

**MINUTES
QUARTERLY MEETING**

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

Held at:
2300 Kanawha Boulevard, East
Charleston, West Virginia

September 17, 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, September 17, 2018. The following Board Members were present: Steve Burton, Vice-Chair; Victor Gabriel, Secretary; Robert Holroyd; Chris Morris; Bart Willis, Miller Hall; Dr. Steve Paine; David Perry; with Dr. James Wilson participating via phone. The following Staff of the SBA were also present: David Roach, Executive Director; Sue Chapman; Ben Ashley; Mike Hall; Dana Womack; Joyce VanGilder; Stella Gill; Angie Bradley; and Tammy Brewer.

II. ACKNOWLEDGMENTS AND RECOGNITIONS

The following individuals attended the SBA Meeting: Jerry Milliken, WVDE; Ted Shriver, Williamson Shriver Architects; Greg Martin, Williamson Shriver Architects; David Ferguson, ZMM, Inc.; Ernie Delatorre, McKinley Architects; Robert Dunlevy, McKinley Architects; Ryan Quinn, Gazette-Mail; Jeff Kent, Maher Duessel CPAs; Levi Zielinski, Maher Duessel CPAs; Matt Brown, West Virginia Capitol Police; and Blair Frier, OWPR Architects.

III. APPROVAL OF MINUTES

- SBA Quarterly Meeting June 18, 2018
- Teleconference Meeting August 3, 2018
- Teleconference Meeting September 4, 2018

Upon a motion by David Perry, with a second by Robert Holroyd, the Authority voted to approve the minutes from the SBA Quarterly Meeting held June 18, 2018; Teleconference Meeting held August 3, 2018; and Teleconference Meeting held September 4, 2018.

IV. EXECUTIVE DIRECTOR'S REPORTS

A. Mahe Duessel, Certified Public Accountants – Final Audit Report for Fiscal Year Ending June 30, 2018

Sue Chapman introduced Levi Zielinski and Jeffrey Kent with Maher Duessel Certified Public Accountants. Maher Duessel conducted an independent audit of the SBA financial records for the fiscal year ending June 30, 2018. Mr. Zielinski and Mr. Kent presented a review of the Final Report and Financial Statements. The approval of the Authority is required to meet the requirements of the State Auditor's Office and SBA Bond Indenture.

Upon a motion by Victor Gabriel, with a second by Robert Holroyd, the Authority voted to approve the final version of the FY2018 Audit Report and for this report to be disbursed to the Trustees and the investors of SBA bonds.

B. 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 F provided an itemized list of the SBA's card usage for the period May 1, 2018 through July 31, 2018.

V.

CEFP AMENDMENTS

Ben Ashley informed the Authority that the following amendments to County Comprehensive Educational Facilities Plans (CEFP) were reviewed and recommended for approval by the Staff of the SBA and 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 it followed the proper Amendment process. Complete Amendment submittals were available for review upon request. The following Amendments were submitted for review and approval:

A. Calhoun County CEFP Amendment

The Calhoun County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment will include "man traps" at Pleasant Hill Elementary School and Calhoun County Middle/High School, and a visitor management system for the County's three schools. This amendment addresses the SBA's Policy regarding Safe Schools and will allow the educational programs to be conducted in a safer environment.

Calhoun County had complied with the SBA CEFP Amendment Process.

Upon a motion by Steve Burton, with a second by Miller Hall, the Authority voted to approve this CEFP Amendment.

B. Mineral County CEFP Amendment

The Mineral County Board of Education requested approval of an amendment to its 2010-2020 CEFP. This amendment includes the addition of modular classrooms at Wiley Ford Primary School due to the increased enrollment/overcrowding until Mineral County can secure funds to construct a new elementary school in the Frankfort area. This classroom addition will allow students to continue their education until the new school is constructed.

Mineral County has complied with the SBA CEFP Amendment Process.

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

VI.

FINANCE REPORTS

A. Analysis of Trustee Accounts

Sue Chapman informed the Authority that the financial reports of the accounts held at United Bank of Charleston, WV and The Bank of New York Mellon for the period ending August 31, 2018 summarized the Trustee functions of the SBA. Attachment I provided a summary of each bond series.

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

Ms. Chapman notified the Authority that the financial report of the depository accounts maintained by United Bank for the period ending August 15, 2018 was provided in Attachment J and summarized construction spending by the SBA for School Construction Projects.

VII.

CONSTRUCTION COMMITTEE

A. Establishing Guidelines for Distribution of Distressed County Funds

Ben Ashley informed the Authority that during the 2017 Regular Session of the West Virginia Legislature, legislation was passed creating the Emergency Facility Repair or Replacement Fund for Financially Distressed Counties (the Distressed County Fund). Pursuant to the language as adopted and signed into law as WV Code §18-9D-4d, Attachment K provided a copy of the guidelines the Staff of the SBA, in conjunction with the Superintendents of Counties on the WVDE watch list, had developed for distribution of the Distressed County Fund.

B. Calhoun County – Request for the Distressed County Fund

Steve Burton notified the Authority that the Calhoun County Board of Education was requesting \$121,223 for HVAC renovations at Calhoun County Middle-High School (CCMHS). In 2017, the County paid to replace the chiller at CCMHS and was requesting reimbursement from the Distressed County Fund. In addition, the County was requesting the addition of a hot water heating coil to the cold air return to heat the air and prevent the mercury switch from freezing and bursting. The County had replaced two switches in the last year at a cost over \$2,000. Calhoun County is currently on the "watch list" of the West Virginia Department of Education.

Upon a motion by Steve Burton, with a second by Miller Hall, the Authority voted to approve Calhoun County to receive \$121,223 for HVAC renovations at Calhoun County Middle-High School from the Distressed County Fund.

C. Jackson County Extension to SBA Grant

Mr. Ashley informed the Authority that the Jackson County Board of Education was requesting an extension of the SBA grant awarded December 14, 2015 for the construction of a new Ravenswood Middle School (connected to Ravenswood High School). This extension is necessary to renovate the kitchen which will serve both schools. These renovations will take place during the summer of 2019 as to not disrupt the 2018-2019 school year.

Upon a motion by Robert Holroyd, with a second by Victor Gabriel, the Authority voted to approve the Jackson County Board of Education to receive an extension of the expiration date of the existing SBA Grant to December 31, 2019.

D. Upshur County Needs Grant Scope Extension for Tennerton Elementary School

Mr. Ashley informed the Authority that the Upshur County Board of Education is nearing completion of an SBA NEEDs Project approved for \$546,164 to replace the roof at Tennerton Elementary School. The expected cost of the roof replacement will be approximately \$225,000. The Upshur County Board of Education was requesting the remaining funds to be used for the "Upshur County Site Drainage and Foundation Shoring for Tennerton Elementary School" as submitted in a June 2018 MIP Project but was not funded, at an estimated cost of \$229,000.

Upon a motion by Steve Burton, with a second by David Perry, the Authority voted to approve for the Upshur County Board of Education to use the remaining funds for the Upshur County Site Drainage and Foundation Shoring for Tennerton Elementary School.

VIII.

NEW BUSINESS

A. Security Assessment for the SBA Facility

Executive Roach advised the Authority that the Staff of the SBA had received an Assessment of the SBA Facility conducted by the West Virginia Department of Military Affairs and Public Safety, Division of Protective Services, Capitol Police. Attachment O provided a copy of its "Recommendation for Structural, Technical and Procedural Changes". Mr. Matthew Brown, Security Systems Manager, Capitol Police, was available to answer any questions from the Authority.

Upon a motion by Steve Burton, with a second by Victor Gabriel, the Authority approved for the Staff of the SBA to move forward with the necessary structural, technical and procedural security changes deemed necessary.

B. SBA State Car

Executive Director Roach informed the Authority that the Staff of the SBA had conducted an analysis of the staff's utilization of the Fleet Management Daily Use Vehicles, as well as, the staff's mileage reimbursement for FY2018. Although it was established that the use of Fleet Management Vehicles was a benefit to the Agency, there were many occasions when the Fleet Office did not have vehicles available to accommodate the staff's travel needs. The SBA submitted Vehicle Form (DOA-FM-059) with the analysis data to the Governor's Office requesting a state vehicle for the Staff of the SBA to utilize for official business only. After review of the information, both the Governor's Office and the Fleet Management Office approved the SBA's request for a state vehicle and directed the Agency to move forward with the acquisition of a new vehicle.

Upon a motion by Steve Burton, with a second by Robert Holroyd, the Authority voted to approve for the Staff of the SBA to move forward with the purchase of a State Vehicle for use by the Staff of the SBA for official business only.

IX.

OLD BUSINESS

2020 Statewide CEFP Template

Executive Director Roach notified the Authority that the Staff of the SBA had been working collaboratively with the West Virginia Department of Education's (WVDE), Office of School Facilities to develop an electronic Comprehensive Educational Facilities Plan 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 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 WVDE. The WVDE has assumed the initial cost of this program to begin the implementation. The SBA contribution to the 10-year planning template is \$1,185,000, which includes \$125,000 for Capital Forecast Direct software and an annual renewal cost of \$120,000 per year for eight years.

The Staff of the SBA feels this project will assist the local education agencies and the SBA in gathering accurate, dynamic data to make more informed capital improvement decisions relative to the individual educational plans.

Upon a motion by David Perry, with a second by Miller Hall, the Authority voted to approve the allocation of \$1,185,000 from the School Construction "NEEDS" fund to implement the Statewide CEFP Template.

*The cost of this program in 2010 was \$1,100,000.

X.

**FUTURE MEETINGS
(Location to be Determined)**

- Superintendents' Interview Meeting - October 29 and 30, 2018
- NEEDs Quarterly Meeting for Project Selection - December 10, 2018

XI.

ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Bart Willis, with a second by Chris Morris, the Authority voted to adjourn the September 17, 2018 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved October 29, 2018



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