

**QUARTERLY MEETING MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

Held At:

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

**Quarterly Meeting
December 12, 2022
9:30 A.M.**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 9:30 A.M. on Monday, December 12. The following authority members were present Chairman Brian Abraham, Superintendent David Roach, Robert Dunlevy, Steve Burton, and Don Bower, with Dr. Daniel Snavely, Sandra Hamilton, Nancy White, and Tom Minturn attending via telephone. The following SBA staff were present: Dana Womack, Director of Architectural Services, Joyce Van Gilder, Mark Miller, Tommy Young, CFO Jordan Kirk, Angie Bradley, and Shannon Driver. The following individuals were also present: Jason Pizatella of CAWV, Ryan Quinn of the Charleston Gazette Mail, Greg Martin of Williamson Shriver Architects, and Carrie Hodousek of Metro News.

II. APPROVAL OF MINUTES

Upon a Motion by Steve Burton with a second by Robert Dunlevy, the Authority voted to approve the SBA's September 26, 2022 Quarterly Meeting Minutes and the November 21, 2022 Special Meeting Minutes.

III. EXECUTIVE DIRECTOR'S REPORTS

- A. P-Card Review – (Information) – **HANDOUT**
One of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, the Handout provided an itemized list of the SBA's card usage for FY2023 (July 1, 2022 through November 30, 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 December 12, 2022.

IV. FINANCE REPORT

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT C**
CFO Kirk presented the SBA's Profit and Loss Statement for the FY2023 period ending November 30, 2022.

- B. SBA Grant Awards Report – (Information) – **ATTACHMENT D**
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.

V. 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 Boone County Board of Education has been reviewed by the WVBE School Facilities Services staff and the SBA for compliance with Policy 6200 and the SBA Policy & Procedures Handbook.

- A. Boone County Board of Education – (Action) – **ATTACHMENT E**
The local board of education and the WVBE have approved this CEFP. Approval of this CEFP does not necessarily reflect support for funding the project within the plan; it means the county followed the proper planning process. The county's complete submittal is logged in the electronic database and will be available upon request.

Boone County Board of Education has complied with the SBA CEFP Process, and as such, Chairman Abraham respectfully recommended approval of this CEFP.

Upon a Motion by Steve Burton with a second by Robert Dunlevy, the Authority voted to approve Boone County Board of Education's CEFP.

VI. NEW BUSINESS

- A. Roane County Board of Education Requests an Extension – (Action) – **ATTACHMENT F**
Roane County Board of Education requested a time extension until December 30, 2024 for the new Spencer Middle School project Needs Grant. This extension request is due to the current construction climate, as well as the updated schedule presented by the general contractor, making it unforeseeable that the project can be completed by April 2024.

Chairman Abraham respectfully recommended that the Authority approve Roane County Board of Education's grant extension request.

Upon a Motion by David Roach with a second by Robert Dunlevy, the Authority voted to approve Roane County Board of Education's extension request.

- B. Monroe County Board of Education Requests an Extension – (Action) – **ATTACHMENT G**
Monroe County Board of Education requested a time extension until June 30, 2023 for the Peterstown PK-8 Needs Grant. This extension request is due to the ongoing litigation related to the exterior brick. Additionally, the school is waiting on four permanent HVAC units that have been delayed numerous times. The exterior fence is also not yet completed due to a delay in materials.

Chairman Abraham respectfully recommended that the Authority approve Monroe County Board of Education's grant extension request.

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

- C. Summers County Board of Education Requests an Extension – (Action) – **ATTACHMENT H**
Summers County Board of Education requested a time extension until December 31, 2024 for the Needs Grant regarding the Summers County middle school addition to the current high school. This extension request is due to an updated construction project timeline provided by the general contractor, making it unforeseeable that the project can be completed by April 2024.

Chairman Abraham respectfully recommended that the Authority approve Summers County's Board of Education's grant extension request.

Upon a Motion by David Roach with a second by Robert Dunlevy, the Authority voted to approve Summers County Board of Education's extension request.

VII. FUTURE MEETINGS

Chairman Abraham advised that the following meetings are scheduled for 2023:

March 20, 2023
June 12, 2023
Locations to be determined

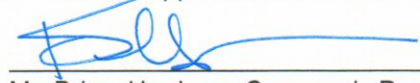
VIII. CLOSING REMARKS

Steve Burton announced his resignation as a School Building Authority board member.

IX. ADJOURNMENT

Upon a Motion by Steve Burton with a second by David Roach, the Authority voted to adjourn the December 12, 2022 meeting of the School Building Authority of West Virginia.

Minutes Approved March 20, 2023



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