

**MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

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

**June 28, 2021
10:00 A.M.**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) meeting to order at 10:00 A.M. on Monday, June 28, 2021. The following members were present: Chairman Brian Abraham, Victor Gabriel, Vice-Chair, Chris Morris, and Robert Dunlevy, with Clayton Burch, Miller Hall, and Sandra Hamilton attending via telephone. The following SBA staff were also present: Executive Director David Roach, Ben Ashley, Dana Womack, Joyce VanGilder, Tommy Young, Angie Bradley, and Shannon Driver, with CFO Jordan Kirk attending via telephone. Ryan Quinn of the Gazette Mail, Greg Martin of Williamson Shriver Architects, and Blair Frier of ZMM Architects were also present.

II. APPROVAL OF MINUTES

Upon a motion by Robert Dunlevy with a second by Victor Gabriel, the Authority voted to approve the SBA Quarterly Meeting Minutes for the April 19, 2021 meeting. Upon a motion by Victor Gabriel with a second by Chris Morris, the Authority voted to approve the SBA Special Meeting Minutes for the May 10, 2021 meeting.

III. EXECUTIVE DIRECTOR'S REPORTS

A. P-Card Review – (Information) – **HANDOUT**

Executive Director Roach provided a Handout containing an itemized list of the SBA's card usage for the period of July 1, 2020 through May 31, 2021.

B. Active Project Status Updates – (Information) – **ATTACHMENT C**

The SBA Architectural Services Staff provided a status update for each active project that was funded by the SBA. Ben Ashley answered questions from the Authority members.

V. NEW BUSINESS

A. Tucker County Board of Education Requests an Extension – (Action) – **ATTACHMENT D**

Tucker County Board of Education requested a two-year extension to the 2018 NEEDs project for Tucker Valley Elementary/Middle School's HVAC that was awarded on December 10, 2018. The current grant award expires on December 10, 2021. The need for the extension is due to the water treatment program needed for the cooling tower system as preventive maintenance. WVDE Policy 6200 has a requirement stating, "A two-year full maintenance contract commencing at the issuance of the HVAC substantial completion certification."

Executive Director Roach respectfully recommended that the Authority approve Tucker County Board of Education's request to extend the grant deadline for two years, making the new expiration date December 10, 2023.

B. Fayette County Board of Education Requests an Extension – (Action) – **ATTACHMENT E**

Fayette County Board of Education requested that the SBA Grant Contract for Meadow Bridge Regional PK-12 School be extended from December 31, 2022 to May 31, 2024 to complete all work on the project. Due to delays related to phasing of the project to minimize the impact of the construction on the student population, and due to the COVID-19 pandemic, the lead times for receiving materials for the Meadow Bridge Regional School project will be delayed. The extension will allow students to remain in their existing school until the new school is complete.

Executive Director Roach respectfully recommended that the Authority approve Fayette County Board of Education's request to extend the grant contract for Meadow Bridge Regional PK-12 School from December 31, 2022 to May 31, 2024.

C. Wayne County Board of Education Requests an Extension – (Action) – **ATTACHMENT F**

Wayne County Board of Education requested an extension on the deadline for the expenditure of funds for the East Lynn Wastewater Treatment Plant project. The funds are set to expire on July 1, 2021, and Wayne County Board of Education is requesting an extension until October 1, 2021. The project has been delayed in both the design and installation phases. The district's architectural firm, ZMM, experienced delays in the design phase as the issue of the installation of a flood wall for the treatment plant became a point of order with the Department of Environmental Protection. Once the design phase was complete, the manufacturer of the wastewater treatment plant experienced delays due to the pandemic and material shortages.

Executive Director Roach respectfully recommended that the Authority approve Wayne County Board of Education's request for an extension for the expenditure of funds for the East Lynn Wastewater Treatment project until October 1, 2021.

Upon a motion by Chris Morris with a second by Robert Dunlevy, the Authority voted to collectively approve the extension requests for Tucker County Board of Education, Fayette County Board of Education, and Wayne County Board of Education.

D. Changes to the SBA Policy & Procedures Handbook – 30 Day Comment – (Action)

ATTACHMENT G – Summary of Proposed Changes

ATTACHMENT H – Policy & Procedures Handbook – Strike/Underline Version

Ben Ashley, Director of Architectural Services, presented to the Authority the proposed revisions to the SBA Policy & Procedures Handbook. The proposed policy changes amend the title and function of the Three Percent Grant Fund to align with the recent passage of House Bill 2096. Additional proposed changes extend and clarify construction scheduling requirements to further require SBA-funded projects to be built on time and within budget. The schedule related change proposals were developed after a thorough series of trainings with the SBA Architectural Staff regarding Construction Scheduling best practices.

Executive Director Roach respectfully recommended that the Authority approve these revisions to the SBA Policy & Procedures Handbook as presented, and for the SBA staff to move forward with filing the Handbook for 30-Day Public Comment with the West Virginia Secretary of State's Office.

Upon a motion by Victor Gabriel with a second by Robert Dunlevy, the Authority voted to approve the approve these revisions to the SBA Policy & Procedures Handbook as presented, and for the SBA staff to move forward with filing the Handbook for 30-Day Public Comment with the West Virginia Secretary of State's Office.

VI.

SELECTION OF PROJECTS

Selection of Multi-County / Statewide Fund Projects – (Action) – **ATTACHMENT I**

Executive Director Roach presented to the Authority the SBA Staff's rankings and recommendations regarding each of the Multi-County projects submitted for FY-2021 funding consideration. Grant applications were thoroughly reviewed by the staff, and on-site inspections were performed at each project location to verify the severity of need. The information provided in the following summaries represent the SBA staff's full and thorough evaluation of each Multi-County Center's proposed project.

Based on the availability of funding, Executive Director Roach respectfully recommended the Authority approve funding in the amounts identified in the "SBA Staff Recommendation" column of **ATTACHMENT I**. Furthermore, Executive Director Roach respectfully recommended the funding award for the selected projects be effective July 5, 2021. This shall allow the grant proceeds to coordinate with the effective date of 2021 House Bill 2096 which allows funding "up to ten percent" of the total monies available to the SBA.

Upon a motion by Miller Hall with a second by Chris Morris, the Authority voted to approve funding for Calhoun-Gilmer Career Center, Fred Eberle Technical Center, James Rumsey Technical Institute, Mid-Ohio Valley Technical Institute, South Branch Career & Technical Center and United Technical Center, for the amounts listed below:

Calhoun-Gilmer Career Center	Two Classroom Renovations within the Science Annex Building	\$256,400
Fred Eberle Technical Center	HVAC Program Renovations to Saw Mill Building	\$808,916
James Rumsey Technical Institute	Roof Replacement & HVAC Renovations to Childcare Annex Building	\$799,930
Mid-Ohio Valley Technical Institute	Dust Collection System Replacement in Carpentry Classroom	\$353,198
South Branch Career & Technical Center	Exterior Wall Panel Replacement & Secure Entrance in Cosmetology Program	\$401,070
United Technical Center	Security Fencing & Stormwater System Renovations	\$380,672
Totals		\$3,000,386

VII.

FUTURE MEETINGS

Chairman Brian Abraham advised the Authority of the future meeting dates below:

August 2021 – *Date to be Determined*

September 27, 2021

November 1-2, 2021

December 13, 2021

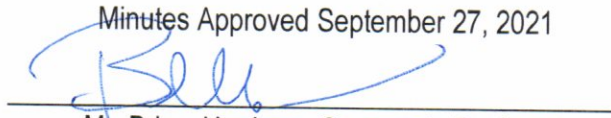
Locations to be determined

VIII.

ADJOURNMENT

There being no further business to come before the Authority and upon a Motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to adjourn the June 28, 2021 meeting of the School Building Authority of West Virginia.

Minutes Approved September 27, 2021



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