Courthouse Facilities Improvement Authority

Meeting Minutes from December 12, 2012

The Board of Directors of the Courthouse Facilities Improvement Authority held a regular meeting by conference call on December 12, 2016. The meeting was called to order by Melissa Garretson Smith, (filling in for President Joe Alongi) and a quorum was established. Those participating were Betsy Castle, Janice Cosco, Nancy Cartmill, Tim McCormick, Diana Cromley and John Bennett. CFIA President Joe Alongi joined the meeting at 10:14 a.m. No guests were present.

Minutes from the meeting of October 21, 2016 and November 3, 2016 were unanimously approved upon a motion made by Diana Cromley and seconded by Nancy Cartmill.

Melissa provided the Board with the financial update as of November 30, 2016. The total revenue collected since inception through November 30, 2016, is $27,839,883.62, with expenditures totaling since inception is $23,393,423.99.

The current cash balance is $4,446,459.63, with an encumbered fund balance of $3,733,802.42, and $437,634.63 remaining in the emergency fund. The total non-encumbered balance available is $275,022.58.

Grant funds remaining to be disbursed include $5,000.00 for the 12th Grant Cycle; $1,622,513.42 for the 13th Grant Cycle; and $2,106,289.00 for the 14th Grant Cycle, for a grand total of $3,733,802.42, as of December 9, 2016.

Melissa then provided the Board with her Executive Director’s Report, informing the Board that she presented Monroe County with their approved Grant during their regular meeting on December 7, 2016. She attended the WVACo Newly Elected Officials training on December 8. Melissa further informed the Board that all new 14th cycle grant contracts and informational documents have been mailed out to counties that were awarded grants. The gutter project for the CFIA headquarters building has been advertised for bids with bid opening set for December 28, 2016. Melissa stated that the mortar project will be done in the spring due to better weather conditions at that time.

Melissa will be attending the Investment Management Board meeting on December 14, 2016, and she will travel to Berkeley County on December 21 and 22, 2016, to present their grant contract during a county commission meeting.

A motion to accept the reports was made by Betsy Castle, seconded by Diana Cromley. Upon voting, the motion was unanimously approved.

There was no Old Business to discuss.

The Board then considered New Business.

The Board considered Pcard purchases for October 2016 in the amount of $496.85. Melissa noted that the amount listed for $68.73 should be for the plaque for retiring board member, Steve Tanner. A motion to approve Pcard purchases was made by Betsy Castle, seconded by Janice Cosco, and upon voting, the motion was unanimously approved.

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Time extension requests were then considered.

Those counties requesting time extensions until January 31, 2017, include Calhoun, Raleigh, Tucker, Upshur, Wayne, Ohio and Mason. After a brief discussion, a motion to approve time extension request until January 31, 2017, was made by Diana Cromley and seconded by Nancy Cartmill. Upon voting, the motion was unanimously approved.

Requests for time extensions until February 28, 2017, include Taylor, Putnam and Brooke Counties. A motion was made to approve time extensions made by Nancy Cartmill, seconded by Betsy Castle, and upon voting, the motion was unanimously approved.

Kanawha County requested a time extension until March 31, 2017, to complete work that the Board previously approved as a result of a change of scope. A motion to approve a time extension was made by Nancy Cartmill and seconded by Betsy Castle. Upon voting, the motion was unanimously approved.

A time extension request was then considered by the Board for the counties of Barbour, Wood and Berkeley until April 30, 2017. After a brief discussion, a motion was made to approve the requested time extensions by Betsy Castle and seconded by John Bennett. Upon voting, the motion was unanimously approved.

Greenbrier County requested a time extension until May 31, 2017, due to a delay as a result of the flooding that occurred. A motion to approve the requested time extension was made by Tim McCormick and seconded by Betsy Castle. Upon voting, the motion was unanimously approved.

Fayette County requested a time extension for weather related reasons until June 30, 2017. A motion was made by Nancy Cartmill, seconded by Diana Cromley, and upon voting, the motion was unanimously approved.

Ohio County requested a time extension for their 13th cycle grant due to the additional time needed to retrofit the elevator in an older building. A motion was made to approve the time extension on 12/31/17 by Betsy Castle, seconded by Diana Cromley, and upon voting, the motion was unanimously approved. Ohio County Commissioner, Tim McCormick, recused himself from voting on this motion.

Boone County requested a scope expansion request, in addition to a time extension. The request for change in scope was due to damage to the roof around the bell tower that was discovered by workmen while working on the roof. The initial work came in under the project budget, therefore, the remaining funding could be used to repair the newly discovered damage. The time extension is to allow additional time until February 28, 2017, to complete all the work. A motion to approve the scope expansion request and the time extension request for Boone County was made by Betsy Castle and seconded by Diana Cromley. Upon voting, the motion was unanimously approved.

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There was no Executive Session, and no business under the Good of the Order.

The date for the next meeting will be decided after the newly elected officials have been appointed to the CFIA Board by their respective associations.

There being no further business, a motion to adjourn was made by Janice Cosco and seconded by Tim McCormick. Upon voting, the motion was unanimously approved.

Respectfully submitted by:

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Patricia A. Noland, CFIA Secretary