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**Agenda Book**  
**August 27, 2020**

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**Members**

Lisa Haddox-Heston, Chair  
Mason 'Ed' White, Vice Chair  
Eddie J. Canterbury, Secretary  
Stephanie Abraham  
J. Chris Adkins  
Janice Olive

Samuel A. Stewart  
Pat J. White  
William H. Alderman  
Casara Spry  
Dianna Toler

Pamela L. Alderman  
President

**Southern West Virginia Community and Technical College  
Board of Governors**

**Special Meeting of August 27, 2020  
VIA Zoom/Teleconference - 5:00 p.m.**

**Join Zoom Meeting: <https://zoom.us/j/92682550375>  
Meeting ID: 926 8255 0375  
Dial-in Only: 1-646-876-9923**

**AGENDA**

1. Roll Call, Verification of Quorum, and Call to Order . . . . . Dr. Lisa Haddox-Heston  
Board Chair
2. Consideration of the WV Department of Transportation,  
Division of Highways, Right of Way Questionnaire\* . . . . . Mr. Joe Linville  
Director of Facilities and Campus Operations
3. Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel\*\*
  - 3.1 Personnel Matters . . . . . Chair Heston
4. Adjournment . . . . . Chair Heston

\*Denotes an item requiring action/approval.

\*\*Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 27, 2020**

**ITEM:** Approval of Execution of the Right of Way Questionnaire with the WV Department of Transportation, Division of Highways

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approves execution of the Right of Way Questionnaire between Southern West Virginia Community and Technical College Board of Governors and the West Virginia Department of Transportation, Division of Highways, and delegates authority to the Board Chair to execute the document on behalf of the Board.

**STAFF MEMBER:** Joe Linville

**BACKGROUND:**

The West Virginia Department of Transportation, Division of Highways has requested for the Southern West Virginia Community and Technical College Board of Governors to execute a Right of Way Questionnaire. On June 26, 1992, the Board of Directors of the State College System, conveyed a right of way for public road purposes, a permanent aerial and maintenance easement, and a temporary structure removal easement over, through, across and upon certain tracts or parcels of land to the WV Department of Transportation, Division of Highways.

Mr. Tom Rayburn, Professional Surveyor at E. L. Robinson Engineering, and a representative of the West Virginia Department of Transportation, Division of Highways, plans to begin a project involving major repairs to the bridge on WV 73 which crosses over Southern's property behind Building A on the Logan Campus. The Right of Way Questionnaire confirms that the West Virginia Department of Transportation, Division of Highways, has provided notification to the Southern West Virginia Community and Technical College Board of Governors that it plans to execute its full right of way during this process.

Therefore, the staff recommends the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to execute the Right of Way Questionnaire on its behalf.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS

RIGHT OF WAY QUESTIONNAIRE

State Project S223-73-01.37 00 DOH District 2 Parcel \_\_\_\_\_  
Federal Project N/A County Logan  
Owner(s) Southern West Virginia Community and Technical College Board of Governors Spouse's Name N/A  
Address 2900 Dempsey Branch Road, Room 436, Bldg. C, Mount Gay, WV ZIP 25637 Phone No(s) \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_  
If separate, owner and type of Minerals/Timber/etc. Unknown  
Liens (Deeds of Trust, Vendor's Liens, Judgment Liens, etc.) \_\_\_\_\_

Name in which Property is Assessed N/A-Exempt Acct. No. N/A  
Land Area/type of Property (Residential/Commercial) School  
Public/Private Utilities (List and sketch location if private) City of Logan Water Dept., American Electric Power, Mountaineer Gas, Frontier Communications, Suddenlink Communications, Logan PSD Sewer

Cemetery/Burial Sites:  Yes  No – if yes sketch location on reverse side  
Septic System:  Yes  No – if yes sketch location on reverse side  
Underground Storage Tank(s):  Yes  No – if yes sketch location on reverse side

**IF THIS PROPERTY WAS OBTAINED BY A DEED, PLEASE GIVE FOLLOWING INFORMATION:**

Grantor West Virginia Higher Education Policy Commission  
Grantee Southern West Virginia Community and Technical College Board of Governors  
Date of Deed May 27, 2008 DB 592 P 1141 Declaration of Value None  
Magisterial District Island Creek Tax Map 144 Parcel 35

**IF OBTAINED THROUGH WILL OR LAWS OF DESCENT AND DISTRIBUTION:**

From Whom Inherited N/A WB N/A P N/A  
Executor N/A Phone No(s) N/A  
Address N/A ZIP N/A  
Previous Deed Date N/A DB N/A P N/A

(If no Will, attach list of heirs including addresses, telephone numbers, etc., and decedent's place and date of death)

**IF PROPERTY IS HELD OR OCCUPIED BY SOMEONE OTHER THAN OWNER, GIVE FOLLOWING INFORMATION:**

Lessee or Tenant \_\_\_\_\_ Phone No(s) \_\_\_\_\_  
Address \_\_\_\_\_ ZIP \_\_\_\_\_  
Oral Agreement or Written Lease \_\_\_\_\_ Initiated \_\_\_\_\_ Expires \_\_\_\_\_  
Option to Renew \_\_\_\_\_ Rent (Month/Year) \_\_\_\_\_  
Occupant(s) (List) \_\_\_\_\_  
Are Improvements Tenant Owned? \_\_\_\_\_ If so, Describe \_\_\_\_\_

Oil, Gas, Coal Leases:  Yes  No – if so, with whom: \_\_\_\_\_

Obtained From \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
Obtained By Tom Rayburn, PS c/o ELR Date 8/18/2020 Signature [Signature]  
(Use reverse side for additional information, sketches, etc.) Attachments  Yes  No

INSTRUCTIONS  
FOR COMPLETION OF RIGHT OF WAY QUESTIONNAIRE

**General:**

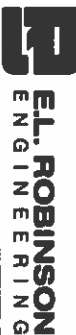
1. Accuracy is important
  2. Fill out Form Completely – if an item is Not Applicable, enter N/A – If an item is Unknown, enter Unknowns – DO NOT leave spaces blank!
  3. If owners own other property in the area, find out what you can about location, land area, improvements, etc.
1. Prior to going to the courthouse, complete those parts of the questionnaire found on the Right of Way plans such as, State and Federal Numbers (Use Right of Way Project Numbers – NOT Construction), County, Right of Way District Number and tentative Parcel Number, Apparent Property Owner(s), if known.
  2. At the courthouse obtain:
    - a. Name in which Property is assessed
    - b. Tax Account Number
    - c. Deed References, Grantor, Grantee, Book & Page, Consideration, Magisterial District, Tax Map and Tax Parcel Number(s)
    - d. Deeds of Trust, Liens and Judgments
    - e. If property was obtained by inheritance:
      1. Name from whom inherited
      2. Will Book and Page
      3. Executor's Name, Address and Phone Number(s)
      4. Prior Deed References (Book and Page)
  3. During Contact with Owner(s) and Occupants obtain:
    - f. Owner(s) full legal name(s) and marital status
    - g. Mailing address of owner(s)
    - h. Name of Spouse if pertinent
    - i. Information on mineral ownership and timber ownership
    - j. Type of property and improvements (residential, commercial)
    - k. List all private and public utilities
    - l. If there is a tenant occupant (even if related to owner):
      1. Name of tenant, address and phone number
      2. Relationship to owner, if any
      3. Information about rental agreement or lease; Rent Paid
      4. Names, sex and ages of all occupants

**ADDITIONAL INFORMATION**



SUBMITTAL DATE: 18 AUGUST 2020

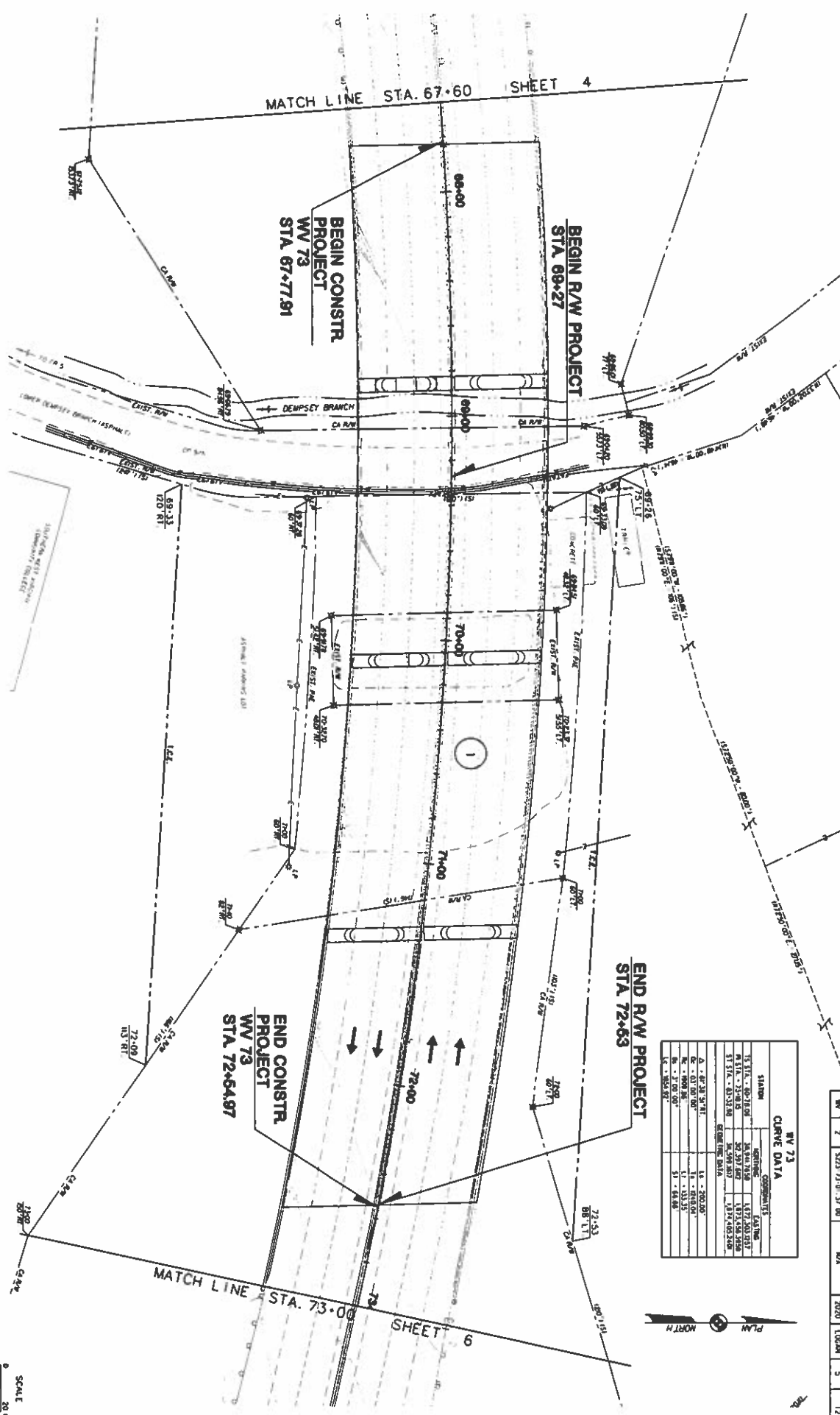
5088 WASHINGTON STREET, WES  
 CHARLESTON, WEST VIRGINIA 25313  
 PHONE: 304-776-1473  
 FAX: 304-776-6426  
 WWW.ERLROBINSONENGINEERING.COM



PROJECT NO.	DATE	BY	CHKD.	APP.

US ARMY HOPPY HOPSON JR.  
 MEMORIAL BRIDGE

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
 DIVISION OF HIGHWAYS  
 PLAN SHEET  
 STA. 67+60 TO STA. 73+00



STATION		COMMITTEE	
DATE	BY	DATE	BY
11/11/11	ERL	11/11/11	ERL
02/21/12	ERL	02/21/12	ERL
03/21/12	ERL	03/21/12	ERL
04/21/12	ERL	04/21/12	ERL
05/21/12	ERL	05/21/12	ERL
06/21/12	ERL	06/21/12	ERL
07/21/12	ERL	07/21/12	ERL
08/21/12	ERL	08/21/12	ERL
09/21/12	ERL	09/21/12	ERL
10/21/12	ERL	10/21/12	ERL
11/21/12	ERL	11/21/12	ERL
12/21/12	ERL	12/21/12	ERL

PROJECT NO.	DATE	BY	CHKD.	APP.