

**Capital Improvements
Joint Bond Review Committee**

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JOINT BOND REVIEW COMMITTEE MEETING

DATE: Wednesday, February 28, 2018
TIME: 9 a.m.
LOCATION: Room 105, Gressette Building

AGENDA

PAGE

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JOINT BOND REVIEW COMMITTEE**Item Number 1**Meeting of February 28, 2018

AGENCY: Department of Administration, Facilities Management and Property Services

PROJECT/SUBJECT: University of South Carolina Proposed Lease, 1101 Bluff Road, Columbia

The University of South Carolina is requesting authorization to continue leasing 5.718 acres at 1101 Bluff Road in Columbia from the U.S. Department of the Army for use as student intramural sports fields, all-purpose practice fields, and special athletic events. USC's current lease for the property will expire on April 30, 2018.

A solicitation was conducted, and this proposal was the only response received. The term of the proposed lease will be for five years beginning on May 1, 2018, at a rate of \$215,000 per year, or \$37,601 per acre, for a total payout over the five-year term of \$1,075,000. Lease payments will be paid from Student Services-Campus Recreation operating funds, which consists of a \$210/year student wellness activity fee. The fields will continue to be maintained by the USC Athletics Department.

The Department of Administration's Facilities Management and Property Services reports that the rate was determined by an appraisal of the fee simple land value with a 6.5% capitalization rate. Fair market rent of comparable properties based on a 6.5% capitalization rate ranges from \$42,250 to \$106,156 per acre.

The proposed lease was approved by the USC Board of Trustees on December 19, 2017, and by the Commission on Higher Education on February 1, 2018.

COMMITTEE ACTION:

Review and make recommendation regarding the proposed lease agreement for the University of South Carolina.

ATTACHMENTS:

- 1) Department of Administration, Facilities Management and Property Services Summary dated February 28, 2018
- 2) Letter from USC, dated January 23, 2018
- 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: February 28, 2018

Regular Agenda

1. Submitted by:

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


Ashlie Lancaster, Director
Facilities Management and Property Services

2. Subject: University of South Carolina Student Intramural Fields Lease

3. Summary Background Information:

Since 2011, the University of South Carolina (USC) has leased ± 5.718 acres on the National Guard Complex located at 1101 Bluff Road in Columbia from the Department of the Army at a rate of \$156,000/year. The current lease expires on April 30, 2018, and USC is requesting approval to renew for an additional five years.

The site was originally leased as the football practice facility and is now used for intramural sports, all-purpose practice fields, and special athletics events. The space is consistently used by students, and the University notes there is a waiting list for field use.

A solicitation was conducted, and this was the only proposal received. The term of the lease will be for five (5) years beginning on May 1, 2018 at a rate of \$215,000 annually, for a total of \$1,075,000 over the term. This rate equates to \$37,600.56/acre. The rate was determined by an appraisal of the fee simple land value of the property (\$3,350,000) with a 6.5% capitalization rate resulting in an annual rate of \$217,750 which was negotiated down to \$215,000.

Comparables used in the appraisal to determine the value for the land lease are as follows:

Location	Acreage	Fee Simple Land Value	Fair Market Rent per acre based on 6.5% capitalization rate
620 Blossom Street/708 Pulaski Street	3.81 acres	\$2,575,000	\$43,930.45
1130 Bluff Road	1.10	\$715,000	\$42,250
520 Blossom Street	3.98	\$6,500,000	\$106,155.78
Huger Street at Senate Street	1.50	\$1,500,000	\$65,000
410 Gervais Street/411 Senate Street	2.30	\$2,727,139	\$77,071.32

Lease payments will be made from the Department of Student Services – Campus Recreation operating budget. The revenue source for the budget is Wellness Activity Fees. For the 2017-

2018 academic year, the associated fee charged to each full-time undergraduate student, in-state and out-of-state, is \$210. The Athletics Department will continue to maintain the fields, and the budget for maintenance is Athletics Operating funds, which consist of ticket sales, conference distributions, Gamecock club donations, premium seating, etc. The lease is revocable at will by the Secretary of the Army and may be terminated by the University with notice of thirty (30) days.

There are sufficient funds for the lease according to the Budget Approval form submitted. The lease was approved by the USC Board of Trustees on December 19, 2017 and by the Commission on Higher Education on February 1, 2018.

4. What is JBRC asked to do? As requested by USC, consider approval of the proposed Student Intramural Fields lease.

5. What is recommendation of the Department of Administration? As requested by USC, consider approval of the proposed Student Intramural Fields lease.

6. List of Supporting Documents:

- SC Code of Laws Sections 1-11-55 and 1-11-56
- USC Letter Dated January 23, 2018

UNIVERSITY OF
SOUTH CAROLINA
Administration and Finance

January 23, 2018

Ashlie Lancaster
Director
Division of Facilities Management and Property Services
1200 Senate Street, Suite 408
Columbia, SC 29201

Re: University of South Carolina Lease Student Intramural Fields

Dear Ms. Lancaster,

The University of South Carolina requests approval to lease 5.72 acres of land from the Department of the Army, South Carolina Army National Guard located on National Guard Road, Columbia, SC. USC has leased the National Guard fields for many years and the current lease term expires on April 30, 2018. This lease renewal will help USC provide much needed intramural and club sports fields for our students. The shortage of intramural fields has been documented in our university master plan for many years.

During the Fall semester of 2017, over 7000 students on over 600 teams participated in intramural and club sports. Even with the use of the fields that are offered by this space, the waiting list for fields can exceed 20 requests.

The attached lease was solicited through the Real Property Services Office of the Department of Administration and it was approved by the University's Board of Trustees on December 19, 2017. The lease has an annual expense of \$215,000 and a potential term of 5 years.

We ask that the lease be placed on the agenda for the February JBRC meeting to allow review and approval by both JBRC and SFAA prior to the expiration of the current lease term.

Thank you for your assistance with this. Please let me know if additional information is needed.

Sincerely,



Derek Gruner
University Architect

CC: Helen Zeigler

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 February 28, 2018

Item Number 2

AGENCY: Department of Administration, Capital Budget Office

PROJECT/SUBJECT: Permanent Improvement Project Requests

There are 14 Permanent Improvement Projects pending as follows:

- 5 Establish Phase I, Pre-Design Budget
- 7 Establish Phase II, Construction Budget
- 2 Increase Phase II, Construction Budget

COMMITTEE ACTION:

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

ATTACHMENTS:

Agenda Item Worksheet - Summary 5-2018

JOINT BOND REVIEW COMMITTEE AGENDA ITEM WORKSHEET

Capital Budget Office

SUMMARY 5-2018

Summary of Permanent Improvement
Project Actions Proposed by Agencies
December 16, 2017 through January 24, 2018

Forwarded to JBRC 2/28/2018

Permanent Improvement Projects

Summary Background Information:

Establish Project for A&E Design

- (a) Summary 5-2018: JBRC Item 1. (H27) University of South Carolina - Columbia
Project: 6123, Barnwell Exterior Renovation
Included in Annual CIP: Yes – CIP Priority 6 of 9 in FY18 (estimated at \$1,500,000)
JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: 2/1/18

Ref: Supporting document pages 1-14

<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	0.00	0.00	0.00	22,500.00	22,500.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,500.00</u>	<u>22,500.00</u>

Funding Source: \$22,500 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: Establish project and budget for \$22,500 (Other, Institutional Capital Project Funds) to address the following exterior envelope maintenance needs at Barnwell College which were identified in a detailed building condition assessment completed April 2016: 1) Replace the deteriorated low-sloped metal roof, repair rotten wood sheathing. 2) Repair the perimeter slate roof with new underlayment. 3) Replace the internal gutter and all downspouts. 4) Repair the architectural metal entablature and wood framed substrate. 5) Repair molding and plaster column capitals. 6) Repair cementitious stucco, clean, re-seal/caulk joints and repaint the entire building. Barnwell College was constructed in 1910 and is 58,623 square feet. However, the building systems being addressed in this project are 39 years old. The existing roof is a combination of low-slope metal in the center and sloped slate at the perimeter which is predominant. The existing roof leaks on the flat roof, in some areas of the slate roof and the gutter. The project is needed to resolve these leaks before more significant damage occurs to the structure and finishes. Part of the new roof will replace the oxidized metal roof with copper or aluminum which will not oxidize and is anticipated to last 30 to 40 years. The remainder, and predominant part of the roof will include removal of the existing slate, application of a new waterproof membrane, and reinstallation

of the existing slate. Slate roofs with modern membrane underlayments are considered to be 60-year-plus roofs. The new roof will come with a 20 year warranty. The facility houses the Psychology, Language and Literature, History, Anthropology and other departments within the College of Arts and Sciences. The building has classrooms, faculty offices and administration space and is utilized by approximately 7,000 students. The agency estimates that the completed project will cost approximately \$1,500,000 and no additional annual operating costs will result from the project.

- (b) Summary 5-2018: JBRC Item 2. (H51) Medical University of South Carolina
 Project: 9842, Clinical Sciences Building High Risk Infectious Disease (HRID) Unit
 Included in Annual CPIP: No – The agency states that funding for the project had not been identified at the time of CPIP submission.
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: 2/1/18

Ref: Supporting document pages 15-20

<u>Source of Funding Detail</u>	<u>Original Budget Amount</u>	<u>Cumulative Changes Since Original Budget</u>	<u>Current Budget</u>	<u>Current Budget Adjustment Requested</u>	<u>Total Budget After Current Adjustment</u>
Federal, ASPR Grant	0.00	0.00	0.00	36,000.00	36,000.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,000.00</u>	<u>36,000.00</u>

Funding Source: \$36,000 Federal, Office of the Assistant Secretary for Preparedness and Response (ASPR) Grant Funding.

Request: Establish project and budget for \$36,000 (Federal, Office of the Assistant Secretary for Preparedness and Response Grant Funds) to begin Phase I schematic design to create a High Risk Infectious Disease (HRID) unit in the Clinical Sciences Building (CSB). This specialized medical unit will allow for isolation treatment for highly infectious diseases. This unit will be constructed in approximately 3,000 square feet of vacated space on the first floor of the 273,899 square foot CSB. Currently, the first floor of the CSB is occupied entirely by the Medical University Hospital Authority (MUHA). The existing space where this unit will be constructed is currently occupied by MUHA Neurophysiology. MUHA is working on a project to relocate that group to the 3rd floor of their main hospital. The HRID unit will be one of the few specialized units in the country, and the only one in South Carolina, equipped to address highly infectious diseases. When not in active use for patients, the space will be used for mock training to prepare providers to handle high risk cases. The building is 42 years old and the new unit will be occupied by up to 50 faculty and staff during an infectious disease event and numerous faculty and staff will utilize the space for training. The agency estimates that the completed project will cost approximately \$2,400,000 and no additional annual operating costs will result from the project.

- (c) Summary 5-2018: JBRC Item 3. (H51) Medical University of South Carolina
Project: 9843, Courtenay Drive Garage Upgrades
Included in Annual CPIP: Yes – CPIP Priority 2 of 4 in FY18 (estimated at \$2,500,000)
JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: Pending CHE Board Approval on 3/1/18

Ref: Supporting document pages 21-25

<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, Parking Revenue	0.00	0.00	0.00	37,500.00	37,500.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,500.00</u>	<u>37,500.00</u>

Funding Source: \$37,500 Other, Parking Revenue, which is revenue generated from operation of the MUSC parking system.

Request: Establish project and budget for \$37,500 (Other, Parking Revenue Funds) to begin Phase I schematic design to make upgrades in MUSC's Courtenay Parking Garage. Upgrades will include new lighting, cleaning and painting of interior concrete, new signage and way finding, layout and circulation improvements, and ADA accessibility improvements. These improvements will upgrade the garage to support the New Children's and Women's Hospital currently under construction. The 559,288 square foot garage is 25 years old and includes approximately 1,500 parking spaces for faculty, staff and patients. Currently, 1,494 of those spaces are occupied. The agency estimates that the completed project will cost approximately \$2,500,000 and no additional annual operating costs will result from the project.

- (d) Summary 5-2018: JBRC Item 4. (D50) Department of Administration
 Project: 6000, Blatt Building Replace Hot/Cold Water Pumps & Heat Exchanger
 Included in Annual CPIP: Yes – CPIP Priority 5 of 11 in FY18 (estimated at \$350,000)
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 26-34

<u>Source of Funding Detail</u>	<u>Original Budget Amount</u>	<u>Cumulative Changes Since Original Budget</u>	<u>Current Budget</u>	<u>Current Budget Adjustment Requested</u>	<u>Total Budget After Current Adjustment</u>
Other, Depreciation Reserve	0.00	0.00	0.00	4,900.25	4,900.25
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,900.25</u>	<u>4,900.25</u>

Funding Source: \$4,900.25 Other, Depreciation Reserve, which is derived from the rent account which receives rent charged to agencies.

Request: Establish project and budget for \$4,900.25 (Other, Depreciation Reserve Funds) to obtain the preliminary design and cost estimate for the replacement of the hot and cold water pumps, heat exchanger, and steam valve. This equipment is original from 1978. Leaks in the hot water pump and heater exchanger have been experienced. The heat exchanger has been repaired 3 times, and one was recently. The steam valve is causing the water to overheat. As the equipment is 40 years old, it is hard to repair. The need to replace this equipment was identified by the consultant as part of the real property project. The 155,162 gross square foot building is utilized by the House of Representatives and occupied by approximately 345 persons annually. The agency estimates that the completed project will cost approximately \$326,683 and no additional annual operating costs will result from the project.

- (e) Summary 5-2018: JBRC Item 5. (J16) Department of Disabilities & Special Needs
 Project: 9919, Coastal Center – Roof Repairs/Replacement – Highlands 310
 Included in Annual CIP: No – The agency states that the structural issue was discovered in December 2017.
 JBRC/SFAA Phase I Approval: N/A

CHE Recommended Approval: N/A

Ref: Supporting document pages 35-45

<u>Source of Funding Detail</u>	<u>Original Budget Amount</u>	<u>Cumulative Changes Since Original Budget</u>	<u>Current Budget</u>	<u>Current Budget Adjustment Requested</u>	<u>Total Budget After Current Adjustment</u>
Excess Debt Service	0.00	0.00	0.00	17,400.00	17,400.00
All Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,400.00</u>	<u>17,400.00</u>

Funding Source: \$17,400.00 Excess Debt Service, which are funds invested and held by the State Treasurer's Office on behalf of SCDDSN and are comprised of revenues of the commission that exceeds the payment due or to become due during the then current fiscal year and an additional sum equal to the maximum annual debt service requirement of the obligations for a succeeding fiscal year.

Request: Establish project and budget for \$17,400 (Excess Debt Service Funds) to begin Phase I roof structural analysis necessary to provide a reliable estimate for the roof replacement at Highlands Dorm 310. The Phase I pre-design budget is requested at 6.2% of the estimated project cost and the additional amount will be used to complete a thorough structural analysis to determine the required scope of work. Following the report of a small leak, Coastal Center maintenance staff observed a large depression in the shingled roof surface. The issue was investigated, and the structural engineer reported two areas of concern where wood member failures were observed in the attic. The report recommends a structural analysis be performed on the existing over-framing, and recommends modifications to the existing over-framed roof structure or possible complete demolition and replacement of the over-framed areas to meet current code loading and construction requirements. This issue requires an expedient response to assure the continued safety of the building occupants. The 11,128 square foot facility is utilized by approximately 36 people and is 52 years old. The existing roof is 28 years old. The agency estimates that the completed project will cost approximately \$280,000 and no additional annual operating costs will result from the project.

Establish Construction Budget

- (f) Summary 5-2018: JBRC Item 6. (H15) College of Charleston
 Project: 9666, City Bistro Interior Renovation
 Included in Annual CPIP: Yes – CPIP Priority 3 of 7 in FY18 (estimated at \$2,172,100)
 JBRC/SFAA Phase I Approval: August 2017 (estimated at \$2,172,100)

CHE Recommended Approval: 2/1/18

Ref: Supporting document pages 46-60

<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	32,581.00	0.00	32,581.00	2,138,779.00	2,171,360.00
All Sources	<u>32,581.00</u>	<u>0.00</u>	<u>32,581.00</u>	<u>2,138,779.00</u>	<u>2,171,360.00</u>

Funding Source: \$2,171,360 Other, Auxiliary Funds, which are generated by Food Service which is a self-supporting auxiliary enterprise.

Request: Increase budget to \$2,171,360 (add \$2,138,779 Other, Auxiliary Funds) 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 7,380 square feet and consists of five food service stations, 135 interior seats, and 165 exterior seats. The Bistro currently serves an average of 2,400 meals per day and this number is expected to increase with the recent addition of a new covered outdoor seating area. The layout of the dining room, including the food service stations throughout, will be reconfigured to maximize food preparation space, counter top surface area, and storage capacity. The new dining room configuration will better facilitate the heavy traffic flow that the Bistro regularly experiences and will be fully ADA compliant. Back-of-the-house space will also be reconfigured to accommodate growing demand. A section of the residence hall lobby adjacent to the City Bistro will be converted for use as additional dry storage. The trash area will be reconfigured and a dedicated dish washing area will be created. The project will include new flooring, ceiling materials, wall finishes, and select new food service equipment. The restrooms will be renovated. The existing lighting will be replaced with new LED lighting throughout and new digital nutrition signage will be installed. This renovation project 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 \$2,171,360 and no additional annual operating costs will result from the project. The agency also reports the projected date for execution of the construction contract is May 2018 and for completion of construction is August 2018.

- (g) Summary 5-2018: JBRC Item 7. (H59) Greenville Technical College
Project: 6131, Greenville – Bldg. 801 Roof Replacement & HVAC Upgrades
Included in Annual CIP: Yes – CIP Priority 2 of 3 in FY17 (estimated at \$1,200,000)
JBRC/SFAA Phase I Approval: May 2017 (estimated at \$1,424,500)

CHE Recommended Approval: 2/1/18

Ref: Supporting document pages 61-98

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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, Local Government Contribution to Plant Maintenance	21,367.50	0.00	21,367.50	1,449,221.50	1,470,589.00
All Sources	<u>21,367.50</u>	<u>0.00</u>	<u>21,367.50</u>	<u>1,449,221.50</u>	<u>1,470,589.00</u>

Funding Source: \$1,470,589 Other, Local Government Contributions to Plant Maintenance Fund, which is an accumulation of appropriated funds from Greenville County that are used to perform maintenance and renovations to physical facilities of Greenville Technical College.

Request: Increase budget to \$1,470,589 (add \$1,449,221.50 Other, Local College's Plant Maintenance Fund) to begin Phase II full design and construction to replace the roof on the largest portion, Section C, on Bldg. 801, McKinney Automotive Center at Greenville Technical College as identified in a roof evaluation report prepared by ADC Engineering. In conjunction with the roof replacement, the roof mounted HVAC units are in need of replacement. Facilities maintenance personnel as well as contractors, have attempted to repair leaks in the roof but excessive deterioration, as identified in ADC Engineering's report, ponding of water and major leaks occurring with each rain event, are exposing equipment and materials inside the building to potential damage. Water saturated roof insulation may also be developing a potential health risk hazard for occupants. Consultation with Peritus Mechanical Engineers regarding the existing roof mounted HVAC units that will be affected by the roof replacement, revealed the need for replacing these units. As part of Phase I, a study of the HVAC system for the affected interior space was conducted to ensure the essential needs of heating, ventilation, and air conditioning are being met to current air quality standards. This project includes a total of 56,000 square feet (Section "C"), of the total 91,000 square foot building. The building, constructed in 1965, is 52 years old. The existing roof is estimated to be 20+ years old and the HVAC units are approximately 19+ years old. Roof replacement includes total removal of existing roofing systems down to the structural deck for approximately 560 square feet of roof, minor deck repairs, rough carpentry, roof insulation, including taper, and a mechanically fastened thermoplastic single-ply roof system. The new roof will come with two independent warranties. There will be a 3 year contractor warranty and a 20 year manufacturer's warranty. The facility is used to house the curriculum programs in automotive training in maintenance of motors, transmissions and body repair and it utilized by 302 students, 15 faculty and 1 staff. The agency estimates that the completed project will cost approximately \$1,470,589.00 and additional annual operating costs savings of \$3,000 in year 1 and \$5,000 in years 2 and 3 are expected. The agency also reports the projected date for execution of the construction contract is April 2018 and for completion of construction is September 2018.

- (h) Summary 5-2018: JBRC Item 8. (D50) Department of Administration
 Project: 9956, Brown Bldg. – 1st Floor Upfit for SCJD
 Included in Annual CPIP: Yes – CPIP Priority 6 of 7 in FY18 (estimated at \$239,855)
 JBRC/SFAA Phase I Approval: October 2015 (estimated at \$237,150)
 JBRC/SFAA Phase I Incr. Budget/Revise Scope Approval: October 2017 (estimated at \$448,910)

CHE Recommended Approval: N/A

Ref: Supporting document pages 99-126

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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	3,500.00	0.00	3,500.00	233,650.00	237,150.00
Other, SC Judicial Department	0.00	5,700.00	5,700.00	113,491.00	119,191.00
All Sources	<u>3,500.00</u>	<u>5,700.00</u>	<u>9,200.00</u>	<u>347,141.00</u>	<u>356,341.00</u>

Funding Source: \$237,150.00 Other, Depreciation Reserve Funds, which is derived from the rent account which receives rent charged to agencies. \$119,191 Other, SC Judicial Department Funds, which is derived from magistrate court fees.

Request: Increase budget to \$350,341.00 (add \$347,141 Other, Depreciation Reserve & Other, SC Judicial Department Funds) to begin Phase II to renovate approximately 5,350 square feet on the 1st floor of the Brown Building in order to accommodate SCJD's Information Technology (IT) group that is currently located in the Calhoun Building. The space will house 22 to 30 Judicial Department staff. The work will include demolition of select existing walls, new paint, new carpet, new vinyl floor and base, new ceiling grid, and new ceiling tile. The scope will also include new cabinets for the break room, a dedicated AC unit for the new IT closet, as well as new electrical wiring for cubicles. Door modifications and wiring pathways will be provided as needed to accommodate a new SCJD security system which is planned under a separate project. An alternate to restore and improve the existing lighting of the space is also included in this budget. Asbestos abatement will be required for the wall demolition work due to the presence of the material in the existing drywall joint compound and also at the floor due to the presence of the material in the existing floor tile and associated mastic. The Brown building is 156,182 gross square feet and is 45 years old. The agency estimates that the completed project will cost approximately \$356,341 and no additional annual operating costs will result from the project. The agency also reports the projected date for execution of the construction contract is June 2018 and for completion of construction is January 2019.

- (i) Summary 5-2018: JBRC Item 9. (J16) Department of Disabilities & Special Needs
 Project: 9914, Midland Center – Palmetto Dorm-Renovate Bathing, Toilet & Dining Areas
 Included in Annual CPIP: Yes – CPIP Priority 1 of 4 in FY18 (estimated at \$480,000)
 JBRC/SFAA Phase I Approval: December 2017 (estimated at \$480,000)

CHE Recommended Approval: N/A

Ref: Supporting document pages 127-136

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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>
Excess Debt Service	7,200.00	0.00	7,200.00	472,800.00	480,000.00
All Sources	<u>7,200.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>472,800.00</u>	<u>480,000.00</u>

Funding Source: \$480,000 Excess Debt Service, which are funds invested and held by the State Treasurer's Office on behalf of SCDDSN and are comprised of revenues of the commission that exceeds the payment due or to become due during the then current fiscal year and an additional sum equal to the maximum annual debt service requirement of the obligations for a succeeding fiscal year.

Request: Increase budget to \$480,000.00 (add \$472,800 Excess Debt Service Funds) to begin Phase II to renovate Palmetto Dorm (#2020) bathing, toilet, and dining areas to provide a more functional, independent environment for active ambulatory consumers with intellectual disabilities. The existing bathroom, bedroom, and dining room design does not meet the needs of the building residents. The current building design does not promote independence and privacy, as the existing layout was intended for more dependent, non-ambulatory consumers. The current spaces offer very little privacy, resulting in negative behaviors and disruption. The agency reports that conflicts can be greatly decreased or avoided by providing more individual privacy. This project will cover 5,719 square feet of the 11,565 square foot 46 year old Palmetto Building. This facility is utilized by 15 stakeholders plus 23 staff. The agency estimates that the completed project will cost approximately \$480,000 and no additional annual operating costs will result from the project. The agency also reports the projected date for execution of the construction contract is July 2018 and for completion of construction is December 2020.

- (j) Summary 5-2018: JBRC Item 10. (J16) Department of Disabilities & Special Needs
Project: 9915, Coastal Center – Roof Rplc.–Admin., Highlands 210, Kitchen, Warehouse/Annex
Included in Annual CIP: Yes – CIP Priority 2 of 4 in FY18 (estimated at \$600,000)
JBRC/SFAA Phase I Approval: December 2017 (estimated at \$600,000)

CHE Recommended Approval: N/A

Ref: Supporting document pages 137-147

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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>
Excess Debt Service	9,000.00	0.00	9,000.00	591,000.00	600,000.00
All Sources	<u>9,000.00</u>	<u>0.00</u>	<u>9,000.00</u>	<u>591,000.00</u>	<u>600,000.00</u>

Funding Source: \$600,000 Excess Debt Service, which are funds invested and held by the State Treasurer's Office on behalf of SCDDSN and are comprised of revenues of the commission that exceeds the payment due or to become due during the then current fiscal year and an additional sum equal to the maximum annual debt service requirement of the obligations for a succeeding fiscal year.

Request: Increase budget to \$600,000.00 (add \$591,000 Excess Debt Service Funds) to begin Phase II to replace old roofing at DDSN Coastal Center's Administration, Highlands 210, Kitchen, Warehouse and Annex buildings in Summerville, SC. Requests include both low slope and sloped roofing surfaces. These 20+ year old roofing surfaces are near the end of their life cycle and should be replaced with new roofing. The existing shingle, and/or modified bitumen roofs are deteriorated and rapidly approaching life expectancy. Attempts to patch and repair will no longer maintain the building structures and interiors in safe and healthy condition. The existing roof systems will be removed down to the existing structural deck, and new roof systems installed along with sheet metal flashing and accessories to provide a complete, watertight, warrant-able roof assembly. The sloped roofing surfaces will be replaced with asphalt shingles that include a 50 year pro-rated material warranty. The low-sloped roofing surfaces will be replaced with modified bitumen that include a 20 year non-prorated material warranty. These 51 year old buildings serve essential functions, thus must either be re-roofed or replaced with new structures. Due to health and safety concerns for those with disabilities serviced in these buildings, roof replacement is the only responsible alternative, other than replacing the buildings with new buildings. The combined square footage for these buildings is 28,624 square feet and they are utilized by a total of 137 staff and 154 residents. The agency estimates that the completed project will cost approximately \$600,000 and no additional annual operating costs will result from the project. The agency also reports the projected date for execution of the construction contract is April 2018 and for completion of construction is December 2020.

- (k) Summary 5-2018: JBRC Item 11. (J16) Department of Disabilities & Special Needs
 Project: 9916, Coastal Center – HVAC System Replacement
 Included in Annual CIP: Yes – CIP Priority 3 of 4 in FY18 (estimated at \$845,000)
 JBRC/SFAA Phase I Approval: December 2017 (estimated at \$845,000)

CHE Recommended Approval: N/A

Ref: Supporting document pages 148-163

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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>
Excess Debt Service	12,675.00	0.00	12,675.00	832,325.00	845,000.00
All Sources	<u>12,675.00</u>	<u>0.00</u>	<u>12,675.00</u>	<u>832,325.00</u>	<u>845,000.00</u>

Funding Source: \$845,000 Excess Debt Service, which are funds invested and held by the State Treasurer's Office on behalf of SCDDSN and are comprised of revenues of the commission that exceeds the payment due or to become due during the then current fiscal year and an additional sum equal to the maximum annual debt service requirement of the obligations for a succeeding fiscal year.

Request: Increase budget to \$845,000.00 (add \$832,325 Excess Debt Service Funds) to begin Phase II to replace building systems and components at DDSN Coastal Center's Highlands 110, Highlands 510 and Hillside 520 buildings in Summerville, SC. Requests include replacing aging chiller, boiler, and fan coil system in classroom/office/medical areas of Highlands 510; replacing aging heat pumps at Highlands Dorm 110; and replacing the chiller, boiler, and fan coil units at Hillside Dorm 520. The existing Highlands 510 HVAC system, Hillside 520 HVAC system, and Highlands 110 HVAC units are 20 to 24 years old, at the end of their useful life, undependable, energy inefficient, and difficult to maintain in operable condition. Fan coil units are not supported by the manufacturer, and chillers and boilers have multiple problems causing a constant state of repairs. Roof top units at Highlands Dorm 110 are more than 20 years old, inefficient, and in constant need of repairs. Equipment in other buildings of identical vintage failed and have been replaced. Due to health and safety concerns for those with disabilities serviced in these buildings, system replacement is the only responsible alternative, other than replacing the buildings with new buildings. The combined square footage for these buildings is 31,820 square feet and they are utilized by a total of 137 staff and 154 residents. The agency estimates that the completed project will cost approximately \$845,000 and no additional annual operating costs will result from the project. The agency also reports the projected date for execution of the construction contract is April 2018 and for completion of construction is December 2020.

- (l) Summary 5-2018: JBRC Item 12. (U12) Department of Transportation
 Project: 9742, SCDOT Headquarters Building Guaranteed Energy Savings Contract
 Included in Annual CIP: Yes – CIP Priority 2 of 2 in FY18 (estimated at \$4,200,000)
 JBRC/SFAA Phase I Approval: March 2017 (estimate undetermined)

CHE Recommended Approval: N/A

Ref: Supporting document pages 164-235

<u>Source of Funding</u> <u>Detail</u>	<u>Original</u> <u>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, State Highway	60,000.00	0.00	60,000.00	(60,000.00)	0.00
Other, Master Lease Program	0.00	0.00	0.00	4,534,760.00	4,534,760.00
All Sources	<u>60,000.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>4,474,760.00</u>	<u>4,534,760.00</u>

Funding Source: \$4,534,760 Other, Master Lease Program, which is a lease administered by the State Treasurer's Office. The lease, including interest, will be recompensed energy and operational savings that are to be guaranteed by the Energy Savings Company (ESCO).

Request: Increase budget to \$4,534,760.00 (add \$4,534,760 Master Lease Program Funds) to begin Phase II to provide for the engineering, construction and commissioning/verification of six energy conservation measures for the Guaranteed Energy Savings Contract (GESC) for the Headquarters Building located at 955 Park St. in Columbia. The SCDOT energy plant will save energy costs for SCDOT. The six energy measures are light fixture replacement with LED fixtures, water conservation measures, variable air volume retrofit and fan replacements, installation of a hot water boiler, installation of dynamic filters, and construction of a chilled water plant. All energy measures are easily verifiable energy savings projects. This project will realize a guaranteed energy savings of \$5,794,836 over the 14 year term of the contract. After the contract term, the savings will continue for the life of the equipment. The contracting method is in compliance with the state procurement process for energy performance contracting. The Department of Administration determined, via an engineering study, that SCDOT leaving the state energy plant should not have any negative impact to the Department of Administration or the other buildings on the Statehouse grounds. The 40 year old Headquarters Building is 228,000 square feet with an 802 space parking garage. All administrative functions of SCDOT are housed in the Headquarters Building which is utilized by 900 persons. The agency estimates that the completed project will cost approximately \$4,534,760 with additional annual operating cost savings of \$339,034 in year 1, \$444,834 in year 2, and \$353,416 in year 3. The Lease will, in turn, be paid with funds realized through operating energy savings guaranteed by the Energy Service Company (ESCO). The agency also reports the projected date for execution of the construction contract is March 2018 and for completion of construction is November 2019.

Phase II Increase

- (m) Summary 5-2018: JBRC Item 13. (H59) Northeastern Technical College
Project: 6114, Industrial Training Center Renovations & Expansion (Bennettsville & Pageland)
Included in Annual CPIP: Yes – CPIP Priority 1 of 1 in FY17 (estimated at \$1,900,000)
JBRC/SFAA Phase II Approval: December 2015 (estimated at \$1,500,000)
JBRC/SFAA Phase II Increase Budget: June 2016 (estimate at \$1,900,000)

CHE Recommended Approval: Pending CHE Board Approval on 3/1/18

Ref: Supporting document pages 236-241

<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>
FY16 Capital Reserve	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00
Other, Local	0.00	400,000.00	400,000.00	0.00	400,000.00
Other, College (NETC Reserves)	0.00	0.00	0.00	461,000.00	461,000.00
All Sources	<u>1,500,000.00</u>	<u>400,000.00</u>	<u>1,900,000.00</u>	<u>461,000.00</u>	<u>2,361,000.00</u>

Funding Source: \$1,500,000 FY15-16 Capital Reserve Funds. \$861,000 Other, Local, which is a \$150,000 donation from the City of Bennettsville, a \$250,000 donation from the Town of Pageland and \$461,000 from College Funds, which are NETC Reserves, and represent an accumulation of funds remaining at year end. This would consist largely of tuition.

Request: Increase budget to \$2,361,000 (add \$461,000 Other, Local Funds) to add additional funding to proceed with the renovations to 15,030 square feet of the 46,353 square foot Winn-Dixie building which will house the Marlboro County Training Center. The bids were received on 1/22/18 and the lowest bid was \$1,561,000. The higher bids are believed to be due economic factors. One of the largest increases is for electrical, which resulted in a \$250,000 difference from the estimate. This project was established in December 2015 utilizing \$1,500,000 in FY16 Capital Reserve Funds to construct a new facility in Pageland (which is now complete), and complete renovations to an existing facility (former elementary school), in Bennettsville. In June 2016 a Phase II budget increase was processed to add \$400,000 in Other Funds (donations), to cover the renovations to the Bennettsville facility because the new estimate to complete the project increased to \$1,900,000. In October 2017, a scope revision was approved to move the funds allocated for the former elementary school to a more cost-effective alternative facility, which the college identified as the former Winn-Dixie building. The college states that Proviso 25.9, effective July 1, 2017, allows the college to move the funds allocated for the previous facility to a more cost-effective alternative facility. The alternative location was constructed in 1999 and will be owned by the Northeastern Technical College Foundation. The new site consists of 46,353 square feet of open space, loading dock, an existing sprinkler system through-out the building, newer zone roof-top A/C units, upgraded newer energy efficient roof and will require very little seismic up-fitting. The new building includes land with paved parking for students, lighted parking lot for student security, multiple access points for traffic flow, and a location in a highly visible location. NETC will offer on-going vocational educational programs, such

as welding, and specialized, industry-specific classes needed by existing industries. This facility is located in a high-traffic area and will be appealing to businesses looking to locate in Marlboro County. Initially, an estimated 200 students will use the space. After the entire building is renovated in the future, there could be close to 600 students using this building. The agency reports the total projected cost of this project is \$2,361,000 with additional annual operating costs of \$33,500 in years 1 thru 3. The agency also reports the projected date for execution of the construction contract is March 2018 and for completion of construction is August 2018.

Phase II Increase (transfer to)

- (n) Summary 5-2018: JBRC Item 14. (N20) Criminal Justice Academy
 Project: 9624, Construct Gun Ammunition Vault
 Included in Annual CPIP: Yes – CPIP Priority 2 of 3 in FY19 (estimated at \$132,000)
 JBRC/SFAA Phase II Approval: March 2017 (estimated at \$145,200)

CHE Recommended Approval: N/A

Ref: Supporting document pages 242-248

<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	145,200.00	0.00	145,200.00	128,380.75	273,580.75
All Sources	<u>145,200.00</u>	<u>0.00</u>	<u>145,200.00</u>	<u>128,380.75</u>	<u>273,580.75</u>

Funding Source: \$273,580.75 Appropriated State funds.

Request: Increase budget to \$273,580 (add \$128,380.75 Appropriated State Funds) as a transfer from N20-9626 and N20-9627. The additional funds will be used to build a new free-standing vault on the Academy's Weapon's Range to safely secure all weapons and ammunition when not in use for training curricula. This project was originally reviewed and approved for Phase II at the JBRC Staff level in March 2017. At that time the government made the switch from 40 caliber to 9mm weapons for the military and there was a need to store additional ammunition that would be received due to Federal Program 1033. Additional funds are now needed to complete the project because the bids received in January 2018 exceeded the architects original estimate. With the steady growth of training over the years, from a safety perspective and demands for more guns and ammunition and securing same, the current vaults are considerably undersized and have inadequate storage space. The new vault will allow consolidation of several of the existing vaults and help maintain organization for better operation. The total square footage of this building will be approximately 1,000 square feet. The facility will be used by approximately nine (9) range employees on a daily basis between the hours of 7:30am and 10:00pm, Monday through Friday. The agency estimates that the completed project will cost approximately \$273,580.75 with additional annual operating costs of \$600 in years 2 and 3. The agency also reports the projected date for execution of the construction contract is March 2018 and for completion of construction is August 2018.

JOINT BOND REVIEW COMMITTEE
Meeting of February 28, 2018

Item Number 3

AGENCY: Joint Bond Review Committee

PROJECT/SUBJECT: Future Meeting Schedule

The next tentatively-scheduled meeting of the State Fiscal Accountability Authority is May 1, 2018.

2018

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
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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	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

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
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Su	Mo	Tu	We	Th	Fr	Sa
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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 Amy, amystudio.com

COMMITTEE ACTION:
Schedule next meeting.

ATTACHMENTS:
None