

**MINUTES  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

**Held At:**

**School Building Authority of West Virginia  
2300 Kanawha Boulevard, East  
Charleston, West Virginia 25311**

**Quarterly Meeting  
March 28, 2022  
10:30 A.M.**

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 10:30 A.M. on Monday, March 28, 2022. The following members were present: Chairman Brian Abraham, Robert Dunlevy, and Chris Morris, with Steve Burton, Victor Gabriel, Vice-Chair, Miller Hall, Nancy White, Clayton Burch, and Sandra Hamilton attending via telephone. The following SBA staff were present: Executive Director Roach, Dana Womack, Jordan Kirk, Sue Chapman, Joyce VanGilder, Tommy Young, Mark Miller, and Shannon Driver. The following people were also present: Dave Kirby and Matt Hale of Truist, with a representative of the Gazette Mail attending via telephone.

**II. APPROVAL OF MINUTES**

Upon a Motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to approve the SBA's Special Meeting Minutes from February 24, 2022.

**III. EXECUTIVE DIRECTOR'S REPORT**

- A. P-Card Review - (Information) – **HANDOUT**  
Executive Director Roach advised the Authority that one of requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. The handout provided an itemized list of the SBA's card usage for the period of July 1, 2021 through February 28, 2022.
- B. Active Project Status Updates – (Information) – **HANDOUT**  
The SBA Architectural Services Staff provided a status update for each active project that was funded by the School Building Authority. The information in the **HANDOUT** provided a detailed update as of March 15, 2022.
- C. Appointment of Officers for 2022 - (Action)  
In accordance with WV Code §18-9D-1(b), Executive Director Roach advised that 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. As such, Executive Director Roach respectfully requested that the Authority fulfill this requirement and select officers for 2022.

Robert Dunlevy nominated Victor Gabriel to be re-appointed as Vice-Chair. Upon a Motion by Robert Dunlevy with a second by Chris Morris, the Authority voted to approve Victor Gabriel as Vice-Chair.

Chairman Abraham nominated Executive Director Roach for Secretary. Upon a Motion by Brian Abraham with a second by Sandra Hamilton, the Authority voted to approve Executive Director Roach as Secretary.

- D. Price Escalation Concerns - (Information) - **HANDOUT**  
Executive Director Roach discussed with the Authority concerns regarding construction price escalation.

**IV. FINANCE REPORT**

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT B**  
CFO Jordan Kirk presented the SBA's Profit and Loss Statement for the FY22 period ending February 28, 2022.
- B. Grant Awards Report – (Information) – **ATTACHMENT C**  
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.

**V. CEFP AMENDMENTS**

The following amendments to County Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Staff:

- A. Mingo County Board of Education CEFP Amendment – (Action) – **ATTACHMENT D**  
The Mingo County Board of Education requested to amend their 2020-2030 CEFP to revise their 2020-2030 CEFP to include two multi-purpose Career Technical Education (CTE) classrooms at Tug Valley High School, outdoor learning spaces for all schools, and auditorium renovations at Burch PreK-8 and Tug Valley High School. CTE spaces are planned to be funded through local funds, while outdoor spaces and auditorium renovations are intended to be funded with American Rescue Plan (ARP) Elementary and Secondary Schools Emergency Relief (ESSER) funds.

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

Upon a Motion by Chris Morris with a second by Robert Dunlevy, the Authority voted to approve the Mingo County Board of Education's CEFP Amendment.

- B. Ritchie County Board of Education CEFP Amendment - (Action) - **ATTACHMENT E**  
The Ritchie County Board of Education requested approval to revise their 2020-2030 CEFP to include the addition of a School-Based Wellness Center at Smithville Elementary School and to update their priority list to reflect current funding availability, project costs and completion statuses. The wellness center is intended to be funded with American Rescue Plan (ARP) Elementary and Secondary Schools Emergency Relief (ESSER) funds.

Ritchie 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 Robert Dunlevy with a second by Victor Gabriel, the Authority voted to approve the Ritchie County Board of Education's CEFP Amendment.

C. Wirt County Board of Education CEFP Amendment - (Action) - **ATTACHMENT F**

The Wirt County Board of Education requested approval to revise their 2020-2030 CEFP to include HVAC upgrades and improvements to Wirt County Middle School and renovations to Wirt County High School's Auditorium. The auditorium renovations will create an additional instructional area and improve the school's social distancing capability. All projects included in the revisions are intended to be funded with American Rescue Plan (ARP) Elementary and Secondary Schools Emergency Relief (ESSER) funds.

Wirt 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 Steve Burton with a second by Victor Gabriel, the Authority voted to approve the Wirt County Board of Education's CEFP Amendment.

VI.

**NEW BUSINESS**

A. Brooke County Board of Education Requests an Extension - (Action) - **ATTACHMENT G**

The Brooke County Board of Education requested an extension of SBA grant funds until June 30, 2022 for the sewer project for Brooke Intermediate South. This extension is the result of Covid-19, no project bidders, and legal issues with the homeowner that would not grant the right away to install the sewage system.

Executive Director Roach respectfully recommended that the Authority approve Brooke County Board of Education's extension request.

Upon a Motion by Steve Burton with a second by Chris Morris, the Authority voted to approve Brooke County Board of Education's extension request.

B. Monroe County Board of Education Requests an Extension - (Action) - **ATTACHMENT H**

The Monroe County Board of Education requested an additional extension to the Peterstown PK-8 Needs Project Grant Agreement through December 30, 2022. The project has faced obstacles that have increased the substantial completion timeline that include, but are not limited to, a major delay in receiving roof insulation and an unresolved brick dispute that is scheduled for mediation this month.

Executive Director Roach respectfully recommended that the Authority approve Monroe County Board of Education's extension request.

Upon a Motion by Chris Morris with a second by Robert Dunlevy, the Authority voted to approve Monroe County Board of Education's extension request.

VII.

**FUTURE MEETINGS**

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

June 13, 2022  
September 26, 2022  
November 14-15, 2022  
December 12, 2022

**Locations to be determined**

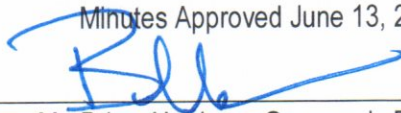
Executive Director Roach advised the Authority there will be a special meeting at the beginning of May to discuss the SBA's bonds.

VIII.

**ADJOURNMENT**

Upon a motion by Robert Dunlevy with a second by Steve Burton, Authority voted to adjourn the March 28, 2022 meeting of the School Building Authority of West Virginia.

Minutes Approved June 13, 2022



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