

**Charleston Naval Complex Redevelopment Authority/
Naval Base Museum Authority**

June 30, 2015
12:30 PM
RDA Board Room
1096 Navy Way
North Charleston, South Carolina

MINUTES

Present: RADM William Schachte (Ret), Chairman
 Chris Sullivan, Vice Chairman
 Randy Burbage, Secretary/Treasurer
 Ron Anderson
 Ronnie Givens
 Fred Kemmerlin
 Alan Coker
 Gene Hogan
 Jim Tuten

Absent: Trey Strock

Staff: Robert Ryan Executive Director
 Sean McDonell Operations Director
 Austin Hilligas Business Manager
 Les Lockard Operations Director

Advisors: Wilbur Johnson, Esquire Young Clement Rivers, LLP

Others: Elaine Morgan BCOC
 Lisa Reynolds City of North Charleston
 Bill Peagler Berkeley County

1. Call to Order/Determine Quorum. (Agenda Item 1). The meeting was called to order at 12:30 PM by the Chairman, RADM Schachte, with a Quorum present.

The Chairman asked for a moment of silence for the families of the victims of Mother Emmanuel and all involved with that tragedy and for our leadership.

2. Freedom of Information Act Report. (Agenda Item 2). Mr. Hilligas stated for the record that the Authority fully complied with the requirements of the Freedom of Information Act in providing notice of the meeting.

3. Approval of Minutes. (Agenda Item 3). Mr. Givens made a motion to approve the minutes of the April 22, 2015 Board meeting which was seconded by Mr. Anderson and approved unanimously.

The Chairman made a comment that information gathered from the ADC Conference in Washington was that there may be a BRAC in 2017.

4. Approval of Agenda. (Agenda Item 4). Mr. Anderson made a motion to approve the Agenda as published and was seconded by Mr. Givens. The motion was approved unanimously.

5. Old Business/New Business. (Agenda Item 5).

- (1) Financial Status Report. Mr. Ryan presented the budget update for FY14-15. The report covers the period July 1, 2014 to June 25, 2015 and was given for information only.

- (2) 2015-2016 Budget. Mr. Ryan presented the Budget for the upcoming fiscal year, a copy is attached. Mr. Givens make a motion and was seconded by Mr. Anderson to get the Budget on the table for discussion. RADM Schachte asked that the motion be amended to include a 3% raise across the board for the Staff. The motion to approve the 2015-2016 Budget and to reconcile expenses to accurately reflect expenditures as of the end of the fiscal year and the 3% raise was approved unanimously.

- (3) Annual Audit Agreement. Each year, the Authority enters in to a standard agreement for audit services. Wilson and Quirk, LLC has provided audit services to the Authority for many years now. Wilson and Quirk, LLC will provide annual audit services to the Authority in an amount not to exceed \$24,500. Mr. Givens made a motion to approved the annual audit services agreement with Wilson and Quick, LLC, and authorize the chairman or other appropriate officers to execute all necessary and satisfactory documents and amendments. The motion was seconded by Mr. Tuten and approved unanimously.

- (4) OSE Project M10-N096-MJ: Bainbridge Avenue Resurfacing. Bainbridge Avenue is the five lane (two travel lanes in each direction with a median turn lane) road from Viaduct Road to the Federal Complex and is the main arterial for the south end of the Naval Complex and the only route for traffic to the Federal Complex and the Charleston County Cooper River Marina. The road is also the primary travel route for the construction traffic associated with construction of the new SCSPA container terminal. The Authority currently owns the road, although roughly 40% of the road within the project scope will become Palmetto Railways property though condemnation of property

necessary for construction of the Intermodal Container Transfer Facility (ICTF) in the near future.

This proposed project would mill the existing pavement and resurface 2,900 LF of this major arterial from the Viaduct Road Bridge south to near the intersection of Halsey St. The work will include allowances for spot utility and/or subsurface repairs and to regrade the road shoulders as necessary to allow sheet drainage to flow off the road into adjacent swales. The design documents are being finalized and the Engineer's Estimate of Probable Cost is \$490,155.96 including 10% contingency.

Mr. Anderson made a motion which was seconded by Mr. Givens to authorize the advertisement, bidding and award of a construction contract for the Bainbridge Avenue Resurfacing project subject to the approval of the Office of State Engineer and to authorize the chairman and other appropriate officers to execute all necessary and satisfactory documents and amendments. The motion was approved unanimously.

- (5) OSE Project M10-N097-MJ: Noisette Boulevard Resurfacing. Noisette Boulevard is main arterial at the north end of the Naval Complex. The road is the main travel route for all Naval Complex employees, contractors and other citizens traveling to the north and to east of the Cooper River as it is the quickest link to Interstate 526 and the Olde North Charleston commercial district. The two lane section runs from Virginia Avenue south to the Turnbull Avenue intersection and a four lane section continues south from the Turnbull Avenue intersection through the McMillan Avenue intersection. In 1998, the four lane section was slightly realigned, new drainage structures installed, new curb, gutter and sidewalk installed and the road resurfaced. The two lane section has only had spot repairs and utility cut patching work performed since base closure was announced in 1993.

The two lane section has significant pavement and drainage issues that need to be addressed as has been discussed during previous Authority meetings. Palmetto Railways currently owns this section of road, but part of this section will be transferred to the City of North Charleston by 2017. Both the City and Palmetto Railways agree with our proposed project scope.

This proposed project would mill the existing pavement and resurface 4,450 LF of this major arterial from Virginia Avenue to Turnbull Avenue. Four (4) abandoned railroad crossings will be removed and the existing drainage system will be cleaned in an attempt to improve the drainage in the area.

There will be an allowance for spot repairs to any drainage piping or structures that are required and for any road subsurface repairs. The design documents are being finalized and the Engineer's Estimate of Probable Cost is \$503,502.97 including 10% contingency.

Mr. Givens made a motion which was seconded by Mr. Anderson to authorize the advertisement, bidding and award of a construction contract for the Noisette Boulevard Resurfacing project subject to the approval of the Office of State Engineer and to authorize the chairman and other appropriate officers

to execute all necessary and satisfactory documents and amendments. The motion was approved unanimously.

- (6) OSE Project M10-N092-MJ: Quarters "F" Rehabilitation. During the February 12, 2013 Authority meeting, the Authority approved the amendment of the MOU/MOA with S.C. Public Railways to include additional property in order to reconstruct the Chapel and to renovate Quarters "F" and occupy both structures and land under its existing agreement with SCPR (now Palmetto Railways). In concept, the Chapel and Quarters "F" would be used as an events venue weather alone or together, along with the lawn of Quarters "H&I". Quarters "F", a 5,050 SF structure, is probably the oldest wooden residence on the Base and would make an excellent future events venue and as the oldest structure should be saved. During the November 19, 2013 Authority meeting, the Authority authorized Staff to advertise, select and award a contract to an Architect-Engineering (A-E) consultant to prepare the design and assemble the construction documents for the rehabilitation. The selection committee, consisting of Authority Board and Staff members and a City of North Charleston representative selected Evans and Schmidt Architects for this effort.

The project consists of renovating the structure in its current layout/floor plan and utilizing as much of the existing materials as possible. ADA compliant restrooms are being added on the first floor, an unused fireplace is being removed to open up the first floor area for event space, the residential kitchen is being modified into a modern caterer's kitchen, the second floor plan will be revised to include three restrooms, the sunporch will be demolished and reconstructed, the roof will be replaced and an ADA compliant elevator is being added. The design is now 95% complete and is being reviewed by the State Historic Preservation Office (SHPO), the Office of State Engineer (OSE) and the City of North Charleston Building Department. Upon conclusion of their reviews and inclusion of their comments into the construction documents, the project will be ready to advertise for construction bids. The current estimate of probable construction cost is \$1,975,000 (includes a 10% contingency). We will be adding some site work and landscaping to the scope that will push the estimate with contingency close to \$2.1 million. Mr. Givens made a motion which was seconded by Mr. Hogan to authorize the advertisement, bidding and award of a construction contract for the Quarters "F" Rehabilitation project subject to the approval of SHPO, OSE and City of North Charleston Building Department and to authorize the chairman and other appropriate officers to execute all necessary and satisfactory documents and amendments. The motion was carried unanimously.

- (7) Berkeley and Dorchester Chambers, CRDA Annual Request. Last year the Authority provided funds to the three area chambers of commerce in the amount of \$50K per chamber with the stipulation that they would have to ask to have the funds renewed on an annual basis. Two of the area chambers have requested funding. The Authority has also provided additional funds,

should they choose to request them, to help provide for elementary children to visit any educational site in the tri-county area. Also included is the annual Charleston Regional Development alliance request for \$100,000.

Mr. Anderson made a motion which was seconded by Mr. Givens to renew the Authority's initial investment of \$50,000 for the Berkeley and Dorchester Chambers of Commerce and to renew its investment with the CRDA for \$100,000. After a brief from Elaine Morgan, Berkeley County, on how their funds were used for educational purposes, Mr. Anderson made a motion to amend the amount for an additional \$50K to the chambers for educational purposes which was seconded by Mr. Givens. The motion was approved unanimously.

- (8) Standard Agreement for Use of Premises. The Authority is currently improving the area and facilities within its control, specifically the Quarter's H&I, Chapel, Quarter's F complex as an events venue. As we have completed parts of the project, interest is starting to mount for its use. In the past the Authority has voted on every request for properties under its control and either approved or denied them. As interest mounts there needs to be a more streamlined system.

A draft of a document the Authority has used for about twenty years now, only updated for this new use was provided. It is fairly standard document and what staff is suggesting is that the Chairman or other appropriate officer be allowed to approve each standard License at a set price instead of bringing each and every request to the Authority. Having to wait for approval from the Authority for each request will mean that we cannot respond fast enough, as event planners need to know today in order to book an event that might take place up to a year and a half later. This has indeed been the case thus far. Staff's initial impression as to a standard charge would apply to each venue so the premises could be booked separately or in total. We are gathering data on landscaping, water, electrical and wear and tear, but our initial impression is that the Authority would set a rate at \$1,000 per day for the use of the lawn in front of Quarter's H&I. Should the City want to hold an event, or support one, then it is Staff's recommendation that a flat discounted rate of \$500 would be appropriate.

Once the other projects are completed and ready for use, this issue will need to be revisited and revised, or as we gather better information through usage and history.

Mr. Hogan made a motion which was seconded by Mr. Givens to get the item on the table. After much discussion Mr. Sullivan made a motion to amend the rate to \$1,000 per/day temporarily until better information is gathered and to authorize the chairman or other appropriate officers to execute all necessary and satisfactory documents and amendments regarding the use of all or portions of the event complex.. The motion was seconded by Mr. Givens and approved unanimously.

6. Date, Time and Location of the Next Meeting. (Agenda Item 6).
July 21, 2015, RDA Board Room

The Board asked Mr. Ryan to put together a learning trip on museums.

7. Adjournment. (Agenda Item 7)

There being no further business to discuss, Mr. Givens made a motion to adjourn which was seconded by Mr. Anderson and approved unanimously. The meeting adjourned at 1:30 PM

RECORDED BY:

APPROVED:

Tommy Barker

October 27, 2015