

August 22, 2011 Board Meeting  
WV Courthouse Facilities Improvement Authority - Meeting Minutes

---

The Board of Directors of the WV Courthouse Facilities Improvement Authority held their regular March board meeting at the WVCFIA office building located at 2003 Quarrier St. in Charleston, WV. The meeting was conducted on August 22, 2011 and it was held in the Judge L.D. Egnor Conference room.

The meeting was called to order by Chairman Rick Staton at 11:11 AM.

- I. Roll Call Board Present: Chair W. Richard Staton, Chuck Armentrout; Adell Chandler; Betsy Castle; Diana Cromley; Cynthia Pyles; via teleconference Joe Alongi; Quorum Established – Agenda packets distributed.  
Executive Director: Melissa Garretson Smith and Executive Assistant: Brenda Ashworth  
Guests – Mike Moore and Tom Potts from Silling Associates; Commissioner Jerry Berry and Commissioner Woodrum of Summers County;  
Motion made by Adell Chandler and seconded by Betsy Castle to approve the July 25, 2011 Board Meeting Minutes.

II. Reports and Considerations –

- A. Financial Update - Financial Report as of July 31, 2011 of Revenue and Expenditures. Betsy Castle made a motion to accept. Second my Cindy Pyles. No Discussion. Financial Report Motion carried.
- B. Executive Director's Report - Melissa welcomed and introduced Cindy Pyles of Mineral County to the WVCFIA Board representing Commissioners along with William M. "Chuck" Armentrout.

Tom Potts and Mike Moore from Silling & Associates were in attendance to introduce themselves to the WVCFIA Board as we are following the 5 G Process for hiring an architect for our upcoming Needs Assessment. Mr. Potts made suggestions that WVCFIA allow enough time to detail the project scope; historic understanding of county courthouse buildings should be included in the qualifications section; minimal timeline would be possibly a week at each courthouse; and ultimately "What is the meaning to WVCFIA of the Needs Assessment?" We must determine what our goal is.

Melissa mentioned that Mike voiced concerns about obtaining a "county buy-in" of the project. Chuck Armentrout – "Counties would be foolish not be partner with WVCFIA". Rick reinforced that each county would receive a needs assessment, therefore it would be a service to the counties.

Adell Chandler – "We should write a letter to county officials and include all maintenance personnel at the courthouse".

Diana Cromley suggested that county officials sign off on the plans prior to the vendor beginning the assessment in each county.

Adell - "Keep all county officials informed"

Melissa shared that a five member committee will need to be created but State of West Virginia Purchasing Division code requires all members should be State of West Virginia employees. Melissa stated that as our Procurement Officer she would chair the committee. Rick Staton accepted a position on the committee and Cindy Pyles volunteered also. Melissa will write a letter to purchasing to request a waiver for each of them to participate. She will then try to garner an architect from the State Department of Administration to serve on the committee and ask Christy Bailey from the Coalfields Heritage Highway Authority to serve as the fifth member.

Discussion continued about defining the mission of the needs assessment. Melissa will finalize the Expression of Interest document soon. She has included several architecture firms in on the planning of the document.

Chuck suggested that the Insurance pool may have information regarding existing structures.

A Board member suggested that a preliminary discussion with county managers to assess the buildings be conducted prior to the vendor beginning their work.

Mike, from Silling, suggested that the needs assessment should be a “living – breathing document”.

Melissa suggested that the document have a check list that the county commissioners can use and update yearly.

Finally, Rick Staton stated , “That we (WVCFIA) are a service to the counties”.

### III. Old Business:

Summers County Commission President, Jerry Berry, was in attendance to thank the WVCFIA Board for the recent loan and gave each board member a written report on the roof replacement .

Jerry Berry signed the Special conditions and was given a copy for Summers County records. The project costs were much more than what was originally expected and, therefore, the project will have to be broken down into 2 phases. The first three pillars on the roof will be repaired prior to the winter of this year and the other 3 will be secured to avoid further weather damage.

### IV. New Business:

-Bonding Authority Legislation – Tabled until teleconference on September 15, 2011 at 10 AM. Rick requested that the definition of “courthouse facility” include the phrase “owned and occupied by county officials”.

-Grant Balance revocation – Lincoln Co. 7<sup>th</sup> Cycle - Adell made motion to accept. Diana Cromley second. Motion carried.

-Grant Time Extension - Putnam Co. – Diana made motion for time extension for 7<sup>th</sup> Cycle until Dec.1st. Chuck Armentrout second. Motion Carried.

Mingo County 7<sup>th</sup> Cycle grant received a scope change from an elevator changed to vertical lift with the stipulation that the vertical lift is ADA compliant. Melissa and Adam confirmed that the lift was ADA compliant. Due to the scope change, they are requesting an extension to a December 31<sup>st</sup> deadline for 7<sup>th</sup> Cycle Grants. Chuck made the motion and Cindy Pyles second. Motion carried.

-Grant Scope Change Request – Randolph County – 8<sup>th</sup> Cycle – Postpone did not receive information from Randolph County regarding their scope change request.

-Grant Deadline Decision – Mineral County 4<sup>th</sup> Cycle requesting extension on funding for Fire Alarm System. Cindy Pyles stated that the project should be completed within the next month. Adell made the motion to extend 4<sup>th</sup> Cycle Grant to October 1, 2011. Jason Nettles second. Motion Carried.

-P Card Approval - Diana made motion to approve. Adell second. Motion Carried.

-Office Repairs - A & L lowest Bid for WVCFIA772011 at \$7875.00. Adell made motion to accept. Cindy Pyles second. Motion Carried.

Rick would like to make sure that we have lightning on our parking lot and side door.

Diana would like the bathroom updated with a fresh coat of paint.

### V. General Discussion

Melissa requested that our agency purchase a projector.

Rick stated that there was excellent feedback from Wyoming County’s 9<sup>th</sup> Cycle Application Training. Jason will share emails from County Assessors regarding tax map fees.

Short Term Goals –

Rick would like us to review our current 9<sup>th</sup> Cycle Applications for our county applicants before deadlines with feedback to the applicants. (We had previously included this type of review in our revamped grant application.) Rick emphasized to make the application process more “user friendly”.

Chuck suggested that our agency meet with State Historic Preservation Office to see how we can better work with their office to make our projects more efficient. Melissa indicated that she would also notify SHPO of counties that have received 9<sup>th</sup> Cycle Grant funding. Rick suggested meeting with Susan Pierce, the SHPO director, and ask her how we can better work with them to make sure our projects meet our grant deadline.

Rick would like Melissa to attend a Chamber of Commerce meeting or construction/contractor meetings.

Betsy suggested to introduce legislation to look at our fees and possibly an increase. However, the group consensus was to work on the bonding authority and then finding a separate pool of funds.

Rick suggested that we build a coalition with engineering groups, architects, building and construction trades to help with our bonding authority.

Melissa reminded everyone that August 30, 2011 will be the last day for comments for the Procedural Rules. If there are no public comments then we can finalize the conference call board meeting voting section of the rule. The Emergency Fund definition, however, is included in the Legislative Rules.

VI. Next Meeting –

- A. Teleconference on September 15<sup>th</sup> at 10:00 AM
- B. Advisory Board Meeting on October 28<sup>th</sup> Flatwoods, WV
- C. Full Board Meeting on November 15, 2011 at 11:00 AM – L.D. Egnor Conference Room

Respectfully submitted,

Brenda S. Ashworth  
Executive Assistant WVCFIA