

**MINUTES  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

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

**Quarterly Meeting  
September 27, 2021  
9:30 A.M.**

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) meeting to order at 9:30 A.M. on Monday, September 27, 2021. The following members were present: Chairman Brian Abraham, Clayton Burch, Robert Dunlevy, Steve Burton, Victor Gabriel, and Chris Morris, with Nancy White, Miller Hall, and Sandra Hamilton attending via telephone. The follow SBA staff were present: Executive Director Roach, CFO Jordan Kirk, Ben Ashley, Dana Womack, Tommy Young, Joyce VanGilder, Angie Bradley, and Shannon Driver. Superintendent Dr. Sara Lewis-Stankus, Tim Derico, Dr. Tammy Samples, and Jeff Perkins of the Upshur County Board of Education, Ted Shriver and Greg Martin of Williamson Shriver Architects, Ryan Quinn of the Charleston Gazette Mail, and Rebecca Call of Fred-Eberle Technical Center were also present.

**II. ACKNOWLEDGEMENTS AND RECOGNITIONS**

Chairman Brian Abraham provided the Oath of Office and swore in the School Building Authority's new Authority member, Ms. Nancy White.

**III. APPROVAL OF MINUTES**

Upon a Motion by Chris Morris with a second by Victor Gabriel, the Authority voted to approve the SBA's Quarterly Meeting Minutes from June 28, 2021.

**IV. PRESENTATION**

Superintendent Dr. Sara Lewis-Stankus of the Upshur County Board of Education gave a presentation to the Authority, requesting approval to include the School Building Authority as a part of the finance plan of their proposed upcoming capital improvement bond election. This request is not a funding commitment at this time; rather, it is a request to include the SBA as an identified source of funding for the bond projects, contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan. Dr. Sara Lewis-Stankus presented the proposed bond and associated finance plan. The county's plan is to build a new Buckhannon Upshur High School Facility and upgrade the existing facility to house the students at Buckhannon Upshur Middle School. The finance plan for this bond includes a local commitment of \$49,000,000 (70%) in local bond funds and a future SBA Needs grant request of \$21,000,000 (30%) for a total project cost of \$70,000,000.

Executive Director Roach respectfully recommended that the Authority approve Upshur County's bond and finance plan to be released to the voters of Upshur County, including requiring a proviso in any materials related to the bond call describing that the SBA portion of the total project cost is contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan, the language of which proviso is to be approved by the Executive Director prior to release. This recommendation does not include a commitment of funds at this time; only an approval of the finance plan contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan. Upshur County intends to submit this plan as projects in the 2021 and 2022 Needs funding cycles.

Upon a Motion by Steve Burton with a second by Victor Gabriel, the Authority voted to approve Upshur County's bond and finance plan to be released to the voters of Upshur County, including requiring a proviso in any materials related to the bond call describing that the SBA portion of the total project cost is contingent upon successful passage of the proposed bond election and final approval by SBA of the project and plan, the language of which proviso is to be approved by the Executive Director prior to release.

## V. EXECUTIVE DIRECTOR'S REPORT

- 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, 2021 through August 31, 2021.
- B. Active Project Status Updates – (Information) – **ATTACHMENT B**  
The SBA Architectural Services Staff provided a status update for each active project that was funded by the SBA.
- C. Appointment of New Secretary – (Action)  
Executive Director Roach advised the Authority that former Authority member, Ms. Debra Sullivan, previously held the title of Secretary. As her term has recently expired and she is no longer a member, and per WV Code §18-9D-1(b), that states the Authority shall annually elect one of its public members to serve as Vice-Chair and shall appoint a Secretary, who need not be a member of the Authority and who shall keep records of its proceedings, Executive Director Roach respectfully requested that the Authority fulfill this requirement to appoint a new Secretary for 2021.

Victor Gabriel nominated Chris Morris. Upon a motion by Victor Gabriel with a second by Robert Dunlevy, the Authority voted to approve Chris Morris as the Authority's new secretary.

## VI. FINANCE REPORT

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT C**  
CFO Kirk presented the SBA's Profit and Loss Statement for the FY22 period ending August 31, 2021.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT D**  
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.

- C. Mahe Duessel Audit Report – (Information)  
CFO Kirk provided an update regarding the Audit Contract Award.

**VII. CONSTRUCTION COMMITTEE**

Price Escalation Funding Procedures - (Action) - **HANDOUT**

Ben Ashley provided a report from the August 23, 2021 Construction Committee meeting, where action was taken to support additional funding procedures for projects funded in April 2021 and beyond, that experience price escalation due to the COVID-19 pandemic. This process is outlined in the Temporary Administrative Guidelines for Supplemental Funding handout, which outlines specific qualifying requirements and a thorough evaluation process to be performed by the SBA staff. Chairman Burton recommended that Executive Director Roach recommend approval by the full Authority.

Upon a Motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to approve the Temporary Administrative Guidelines for Supplemental Funding handout.

**VIII. 2020-2030 CEFP Approvals**

The West Virginia Board of Education (WVBE) Policy 6200 Handbook on Planning School Facilities requires county boards of education to submit a 10-year Comprehensive Educational Facilities Plan (CEFP) to the WVBE and the School Building Authority (SBA) for approval. Approval of the 10-year CEFP is required before a county can be considered for funding from the SBA. The 10-year CEFP for Barbour County Board of Education and Nicholas County Board of Education have been reviewed by the WVBE School Facilities Services staff and the SBA for compliance with Policy 6200 and the SBA Policy & Procedures Handbook.

A. Barbour County Board of Education – (Action) – **ATTACHMENT E**

B. Nicholas County Board of Education – (Action) – **ATTACHMENT F**

The local boards of education and the WVBE have approved these CEFP's. Approval of these CEFP's does not necessarily reflect support for funding the project within the plan; it means the counties followed the proper planning processes. The counties' complete submittal is logged in the electronic database and will be available upon request.

Barbour County Board of Education and Nicholas County Board of Education have complied with the SBA CEFP Process, and as such, Executive Director Roach respectfully recommended approval of these CEFP's.

Upon a motion by Steve Burton, with a second by Robert Dunlevy, the Authority voted to approve the CEFP's for Barbour County Board of Education and Nicholas County Board of Education.

**IX. CEFP AMENDMENTS**

The following amendments to County Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Staff. The State Board of Education has acted on these amendments. Approval of these amendments does not necessarily reflect

support for funding of the projects within the Amendment; it means the county followed the proper Amendment Process. The counties' complete Amendment submittal will be available upon request. The following Amendments are submitted for your review and approval:

A. Lincoln County CEFP Amendment – (Action) – **ATTACHMENT G**

The Lincoln County Board of Education requested to amend their 2020-2030 CEFP to align with future consolidation plans at the elementary school level and to account for the recent closure of the Duval PK-8 School for structural reasons.

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

B. Marion County CEFP Amendment – (Action) – **ATTACHMENT H**

The Marion County Board of Education requested to amend their 2020-2030 CEFP to include a new secure office entry with mantrap and vehicle visibility window to East Dale Elementary School, which was removed from the previously funded SBA project due to budget constraints.

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

C. Putnam County CEFP Amendment – (Action) – **ATTACHMENT I**

The Putnam County Board of Education requested to amend their 2020-2030 CEFP to include various HVAC renovations at thirteen (13) schools to meet the required outside air ventilation rates, thermal comfort, and humidity levels. These projects are identified to be funded with federal American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) funds.

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

D. Summers County CEFP Amendment – (Action) – **ATTACHMENT J**

The Summers County Board of Education requested to amend their 2020-2030 CEFP to include projects at Talcott Elementary and Hinton Area Elementary Schools that increase core space square footages. These projects are identified to be funded with federal American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) funds.

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

Upon a motion by Sandra Hamilton with a second by Steve Burton, the Authority voted to collectively approve the CEFP amendments for Lincoln, Marion, Putnam, and Summers County.

X. **NEW BUSINESS**

A. SBA Policy & Procedures Handbook Revisions - (Action) - **ATTACHMENT K**

The final revisions of the SBA's Policy & Procedures Handbook are complete. The thirty (30) day public comment period ended on August 2, 2021. No comments were received. As such, no additional changes were incorporated.

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 the final filing with the Secretary of State's office.

Upon a motion by Steve Burton with a second by Victor Gabriel, the Authority voted to approve the revisions to the SBA Policy & Procedures Handbook as presented, and for the SBA staff to move forward with the final filing with the Secretary of State's office.

B. Changes to SBA Legislative Rules – Series 2 – (Action) – ATTACHMENT L

Ben Ashley presented to the Authority the proposed revisions to the SBA Legislative Rules – Series 2. The proposed rule 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 clarify and update the financial reimbursement procedures.

Executive Director Roach respectfully recommended that the Authority approve these revisions to the SBA Legislative Rules – Series 2 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 final approval, this rule will be sent to the Legislature for final approval.

Upon a motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to approve the revisions to the SBA Legislative Rules – Series 2 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.

C. Pocahontas Emergency Fund Request – (Action) – ATTACHMENT M

Pocahontas County Board of Education requested emergency funds for Pocahontas High School in the amount of \$122,244.78 due to damage from a major rainstorm on June 13, 2021. The rainstorm formed water runoff that created several costly repairs, which are detailed in **ATTACHMENT M**.

Executive Director Roach respectfully recommended that the Authority approve Pocahontas County Board of Education's request for emergency funds for Pocahontas County High School in the amount of \$122,244.78

Upon a motion by Steve Burton with a second by Chris Morris, the Authority voted to approve Pocahontas County Board of Education's request for emergency funds for Pocahontas County High School in the amount of \$122,244.78

D. Continuance of the Statewide Preventative Maintenance Program – (Action) –ATTACHMENT N

The West Virginia Department of Education (WVDE) requested a funding commitment from the Authority to continue the Statewide Preventative Maintenance program for the next four years. This program is used by all 55 county boards of education, 7 multi-county career centers, and the WVSDB. The program preserves taxpayers' investments in our schools by coordinating preventative maintenance tasks, which can extend the life expectancy of equipment as much as 25%. This protects many previously funded SBA investments within school facilities and can help delay the need for replacement for 3-5 years.

As shown in the chart below, over the past six years, the statewide percent of PM work orders to Corrective/Reactionary Maintenance work orders has increased, and West Virginia is well above the national average.

Percent of Preventative Maintenance Work Orders to Corrective / Reactionary Maintenance		
Year	WV %	National Avg. %
2016	20	17
2017	21	17
2018	23	18
2019	28	18
2020	30	18
2021	33	18
Current	43	18

The WVDE requested \$95,370 annually for the next four years (FY 22, 23, 24, and 25) for a grand total of \$381,480 to operate this program. The annual cost includes the cost for the Dude Solutions software (\$55,370) as well as the estimated salary and fringe benefit costs for Jerry Milliken, WVDE's part-time employee who continues to oversee the program, and has since it began in 2011 (\$40,000).

Executive Director Roach respectfully recommended the Authority approve funding as outlined above to the continue this program for the next four years. The SBA staff and WVDE continue to believe this is a worthwhile investment, and because performing Preventative Maintenance is far cheaper than performing Corrective Maintenance, this program has continued to save the counties a tremendous amount of money.

Upon a motion by Steve Burton with a second by Victor Gabriel, the Authority voted to the Authority approve funding as outlined above to the continue this program for the next four years.

**E. Wayne County Board of Education Requests an Extension – (Action) – ATTACHMENT O**

The 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 October 1, 2021. The project has been delayed in both the design and installation phase due to unforeseen electrical issues and design alterations to prevent back flow issues. Installation began on-site on April 26, 2020 and was expected to conclude by October 1, 2021. An extension is requested until December 1, 2021 for the expenditure of funds.

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 December 1, 2021.

Upon a motion by Steve Burton with a second by Chris Morris, the Authority voted to approve Wayne County Board of Education's request for an extension for the expenditure of funds for the East Lynn Wastewater Treatment project until December 1, 2021.

F. Clay County Board of Education Requests an Extension – (Action) – **ATTACHMENT P**

The Clay County Board of Education requested an extension on their FY-2019 Needs Grant for Additions and Renovations at Clay County High School. Projected budget constraints and the uncertainty from the COVID-19 pandemic resulted in a delay in bidding. The low bid contractor was given a notice to proceed on June 22, 2020, with 630 days in the contract to complete the project. Given the complexity of the project, phasing plans to complete work while students are in school, and the number of additional outstanding tasks to be completed, the Clay County Board of Education requests to extend the grant expiration deadline from December 9, 2021 to October 31, 2022.

Executive Director Roach respectfully recommended that the Authority approve the Clay County Board of Education's request for a grant extension to October 31, 2022.

Upon a motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to approve the Clay County Board of Education's request for a grant extension until October 31, 2022.

**XI.**

**FUTURE MEETINGS**

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

November 1-2, 2021

December 13, 2021

Executive Director Roach advised the Authority that the November meetings will be held at our office, and the December meeting location is still to be determined but will be held at either the WV Lottery Commission or the WV Department of Education.

**XII.**

**ADJOURNMENT**

Upon a motion by Robert Dunlevy with a second by Miller Hall, the Authority voted to adjourn the September 27, 2021 meeting of the School Building Authority of West Virginia.

Minutes Approved November 1, 2021



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

