

**Date:** May 6, 2020

**Purpose:** Citizen-Led Oversight Committee (CLOC) Meeting

**Location:** Zoom Meeting

**Committee Members Attendees:**

Ted Barber (Chair), Mike McNally (Vice Chair), David Ames, Carlton Dallas, Ron Groteluschen, Ray Warco, Kim Fleming, Richard Tritschler, Derrick Coaxum

**Beaufort County School District (BCSD) Representatives Present:**

Dr. Frank Rodriguez, Robert Oetting, Tonya Crosby, Reggie Murphy, Jim Foster, Alexander Marshall, Timothy Summers

**CBRE | Heery Attendees:**

Robert Corbin, David Waggoner, Todd Hill

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the April 1 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 5 Presentation; Updated Glossary of Acronyms; Updated Sample Schedule Format; Referendum Capital Projects 2019 Financial Summary; MRHS (May River High School) Addition Financial Details; RRA (River Ridge Academy) Additions Financial Details; Referendum Cash Flow Projection vs Actual Expenditures; Analysis of Program Management Services.
2. Mr. Barber opened the meeting with the review of the agenda. No additions were noted.
3. Pledge of Allegiance.
4. Mr. Barber asked if there were any changes or corrections to the minutes for the last meeting. Two corrections were noted. A motion was made by Mr. McNally to approve the April Meeting Minutes as amended. The motion was seconded by Mr. Warco and approved by all.
5. Mr. Corbin presented the Updated Glossary of Acronyms and noted that a stand-alone document was also provided to the committee as requested. This document will be updated and distributed for all future meetings.
6. Project Manager Tim Summers presented video tour of RRA project. Mr. Corbin added that they have made a lot of progress with social distancing and keeping workers safe. Mr. Ames asked if there is positive drainage away from buildings. Mr. Summers responded that there will be. Mr. Barber asked if Mr. Summers is pleased with progress being made and the quality of work. Mr. Summers responded that he is exceptionally pleased. He noted that the contractor brought in extra crews and spread them out on the project. Mr. Foster commented that this would make a good story for local news stations as a COVID-19 success story. Mr. Ames and Ms. Fleming agreed. Mr. McNally asked if the district website is up to date with the progress being made. Mr. Foster responded that the virtual tours will be posted as soon after the meeting as possible and that he wants the committee to see all items before they are posted.

7. Project Manager Alexander Marshall presented a video tour of the MRHS project. He noted that the MEP (mechanical/electrical/plumbing) coordination drawings have been developed and the milestone of second floor slab has been reached.
8. Mr. Marshall gave update of MRHS project. Progressing on schedule. currently working on finishing second floor and prepping for mezzanine slab. Paid to date figure will go up to \$2,278,510 next month with processing of payment this Friday. Continuing MEP rough-in and building structural walls for building. Larger systems that will be fed from above will be installed after mezzanine slab is poured. Contractor continues to take advantage of work schedule. Crews working on weekends. Mr. Warco asked if it costs more than was originally budgeted for crews to work on weekends. Mr. Marshall advised that several seven-day work weeks were built in to the project schedule up front.
9. Project Manager Tim Summers presented update of RRA project. 400 and 600 buildings have all block done and 95% of rough-ins are completed. Painting starting next week. Veneer brick going up mid-May. Next week 100% of block will be finished on 800 wing and mezzanine slab will be poured. Mechanical units installed on 400 and 600 wings and waiting for air handler on 800 wing. Project is currently under budget and on schedule. Mr. Corbin advised with processing of current pay application, paid to date figure will go up to \$2,546,467.
10. Mr. Marshall presented update on LS3P and TT (Thompson Turner Construction) summer work projects. They are working on five buildings this summer. There are schedule flags on Technology/Infrastructure Phase I at BHS (Beaufort High School) and Safety/Security Technology/Infrastructure, as it is taking additional time to define the scope on these items. Designers are coming up with allowances for systems we are going to use. GMP (Guaranteed Maximum Price) amendments will be established with those allowance by May 22. Mr. Barber asked if the team has all of the design documents and requirements necessary. Todd Hill, IT (Information Technology) project manager from CBRE - Heery gave details on technology packages and status of each. He added that the goal is to get all information out to design team to aid with GMP deadline. Mr. Marshall continued with update on MPS (McMillan Pazdan Smith) and HGR's (H.G. Reynold's) work on BES (Beaufort Elementary School) renovation, which is a phased project through next summer. The plan is to keep students/staff out of construction area. Developed good plan in conjunction with fire marshal code. Mr. Barber asked for details on what "renovation" includes. Mr. Marshall advised this is an entire interior finish renovation, including flooring, casework, ceilings, installation of fire sprinkler system, renovation of media center, replacement of large cooling tower with two silent towers. Will be touching every system in building. Mr. Warco asked if the schedule of projected disbursements (Cash Flow Model) needs to be updated and sent out to all members. Ms. Crosby responded that we are trending a little slower than anticipated and the projection is a good tool to compare where we are compared to what was projected.
11. Tim Summers presented updates on JCS (Jumper, Carter & Sease) and MBK (M.B. Kahn Construction) summer projects for the elementary and middle schools. Technology/Infrastructure items have same yellow flags as other projects. They have CDs (Construction Documents) on all remaining work. WBES (Whale Branch Elementary School) and WBMS (Whale Branch Middle School) are RCA (Rosenblum Coe Architects)

and CC (Contract Construction) projects. These have the same yellow flags for Technology/Infrastructure.

12. Mr. Corbin presented the updated schedule format, with status flags added. Demonstrated sample with flag other than green. Requested input from committee as to location of flag comments. Decision was made to place comments where they are on the sample.
13. Mr. Corbin gave update on the District website. Information is being viewed by citizens. Gathered data on number of views per day. District Social media manager proposed Facebook page dedicated to CLOC. Committee discussed and the communications committee will take under advisement. Mr. McNally suggested that announcement be made at Board meeting that there is a CLOC web page on the District website. Mr. Corbin advised that construction photos and videos are being added to page. The MWBE (Minority, Women led Business Enterprise) / Local Vendor Outreach Web page is also being viewed. Mr. Corbin reported that the addition of traffic lights to project reports on website is in progress and will be completed shortly.
14. Ms. Crosby presented Referendum Bond Update. Final closing of bond proceeds has been confirmed by County Treasurer and proceeds are being invested in State Local Government Investment Pool (LGIP). BCSD is in process of reimbursement of Operating Funds from Bond Funds (approximately \$3 million). Mr. Barber asked the finance committee to validate the replenishment of the operating funds back from the bonds.
15. Financial schedule shows at end of March \$3 million had been spent and additional \$3 million is to be paid by the end of this week. Mr. Corbin showed examples of project-level financial details that were requested by Mr. Warco prior to this meeting. Mr. Barber requested that the finance committee members be provided the project-level financial information prior to their scheduled meetings and they can report to CLOC. Finance committee would like to see budgets for the summer work projects. Mr. Oetting said that information might be available last week in May. Mr. Warco said that the finance committee will meet at the end of May.
16. Mr. Corbin presented the Cash Flow Projections vs Actuals document. Mr. Warco asked when the schedule will be revised. Ms. Crosby said that for purpose of analyzing budget needs, the original data is necessary. She advised that bond council asked if BCSD would need to issue referendum bonds this fall however she does not think that will be necessary, based upon this document. Mr. Oetting said that BCSD will know more after finalization of GMPs with contractors. Will tell how much will be able to be completed this summer and indicate how much will have to be made up this fall and next summer.
17. Mr. Waggoner presented an analysis of program management services that was requested by CLOC last month. A detailed report was included in documents distributed prior to meeting. Mr. Waggoner gave summary of general advantages and disadvantages of outsourcing. In many cases, a blended arrangement, as we are utilizing, works best.
18. Mr. Waggoner presented a summary of the CBRE - Heery Amendment that was passed by the BCSD Board in April. Amendment included staffing and estimated fees. There will be a yearly performance review. Mr. McNally asked when the first year review would take place. Mr. Oetting said that the review needs to take place during the transition of completion of this summer's work and planning for next summer's work. Discussion ensued regarding how often Heery would report to the District and CLOC and who would be monitoring their

work. Mr. Oetting advised that Operations committee would be overseeing construction work and, by extension, Heery's performance. Mr. Barber feels that the projects committee should give input on review and validate that Heery is performing based upon what is in the agreement. Dr. Rodriguez said that CLOC's input is important and is welcome. He also suggested a mid-year review of Heery's performance in case there are any areas that might need improvement. Mr. Oetting suggested reviews be done prior to CLOC's updates to the Board; CLOC agreed. CLOC will be reporting to Board in June, therefore performance review should be at June's CLOC meeting to be included in the next Board report.

19. Mr. Barber gave update on project subcommittee. He advised they still need to write their committee overview document. He will draft this and forward to other members. He also reported they are satisfied with progress of the projects.
20. Mr. Warco provided an update on finance subcommittee. Have met twice. Path going forward is three-fold. First is walk-throughs of procedural processes (in regular mode). Second is review of detailed construction budgets, which has begun. Third is correlation of internal financial statements to actual expenditures, which will take place by the end of June.
21. Mr. Ames advised that communications committee does not have report for this month, but will have one next meeting. He said that, preliminarily, the committee does not think a Facebook page exclusively for CLOC would make sense.
22. Mr. Barber gave update to Board in April. He requested comments from others who were present. Comments were all very positive. All agreed report was very comprehensive and all questions were answered to Board's satisfaction. Mr. Barber invited Board members to attend any future CLOC meetings, either by Zoom or in person. Will begin preparing for the June's update.
23. Mr. Tritschler asked if BCSD foresees funding cuts that would affect construction projects. Mr. Rodriguez advised that these projects are referendum-funded and therefore not affected the same way as operating funds. Ms. Crosby added that in setting millage for debt service, a potential 7 mil increase was mentioned, but is looking more like a 4.9 mil increase. The value of a mil increased by about 2% this past year. A conservative 1% growth was originally estimated; however, the growth could be less. BCSD does have a safety net with balance in debt service fund in case we fall slightly short. Will be very closely monitoring revenues that come in on debt service fund.
24. Mr. Barber reported for the next CLOC agenda all same items are applicable. Will combine schedule updates with construction project updates. Add update on website views. Items 10 and 11 will come off and others will remain standing items. Also added Heery performance review.
25. Mr. Barber thanked everyone for their contributions and volunteering their time and he adjourned the meeting.