

# Horry County Board of Education

## Facilities Committee



## Facilities Committee Meeting Minutes Monday, December 6, 2021

### Board Members Present:

Neil James, Facilities Committee Chairman  
James Edwards, Facilities Committee Member  
Sherrie Todd, Facilities Committee Member

Janet Graham  
Helen Smith  
Melanie Wellons

### Staff Members Present:

Dr. Rick Maxey, Superintendent  
Velna Allen  
Mary Anderson  
Lisa Bourcier  
Daryl Brown  
Joe Burch  
Jason Cox  
John Gardner  
Kenneth Generette

Leann Hill  
Candace Lane  
Quinntina Livingston  
Boone Myrick  
Frank Smith  
Trevor Turner  
Kristin Wilson

### Media Present:

Maria Debone, WBTW  
Mary Norkel, The Sun News  
Katie Powell, My Horry News

### Others Present:

Brandon Boland, HG Reynolds Company  
Graham Reynolds, HG Reynolds Company  
Diane Price, Pike McFarland Hall Architects, Inc.  
Steve Usry, Pike McFarland Hall Architects, Inc.

*As required by SC Law 30-4-80, local news media were informed of the date, time, place, and agenda of this meeting. Copies of the agenda were posted at the District Office and distributed to schools for posting.*

### Review and Approval of Agenda

Mrs. Todd moved to approve the agenda as presented. Mr. Edwards seconded the motion. All voted in favor of approving the agenda. Motion passed.

### Review and Approval of Minutes

Mrs. Todd moved to accept the minutes of October 25, 2021, as presented. Mr. Edwards seconded the motion; all voted in favor. Motion passed.

## **Discussion**

### **Conceptual Design of New Whittemore Park Middle**

Mr. Burch gave the Committee a brief update on the design process and introduced Mr. McFarland to present the draft conceptual design that has been developed with the input of the design committee. He detailed the various spaces designed for 1,200 students, and the overall driveway parent cue lengths. Mr. James asked if the que was adequate to prevent backup onto El Bethel Road. Mr. McFarland said that the plan should prevent issues on El Bethel Road.

Mrs. Smith asked about the parking for sporting events in the back of the school. Mr. McFarland answered that the parking in the front of the school will be the primary parking used for the athletic fields although the bus parking lot could also be used. He noted that the installation of a sidewalk would be helpful for access to those facilities.

Mr. McFarland also explained that areas generally used “after hours”, such as the gym and community room, were relocated to the front of the building for ease of access. The Community Room will be a designated the Whittemore Legacy Room, where the history of the Whittemore community will be celebrated with photos and memorabilia.

Mr. James asked if the canopy shown could be extended to the far entrance. Mr. McFarland explained that the far entrance, for the special education wing, could be included with a price adjustment.

Mrs. Graham commented that she is confident the community will be pleased with the design, especially the Whittemore Legacy Room. She thanked everyone that worked to develop the conceptual design.

### **Discussion of Selection for Tennis, Track & Turf Contractor**

Mr. Burch reminded the Committee that the phase 3 of the tennis and track improvements had been previously funded through the 2021-24 Building Program and the 2021-22 Building Modification Fund, which included adding artificial turf fields at 8 high schools as a potential project. The Committee also approved the use of the Integrated Project Delivery model for the upcoming work. A Request for Proposals (RFP) was issued for Integrated Project Delivery Services from a qualified general contractor for the work related to athletic improvements.

An evaluation committee, consisting of Neil James, Joe Burch, Jason Cox, Ara Heinz, and Frank Smith, reviewed the proposals submitted. The committee recommends Contract Construction, Inc. be selected as the general contractor for Phase 3, 4, and 5, which includes the following projects:

Socastee High:	New track, artificial turf, and visitor side bleachers
Carolina Forest High:	New artificial turf
Conway High:	New track
Loris High:	New artificial turf
Myrtle Beach High:	Replace 4 tennis courts

North Myrtle Beach High:      Resurface tennis courts  
St. James High:                  New artificial turf

Mr. Burch added that approval tonight should allow for the project to begin in mid-February. The schedule has been developed to have turf on the first four fields by football season.

Mr. James stated for the record as part of the evaluation committee that all state and local procurement codes were followed. Mr. Burch added that the Agenda Action Form for this item states that a guaranteed maximum price for phase 3 will be developed once final designs are completed. If that price is not within budget, the information will be brought back for discussion. If the project is within budget, then staff will move forward.

Mrs. Todd moved to endorse the recommendation of Contract Construction, Incorporated as the general contractor for Phase 3, 4 and 5 of the Tennis, Track and Turf improvements. Mr. Edwards seconded the motion. All voted in favor. Motion Passed.

### **Discussion of Selection for HCS Regional Bus Lot Engineering Firm**

Mr. Burch updated the Committee regarding the Request for Qualifications (RFQ) for the Regional Bus Facility planned for property purchased on George Bishop Parkway. Two submittals were received by the Procurement Office and forwarded to the evaluation panel. The panel consisted of Frank Smith, Ben Prince, and Helen Smith. After conducting interviews, the panel selected Development Resource Group, LLC for recommendation to the Board.

Mr. James confirmed that construction would be done in 2022. Mr. Burch stated that work would primarily be done in 2022 with completion in early 2023.

Mr. Edwards moved to endorse the recommendation of Development Resource Group, LLC for the full design services of the Regional Bus Facility. Mrs. Todd seconded the motion. All voted in favor. Motion Passed.

### **Discussion of Selection for Facility Condition Assessment Consulting Firm**

Mr. Burch summarized the events leading up to the selection of a consulting firm to handle the Facility Condition Assessment (FCA). He stated that in May of 2021, the Facilities Committee approved the budget for the district-wide assessment which would update the previous FCA completed in 2012. A request for proposals RFP 2122-11MJ Consulting Services for Facility Condition Assessment was issued. Five firms submitted proposals, and five firms were deemed responsive and responsible. The evaluation committee consisted of Joe Burch, Frank Smith, Ben Prince and Roberta Antonucci. The committee met November 16, 2021, to review the proposals and selected all five firms to be interviewed. Interviews were held on December 2, 2021, and the evaluation committee recommends Cardno GS, Inc. for selection. Mr. Burch added that the firm is the same consultant that handled the 2012 assessment, which provides consistency to the report. He added that the Cardno GS proposal is well within budget.

Mr. James asked about the timeframe of the project. Mr. Burch answered that the process would begin in January. Cardno GS anticipates the assessment taking about 8 months, with data returned to us in fall of 2022. He noted that the timing will be impacted by the limitations of work that can

be done while students are in schools. Scheduling will be arranged to complete as much as possible in the coming months but some of the work will need to be completed over the summer months.

Mr. Edwards moved to endorse the recommendation of Cardno GS to provide consulting services in conducting a district-wide Facility Condition Assessment, pending successful negotiations of fees and costs. Mrs. Todd seconded the motion. All voted in favor. Motion Passed.

### **Use of Facilities Fee Schedule**

Mr. Brown reminded the Committee that he has been working with a committee consisting of principals, athletic directors, the District Athletic Director, and Mr. Turner to update the Facility Rental information. He asked Mr. Turner to review the documentation the committee put together which includes the fees previously presented to the Facilities Committee.

Mr. Turner shared the rental contract, which has been updated and converted to a fillable PDF. The schools will also have paper copies for those that need it. He then showed the document that outlines the guidelines for renting HCS facilities. This document is found on our website and details the rental process and fees. Minor changes were made, such as specifying that a site supervisor and custodian must be on site for each event. The split of revenue from the use of outdoor facilities was changed as discussed at previous Facilities Committee meetings; 25% will stay with the school and 75% will return to the District. Mr. Turner noted that typically, the school uses the funds from athletic rentals to support athletics such as purchasing equipment or uniforms with the funds. The portion coming to the District will be further split to cover expenses and establish a sustainment fund for outdoor athletic facilities. Mr. Brown added that the funds that come to the District will be set aside in an account for district-wide athletic maintenance and improvements.

Mr. James asked about the building rental fee breakdown. Mr. Turner answered that no changes were made to the revenue split for indoor rentals. The school and the District split the revenue 50/50. Mr. James stated the importance of accounting for the funds at the school level. Mr. Gardner stated that there is a process in place to handle both the rentals at the school level and those done through sports tourism. Mr. Brown noted that further evaluation is needed for sports tourism events that use indoor facilities, such as basketball, to make sure the funds are used for facility improvements as they will be for outdoor rentals.

Mr. Edwards asked if schools will be given documentation that clarifies the process and which events are sports tourism. Mr. Brown answered yes, those documents are being finalized. He also noted that the next step is to update the various Memorandums of Understanding (MOU) in place across the County that address sports tourism and reciprocity of facilities. That information will be brought to a future Facilities Committee meeting. Dr. Maxey recommended reviewing specifics of this process based on the comments from the Committee to ensure funds are appropriated and used as requested.

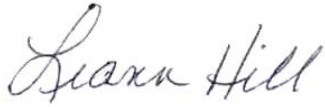
Mrs. Smith asked about revenue from sports tourism events such as baseball tournaments, which do not generate much revenue from ticket sales. Mr. Brown answered that he plans to look into sports tourism rentals to make sure it is equitable for the schools. Mr. Turner added that the schools will likely see an increase in revenue based on the increased fees. Mr. James commented that while it may take a year to get a firm understanding of the revenues generated by rentals, he is hopeful that some of those funds be used to offset costs typically incurred by booster clubs. Mr. Brown agreed that an evaluation after one year would be valuable.

Mr. James concluded by stating that a future agenda will include information regarding the MOUs as well as a firm breakdown of fund distribution and intended uses.

## **Adjourn**

Mrs. Todd moved to adjourn, seconded by Mr. Edwards; all voted in favor. Motion passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Leann Hill".

Leann Hill  
Administrative Asst. – Support Services

**Approved:** \_\_\_\_\_