

**Capital Improvements
Joint Bond Review Committee**

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JOINT BOND REVIEW COMMITTEE MEETING

DATE: Tuesday, August 15, 2017
TIME: 10:30 a.m.
LOCATION: Room 105, Gressette Building

AGENDA

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JOINT BOND REVIEW COMMITTEE**Item Number 1**Meeting of August 15, 2017

AGENCY: Department of Administration, Facilities Management and Property Services

PROJECT/SUBJECT: Retirement System Investment Commission Proposed Lease, 1201 Main Street, Columbia

The Retirement System Investment Commission (RSIC) is requesting approval to continue leasing 19,700 square feet of office space located at 1201 Main Street in Columbia from U.S. REIF/MJW Capital Center Fee, LLC.

A solicitation was conducted, and three proposals were received. One proposal was rejected because it was significantly more expensive than the selected location. The rental rate for the second proposal was comparable; however, that location did not meet the agency's needs.

The term of the proposed lease will be for five years beginning September 1, 2017. The rate will be \$18 per square foot for the first year with annual increases of three percent. However, the rent for January of 2018, 2019, and 2020 and January and February of 2021 and 2022 will be abated, bringing the net effective rate to \$16.85 per square foot over the term. The total payout over the five-year term will be \$1,660,186.

The base rent includes all operating and maintenance expenses, and the landlord will provide an improvement allowance of \$100,000.

The lease provides for 51 parking spaces in the City of Columbia garage adjacent to the building. Employees will pay \$30 per month for an unreserved space or \$80 per month for a reserved space (the Landlord will subsidize the remaining cost of parking).

The Department of Administration's Facilities Management and Property Services reports comparable lease rates of similar office space in the area range from \$16.65 to \$22.00 per square foot.

Lease payments will be paid from RSIC operating account. According to the Budget Approval Form submitted, there are adequate funds for the lease.

COMMITTEE ACTION:

Review and make recommendation regarding the proposed lease agreement for the Retirement System Investment Commission.

ATTACHMENTS:

- 1) Department of Administration, Real Property Services Lease Summary dated August 15, 2017

- 2) Letter from Michael R. Hitchcock, Chief Executive Officer, Retirement System Investment Commission, dated July 11, 2017
- 3) Sections 1-11-55 and 1-11-56 of the South Carolina Code of Laws

JOINT BOND REVIEW COMMITTEE AGENDA ITEM WORKSHEET

Meeting Scheduled for: August 15, 2017

Regular Agenda

1. Submitted by:

- (a) Agency: Department of Administration
- (b) Authorized Official Signature:



Ashlie Lancaster, Director
Facilities Management and Property Services

2. Subject: Retirement System Investment Commission Lease- 1201 Main Street in Columbia

3. Summary Background Information:

The Retirement System Investment Commission (RSIC) is requesting approval to continue leasing 19,700 square feet (SF) located at 1201 Main Street in Columbia from U.S. REIF/MJW Capitol Center Fee, LLC (the "Landlord").

A solicitation was conducted and three proposals were received. One proposal was significantly more expensive than the selected location. The other proposal did not meet the needs of the agency.

The original proposal for the selected location was for a term of five (5) years at a rate of \$16/SF with three (3) percent annual increases or for a term of ten (10) years at a rate of \$14.65/SF with three (3) percent annual increases. However, the building ownership subsequently indicated that those rates and terms could not be honored, as the building is for sale and the rental rates need to be higher to maximize the sale price. As RSIC has an ownership interest in the building, they agreed to negotiate a new rate for a five (5) year term. The renegotiated rate and terms are shown below.

The space will accommodate fifty-one (51) FTEs and nine (9) temporary staff and will meet the state standard of 210SF/person with a density of 207SF/person. The term shall be for five (5) years beginning on September 1, 2017. Basic rent for the first year of the term shall be \$18.00/SF, which includes all operating and maintenance costs. The rent for January of 2018, 2019 and 2020 will be abated along with the rent in January and February of 2021 and 2022. This brings the net effective rental rate to \$16.85/SF over the term. Thereafter, basic rent shall increase by three (3) percent annually as follows:

<u>TERM</u>	<u>FREE RENT MONTH(s)</u>	<u>PERIOD: FROM - TO</u>	<u>ANNUAL RENT</u>	<u>MONTHLY RENT</u>	<u>RENT/SF</u>	<u>NET EFFECTIVE RATE/SF</u>
YEAR 1	Jan-18	9-01-2017 to 8-31-2018	\$325,050.00	\$29,550.00	\$18.00	\$16.50
YEAR 2	Jan-19	9-01-2018 to 8-31-2019	\$334,801.50	\$30,436.50	\$18.54	\$17.00
YEAR 3	Jan-20	9-01-2019 to 8-31-2020	\$344,845.55	\$31,349.60	\$19.10	\$17.50
YEAR 4	January & February 2021	9-01-2020 to 8-31-2021	\$322,900.83	\$32,290.08	\$19.67	\$16.39
YEAR 5	January & February 2022	9-01-2021 to 8-31-2022	\$332,587.85	\$33,258.79	\$20.26	\$16.88
		Total	\$1,660,185.73			

The following chart represents comparable lease rates of similar space in the downtown Columbia area:

Tenant	Location	Rate
Vacant	1901 Main Street	\$20.00/SF
SC Education Lottery	1333 Main Street	\$16.65/SF
Vacant	1501 Main Street	\$18.50/SF
Vacant	1338 Main Street	\$22.00/SF

Above rates are subject to escalations over the term.

The CBRE MarketView Columbia Office Q2 2017 report indicates an average rate of \$22.47/SF in the Columbia Business District. The Landlord is providing a tenant improvement allowance of \$100,000. The lease also provides for fifty-one (51) parking spaces in the City of Columbia garage adjacent to the building to accommodate staff. Employees will pay \$30/month for an unreserved space or \$80/month for a reserved space, and the Landlord will subsidize the remaining costs of parking.

There are adequate funds for the lease according to the Budget Approval Form submitted by the agency.

4. What is JBRC asked to do? Approve the proposed lease for the Retirement System Investment Commission at 1201 Main Street in Columbia.

5. What is recommendation of the Department of Administration? Consider approval of the proposed lease for the Retirement System Investment Commission at 1201 Main Street in Columbia.

6. List of Supporting Documents:

- SC Code of Laws Sections 1-11-55 and 1-11-56
- RSIC Letter Dated July 11, 2017

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COMMISSIONER

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COMMISSIONER



RETIREMENT SYSTEM INVESTMENT COMMISSION

1201 MAIN STREET, SUITE 1510, COLUMBIA, SC 29201

MICHAEL HITCHCOCK
CHIEF EXECUTIVE OFFICER

GEOFFREY BERG, CPA
CHIEF INVESTMENT OFFICER

July 11, 2017

State Fiscal Accountability Authority
Wade Hampton Building, Suite 600
Columbia, South Carolina 29201

Dear Committee and Authority Members:

The South Carolina Retirement System Investment Commission ("Commission") requests approval of a lease with Colliers International for approximately 19,700 square feet of office space at 1201 Main Street in Columbia by the Joint Bond Review Committee and the State Fiscal Accountability Authority, during their respective August meetings.

The Commission issued an RFP for lease proposals for office space of 17,000 – 19,000 square feet and three proposals were received in response to the solicitation. Some of the Commission's considerations for proposal selection included: the cost of the lease (including the potential cost of renovating a space to meet agency needs, if applicable), proximity of the location to the State House Complex and numerous state agencies with which the Commission regularly interacts, the estimated additional cost of moving to a different location, if applicable, as well as any associated loss of productivity to coordinate and complete a move, and the availability of adequate conference room space onsite to hold the Commission's public meetings and large enough to allow for substantial stakeholder and general public attendance.

After thorough review of the proposals, the Commission requests approval to stay in its current location, and continue to lease from Colliers International the current 19,700 square feet for a 5-year period. The selection is based on the following factors:

- The proposed lease with Colliers International is significantly less cost than the current square footage rate for similar commercial space in the Columbia business district. Although Colliers International proposal is the second lowest cost proposal, it is the most responsive proposal to our requirements. The lowest proposal did not meet the requirements the agency outlined in the RFP.
- The existing location is within walking distance of the State House Complex, State Office of Attorney General, Office of State Auditor, Office of State Treasurer, Comptroller General's Office, and State Fiscal Accountability Authority. Neither of the other submissions provided this proximity and neither location was located in the central Columbia business district, as required by the RFP.
- The current location includes a conference room suite required for the Commission's high volume of meetings with outside entities, including a large conference room used to host the Commission's public meetings. The large conference room allows for increased stakeholder and public attendance as well as attendance by the Commission staff, who play an integral role in preparing meeting

PHONE 803.737.6885 | FAX 803.737.7070

materials and participate throughout the meetings. The space in the largest conference room at the current location exceeded the largest conference spaces offered in the other two submissions.

- The cost for moving and purchasing office furniture is estimated to substantially exceed \$100,000, which would be incurred by the Commission if it were to move to either of the other two locations.
- During the prior lease term, the Commission made significant improvements to the space to suit the Commission's specific needs and to make the Commission's office space more conducive to increased staff collaboration. The only proposal with a rental rate commensurate with the current space was a location with a highly segmented floorplan that would not suit the Commission's specific needs and would require substantial costly renovation to achieve the same amount of collaborative space.
- Although the property with the comparable rent requires substantial upgrade and renovation, the proposal for the property did not offer any funding for improvements. The Commission's current landlord is offering \$100,000 in their proposal for tenant improvements.
- Relocating to the other proposals' locations would require closing the agency during the move, negatively impact staff productivity, incur significant moving costs, and involve substantial planning to ensure business continuity for prudent management of the investments and assets of the Trust. Some matters that would require careful planning and additional resources include setup and coordination with the providers for IT support, connection, network access and data lines and port installation; installing telephone and conference lines, video conference and facsimile lines and connections; making essential systems transfers including Bloomberg terminals and leased office equipment transfers; and security system installation, including cameras and card key access.

As you may know, our request for the lease approval was previously planned for presentation at the June meeting but the proposal was withdrawn by the building's controlling partner before the scheduled meeting. The building's controlling partner indicated that the proposal initially submitted by Colliers International (for which the June approval request was based upon) had not been appropriately approved prior to submission. Based on the building's controlling partner stating the proposal was not properly authorized, the Department of Administration indicated the item would be removed from the agenda to allow time to sort out the options. In the following weeks, the Department of Administration worked directly with the building's controlling partner and Colliers International. The Department of Administration worked on the revised lease terms and kept the Commission apprised of the status. The updated lease proposal term is for 5 years and is comparable pricing versus the initial proposal's 5-year lease pricing. We appreciate the Department of Administration's assistance and hard work throughout the process and are pleased with the final lease terms they negotiated.

Therefore, for the reasons outlined above, we respectfully request the approval of the lease with Colliers International that allows Commission to remain at its present location. Thank you for your assistance in this process and for your consideration of our request.

Sincerely,



Michael R. Hitchcock
Chief Executive Officer

PHONE 803.737.6885 | FAX 803.737.7070

SECTION 1-11-55. Leasing of real property for governmental bodies.

(1) "Governmental body" means a state government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment or official of the executive branch of this State. Governmental body excludes the General Assembly, Legislative Council, the Legislative Services Agency, the judicial department and all local political subdivisions such as counties, municipalities, school districts, or public service or special purpose districts.

(2) The Division of General Services of the Department of Administration is hereby designated as the single central broker for the leasing of real property for governmental bodies. No governmental body shall enter into any lease agreement or renew any existing lease except in accordance with the provisions of this section. However, a technical college, with the approval by the State Board for Technical and Comprehensive Education, and a public institution of higher learning, may enter into any lease agreement or renew any lease agreement up to one hundred thousand dollars annually for each property or facility.

(3) When any governmental body needs to acquire real property for its operations or any part thereof and state-owned property is not available, it shall notify the Division of General Services of its requirement on rental request forms prepared by the division. Such forms shall indicate the amount and location of space desired, the purpose for which it shall be used, the proposed date of occupancy and such other information as General Services may require. Upon receipt of any such request, General Services shall conduct an investigation of available rental space which would adequately meet the governmental body's requirements, including specific locations which may be suggested and preferred by the governmental body concerned. When suitable space has been located which the governmental body and the division agree meets necessary requirements and standards for state leasing as prescribed in procedures of the department as provided for in subsection (5) of this section, General Services shall give its written approval to the governmental body to enter into a lease agreement. All proposed lease renewals shall be submitted to General Services by the time specified by General Services.

(4) The department shall adopt procedures to be used for governmental bodies to apply for rental space, for acquiring leased space, and for leasing state-owned space to nonstate lessees.

(5) Any participant in a property transaction proposed to be entered who maintains that a procedure provided for in this section has not been properly followed, may request review of the transaction by the Director of the Division of General Services of the Department of Administration or his designee.

SECTION 1-11-56. Program to manage leasing; procedures.

(A) The Division of General Services of the Department of Administration, in an effort to ensure that funds authorized and appropriated for rent are used in the most efficient manner, is directed to develop a program to manage the leasing of all public and private space of a governmental body. The department must submit regulations for the implementation of this section to the General Assembly as provided in the Administrative Procedures Act, Chapter 23, Title 1. The department's regulations, upon General Assembly approval, shall include procedures for:

(1) assessing and evaluating agency needs, including the authority to require agency justification for any request to lease public or private space;

(2) establishing standards for the quality and quantity of space to be leased by a requesting agency;

(3) devising and requiring the use of a standard lease form (approved by the Attorney General) with provisions which assert and protect the state's prerogatives including, but not limited to, a right of cancellation in the event of:

(a) a nonappropriation for the renting agency;

(b) a dissolution of the agency; and

(c) the availability of public space in substitution for private space being leased by the agency;

(4) rejecting an agency's request for additional space or space at a specific location, or both;

(5) directing agencies to be located in public space, when available, before private space can be leased;

(6) requiring the agency to submit a multiyear financial plan for review by the department with copies sent to Ways and Means Committee and Senate Finance Committee, before any new lease for space is entered into; and

(7) requiring prior review by the Joint Bond Review Committee and the requirement of State Fiscal Accountability Authority approval before the adoption of any new or renewal lease that commits more than two hundred thousand dollars annually in rental or lease payments or more than one million dollars in such payments in a five-year period.

(B) Leases or rental agreements involving amounts below the thresholds provided in subsection (A)(7) may be executed by the Department of Administration without this prior review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority.

(C) The threshold requirements requiring review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority as contained in subsection (A)(7) also apply to leases or rental agreements with nonstate entities whether or not the state or its agencies or departments is the lessee or lessor.

JOINT BOND REVIEW COMMITTEEMeeting of August 15, 2017**Item Number 2**

AGENCY: Department of Administration, Facilities Management and Property Services

PROJECT/SUBJECT: Medical University of South Carolina Proposed Amendment to Lease Agreement with CareAlliance Health Services

The Medical University of South Carolina (MUSC) currently leases 700 parking spaces in the Courtenay Drive Parking Garage to CareAlliance Health Services (dba Roper St. Francis Healthcare) at a rate of \$126.30 per space per month. MUSC is requesting approval to amend the current lease agreement to transfer the parking spaces to the new parking garage at 165 Cannon Street (which is expected to open in fall of 2019) and to extend the lease agreement for an additional ten years (to September 30, 2028). The request to relocate parking is necessary to accommodate the opening of the new MUSC Shawn Jenkins Children's Hospital.

The new rate for the parking spaces will be \$155.00 per space per month and will increase annually by the lesser of: a) CPI-Urban Wage Index or b) three percent. In addition, the proposed amendment contains four renewal options of five years each that may be exercised at the sole discretion of CareAlliance Health Services, bringing the total requested lease term to 30 years.

The Department of Administration's Facilities Management and Property Services reports comparable lease rates of similar parking in the area range from \$145 to \$165 per space per month.

COMMITTEE ACTION:

Review and make recommendation regarding the proposed amendment to MUSC's lease with CareAlliance Health Services.

ATTACHMENTS:

- 1) Department of Administration, Real Property Services Lease Summary dated August 15, 2017
- 2) Letter from Rachel Jones, Leasing Manager, MUSC, dated July 25, 2017
- 3) Sections 1-11-55 and 1-11-56 of the South Carolina Code of Laws

JOINT BOND REVIEW COMMITTEE AGENDA ITEM WORKSHEET

Meeting Scheduled for: August 15, 2017

Regular Agenda

1. Submitted by:

- (a) Agency: Department of Administration
- (b) Authorized Official Signature:



Ashlie Lancaster, Director
Facilities Management and Property Services

2. Subject: MUSC Parking Lease-out to CareAlliance Health Services at 165 Cannon Street in Charleston

3. Summary Background Information:

In May of 2017, MUSC received approval from the State Fiscal Accountability Authority to lease (the "Master Lease") 1,400 parking spaces and 10,672SF of office space at the 165 Cannon Street Garage to be built by 165 Cannon Street Associates, LLC, a single purpose entity whose sole member is the MUSC Foundation. MUSC will pay \$145/month per space for the twenty (20) year term of the lease which begins upon completion of the facility. This amount is equivalent to the debt service and debt service reserve to be incurred by the Landlord and such payments will cease if all debt on the property is paid in full.

As part of their mutual partnership in support of the Medical District, MUSC currently leases 700 spaces to CareAlliance Health Services d.b.a. Roper St. Francis Healthcare on behalf of Roper Hospital, Inc. ("CareAlliance Health Services") in the Courtenay Drive Parking Garage located at 21 Courtenay Drive at a rate of \$126.30/space per month. MUSC is requesting to amend that lease agreement to allow MUSC to transfer the parking spaces to the new parking garage at 165 Cannon Street, which is expected to open in the fall of 2019. The request to relocate parking is necessary to accommodate the opening of the new MUSC Shawn Jenkins Children's Hospital. MUSC is also requesting to extend the current lease agreement, which expires September 30, 2018, for an additional ten (10) years. The new lease expiration date will be September 30, 2028.

The term of the amended lease will be ten (10) years beginning October 1, 2018. During the first year of the lease, CareAlliance Health Services will pay monthly installments of \$108,500.00 for an annual amount of \$1,302,000.00 for the parking spaces. This equates to \$155.00/month per parking space. Rent shall increase annually by the lesser of CPI- Urban Wage index or three (3%) percent. The lease also contains four (4) renewal options of five (5) years each that can be exercised at the sole discretion of CareAlliance Health Services, so long as the Master Lease between MUSC and 165 Cannon Street Associates, LLC remains in effect. As such, the total requested lease term for approval is thirty (30) years.

The following charts represent comparable lease rates of similar space near the MUSC Campus:

Parking:

Location	Rate/Space
200 Meeting Street	\$145.00

159 Rutledge Avenue	\$165.00
62 Gadsden Street	\$150.00

4. **What is JBRC asked to do?** Approve the proposed MUSC Parking Lease-out to CareAlliance Health Services at 165 Cannon Street in Charleston.
-

5. **What is recommendation of the Department of Administration?** Approve the proposed MUSC Parking Lease-out to CareAlliance Health Services at 165 Cannon Street in Charleston.
-

6. **List of Supporting Documents:**

- SC Code of Laws Section 1-11-55 and 1-11-56
- MUSC Letter Dated July 25, 2017



Office of Space Management Support
28 Ehrhardt Street, MSC 205
Charleston, SC 29425
(843) 792-5996

July 25, 2017

Tracy Irvin
The South Carolina
Department of Administration
1200 Senate Street
Columbia, SC 294201

RE: LO800978 – 21 Courtenay Drive, CareAlliance Health Services

Dear Mr. Irvin;

The Medical University of South Carolina wishes to amend the current lease agreement between the Medical University of South Carolina (MUSC) and CareAlliance Health Services for parking spaces which are currently located within the 21 Courtenay Drive Parking Garage. This lease amendment will allow MUSC to transfer the parking spaces to the new parking garage known as the 165 Cannon Street Garage which is expected to open in the fall of 2019. The request for relocation of parking spaces is necessary in order to accommodate the opening of the new MUSC Shawn Jenkins Children's Hospital. In addition MUSC also requests to extend the current lease agreement for an additional ten years resulting in a new lease expiration date of September 30, 2028.

This property is owned by the Parking Garage Associates, LLC (a subsidiary of the MUSC Foundation) and leased in its entirety by the Medical University of South Carolina which has subleased parking spaces to CareAlliance Health Services since 2004 in support of the Charleston Medical District.

Amendment Overview

Current Lease State:

21 Courtenay Drive
700 parking spaces
\$126.30 per space per month
\$1,060,920.00 annual rent
Annual Increase CPI or 4%
Lease end date 9/30/2018

Final Lease State:

165 Cannon St Garage
700 parking spaces / option to reduce spaces
\$155.00 per space per month
\$1,302,000.00 annual rent
Annual Increase CPI or 3%
Lease end date 9/30/2028
Renewal Option 4 terms, 5 years each

The draft lease amendment is attached for review as this contains additional lease verbiage related to the Charleston Greenway Project initiative in the Charleston Medical District.

The Medical University of South Carolina requests full approval for this lease amendment at the August 2017 SFAA meeting. This lease-out agreement is exempt from CHE and MUSC Board of Trustees. Please let me know if you have any questions or need additional information.

Sincerely,


Rachel Jones

Leasing Manager

SECTION 1-11-55. Leasing of real property for governmental bodies.

(1) "Governmental body" means a state government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment or official of the executive branch of this State. Governmental body excludes the General Assembly, Legislative Council, the Legislative Services Agency, the judicial department and all local political subdivisions such as counties, municipalities, school districts, or public service or special purpose districts.

(2) The Division of General Services of the Department of Administration is hereby designated as the single central broker for the leasing of real property for governmental bodies. No governmental body shall enter into any lease agreement or renew any existing lease except in accordance with the provisions of this section. However, a technical college, with the approval by the State Board for Technical and Comprehensive Education, and a public institution of higher learning, may enter into any lease agreement or renew any lease agreement up to one hundred thousand dollars annually for each property or facility.

(3) When any governmental body needs to acquire real property for its operations or any part thereof and state-owned property is not available, it shall notify the Division of General Services of its requirement on rental request forms prepared by the division. Such forms shall indicate the amount and location of space desired, the purpose for which it shall be used, the proposed date of occupancy and such other information as General Services may require. Upon receipt of any such request, General Services shall conduct an investigation of available rental space which would adequately meet the governmental body's requirements, including specific locations which may be suggested and preferred by the governmental body concerned. When suitable space has been located which the governmental body and the division agree meets necessary requirements and standards for state leasing as prescribed in procedures of the department as provided for in subsection (5) of this section, General Services shall give its written approval to the governmental body to enter into a lease agreement. All proposed lease renewals shall be submitted to General Services by the time specified by General Services.

(4) The department shall adopt procedures to be used for governmental bodies to apply for rental space, for acquiring leased space, and for leasing state-owned space to nonstate lessees.

(5) Any participant in a property transaction proposed to be entered who maintains that a procedure provided for in this section has not been properly followed, may request review of the transaction by the Director of the Division of General Services of the Department of Administration or his designee.

SECTION 1-11-56. Program to manage leasing; procedures.

(A) The Division of General Services of the Department of Administration, in an effort to ensure that funds authorized and appropriated for rent are used in the most efficient manner, is directed to develop a program to manage the leasing of all public and private space of a governmental body. The department must submit regulations for the implementation of this section to the General Assembly as provided in the Administrative Procedures Act, Chapter 23, Title 1. The department's regulations, upon General Assembly approval, shall include procedures for:

(1) assessing and evaluating agency needs, including the authority to require agency justification for any request to lease public or private space;

(2) establishing standards for the quality and quantity of space to be leased by a requesting agency;

(3) devising and requiring the use of a standard lease form (approved by the Attorney General) with provisions which assert and protect the state's prerogatives including, but not limited to, a right of cancellation in the event of:

(a) a nonappropriation for the renting agency;

(b) a dissolution of the agency; and

(c) the availability of public space in substitution for private space being leased by the agency;

(4) rejecting an agency's request for additional space or space at a specific location, or both;

(5) directing agencies to be located in public space, when available, before private space can be leased;

(6) requiring the agency to submit a multiyear financial plan for review by the department with copies sent to Ways and Means Committee and Senate Finance Committee, before any new lease for space is entered into; and

(7) requiring prior review by the Joint Bond Review Committee and the requirement of State Fiscal Accountability Authority approval before the adoption of any new or renewal lease that commits more than two hundred thousand dollars annually in rental or lease payments or more than one million dollars in such payments in a five-year period.

(B) Leases or rental agreements involving amounts below the thresholds provided in subsection (A)(7) may be executed by the Department of Administration without this prior review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority.

(C) The threshold requirements requiring review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority as contained in subsection (A)(7) also apply to leases or rental agreements with nonstate entities whether or not the state or its agencies or departments is the lessee or lessor.

JOINT BOND REVIEW COMMITTEE

Meeting of August 15, 2017

Item Number 3

AGENCY: Department of Administration, Facilities Management and Property Services

PROJECT/SUBJECT: Department of Natural Resources Proposed Lease-Out of Morgan Island, Beaufort County

The Department of Natural Resources (DNR) is requesting approval to continue leasing approximately 370 acres of upland in Beaufort County, commonly known as Morgan Island, to Charles River Laboratories, Inc.

Since 1979, Morgan Island has been home to a breeding colony of rhesus macaque monkeys which are owned by the U.S. government and are under the care of federal contractors who have been leasing the island from DNR. (The breeding program was in place when DNR acquired the property in 2002.) The site is within the ACE Basin Natural Estuarine Research Reserve and only accessible by boat. The lease does not permit public access to the island; however, the surrounding tidelands are accessible and there are ample properties within the 4,489-acre area for public recreational activities.

DNR is requesting to continue leasing the property to Charles River Laboratories, Inc. for five years beginning January 1, 2018, with two optional five-year extensions. During the first three years, the Lessee will pay \$1,414,237 (five percent more than current rate); thereafter, the rent will increase annually by two percent.

At any time during the term of the lease if the Lessee is no longer the federal contractor for the breeding program, the lease will be assigned to the new federal contractor. If the federal program terminates for any reason, the lease also terminates.

The Lessee is responsible for all maintenance and operating costs for all structures on the premises.

COMMITTEE ACTION:

Review and make recommendation regarding the proposed lease-out of Morgan Island to Charles River Laboratories, Inc.

ATTACHMENTS:

- 1) Department of Administration, Real Property Services Lease Summary dated August 15, 2017
- 2) Letter from Alvin A. Taylor, Director, DNR, dated June 22, 2017
- 3) Sections 1-11-55 and 1-11-56 of the South Carolina Code of Laws

JOINT BOND REVIEW COMMITTEE AGENDA ITEM WORKSHEET

Meeting Scheduled for: August 15, 2017

Regular Agenda

1. Submitted by:

- (a) Agency: Department of Administration
- (b) Authorized Official Signature:



Ashlie Lancaster, Director
Facilities Management and Property Services

2. Subject: SCDNR Lease Out to Charles Rivers Laboratories, Inc. – Morgan Island in Beaufort County

3. Summary Background Information:

The South Carolina Department of Natural Resources ("SCDNR") is requesting approval to continue leasing approximately 370 acres of upland in Beaufort County, commonly known as Morgan Island, to Charles River Laboratories, Inc.

In 2002, SCDNR purchased Morgan Island and the surrounding complex of tidelands which together total approximately 4,489 acres. Since 1979, Morgan Island has been home to breeding colony of rhesus macaque monkeys which are owned by the United States government and which have been under the care of various federal contractors who have leased the island from SCDNR. SCDNR acquired the island with the United States government breeding program in place. The site is within the ACE Basin Natural Estuarine Research Reserve and is only accessible by boat. The lease does prevent public access to the island; however, the surrounding tidelands are still accessible and there are ample public properties within the region and adjacent marsh and creek systems for public recreational activities. Additionally, the lease provides a revenue stream for SCDNR programs, while facilitating biomedical research.

The current lease with Charles River Laboratories, Inc. will expire on December 31, 2017, and SCDNR is requesting to continue leasing Morgan Island to Charles River Laboratories, Inc. (Lessee) as the federal Contractor for the United States government of the rhesus macaque monkey breeding program. If at any time during the term of the lease, Lessee is no longer the federal Contractor for the breeding program, the lease shall be assigned to the new federal Contractor. If the federal program terminates for any reason, the lease also terminates. Upon expiration or termination of the lease, the Lessee is required to continue paying rent until Lessee has removed all existing structures, non-human primates and personal property.

The term of the lease will be five (5) years beginning January 1, 2018, and ending on December 31, 2022, with two optional extended terms of five (5) years each. During the first three (3) years of the term, Lessee will pay quarterly installments of \$353,559.25 for an annual amount of \$1,414,237.00. This amount represents a five (5) percent increase from the current rate. Thereafter, rent shall increase annually starting in year four (4) of the lease by two (2%) percent as follows:

Initial Term	Amount of Rent
--------------	----------------

1/1/2018 – 12/31/2018	\$1,414,237 (\$353,559.25 / quarter)
1/1/2019 – 12/31/2019	\$1,414,237 (\$353,559.25 / quarter)
1/1/2020 – 12/31/2020	\$1,414,237 (\$353,559.25 / quarter)
1/1/2021 – 12/31/2021	\$1,442,522 (\$360,630.50 / quarter)
1/1/2022 – 12/31/2022	\$1,471,372 (\$367,843.00 / quarter)

<u>First Extended Term</u>	<u>Amount of Rent</u>
1/1/2023 – 12/31/2023	\$1,500,799 (\$375,199.75 / quarter)
1/1/2024 – 12/31/2024	\$1,530,815 (\$382,703.75 / quarter)
1/1/2025 – 12/31/2025	\$1,561,431 (\$390,357.75 / quarter)
1/1/2026 – 12/31/2026	\$1,592,660 (\$398,165.00 / quarter)
1/1/2027 – 12/31/2027	\$1,624,513 (\$406,128.25 / quarter)

<u>Second Extended Term</u>	<u>Amount of Rent</u>
1/1/2028 – 12/31/2028	\$1,657,003 (\$414,250.75 / quarter)
1/1/2029 – 12/31/2029	\$1,690,143 (\$422,535.75 / quarter)
1/1/2030 – 12/31/2030	\$1,723,946 (\$430,986.50 / quarter)
1/1/2031 – 12/31/2031	\$1,758,425 (\$439,606.25 / quarter)
1/1/2032 – 12/31/2032	\$1,793,594 (\$448,398.50 / quarter)

The Lessee is also responsible for all program costs and maintenance and operations costs of all existing structures on the premises.

-
4. **What is JBRC asked to do?** Approve the proposed Lease out of Morgan Island from the South Carolina Department of Natural Resources to Charles River Laboratories, Inc. and any future assignment in accordance with the lease.
-

5. **What is recommendation of the Department of Administration?** Approve the proposed Lease out of Morgan Island from the South Carolina Department of Natural Resources to Charles River Laboratories, Inc. and any future assignment in accordance with the lease.
-

6. **List of Supporting Documents:**
- SC Code of Laws Section 1-11-55 and 1-11-56
 - SCDNR Letter Dated June 22, 2017

South Carolina Department of

Natural Resources



DNR

Alvin A. Taylor
Director

June 22, 2017

Ms. Linda Gordon
Division of General Services
S.C. Department of Administration
1200 Senate Street
Columbia, SC 29201

Re: Morgan Island Lease to Charles River Laboratories, Inc. (17-0172)

Dear Ms. Gordon:

Please accept this letter as the formal request of the S.C. Department of Natural Resources for authorization from the S.C. Department of Administration, Joint Bond Review Committee, and State Fiscal Accountability Authority to enter into the above referenced lease which is enclosed. This proposed lease out to Charles River Laboratories, Inc. was negotiated by representatives of both parties and was approved by the SCDNR Board this afternoon as reflected on the enclosed Statement of Board Action.

As a brief reminder, in 2002 SCDNR purchase Morgan Island (~370 acres upland) and the surrounding complex of tidelands which together total ~4,489 acres. Since 1979, Morgan Island has been home to a breeding colony of rhesus macaque monkeys which are considered to be owned by the United States government and have been under the care of federal contractors who lease the island from SCDNR. From the time it acquired Morgan Island, SCDNR has honored the leases with the federal contractors in recognition of the facilities important public health contributions to federal biomedical research. The current lease with Charles River Laboratories will expire at the end of the year and both parties desire to renew it upon updated terms. While this lease does temporarily preclude public access to the island, the surrounding tidelands are still accessible and the net benefit of supporting important biomedical research with adequate financial compensation to the SCDNR and its programs is of great public value. The island was purchased with federal funds so revenue from the lease is restricted to use for SCDNR.

Based on the benefits derived through this lease, the SCDNR believes approval of this proposed lease is in the best interests of SCDNR and the State. Thank you for your consideration of this request. If you have any questions or need anything further, please don't hesitate to ask.

Sincerely,

Alvin A. Taylor
Director

enclosures

cc: Robert Boyles, SCDNR
Van Whitehead, SCDNR



South Carolina Department of Natural Resources

Statement of Board Action

On June 22, 2017, the South Carolina Department of Natural Resources Board did approve the attached proposed lease of Morgan Island (~370 acres of upland) in Beaufort County to Charles River Laboratories, Inc. Recognizing that additional external reviews of the lease agreement will be required prior to final minutes being adopted for this June 22, 2017 SCDNR Board meeting, this Statement of Board Action is provided to acknowledge and document the Board's action on this matter.

On behalf of the Board of Trustees.



Cary L. Chastain
Chairman, Board of Trustees

June 22, 2017

SECTION 1-11-55. Leasing of real property for governmental bodies.

(1) "Governmental body" means a state government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment or official of the executive branch of this State. Governmental body excludes the General Assembly, Legislative Council, the Legislative Services Agency, the judicial department and all local political subdivisions such as counties, municipalities, school districts, or public service or special purpose districts.

(2) The Division of General Services of the Department of Administration is hereby designated as the single central broker for the leasing of real property for governmental bodies. No governmental body shall enter into any lease agreement or renew any existing lease except in accordance with the provisions of this section. However, a technical college, with the approval by the State Board for Technical and Comprehensive Education, and a public institution of higher learning, may enter into any lease agreement or renew any lease agreement up to one hundred thousand dollars annually for each property or facility.

(3) When any governmental body needs to acquire real property for its operations or any part thereof and state-owned property is not available, it shall notify the Division of General Services of its requirement on rental request forms prepared by the division. Such forms shall indicate the amount and location of space desired, the purpose for which it shall be used, the proposed date of occupancy and such other information as General Services may require. Upon receipt of any such request, General Services shall conduct an investigation of available rental space which would adequately meet the governmental body's requirements, including specific locations which may be suggested and preferred by the governmental body concerned. When suitable space has been located which the governmental body and the division agree meets necessary requirements and standards for state leasing as prescribed in procedures of the department as provided for in subsection (5) of this section, General Services shall give its written approval to the governmental body to enter into a lease agreement. All proposed lease renewals shall be submitted to General Services by the time specified by General Services.

(4) The department shall adopt procedures to be used for governmental bodies to apply for rental space, for acquiring leased space, and for leasing state-owned space to nonstate lessees.

(5) Any participant in a property transaction proposed to be entered who maintains that a procedure provided for in this section has not been properly followed, may request review of the transaction by the Director of the Division of General Services of the Department of Administration or his designee.

SECTION 1-11-56. Program to manage leasing; procedures.

(A) The Division of General Services of the Department of Administration, in an effort to ensure that funds authorized and appropriated for rent are used in the most efficient manner, is directed to develop a program to manage the leasing of all public and private space of a governmental body. The department must submit regulations for the implementation of this section to the General Assembly as provided in the Administrative Procedures Act, Chapter 23, Title 1. The department's regulations, upon General Assembly approval, shall include procedures for:

(1) assessing and evaluating agency needs, including the authority to require agency justification for any request to lease public or private space;

(2) establishing standards for the quality and quantity of space to be leased by a requesting agency;

(3) devising and requiring the use of a standard lease form (approved by the Attorney General) with provisions which assert and protect the state's prerogatives including, but not limited to, a right of cancellation in the event of:

(a) a nonappropriation for the renting agency;

(b) a dissolution of the agency; and

(c) the availability of public space in substitution for private space being leased by the agency;

(4) rejecting an agency's request for additional space or space at a specific location, or both;

(5) directing agencies to be located in public space, when available, before private space can be leased;

(6) requiring the agency to submit a multiyear financial plan for review by the department with copies sent to Ways and Means Committee and Senate Finance Committee, before any new lease for space is entered into; and

(7) requiring prior review by the Joint Bond Review Committee and the requirement of State Fiscal Accountability Authority approval before the adoption of any new or renewal lease that commits more than two hundred thousand dollars annually in rental or lease payments or more than one million dollars in such payments in a five-year period.

(B) Leases or rental agreements involving amounts below the thresholds provided in subsection (A)(7) may be executed by the Department of Administration without this prior review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority.

(C) The threshold requirements requiring review by the Joint Bond Review Committee and approval by the State Fiscal Accountability Authority as contained in subsection (A)(7) also apply to leases or rental agreements with nonstate entities whether or not the state or its agencies or departments is the lessee or lessor.

JOINT BOND REVIEW COMMITTEEMeeting of August 15, 2017**Item Number 4****AGENCY:** Patriots Point Development Authority**PROJECT/SUBJECT:** *USS Laffey* Restoration Loan Repayment

At its meeting on June 6, 2017, the Joint Bond Review Committee recommended approval of the proposed lease agreement between Patriots Point Development Authority (PPDA) and Patriots Annex, LLC, contingent on PPDA's submitting a plan for the repayment of the loan from the State Budget and Control Board (BCB) for the restoration of the *USS Laffey*.

Background: In June 2009, PPDA petitioned the BCB for an intergovernmental loan to make emergency repairs to the *USS Laffey*. The BCB approved the loan of \$9,225,360. Since that time, PPDA has paid a portion of the principal and interest bringing the current outstanding balance of the loan to \$8,200,555.88.

PPDA has submitted a proposal for repayment of the loan for the Committee's consideration. Under the proposal, PPDA would pay interest-only for three years, \$700,000 principal plus interest for two years, and one-sixth of remaining principal plus interest for six years. The final payment will be made in 2028. This repayment schedule will allow PPDA to begin receiving revenue from the Patriots Annex lease and to make much needed repairs and improvements to the museum vessels.

The State Treasurer's Office has provided a draft amortization schedule based on PPDA's proposal. The amortization schedule shows that principal payments of \$1,133,426 plus interest will be due in the final six years of the repayment schedule. (The amortization schedule is based on the average State Investment Pool Yield for the fiscal year ending June 30, 2017; the pool rate will be adjusted annually based on the prior year's actual rate. The annual rate adjustment is similar to the methodology used in the amended South Carolina State University loan agreement dated July 29, 2016.)

COMMITTEE ACTION:

Review and make a recommendation regarding Patriots Point Development Authority's proposal for repayment of the loan to restore the *USS Laffey*.

ATTACHMENTS:

- 1) PPDA Letter dated June 7, 2017
- 2) Draft Amortization Schedule dated August 31, 2017

PATRIOTS POINT

June 7, 2017

Ms. Dianne Carraway
Director of Research and Administration
JOINT BOND REVIEW COMMITTEE
Room 102 Gressette Building
Columbia SC 29201

Dear Ms. Carraway:

Pursuant to the actions of the Joint Bond Review Committee on June 6, 2017, relative to the Patriots Point Development Authority's (PPDA) application for approval of the Bennett Annex property lease, PPDA is providing a USS Laffey Restoration Loan repayment plan proposal. PPDA borrowed \$9.2 million in 2009 to restore and ultimately save the USS Laffey. The total cost of restoration and repair, including planning, mobilization, and transfer costs, exceeded \$13 million. PPDA has retired \$1 million of the loan principal, leaving a balance of \$8.2 million.

Approximately three years following the approval of the Bennett Annex property lease, PPDA will begin receiving rent revenue. Over this three year period, July 2017 through July 2020, the PPDA Business Plan calls for the expenditure of approximately \$4 million on repairs to vessels in accordance with the US Navy, NAVSEA inspections and internal structural and environmental assessments and major "product" improvements in accordance with the PPDA Museum Master Plan to attract an increase in visitors and overnight campers.

PPDA respectfully submits the following repayment plan for the \$8.2 million remaining balance of the USS Laffey Restoration Loan:

1. PPDA requests forbearance of loan principal payments for a period of three years beginning August 2017. During the three year forbearance period, PPDA proposes to pay interest on the Laffey loan balance to the SC Treasurer's Office as may be established by that office. The interest payments will be paid at the conclusion of fiscal years 2018, 2019 and 2020.
2. At the end of the forbearance period (June 30, 2020), PPDA will begin paying both principal and interest payments over an eight year period, at which time the loan will be satisfied. PPDA requests the first two years of the eight year debt service plan be "set" at \$700,000 for each of the two years (2021 and 2022), plus interest on the remaining balance. These two "set" payments will allow time for the Bennett Annex lease payments to begin and for PPDA to shift funding from the "product improvement" program called for in the Museum Master Plan to the debt service plan for the Laffey Loan. PPDA also anticipates additional rent revenue by 2022 from the development of PARCEL E (11 acre parcel).

3. Beginning year three of the eight year repayment schedule (2023), PPDA will remit equal principal payments (plus interest) until the end of 2028, at which time the USS Laffey Restoration Loan will be satisfied.

Respectfully,

A handwritten signature in dark ink, appearing to read 'R. Mac Burdette', with a long horizontal line extending to the right.

R. Mac Burdette,
Executive Director

Cc: Ray Chandler, *Chairman*

Wayne Adams, *Vice-chairman*

Patriots Point Development Authority Board Members: Susan Marlowe, Eddie Taylor,
Mayor Linda Page, Zeb Williams, Spencer King, Richard Wilkerson

William Craver, *Legal Counsel*

Patriots Point / Laffey Loan
Amended Amortization Schedule
Proposed Amendment Dated August 31, 2017

Per April 2015 Extension:

Principal		\$ 8,200,000.00
Accrued Interest - May 1 through May 22, 2015	0.09%	\$ 450.49
Accrued Interest May 22, 2015 through November 1, 2015	0.09%	<u>3,295.73</u>
Total Accrued Interest		3,746.22
Total Principal and interest at November 1, 2015		8,203,746.22
Plus accrued interest November 1, 2015 - August 31, 2017	0.09%	13,043.28
Less interest payment received June 23, 2017		<u>(16,233.62)</u>
Total Principal and interest at August 31, 2017		<u>\$ 8,200,555.88</u>

Loan Amortization Schedule

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>
August 31, 2018	\$ -	\$ 132,028.95	\$ 132,028.95
August 31, 2019	-	132,028.95	132,028.95
August 31, 2020	-	132,028.95	132,028.95
August 31, 2021	700,000.00	132,028.95	832,028.95
August 31, 2022	700,000.00	120,758.95	820,758.95
August 31, 2023	1,133,425.98	109,488.95	1,242,914.93
August 31, 2024	1,133,425.98	91,240.79	1,224,666.77
August 31, 2025	1,133,425.98	72,992.63	1,206,418.61
August 31, 2026	1,133,425.98	54,744.47	1,188,170.45
August 31, 2027	1,133,425.98	36,496.32	1,169,922.30
August 31, 2028	1,133,425.98	18,248.16	1,151,674.14
	<u>\$ 8,200,555.88</u>	<u>\$ 1,032,086.07</u>	<u>\$ 9,232,641.95</u>

Notes:

- 1 Amortization based on \$8,200,555.88 (Principal plus Accrued Interest) as of August 31, 2017. Calculation date represents estimated SFAA approval date.
- 2 Loan Amortization Schedule interest calculation is based on the average State Investment Pool Yield for the fiscal year ended June 30, 2017 of 1.61%.
- 3 Amortization schedule to reset annually based on prior year average State Investment Pool Yield.

Prepared by South Carolina Office of State Treasurer
August 4, 2017

JOINT BOND REVIEW COMMITTEE**Item Number 5**Meeting of August 15, 2017**AGENCY:** Coastal Carolina University**PROJECT/SUBJECT:** Student Housing Proposal

At its meeting on April 26, 2017, the Joint Bond Review Committee recommended approval of Coastal Carolina University's request to establish the Phase II-Construction Budget for a new soccer complex contingent on the University's consideration of reducing student housing fees. *(The source of funding for the project included a \$3,500,000 donation from the Student Housing Foundation.)*

Coastal Carolina University has submitted a proposal for the Committee's consideration which will provide a rebate or credit to each resident student's account for five years. The proposed rebate will be \$75 per semester (or \$150 per year), for an estimated total of \$3,450,000. In addition to the rebate, the University will agree not to increase housing fees for five years.

COMMITTEE ACTION:

Review and make a recommendation regarding Coastal Carolina University's proposal regarding student housing rates.

ATTACHMENTS:

- 1) Coastal Carolina University Letter dated July 7, 2017



COASTAL CAROLINA UNIVERSITY

Office of the President

843.349.2001
843.349.2968 fax
coastal.edu

July 7, 2017

Senator Hugh K. Leatherman, Sr.
Chairman, Joint Bond Review Committee
111 Gressette Bldg.
Columbia, SC 29201

Dear Senator Leatherman:

At the April 26, 2017 meeting of the Joint Bond Review Committee, Coastal Carolina University had its Soccer Stadium Permanent Improvement Project request to Establish Construction Budget on the agenda for consideration. During that meeting you asked if there was a conversation about reducing housing fees for our resident students. We have Senator, and below is our proposal.


Coastal Carolina University will:

- Provide a \$75 rebate (credit to resident student's account) each semester for 5 years. This will mean that we will reduce the housing costs to students nearly \$3,500,000 over the five year period. That's half of the Student Housing Foundation's balance and equates to the amount of Student Housing Foundation funds sourced for the Soccer Stadium Project. [4600 residences getting \$150 annually in rebates for 5 years, it comes out to a total of \$3,450,000].
- Agree not to increase housing fees for 5 years.

Senator, we hope that this proposal meets with your and members of the JBRC's approval. We look forward to being at the JBRC meeting on August 15th and will be happy to respond to any questions the Committee may have.

Respectfully,


William S. Biggs
Chairman, Board of Trustees


David A. DeCenzo, Ph.D.
President

JOINT BOND REVIEW COMMITTEE
Meeting of August 15, 2017

Item Number 6

AGENCY: Department of Administration, Capital Budgeting Office

PROJECT/SUBJECT: Permanent Improvement Project Requests

There are 16 Permanent Improvement projects pending as follows:

- 4 Establish Phase I, Pre-Design Budget
- 1 Increase Phase I, Pre-Design Budget and Revise Scope
- 3 Establish Phase II, Construction Budget
- 4 Increase Phase II, Construction Budget
- 1 Change Source of Funds and Decrease Phase II, Construction Budget
- 2 Final Land Acquisition
- 1 Final Land Acquisition and Revise Scope

COMMITTEE ACTION:

Review and make recommendation of permanent improvement projects for transmittal to State Fiscal Accountability Authority or Department of Administration.

ATTACHMENTS:

Project Requests Worksheet - Summary 1-2018

JOINT BOND REVIEW COMMITTEE AGENDA ITEM WORKSHEET

Executive Budget Office – Capital Budgeting Unit

SUMMARY 1-2018

Summary of Permanent Improvement
Project Actions Proposed by Agencies
April 29, 2017 through July 7, 2017

Forwarded to JBRC 8/7/2017

Permanent Improvement Projects

Summary Background Information:

Establish Project for A&E Design

- (a) Summary 1-2018: JBRC Item 1. (H15) College of Charleston
Project: 9666, City Bistro Interior Renovation
Included in Annual CIP: Yes – CIP Priority 3 of 7 in FY18
JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: 8/3/17

Ref: Supporting document pages 1-8

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Auxiliary Funds	0.00	0.00	0.00	32,581.00	32,581.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32,581.00</u>	<u>32,581.00</u>

Funding Source: \$32,581 Other, Auxiliary Funds, which are generated by Food Service which is a self-supporting auxiliary enterprise.

Request: Establish project and budget for \$32,581 (Other, Auxiliary Funds) to begin design work for the renovation of the interior of the City Bistro dining facility. The City Bistro is an all-you-care-to-eat residential dining hall located within the 27 year old Joe E. Berry, Jr. Residence Hall in the north central area of campus. It is a popular dining option among students, which can be credited in part to its convenient location. It is located within a five-minute walk of ten residence halls that collectively house approximately 3,000 students. The dining hall is 7,260 square feet and consists of five food service stations, 147 interior seats, and 78 exterior seats. The residence hall courtyard adjacent to the Bistro has been converted into a covered outdoor dining area and will add 102 seats to its capacity. The Bistro currently serves an average of 2,400 meals per day and this number is expected to increase with the addition of the outdoor seating area. The layout of the dining room and food service stations will be reconfigured to maximize food preparation space, counter top surface area, and storage capacity. The new configuration will better facilitate the heavy traffic flow that the Bistro regularly experiences. The trash area will also be reconfigured and the puller system will be replaced. New food service equipment will be added, the flooring will be replaced, and the restrooms will be renovated. Lighting and plumbing will be upgraded and new digital nutrition signage will be installed. These renovations will increase the service capacity of the dining facility to meet current

and anticipated demand and will help the college provide its students with timely food service and an enhanced campus experience. The agency estimates that the completed project will cost approximately \$2,172,100 and no additional annual operating costs will result from the project.

- (b) Summary 1-2018: JBRC Item 2. (H15) College of Charleston
Project: 9667, Sottile Theatre Stage Renovation
Included in Annual CPIP: Yes – CPIP Priority 2 of 7 in FY18
JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: 8/3/17

Ref: Supporting document pages 9-17

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Capital Improvement Project Funds	0.00	0.00	0.00	94,194.00	94,194.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>94,194.00</u>	<u>94,194.00</u>

Funding Source: \$94,194 Other, Capital Improvement Project Funds, which are revenues generated by the Capital Improvement Fee that are in excess of the current annual debt service related to bonds issued under S.C. Code of Laws Section 59-130 Article 5. This fee is that portion of the student bill earmarked for debt service and renewal of the physical infrastructure. The 2016-2017 per semester fee is \$804.

Request: Establish project and budget for \$94,194 (Other, Capital Improvement Project Funds) to begin design work for the renovation of the Sottile Theatre stage and backstage areas in an effort to increase safety as well as improve the efficiency and the quality of the performance space. The Phase I pre-design budget is requested at 2.00% of the estimated project cost and the additional amount will allow the college to engage theatrical consultants in addition to the standard architectural and engineering professional services in order to produce a reliable cost estimate and Phase I deliverables. Portions of the stage and backstage areas will be reconfigured to expand the usable stage and wing areas and increase accessibility to the backstage and wing areas for sets and performers. To achieve this, a wall will be removed, an exterior door added, and the rigging system, electrical lighting panel, and basement stairway will be relocated. The current rigging system is antiquated, unsafe, and requires a certified technician to operate. It will be replaced with a safer modern system that is considered an industry standard, the use of which will allow theatre students to learn a marketable skill for the job market. Micro-piles and columns will be added in the basement to increase the stability of the structure. A deluge fire sprinkler system, fire door, and ramp will be installed. The stage floors will be replaced, the ceiling will be repaired, and the HVAC system will be upgraded. New front-of-house stage lighting positions will be installed. In total the project will improve the theatre experience for students and patrons while making it a safer space for learning, working, performing, and gathering. The 41,996 square foot Sottile Theatre, built in 1927, was refurbished and reopened as a College of Charleston facility in 1990. Since reopening, the theatre has served as a teaching laboratory and even venue for the college and the larger Charleston community. It serves as the venue for a variety of college, community-oriented, and privately sponsored events, programs, and performances. The

construction portion of the project will be funded by a Spaulding-Paolozzi Foundation \$1.5 million grant pledged toward the project. The agency estimates that the completed project will cost approximately \$4,709,700 and no additional annual operating costs will result from the project.

- (c) Summary 1-2018: JBRC Item 3. (J12) Department of Mental Health
 Project: 9757, Roof Replacement at Orangeburg Mental Health Center
 Included in Annual CPIP: Yes – CPIP Priority 5 of 5 in FY18
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 18-22

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Capital Improvement & Maintenance Funds	0.00	0.00	0.00	7,500.00	7,500.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>

Funding Source: \$7,500 Other, Capital Improvement & Maintenance Funds, which is authorized by Proviso 35.7 to allow an interest bearing fund with the State Treasurer to deposit funds appropriated for deferred maintenance and other one-time funds from any source. After receiving any required approvals, the department is authorized to expend these funds for the purpose of deferred maintenance, capital projects, and ordinary repair and maintenance.

Request: Establish project and budget for \$7,500 (Other, COM Capital Improvement & Maintenance Funds) to begin Phase I design for the replacement of the existing 20 year old asphalt shingle roof over a plywood deck. The existing roof is in poor condition, with widespread cracking, deteriorated flashing and hail damage observed throughout. There is not a ridge vent present on the roof, contributing to the deterioration and cracks observed in the roof. Soft decking is evident in the areas of previous repairs and severe granular erosion can be observed throughout the roof system. Due to the severe and widespread issues related to the shingle roofing, replacement is the only feasibly long-term solution. The 25,595 square foot building includes a 35,000 square foot roof (due to being a pitched roof and having some covered outdoor space) and both the roof and facility are approximately 20 years old. The new roof is being replaced with what is referred to being 50 year shingles and will include a 20 year manufacturer's warranty. Details of the preferred system will be reviewed during Phase I. The Orangeburg Mental Health facility houses the general administration for all facilities and the following support services: Child, Adolescent and Family Clinic Based Services, School Based Services when out of school; ACT Like Teams; Crisis Intervention, Diversion and After Hours Teams; Clinical Intake Team; Adult Short Term Outpatient; Adult Assertive Case Management; Peer Support Team; State Care Coordination Team; Vocational Rehabilitation Representative; TLC, Residential and Homeshare Teams; Medication Clinic with Nurses; Psychiatric Clinic with Doctors and Tele-psychiatry. As of 5/30/17, 59 staff members provided a total of 30,774 services to 1,096 clients in this facility. The agency estimates that the completed project will cost approximately \$500,000 with additional annual operating cost savings of \$10,000 in years 1 thru 3.

- (d) Summary 1-2018: JBRC Item 4. (N12) Department of Juvenile Justice
 Project: 9602, BRRC Bldg. #2008 Roof Replacement
 Included in Annual CIP: Yes – CIP Priority 3 of 6 in FY18
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 23-30

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Appropriated State, FY17 Carryforward Funds	0.00	0.00	0.00	53,250.00	53,250.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>53,250.00</u>	<u>53,250.00</u>

Funding Source: \$53,250 Appropriated State, FY17 Carryforward Funds.

Request: Establish project and budget for \$53,250 (Appropriated State, FY17 Carryforward Funds) to establish a project for a total flat roof replacement of the BRRC Building #2008. The Phase I budget is requested at 20.00% of the estimated project cost and the additional amount will be used for testing of the existing roof materials for asbestos containments by a certified testing lab, evaluation of structural and drainage requirement by new roof materials. The existing roof will be replaced with new, updated Modified Bitumen process and materials with a 20 year manufacturers warranty. The current roof has exhausted its life expectancy, resulting in increasing maintenance work and higher utility costs. The 13,300 square foot facility and roof are 45 years old. The building is occupied by the Finance Department, Medicaid Services and DJJ's Fleet Services. Approximately 50 persons utilize the facility on a daily basis. The agency estimates that the completed project will cost approximately \$266,250 and no additional annual operating costs will result from the project.

Phase I Increase (for A&E Design) & Revise Scope

- (e) Summary 1-2018: JBRC Item 5. (E24) Office of the Adjutant General
 Project: 9794, USPFO Warehouse Latrines/Breakroom
 Included in Annual CIP: Yes – CIP Priority 5 of 21 in FY18
 JBRC/SFAA Phase I Approval: November 2016

CHE Recommended Approval: N/A

Ref: Supporting document pages 31-41

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Federal, National Guard Bureau Funds	3,000.00	8,517.00	11,517.00	15,244.00	26,761.00
All Sources	<u>3,000.00</u>	<u>8,517.00</u>	<u>11,517.00</u>	<u>15,244.00</u>	<u>26,761.00</u>

Funding Source: \$26,761 Federal Funds, which is funding identified as part of the Construction and Facilities Management Office's Master Cooperative Agreement through the Office of the Adjutant General and from the National Guard Bureau.

Request: Increase budget to \$26,761 (add \$15,244 Federal Funds, National Guard Bureau) to increase the Phase I budget and revise the scope to include funds to provide additional design services to review existing conditions for new water and sewer lines. Phase I of this project for \$3,000 was approved at the JBRC Staff level and established November 2016 with a total projected cost of \$200,000. Phase I was approved to begin design work for the demolition of the existing restroom and construction of an interior shower and latrine of approximately 715 square feet. In January 2017, a Phase I increase along with a Change in Project Name was approved at the JBRC Staff level increasing the budget to \$11,517. The Phase I increase was needed to include funding for professional design services to complete site investigation and 15% design submittal to include floor plan, narrative, and fixture/material cut sheets and cost of construction. The total projected cost of the project remained at \$200,000. At this time an additional Phase I increase and scope revision are needed to add the installation of new potable water and sanitary sewer lines, and extensive survey related work is required to locate and identify existing utilities, as part of the increased scope. Due to insufficient potable water supply in the area of the proposed latrine and locker room construction, a new service line will be required from the City of Columbia water system to the area of the proposed work. Additionally, in an effort to improve overall water quality to the USPFO and adjoining warehouse, new service lines to the buildings will be included along with lines to provide additional fire hydrants in the warehouse area. Due to the age of the sewer service line from the proposed latrine/locker room area, the engineering firm recommended replacement of the existing 4-inch service line to the sewer collection system to insure sufficient flow from the new facilities. The existing sewer service line will be replaced and a new manhole installed at its connection to the existing collection system. The 52,115 square foot USPFO Warehouse was constructed in 1953 and includes the Central Issue Facility. The USPFO is the central issue facility for the SCARNG. In the warehouse there is only one restroom and no shower facilities for women. With a workforce of over 50 employees, 19 of which are females, it is necessary for the SC Military Department to provide adequate facilities for its employees. This project will generate restroom and showers, in addition to changing areas to accommodate soldiers. The agency estimates that the completed project will cost approximately \$535,521 with additional annual operating costs of \$675 in year 1, \$750 in year 2, and \$800 in year 3.

Establish Construction Budget

- (f) Summary 8-2017: JBRC Item 6. (D50) Department of Administration
Project: 9978, Assembly Street Parking Deck Repair
Included in Annual CIP: Yes – CIP Priority 1 of 11 in FY17
JBRC/SFAA Phase I Approval: March 2017

CHE Recommended Approval: N/A

Ref: Supporting document pages 42-88

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Depreciation Reserve Funds	3,888.00	0.00	3,888.00	246,727.00	250,615.00
All Sources	<u>3,888.00</u>	<u>0.00</u>	<u>3,888.00</u>	<u>246,727.00</u>	<u>250,615.00</u>

Funding Source: \$250,615 Other, Depreciation Reserve, which is derived from the rent account which receives rent charged to agencies.

Request: Increase budget to \$250,615 (add \$246,727 Other, Depreciation Reserve Funds) to obtain final design and construction services for repairing the Assembly Street Parking Deck. The Assembly Street parking deck is a 4 story, split level, precast concrete structure that is approximately 42 years old. There are approximately 288 spaces on the deck. Access to the deck is controlled by card activated gates. Investigation has revealed that saw cut control joints were not installed in the topping slab to control the cracking which has resulted in inconsistent and jagged cracking along the joints below the topping. These joints need to be rounded and caulked to control the water infiltration to the levels below. Joints between columns and concrete block infill and the concrete columns are not caulked in all locations. The joints should be prepped and caulked on the exterior side of the deck to prevent moisture penetration. The parking deck is 100,000 gross square feet. Approximately 278 cars enter and exit the parking deck daily. The agency estimates that the completed project will cost approximately \$250,615 and no additional annual operating costs will result from the project. The agency also reports the projects date for execution of the construction contract is November 2017 and for completion of construction is March 2018.

- (g) Summary 1-2018: JBRC Item 7. (N20) Criminal Justice Academy
Project: 9628, Tactical Training Facility
Included in Annual CPIP: No
JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 89-100

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Federal, Federal Bureau of Investigation (FBI) Funds	0.00	0.00	0.00	700,000.00	700,000.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700,000.00</u>	<u>700,000.00</u>

Funding Source: \$700,000 Federal, Federal Bureau of Investigation (FBI) Funds.

Request: Establish project and budget for \$700,000 (Federal, Federal Bureau of Investigation Funds) to establish Phase II for the construction of a 5,000 square foot, two-story Tactical Training Facility with large, open rooms featuring movable walls so that the

interior can be configured as needed, according to the type of training being performed. The Academy is requesting to bypass Phase I because the opinion of probable cost has already been determined as the facility design will be based on a standard design used by the FBI for similar facilities across the country. Approximately 20% of this facility will be conditioned air space with the remainder being fed by outside air. This project will allow the academy to offer Force-On-Force training, Tactical Building Clearing, Building Entry Training, as well as, SWAT Team Training. Approximately 1,200 new law enforcement officers will train here annually, plus hundreds of veteran officers receiving in-service training. The academy does not have the adequate facility or the proper equipment to currently offer this training. This building will be an incredible and indispensable asset to all Local, State, and Federal law enforcement officers throughout South Carolina. This gift from the FBI will raise the training capabilities for tactical type training at no cost to the state. The agency estimates that the completed project will cost approximately \$700,000 with additional annual operating costs of \$300 in year 1 and \$3,400 in years 2 and 3.

- (h) Summary 1-2018: JBRC Item 8. (P24) Department of Natural Resources
Project: 9966, Richland – Wateree Range Improvements
Included in Annual CIP: No
JBRC/SFAA Phase I Approval: May 2017

CHE Recommended Approval: N/A

Ref: Supporting document pages 101-117

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Federal, Hunter Education Grant	13,500.00	0.00	13,500.00	944,329.00	957,829.00
All Sources	<u>13,500.00</u>	<u>0.00</u>	<u>13,500.00</u>	<u>944,329.00</u>	<u>957,829.00</u>

Funding Source: \$957,829 Federal, Hunter Education Grant, which are funds provided by the US Fish & Wildlife Service and allocated for Hunter Education and Wildlife Restoration. These funds are derived from the Pittman-Robinson Act which is a federal excise tax on ammunitions, firearms, archery equipment, etc.

Request: Increase budget to \$957,829 (add \$944,329 Federal, Hunter Education Grant) to establish the Phase II budget for improvements to the Wateree Range. The project, located at the existing Wateree Range on US Hwy 378 in lower Richland County near the Town of Eastover, entails the design, site development, and construction of improvements to the Wateree Range. The project's purpose is to renovate the existing rifle and pistol range, bring the facility into compliance with Americans with Disabilities Act (A.D.A.) and the safety standards set forth by the National Rifle Association (NRA) and the DNR. This phase will complete the engineering and design work, site development, site preparation, and the actual construction of a berm, road and parking lot construction, and construction of firing line sheds for a 16 position 100 yard rifle range and 18 position 50 yard pistol range. The SCDNR objectives include (1) a safe area for constituents to participate in recreational shooting or to practice shooting prior to going hunting; and (2) an area that the agency can utilize for hands-on training for hunter education students and recruitment for hunters and recreational shooters. The square footage to be renovated includes one, 1,220 square foot open sided Pistol shed, one, 1,630 square foot open sided Rifle

shed, and one 200 square foot Office/Storage building. The range is utilized by 1 staff person and approximately 40 guests per day. When brought for Phase I the total estimated project cost was \$900,000. The agency estimates that the completed project will cost approximately \$957,829 and no additional annual operating costs will result from the project. The agency also reports the projects date for execution of the construction contract is October 2017 and for completion of construction is February 2018.

Phase II Increase

- (i) Summary 1-2018: JBRC Item 9. (H15) College of Charleston
Project: 9662, Avery Envelope Renovation and Mechanical System Replacement
Included in Annual CPIP: Yes – CPIP Priority 1 of 7 in FY18
JBRC/SFAA Phase II Approval: June 2016

CHE Recommended Approval: 8/3/17

Ref: Supporting document pages 118-125

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Capital Improvement Project Funds	18,889.00	1,533,088.00	1,551,977.00	715,978.00	2,267,955.00
All Sources	<u>18,889.00</u>	<u>1,533,088.00</u>	<u>1,551,977.00</u>	<u>715,978.00</u>	<u>2,267,955.00</u>

Funding Source: \$2,267,955 Other, Capital Improvement Project Funds, which are revenues generated by the Capital Improvement Fee that are in excess of the current annual debt service related to bonds issued under S.C. Code of Laws Section 59-130 Article 5. This fee is that portion of the student bill earmarked for debt service and renewal of the physical infrastructure. The 2016-2017 per semester fee is \$804.

Request: Increase budget to \$2,267,955 (add \$715,978 Other, Capital Improvement Project Funds) due to increased market values and an unsuccessful construction contract bid. In April 2017, the construction contract went out to bid. Two bids were received and the low bid was 35% over the estimated cost. The independent cost consultant used for this project reported that these results are consistent with the unfavorable bidding climate currently being experienced in the Charleston area. Recent OSE guidance states that higher prices with fewer bids should be expected in the area. These accounts suggest that the bid results are indicative of current true market value. The project team has determined that the scope cannot be reduced without threatening the integrity of the project, therefore the best course of action is to increase the project budget to reflect current market value and to repack the project to attract a more competitive bid environment. The original project scope limited the bid to Mechanical Contractors per LLR regulations. The project plans will be revised to broaden the bidding pool to include General Contractors to create a more competitive bid environment. The project schedule will be delayed by 10 months in order to receive approval to increase the project budget, repack the bid, and then re-bid the project. Based on current industry trends, a 4% escalation factor should be assumed with this schedule delay. When brought for Phase I, the conceptual estimate for the total projected cost of the project was \$1,259,300 to repair and retain the existing roof.

When brought for Phase II, this estimate increased to \$1,551,977 because the engineering estimate recommended the roof should be demolished down to the roof deck and replaced. The 17,054 square foot building consists of a museum, archives, and event space that serve the campus and community at large. The repair includes the replacement of the roof; masonry wall repairs; removal, repair, resetting, or replacement of windows; and replacement of all exterior sealants. The building is estimated to be approximately 148 years old. The roof is approximately 18 years old and is no longer under warranty. The mechanical components being replaced range from 17 to 27 years old and no longer hold the temperature or controls humidity required for the archive sections. The computer room-style HVAC units, DDC controllers, sensors, central air handlers, and fan coil unity throughout the building will be replaced. The computer room-style HVAC units in the classroom, library, and exhibition spaces will be replaced with central air systems to minimize noise in the public places. The agency estimates that the completed project will cost approximately \$2,267,995 and no additional annual operating costs will result from the project. The agency also reports the projects date for execution of the construction contract is December 2017 and for completion of construction is August 2018.

- (j) Summary 1-2018: JBRC Item 10. (J12) Department of Mental Health
 Project: 9736, Harris Hospital HVAC and Fire Sprinkler Renovations
 Included in Annual CIP: Yes - CIP Priority 1 of 4 in FY17
 JBRC/SFAA Phase II Approval: June 2016

CHE Recommended Approval: N/A

Ref: Supporting document pages 126-133

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Capital Improvement & Maintenance Funds	120,000.00	10,180,000.00	10,300,000.00	2,789,595.00	13,089,595.00
All Sources	<u>120,000.00</u>	<u>10,180,000.00</u>	<u>10,300,000.00</u>	<u>2,789,595.00</u>	<u>13,089,595.00</u>

Funding Source: \$13,089,595 Other, Capital Improvement & Maintenance Funds, which is authorized by Proviso 35.7 to allow an interest bearing fund with the State Treasurer to deposit funds appropriated for deferred maintenance and other one-time funds from any source. After receiving any required approvals, the department is authorized to expend these funds for the purpose of deferred maintenance, capital projects, and ordinary repair and maintenance.

Request: Increase budget to \$13,089,595 (add \$2,789,595 Other, Capital Improvement & Maintenance Funds) to cover increased market costs. The original construction budget was based on an opinion of probable costs completed in late 2015 at the preliminary schematic level. The increase is due in part to a better understanding of the phasing and licensing requirements, as well having a completed set of construction documents to estimate from. The original budget did not forecast the significant market escalation, particularly in the mechanical trades, which has occurred throughout 2016 and 2017. Labor market shortages as well as increased equipment pricing appear to be driving this escalation. To assist in determining an appropriate cost estimate, the engineering firm sought pricing from both independent

cost estimators and mechanical contractors who are active in the market, with the ~30% increase in construction budget requested representing the nexus of the four different estimates which were received. The three estimates received ranged from \$12,500,000 to \$13,500,000 based on the mean of the ranges provided. Based on those estimates along with the design team reviewing the scope to determine if there were any additional items to consider, it was determined that a \$450,000 generator and \$125,000 in replacement air handlers could be removed from the project and allow for the work to be completed based on the new estimated cost of the project. This project is for the construction of HVAC and fire sprinkler renovations at the Patrick B. Harris Psychiatric Hospital in Anderson, SC. The work will replace the 31-year-old HVAC distribution system, which is original to the building, including ductwork, underground chilled water piping, controls, and the energy plant's cooling towers. The existing fire sprinkler system is also original to the building and has experienced failures at piping joints, valves, and fittings. The facility is a 175,300-gross-square-foot acute inpatient hospital with 200 licensed beds. The agency estimates that the completed project will cost approximately \$13,089,595 with annual operating savings of \$30,000 in year 1 and \$60,000 in years 2 and 3. The agency also reports the projected date for execution of the construction contract is October 2017 and for completion of construction is December 2019.

- (k) Summary 1-2018: JBRC Item 11. (P24) Department of Natural Resources
 Project: 9945, Pickens – Sassafras Mountain Observation Tower Project
 Included in Annual CPIP: No
 JBRC/SFAA Phase II Approval: November 2016

CHE Recommended Approval: N/A

Ref: Supporting document pages 134-140

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Operating Revenue Funds (Sassafras Donation)	60,000.00	373,006.76	433,006.76	0.00	433,006.76
Other, Jocassee Trust/Heritage Trust Funds	0.00	250,000.00	250,000.00	389,242.00	639,242.00
Other, Fish & Wildlife Fund – Timber Funds	0.00	86,751.24	86,751.24	0.00	86,751.24
All Sources	<u>60,000.00</u>	<u>709,758.00</u>	<u>769,758.00</u>	<u>389,242.00</u>	<u>1,159,000.00</u>

Funding Source: \$433,006.76 Other, Operating Revenue Funds (Sassafras Donation), which are restricted donations from citizens and other entities. \$639,242 Other, Jocassee Trust/Heritage Trust Funds, which are the accumulation of donations and contributions. \$86,751.24 Other, Fish & Wildlife Fund-Timber Funds, which are receipts from timber harvests according to land management plans.

Request: Increase budget to \$1,159,000 (add \$389,242 Other, Jocassee Trust/Heritage Trust Funds) to cover the construction bid received for the construction of the Sassafras Mountain Observation Tower and support facilities. Bids for the project were higher than estimated. DNR's architect used a professional estimator to derive the original

figure, which included a five percent contingency rate. The increase in cost is due to a healthy business climate in the Upstate with significant demand for construction services and the occurrence of two natural disasters in the past two years, which added to the demand. Additionally, Sassafras Mountain is in a remote location with an elevation of 3,553 feet. A steep access road to the summit presents challenges for large trucks delivering materials and supplies to the site. Harsh weather on top of the mountain prohibits the pouring of concrete after October. The final project design will produce a structure that blends into the surrounding landscape and is fully Americans with Disabilities Act compliant. The observation tower will allow visitors to South Carolina's highest elevation to overlook the Jocassee Gorge Natural Area and points beyond. The structure will offer 1,561 square feet of platform space that can accommodate up to 53 persons at one time. Features in the structure will provide visitors with information about significant landmarks and other points of interest visible from the platform. An ecologically compatible restroom facility will also be constructed for the convenience of visitors to the site. The observation tower and site will be open to the public for viewing wildlife and enjoying nature. This significant feature of the state will be dedicated as a Heritage Trust Preserve when construction is complete. The agency estimates that the completed project will cost approximately \$1,159,000 with additional annual operating costs of \$6,500 in year 1 and \$15,000 in years 2 and 3. The agency also reports the projected date for execution of the construction contract is September 2017 and for completion of construction is October 2017.

- (l) Summary 1-2018: JBRC Item 12. (P24) Department of Natural Resources
 Project: 9961, Charleston-Bear Island WMA Dike Repair
 Included in Annual CPIP: No
 JBRC/SFAA Phase II Approval: January 2017

CHE Recommended Approval: N/A

Ref: Supporting document pages 141-147

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Fish & Wildlife Protection Fund Timber Funds	7,200.00	468,230.00	475,430.00	67,670.00	543,100.00
All Sources	<u>7,200.00</u>	<u>468,230.00</u>	<u>475,430.00</u>	<u>67,670.00</u>	<u>543,100.00</u>

Funding Source: \$543,100 Other, Other Fish & Wildlife Protection Fund Timber Funds, which is revenue derived from timber management on WMAs received and used to manage WMA properties.

Request: Increase budget to \$543,100 (add \$67,670 Other, Fish & Wildlife Protection Fund Timber Funds) to cover the fixed cost construction bid received. The demand for firms that specialize in track-hoe and earth moving work in coastal areas has spiked in response to repair activities from Hurricane Matthew. As a result, bids received came in significantly higher than was reliably estimated. Increased materials costs, current availability of contractors and the uncertain nature of working on an island in a wetland environment all contributed to the increased cost. This project is for the repair of dikes on the Fishhook Impoundment trunk site, a part of the Bear Island WMA. The dike, on the Edisto River side of the island, received damage in October

2016 during Hurricane Matthew. Department staff assigned to the property typically perform as needed repairs to dikes. However, in this instance the extensive damage to the dikes on the island exceeds the resources the Department can mobilize to make repairs in a timely manner. To repair the dikes, barges, tugs, pusher boats and earth moving equipment will need to be mobilized. Transportation for workers to and from the site must be arranged and provisions must be made for fueling and on island transportation for work crews. Creation of coffer dams is necessary to perform the work. An on-site borrow area will need to be excavated to obtain adequate fill material to make repairs to the existing 3,950 linear feet of exterior dike. The minimum elevation in the breach will need to be raised a minimum of 0.5' above the tie-in elevations. Replacement of two existing water control trunks is also required. The Department anticipates some amount of assistance will be available from FEMA to complete the project. The Department must first fully complete expenditures to qualify for reimbursement. The agency estimates that the completed project will cost approximately \$543,100 and no additional annual operating costs will result from the project.

Change Source of Funds & Decrease Budget

- (m) Summary 1-2018: JBRC Item 13. (H59) Spartanburg Community College
 Project: 6081, Spartanburg – Cherokee Advanced Technology Center Construction
 Included in Annual CPIP: Yes – CPIP Priority 1 of 3 in FY15
 JBRC/SFAA Phase II Approval: April 2014

CHE Recommended Approval: 8/3/17

Ref: Supporting document pages 148-154

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
FY12-13 Appropriated State, Proviso 90.20 nonrecurring Funds	3,500,000.00	0.00	3,500,000.00	0.00	3,500,000.00
Federal, Economic Development Administration / Appalachian Regional Commission Grant Funds	0.00	0.00	0.00	1,573,127.11	1,573,127.11
Other, College Matching Funds	0.00	700,000.00	700,000.00	(683,093.33)	16,906.67
Other, College Plant Funds	0.00	928,958.00	928,958.00	(928,958.00)	0.00
Other, Lottery Funds	0.00	840,000.00	840,000.00	0.00	840,000.00
All Sources	<u>3,500,000.00</u>	<u>2,468,958.00</u>	<u>5,968,958.00</u>	<u>(38,924.22)</u>	<u>5,930,033.78</u>

Funding Source: \$3,500,000 FY12-13 Appropriated State, Proviso 90.20 (nonrecurring). \$1,573,127.11 Federal, EDA/ARC Grant. \$16,906.67 Other, College Matching, which are College Plant Funds defined as: total revenue and fund balance less college capital

expenses less college plant carry forward projects resulting in the remaining College Revenue and fund balance. \$840,000 Other, Lottery Funds, which are state appropriations allocated and derived from the SC Lottery.

Request: Change Source of Funds and Decrease budget to \$5,930,033.78 (subtract \$38,924.22 Other, College Matching & Other, College Plant Funds) to adjust the funding sources of the project to include grant funds from ARC/EDA. Spartanburg Community College was awarded \$1,149,184 from EDA and \$500,000 from ARC, both of which were for construction activities. This project was to construct a 27,245 square foot building to house automated manufacturing technology/robotics, mechatronics technology, machine tool technology, and welding technology. It includes an adjoining 100 space parking lot. The building was designed to meet 2 Green Globes Certification. The agency estimates that the total project costs are \$5,930,033.78 with additional annual operating costs of \$117,090 in year 1, \$160,535 in year 2, and \$169,811 in year 3.

Final Land Acquisition

- (n) Summary 1-2018: JBRC Item 14. (P24) Department of Natural Resources
 Project: 9971, Horry – Gunter's Island Land Donation (I-73 Mitigation)
 Included in Annual CPIP: No
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 155-195

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
None	0.00	0.00	0.00	0.00	0.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Funding Source: None

Request: Establish Project and budget for \$0 to accept the transfer of approximately 6,258 acres of land in Horry County donated from the SC Department of Transportation. The land donation will satisfy the US Army Corps of Engineers permit requirements for mitigating impacts to 342.3 acres of wetlands, and 4,634 linear feet of streams, expected during construction of Interstate 73 through Dillon, Horry, Marion and Marlboro Counties. The tract fronts 11 miles of the Little Pee Dee River, a designated Outstanding Water Resource by DHEC and an Aquatic Resource of National Importance by the U.S. EPA. Protection would be provided for 89,836 linear feet of stream and 4,618.5 acres of wetlands in a braided stream and wetland complex, including 12 identified oxbow lakes and an intact 85-acre Carolina Bay. It provides habitat suitable to support several federally endangered and high priority conservation species. The tract also creates connectivity of habitat to the Woodbury Wildlife Management Area (WMA) across the river and the 200-acre Johnson tract, which is part of the Little Pee Dee Heritage Preserve Complex. Woodbury WMA and the Little Pee Dee Heritage Preserve are designated Important Bird Areas by the National Audubon Society for the breeding habitat provided in these properties for 15 species of neo-tropical migratory birds and 35 species of upland birds. It is anticipated that

the diversity of habitats on the Gunter's Island tract would be as notable for migratory birds. After the property is acquired, it will be dedicated as a Heritage Preserve and placed into the corpus of the SC Heritage Trust. The DNR anticipated managing the property as part of the adjoining Heritage Preserves/WMA's and it will be open to the public for hunting, fishing, canoeing, kayaking, and the general enjoyment of the outdoors. The Phase I Environmental Site Assessment has been conducted by DOT and names DNR as a recipient. The assessment recognized no RECs associated with the site. Since DOT already owns the property, letters of support from Horry County Council and Horry County School District are not required. DOT will incur the cost of title insurance, closing and recording fees pertaining to the transaction. The agency reports the total projected cost of this project is \$0 and additional annual operating costs of \$60,000 in year 1, \$165,000 in year 2, and \$145,000 in year 3. The agency also reports the projects date for completion is November 2017.

- (o) Summary 1-2018: JBRC Item 15. (N04) Department of Corrections
 Project: 9730, Colleton – Wateree River CI – Hanson Aggregate Land Acquisition
 Included in Annual CPIP: No
 JBRC/SFAA Phase I Approval: June 2016
 CHE Recommended Approval: N/A
 Ref: Supporting document pages 196-317

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Canteen Funds	20,000.00	0.00	20,000.00	712,138.35	732,138.35
All Sources	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>712,138.35</u>	<u>732,138.35</u>

Funding Source: \$732,138.35 Other, Canteen Funds, which is revenue derived wholly from the canteen operations within the Department of Corrections on behalf of the inmate population, and may be retained and expended by the department for the continuation of the operation of said canteens and the welfare of the inmate population, or, at the discretion of the Director, used to supplement costs of operations.

Request: Increase budget to \$732,138.35 (add \$712,138.35 Other, Canteen funds), for the acquisition of two (2) parcels of land, which are in close proximity to Wateree River Correctional Institution, consisting of 172.48 +/- acres (parcel #073-00-05-001) and 152.97 +/- acres (parcel #073-00-06-002) located on Claremont Lane in Sumter. The property is being offered to the agency for purchase by Becker Minerals, Inc. (Hanson Aggregates Southeast) of Atlanta, GA for \$694,687.50. The property includes two parcels of land that the agency has been leasing for farming purposes to generate revenue and reduce inmate food costs since November 1996. An appraisal conducted in November 2016 valued both tracts at \$745,000. The Phase I Environmental Site Assessment recognized no RECs associated with the properties. The agency reports if the property is sold to a third party, they may lose the ability to farm the land which could result in a loss of revenue and inmate food costs could increase. Purchase of the properties will provide additional farm land near Wateree River CI and will enable SCDC to maintain current farming operations and offset cattle and poultry food costs. The agency estimates that the complete project will cost approximately \$732,138.35. The agency also reports the projects date for completion is September 2017.

Final Land Acquisition, Revise Scope & Change Project Name

- (p) Summary 1-2018: JBRC Item 16. (H27) University of South Carolina - Columbia
Project: 6121, SCANA Property Land Acquisition Project
Included in Annual CPIP: No
JBRC/SFAA Phase I Approval: January 2017

CHE Recommended Approval: 8/3/17

Ref: Supporting document pages 318-355

<u>Source of Funding</u> <u>Detail</u>	<u>Original Budget</u> <u>Amount</u>	<u>Cumulative</u> <u>Changes Since</u> <u>Original Budget</u>	<u>Current Budget</u>	<u>Current Budget</u> <u>Adjustment</u> <u>Requested</u>	<u>Total Budget</u> <u>After Current</u> <u>Adjustment</u>
Other, Institutional Capital Project Funds	75,000.00	0.00	75,000.00	9,300,000.00	9,375,000.00
All Sources	<u>75,000.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>9,300,000.00</u>	<u>9,375,000.00</u>

Funding Source: \$9,375,000 Other, Institutional Capital Project Funds, which are generated from the portion of tuition and fees designated for Bond and Renovation Reserve. These funds pay debt service first and the remainder is used for capital improvements.

Request: Increase budget to \$9,375,000 (add \$9,300,000 Other, Institutional Capital Project Funds), for the acquisition of 14.63 acres currently owned by the SCANA Corporation. The property is bounded by Assembly Street and Flora Drive. The 14.63 acre SCANA property is comprised of twelve parcels. One (1) parcel is located in the City of Columbia and the other eleven (11) parcels are in Richland County but not within the city limits. The parcels have street frontage on South Assembly Street and Flora Drive. The properties are in close proximity to university athletics, academic and housing facilities. It contains several existing buildings, including a 67,500 square foot 110 year old mill building that is available for immediate occupancy. Minor maintenance work is required prior to occupancy at a total estimated value of \$950,000. Funds to complete this work have been made available by Richland County as part of the Greene Street project. It will be used for offices, storage, and maintenance shops associated with Facilities Operations and Maintenance and University Technology Services. Outdoor student recreation space will also be developed on-site. An appraisal conducted in March 2017 valued the property at \$10,000,000 and is being sold by SCANA for \$9,300,000. The Phase I Environmental Site Assessment found no RECs, HRECs, or CRECs except for portions of the property being historically used to store and manage PCB containing electrical equipment and petroleum products (REC), a parcel was used as a UST facility with documented petroleum releases and regulatory NFA status (HREC), and metals and PAHs in soil and groundwater above regulatory MCLs and screening levels (REC). The site's soil and ground water was studied for contamination. A Phase II environmental analysis, following the site clean-up by SCANA, determined that levels of PCBs and VOCs were not over laboratory detection limits. The agency estimates that the land acquisition will cost approximately \$9,375,000 with additional annual operating cost savings of \$104,000 in year 1 and 2, and \$53,500 in year 3. The cost savings are a result of relocating the Facilities and UTS functions to a less square footage site that has a more efficient layout.

JOINT BOND REVIEW COMMITTEE
Meeting of August 15, 2017

Item Number 7

AGENCY: Jobs-Economic Development Authority

PROJECT/SUBJECT: Annual Report

In 1983, the Jobs-Economic Development Authority (JEDA) was established to assist businesses with funding opportunities needed to advance economic growth. JEDA assists in the financing of eligible projects by serving as a conduit issuer of special obligation revenue bonds (entities borrow money through JEDA).

Act 80 of 2017 amended JEDA's enabling legislation to require JEDA to report its activities with regard to the issuance of bonds to the Joint Bond Review Committee by July 31 each year. Act 80 became effective on June 1, 2017.

JEDA has submitted two reports as required by the new statute:

- 1) JEDA's bond closings for Fiscal Year 2016-17
- 2) June 2017 Approvals of the South Carolina Coordinating Council for Economic Development

The reports are provided as information to the Committee.

COMMITTEE ACTION:

Receive as information the two reports submitted by the Jobs-Economic Development Authority.

ATTACHMENTS:

- 1) Bond Closings, July 1, 2016 to June 30, 2017
- 2) SC Coordinating Council for Economic Development Approvals dated June 1, 2017
- 3) Section 2, Act 80 of 2017

[illegible]

PROJECT NAME	COUNTY	ASSOCIATED JOB #	INDUCEMENT AMOUNT	JEDA INDUCEMENT DATE	COORDINATING COUNCIL APPROVAL DATE
CareAlliance/Roper St. Francis	Charleston & Berkeley	5600	\$80MM	3/15/2017	6/1/2017 R*
SC Episcopal Home Still Hopes	Lexington	309	\$47.5MM	1/25/2017	6/1/2017 R*
Woodlands at Furman	Greenville	186	\$68.265MM	1/25/2017	6/1/2017 R*
Burroughs & Chapin	Horry	8229	\$37MM	10/19/2016	6/1/2017 R*
Green Midlands Charter School	Richland & Lexington	30	\$13.875MM	9/21/2016	6/1/2017 R*
Aiken Advanced Manufacturing	Aiken	110	\$51MM	8/15/2016	6/1/2017 R*
East Point Academy	Lexington	78	\$30MM	8/15/2016	6/1/2017 R*
River Park Senior Living	Horry	65	\$25MM	7/20/2016	6/1/2017 R*
Rockbridge Harbor Chase	York	90	\$27MM	6/8/2016	6/1/2017 R*
Royal Live Oaks Academy	Jasper	92	\$19MM	9/24/2015	6/1/2017 R*
Presbyterian College	Laurens	300	\$67MM	4/6/2015	6/1/2017 R*
RePower South	Berkeley	70	\$70MM	9/17/2014	6/1/2017 R*
Georgetown Hospital/Tidelands Health	Horry	1800	\$48MM	3/15/2017	6/1/2017
R* = Ratified by Coordinating Council/previously approved by SFAA					

Act 80 of 2017

SECTION 2. Section 41-43-110(A) of the 1976 Code, as last amended by Act 121 of 2014, is further amended to read:

“(A) The authority may issue bonds to provide funds for any program authorized by this chapter. The bonds authorized by this chapter are limited obligations of the authority. The principal and interest are payable solely out of the revenues derived by the authority. The bonds issued do not constitute an indebtedness of the State or the authority within the meaning of any state constitutional provision or statutory limitation. They are an indebtedness payable solely from a revenue producing source or from a special source that does not include revenues from any tax or license. The bonds do not constitute nor give rise to a pecuniary liability of the State or the authority or a charge against the general credit of the authority or the State or taxing powers of the State and this fact must be plainly stated on the face of each bond. The bonds may be executed and delivered at any time as a single issue or from time to time as several issues, may be in such form and denominations, may be of such tenor, may be in coupon or registered form, may be payable in such installments and at such time, may be subject to terms of redemption, may be payable at such place, may bear interest at such rate payable at such place and evidenced in such manner, and may contain such provisions not inconsistent herewith, all of which are provided in the resolution of the authority authorizing the bonds. Subject to approval by the South Carolina Coordinating Council for Economic Development as to their issuance and sale, any bonds issued under this section may be sold at public or private sale as may be determined to be most advantageous. The bonds may be sold at public or private sale and, if by private sale, the authority shall designate the syndicate manager or managers. The authority may pay all expenses, premiums, insurance premiums, and commissions which it considers necessary from proceeds of the bonds or program funds in connection with the sale of bonds. The interest rate of bonds issued pursuant to this section is not subject to approval by the South Carolina Coordinating Council for Economic Development. The authority shall report its activities undertaken pursuant to this subsection to the Joint Bond Review Committee. The report shall be due annually on July thirty-first. The authority also shall publish on its website a complete list of bonds authorized by the authority pursuant to this subsection. The list shall include information concerning the authorized bonds that the authority deems relevant.”

JOINT BOND REVIEW COMMITTEE
Meeting of August 15, 2017

Item Number 8

AGENCY: Joint Bond Review Committee

PROJECT/SUBJECT: Future Meeting Schedule

The next tentatively-scheduled meeting of the State Fiscal Accountability Authority is
October 17, 2017.

2017

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Designed by Anny, annystudio.com

COMMITTEE ACTION:

Schedule next meeting.

ATTACHMENTS:

None