mr. Steve Burton, with a second by Mr. David Perry, the Authority approved to award Berkeley County the \$100,000 First Energy Grant with the SBA contributing \$900,000

Upon a motion by Mr. David Perry, with a second by Mr. Tom Lange, the Authority voted to approve the funding of Fayette County for \$1,000,000.

Upon a motion by Mr. Miller Hall, with a second by Mr. Tom Lange, the Authority voted to approve the funding of Wyoming County for \$389,317.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. David Perry, the Authority voted to approve the funding of Monroe County for \$577,709.

Upon a motion by Mr. Victor Gabriel, with a second by Mr. David Perry, the Authority voted to approve changing the method of approving Counties for funding, continue to nominate Counties but also look at the total amount of SBA funding requested.

Upon a motion by Dr. James Wilson, with a second by Dr. Steven Paine, to fund Ohio County for \$1,000,000. After a brief discussion the Authority voted to not fund this project at this time.

Upon a motion by Mr. David Perry, with a second by Mr. Tom Lange, the Authority voted to approve the funding of Pocahontas County for \$496,517.

Mr. Stewart informed the Authority that the total for Counties approved for funding including Counties nominated but not yet approved, was \$5,232,708, for \$126,874 over available funds of \$5,105,833.97.

Superintendent Ryan Saxe, Cabell County Schools, volunteered to reduce Cabell County's request for funds by \$126,874.

Upon a motion by Mr. Brian Abraham, with a second by Mr. Victor Gabriel, the Authority voted to approve the reduction in Cabell County's request by \$126,987, bringing its final request to \$256,053.

Upon a motion by Mr. Steve Burton, with a second by Mr. Tom Lange, the Authority voted to approve the following Counties for the 2018 MIP Funding Cycle:

County	Project	Total Project Cost	Local & Other Funds	SBA Funds Awarded
Berkeley	Orchard View Intermediate School Addition	\$1,854,827	\$954,827 *	\$900,000
Cabell	Safe School Entrances at Spring Hill & Altizer Elementary Schools	\$1,082,927	\$826,874	\$256,053
Fayette	Fayetteville HS Renovations to create Fayetteville PK-8 School	\$1,290,108	\$290,108	\$1,000,000
Logan	West Chapmanville Elementary School Renovations	\$1,110,265	\$310,265	\$800,000
Monroe	James Monroe High School Safety Renovations	\$722,136	\$144,427	\$577,709
Pocahontas	Green Bank Elementary / Middle School Renovations	\$501,517	\$5,000	\$496,517
Randolph	Coalton Elementary School HVAC Replacement	\$300,000	\$0	\$300,000
Wayne	County-wide HVAC and PTAC Units for 12	\$436,238	\$50,000	\$386,238
Wyoming	Wyoming Career & Technical Center Window & Door Replacement	\$519,317	\$130,000	\$389,317
Totals		\$7,817,335	\$2,711,501	\$5,105,834

* Includes a \$100,000 Grant from FirstEnergy.

B. Three Percent Statewide Project Review and Award

Mr. Stewart informed the Authority that the total of Three Percent Grant Funds available for distribution during the 2018 funding cycle was \$1,713,832. All projects submitted for consideration were reviewed by the Staff of the SBA, as well as Dr. Kathy D'Antoni, Associate Superintendent West Virginia Department of Education. Attachment M provided a report summarizing these projects and recommendations for projects to be funded was prepared by the Staff of the SBA and a copy was provided in Attachment M.

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton, the Authority voted to approve the following projects for funding for the 2018 Three Percent Funding Cycle:

Facility	Project Description	SBA Funds Awarded
WV Department of Education	Continuation of Statewide Preventative Maintenance Program	\$105,500
Fred Eberle Technical Center	New Welding Shop Ventilation / Exhaust System	\$100,541
Mid-Ohio Valley Technical Institute	General Renovations	\$304,468
South Branch Career & Technical Center	General Renovations	\$371,590
WV Schools for the Deaf & the Blind	School Access Safety Renovations	\$50,000
Roane Jackson Technical Center	General Renovations	\$506,640
United Technical Center	General Renovations	\$248,891
Totals		\$1,687,630

C. 2020 Statewide CEFP Template Funding Allocation

Executive Director Roach informed the Authority that the Staff of the SBA had been working collaboratively with the WV Department of Education's Office of School Facilities to develop an electronic Comprehensive Educational Facilities Plan (CEFP) template. This template will use a Capital Forecast Direct (CFD) software program and will incorporate information already gathered in the Preventative Maintenance (PM) program through *Dude Solutions*. This program will provide an electronic instrument to incorporate the various areas of the CEFP enabling local and state administrators to identify and rank school facility needs. The software will develop a facility and equipment index assessment that is maintained over time and will generate state-wide facility condition reports that will accurately forecast future facility needs.

A contract to use the Dude Solutions brand software was procured by the WV Department of Education and has been evaluated and approved by the WV Attorney General's office. The WV Department of Education has provided \$230,000 to begin this program.

The Staff of the SBA feels this database will aid local education agencies and the SBA in gathering accurate, dynamic data to make more informed Capital Improvement decisions relative to the individual educational plans. Executive Director Roach recommended to the Authority allocating \$200,000 from the School Construction NEEDs Fund to implement this program.

After a brief discussion and explanation from Mr. Ben Ashley and Mr. Mike Pickens, Executive Director of the WV Department of Education's Office of School Facilities, regarding cost per year and annual fees for the Statewide CEFP template. Mr. Pickens provided the following information: Template Annual Cost \$100,000 and Capital Forecast Direct Annual Fees \$125,000 for a total of \$225,000 Annually.

Upon a motion by Mr. Tom Lange, with a second by Mr. Steve Burton, the Authority voted to approve tabling this matter until additional information is available,

D. Action Regarding Executive Section

Executive Director Roach referred to the Executive Session from the June 12, 2018 Special Tele Conference Meeting of the Authority, Executive Director Roach requested approval to seek advice from counsel regarding potential litigation for ongoing projects and to seek representation, should this become necessary.

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 seek advice from counsel, West Virginia Attorney General's Office, regarding potential litigation for ongoing projects and representation should it become necessary.

E. Discussion

There was no discussion held regarding the operation of the Authority as an unbiased and equitable body.

VIII. **CONSTRUCTION COMMITTEE**

Policy and Procedural Handbook Revisions

Mr. Steve Burton, Chair of the Construction Committee, notified the Authority that the Construction Committee met on May 21, 2018 to discuss the revisions of the SBA's Policy and Procedural Handbook. These revisions have been made in accordance with Policy 6200 of the West Virginia Department of Education. Attachment N contained the Construction Committee's recommendations for the final revisions of Series 2-7.

Mr. Burton informed the Authority that with its approval, the Staff of the SBA would file these revisions with the Secretary of State's Office for the Legislative Rule-Making Review Committee to take action on.

Upon a motion by Mr. David Perry, with a second by Mr. Miller Hall, the Authority voted to approve the Staff of the SBA to file Series 2-7 of the SBA Policy and Procedural Handbook with the WV Secretary of States Office for the Legislative Rule-Making Review Committee process.

IX. **PERSONNEL COMMITTEE**

Mr. Robert Holroyd, Chair of the Personnel Committee, requested approval of the Authority to retain Mr. Garry Stewart for the training, as deemed necessary, of the new Director of Finance, Ms. Sue Chapman.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Steve Burton, the Authority voted to approve the retaining of Mr. Garry Stewart for the training, as deemed necessary, of the new Director of Finance, Ms. Sue Chapman.

X.

OLD BUSINESS

A. Lincoln County NEEDs Grant Scope Extension for West Hamlin Elementary School

Executive Director Roach informed the Authority that the Lincoln County Board of Education (LCBE) was requesting an amendment to extend the scope of work as described in the FY2018 NEEDs Grant Agreement between the SBA and the LCBOE to include a roof replacement at West Hamlin Elementary School (WHES). At the December Quarterly Meeting of the Authority, Lincoln County was awarded funds for a roof replacement at five schools: Guyan Valley Middle School, Midway Elementary School, Ranger Elementary School, Hamlin PreK-8 School, and Duval PreK-8 School. A roof replacement at WHES is needed, however, this project was left out of the request due to high construction estimates. At the Superintendent's direction, the roof replacement at this school was added to the overall project through design and pricing was obtained through a competitively bid add-alternate. This amendment request was reviewed on-site by Mike Hall, SBA.

The grant award for Lincoln County Schools for the five projects was \$1,000,000 with a local match of \$208,925, for a project total of \$1,208,925. Competitive bids received for the five schools totaled \$842,796, and with the inclusion of the add-alternate of WHES, the total project cost is \$1,056,416.

As the extended scope can be completed within the funds available to the project through the project's original finance plan, Executive Director Roach respectfully recommended the approval of this amendment request to extend the scope of the agreement with Lincoln County.

Upon a motion by Mr. Bart Willis, with a second by Mr. Steve Burton, the Authority voted to approve the amendment request to extend the scope of the agreement with the Lincoln County Board of Education to include West Hamlin Elementary School (WHES).

B. School Access Safety Update Survey

Executive Director Roach notified the Authority that at the March 19, 2018 Quarterly Meeting the Authority had questions regarding different aspects of safety within the West Virginia School Systems. Attachment P provided a copy of the School Access Safety Update Survey that Staff of the SBA conducted in March 2017.

XI.

FUTURE MEETINGS

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

- 2018 fall quarterly meeting September 17, 2018, with the location to be determined.
- 2018 NEEDs Grant Submission/Superintendent Interviews meeting October 29 and 30, 2018, with the location to be determined.
- 2018 winter quarterly meeting and NEEDs Grant project selection meeting December 10, 2018, with the location to be determined.

XII.

ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Mr. Robert Holroyd, with a second by Mr. Miller Hall, the Authority voted to adjourn the June 18, 2018 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved September 17, 2018



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