

**MINUTES**  
**School Building Authority Of West Virginia**

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

**Special Meeting Teleconference**  
**Call-in Number: 605-313-4879 - Code: 748968#**  
**July 30, 2020**  
**3:00 P.M.**

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Special Meeting to order at 3:00 P.M. on Thursday, July 30, 2020. Members present: Chairman Brian Abraham, with Dave Perry, Debra Sullivan, Miller Hall, Steve Burton, Victor Gabriel, Secretary, Sandra Hamilton, and Clayton Burch attending via telephone. The following SBA staff were also present: Executive Director David Roach and Angie Bradley, with Sue Chapman, Ben Ashley, and Joyce VanGilder attending via telephone.

**II. APPROVAL OF MINUTES**

Upon a motion by Debra Sullivan with a second by Dave Perry, the Authority voted to approve the SBA Meeting Minutes for December 16, 2019 and December 17, 2019.

**III. EXECUTIVE DIRECTOR'S REPORT**

Mr. Clayton Burch was sworn in telephonically by Chairman Abraham as a new Authority member. His Oath of Office was administered and executed in the presence of a notary, Ms. Virginia Harris.

**IV. NEW BUSINESS**

**A. Monroe County – Deobligation of Excess Funding**

The Monroe County Board of Education received bids on April 9, 2020 for the new Peterstown Pre-K-8 School. The project was awarded \$21,100,000 in total SBA funds in the December 2018 and 2019 NEEDs funding cycles. The Monroe Board of Education committed \$3,092,000 to this project for a total of \$24,192,000 in funding. Favorable bids were received, and the total project cost equals \$20,319,733.32, which is \$3,872,266.68 below the funded amount. The low bids are most likely the result of the Covid-19 Pandemic.

The Authority discussed in a previous meeting to hold \$2,000,000 in reserve funding, should Monroe County's project go over budget. Due to the project coming in under budget, the SBA now has additional funding that can be used to award other projects.

Executive Director Roach respectfully recommended reducing the SBA grant award by \$3,377,128.60, leaving \$1,000,000 in contingency for Monroe County, and respectfully requested that the Authority approve the new SBA grant award of \$17,722,871.40. The remaining funds shall be added to the collective amount to be used to fund other projects. Steve Burton inquired as to whether funding in the amount of \$500,000 was previously removed and later added back into the total amount in order to fund two

classrooms. Executive Director Roach confirmed this is correct and advised the money was added back since the project came in under budget. Upon a Motion by Sandy Hamilton with a second by Dave Perry, the Authority voted to approve reducing the SBA grant award by \$3,377,128.60 and approve the new SBA grant award of \$17,722,871.40.

B. Funding of Additional Projects

As previously discussed at the December 2019 Quarterly Meeting, Raleigh County was the next project in line to receive funding. Money has since become available to fund the new Stratton Elementary School in Raleigh County. Executive Director Roach respectfully requested that the Authority approve funding in the amount of \$8,882,374 for Raleigh County's new Stratton Elementary School project. Executive Director Roach also respectfully requested that the Authority approve funding of Keyser Middle School's roof replacement in Mineral County in the amount of \$3,086,670.

Upon a Motion by Miller Hall with a second by Dave Perry, the Authority voted to approve funding in the amount of \$8,882,374 for Raleigh County's new Stratton Elementary School project and to approve funding of Keyser Middle School's roof replacement in Mineral County in the amount of \$3,086,670.

C. Calhoun County Requests Emergency Funds

Calhoun County Schools requested Emergency Funds in the amount of \$96,525.00 for a new HVAC unit at Pleasant Hill Elementary. The existing unit has a cracked heat exchange, rendering it unusable. A new unit is necessary to provide heating to the gym and kitchen areas of the school. This replacement will supplement ongoing work in a 2018 Needs Project at this facility. Debra Sullivan asked if the new unit is Covid-19 compatible. Ben Ashley advised it is in accordance with Policy 6200, and he would direct any architects or engineers to follow any new regulations.

Calhoun County Schools complied with Emergency Fund procedures. As such, Executive Director Roach respectfully requested that the Authority approve Emergency Fund request of \$96,525.00 for a new HVAC unit at Pleasant Hill Elementary. Upon a Motion by Victor Gabriel with a second by Dave Perry, the Authority voted to approve Calhoun County's Emergency Fund request of \$96,525.00 for a new HVAC unit at Pleasant Hill Elementary.

D. SBA Policy & Procedures Handbook Revisions

Executive Director Roach presented the revisions to the SBA Policy & Procedures Handbook, which are intended to further the Authority's mission of increasing accountability of all parties involved in the execution of an SBA-funded project. The revisions include certain supplemental instructions and requirements being moved to the appendix, modified and added language sections, changes and additions to existing policy language, and modifications to SBA forms. Attachment F contains the revisions, which have been reviewed by our Attorneys.

Executive Director Roach respectfully recommended that the full Authority approve the revisions to the SBA Policy & Procedures Handbook as presented, and for the SBA Staff to move forward with filing the 30-day Comment Period with the Secretary of State's Office. Steve Burton asked how the Policy relates to someone who did a poor job on a project becoming a low bidder on another project. Executive Director Roach advised that a county has the right to reject a contractor over poor performance. A discussion followed.

Upon a Motion by Debra Sullivan with a second by Sandy Hamilton, the Authority voted to approve the revisions to the SBA Policy & Procedures Handbook as presented, and for the SBA Staff to move forward with filing the 30-day Comment Period with the Secretary of State's Office.

V.

**FUTURE MEETINGS**

September 14, 2020 – MIP – Quarterly Meeting  
March 15-16, 2021 – Superintendent Interviews  
April 19, 2021 – NEEDS Grant Award Meeting  
*Meeting dates are tentative and subject to change due to COVID-19*

VI.

**ADJOURNMENT**

There being no further business to come before the Authority and upon a Motion by Steve Burton with a second by Debra Sullivan, the Authority voted to adjourn the July 30, 2020, Special Teleconference Meeting of the School Building Authority of West Virginia.

Minutes Approved September 14, 2020

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