

Date: June 3, 2020

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Zoom Meeting

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

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

CBRE | Heery Attendees:

Robert Corbin, David Waggoner, Todd Hill, Marc Brewster

Guests:

Rachel Jones, The Island Packet and Lyndsey Gough, WTOC

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the May 6 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 6 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 Pledge of Allegiance.
3. Mr. Barber asked if there were any changes or corrections to the minutes for the last meeting. No changes requested. A motion was made by Mr. McNally to approve the May Meeting Minutes as amended. The motion was seconded and approved by all.
4. Mr. Corbin presented the Updated Glossary of Acronyms and noted the additions include architectural acronyms, the four current construction management firms and the district's facilities. Mr. Barber requested that "LULL" (a piece of construction equipment) be added to the list.
5. Project Manager Alexander Marshall presented a video tour of the MRHS project. He noted exterior view walls going up on 1st and 2nd floors. Last of decking to be installed when gables are finished. Roof membrane is being installed. Mason is topping out first floor and corridor on second floor in order to pour mezzanine in coming weeks. Estimates 60-person crew per day working currently.
6. Project Manager Tim Summers presented video tour of RRA project. 400 and 600 wings have veneer brick being installed. Ceiling grids and lights are installed and first coat of paint is completed. The HVAC main trunk lines and hardened wall sheetrock are installed. Office of School Facilities (OSF) overhead inspection scheduled for July 6 and then ceiling tile can be installed. The 800 building lags a little behind others as the crews are working sequentially through the wings. Mr. McNally asked if there have been any major change

orders from basic contract. Mr. Marshall responded for MRHS there has been no change orders. There are three items on contingency log: increasing mechanical units, relocating a gate and some parking contingencies. Mr. Corbin commented that the Guaranteed Maximum Price (GMPs) contain a 5% contingency. Mr. Summers advised no major change orders, only some minor items on contingency log.

7. Mr. Marshall gave update of MRHS project. Laying block on 2nd floor, decking installed for mezzanine and roofer has begun work. Expecting large shipments of duct work and sprinkler pipe early week of June 8. Progressing under budget and on schedule. Mr. McNally requested details on change order logs. Mr. Barber said that he and Mr. McNally would like to do site visits next week and they could view the contingency logs at that time. He advised that at this time he would like to keep number of visitors to a minimum but would like to hold a CLOC meeting at one of the sites, perhaps in July, if at all possible. Mr. Barber and Mr. McNally would like to visit prior to next update to Board and then report back to CLOC committee.
8. Project Manager Tim Summers presented update of RRA project. All veneer brick should be up on 400 and 600 wings within next three week and windows should be in shortly after that. The ceiling grids are up except for transition into new wings. Will start to install hard tile this weekend and in two weeks HVAC will be turned on in 400 and 600 wings. In 800 wing brick will start going up next week. Project is currently under budget and on schedule.
9. Mr. Marshall presented update on LS3P and Thompson Turner Construction (TT) summer work projects. TT has begun construction at Beaufort High (BHS), Lady's Island Middle (LIMS) and Coosa Elementary (CES). They are also working on some 8% projects. More crews are arriving and next week will be at full capacity. At BHS they have framed out technology closets and are working on football field. Right Choices (RC) addition will be starting in coming weeks with foundation. Playground for St. Helena Early Childhood Center (SHECC) will be arriving just before school starts. Finishing design work on turf field logo and lines at Whale Branch Early College High School (WBECHS) and site work will begin soon. TT and LS3P working on technology design with district staff. Mr. Corbin addressed yellow flags from last report. Holding at least weekly meetings to ensure progress is being made with technology infrastructure scope. Schedule recovery is anticipated. Mr. Corbin also explained the comments for the green light items which require contingency usage, mostly due to original budget not aligning with the scope of projects. He advised 14% of the budgeted contingency has been utilized, with approximately 20% of referendum GMPs awarded to date. Mr. McNally asked Mr. Corbin to send the Contingency Use Log to the Finance Sub-committee. Mr. McNally also asked if Mr. Corbin foresees more changes in the future. He is not aware of anything. Mr. Dallas asked why the original scope was not adequate and has that root cause been addressed. Mr. Oetting advised that WBECHS is the only one with major misalignment and this is offset by non-usage of contingency in other projects. Watching IT budgets carefully. Mr. Hill added safety and security upgrades are running on a backbone technology infrastructure. Mr. Dallas asked if there is a lockdown date after which changes will not be made. Mr. Hill responded they will walk bidders through the design and that will constitute the lockdown date. Mr. Barber advised it is imperative to manage scope so that the budget can be managed effectively.

10. Mr. Corbin summarized the action items for the May 20-21 BCSD Board meeting. Received approval on architects for BCHS (Jumper Carter Sease Architects) and RSIA (LS3P Associates, Ltd.) The GMP amendments were approved for the four current construction managers. Included on three of the four amendments are ongoing scope and funding that comes from our 8% capital, however there will be clear delineation between the two funding streams. Mr. Warco asked if the amounts are increases up to the amounts noted. Mr. Corbin advised these are the maximum amounts of the construction phase of projects and not increases to previously determined costs.
11. Mr. Corbin presented the Updated Schedule with Traffic Lights. This will be expanding out and details that are now covered under GMPs will be added. Mr. Barber advised that the yellow flags on the IT infrastructure should be monitored closely and scope should be reduced if necessary to stay within budget. Mr. Corbin agreed and said that Mr. Hill is working with IT people to ensure consistency and equality across all schools.
12. Ms. Crosby gave update on transfer of referendum funds to operating budget for reimbursement. Transfer was confirmed on May 12, in the amount of \$2,989,410.85. The documentation will be forwarded to CLOC members. Mr. Barber asked that Mr. Warco verify the transfer.
13. Mr. Corbin presented the financial update. He reviewed the summary and project level details documents that had been provided to CLOC members. He also reviewed the draft version of the project details that he and Mr. Oetting prepared. The draft goes to BCSD Finance, where the details are prepared in the format provided to CLOC. The CLOC Finance Sub-committee will review the financial documents and report back to CLOC. Mr. Barber asked Mr. Warco to work with Mr. Corbin to prepare high level summary charts.
14. Mr. Corbin presented the Cash Flow Projection vs Actual Expenditures. The chart showed the original projections, a revised projection of cumulative totals for duration of program and updated actual cumulative totals – \$7.69 million to date. Mr. Corbin advised that the cash flow expenditures will be getting close to the original schedule by the end of 2020 and back on track by the end of the first quarter or beginning of the second quarter of 2021. Staff will continue to monitor and inform the CLOC if any additional adjustments will need to be made.
15. Mr. Oetting presented Update CBRE-Heery Integration to Program Management Services. He spoke about how the firm's work will be reviewed. Staffing, project management and referendum management are main categories, with subcategories under each. Committee members gave input regarding CBRE-Heery's performance to date and the performance tool. Mr. McNally said that, in order to perform an evaluation, the scope of services and details of the requirements and expectations should be fully understood. It was suggested to use quantitative measurement whenever possible. It was also suggested to use metrics in tool to develop a dashboard with indicator lights and details regarding the lights. It was recommended that MWBE participation be considered heavily in assessment. Mr. Oetting would like to poll CLOC regarding the performance. It was proposed that a survey be developed, with scores from 1 to 5 points, and definitions of what each gradient means. Progress or regression can be tracked over time. The tool will be reviewed again at next meeting.

16. Mr. Barber gave update on the Project Sub-Committee. They have completed their mission and requirements committee document and will send it out to the other CLOC members. Mr. Barber and Mr. McNally will complete the site visits next week, write a summary report and send it to CLOC members.
17. Mr. Warco advised that the Finance Sub-Committee did not meet because they did not have information to review. Will have committee meeting within next week and will have report to Mr. Barber for next BCSD Board update.
18. Mr. Coaxum reported for the Communications Sub-Committee. They are trying to set up meeting.
19. Mr. Barber will give update to Board in June. He asked Dr. Rodriguez and Mr. Geier if last report was what they needed. Dr. Rodriguez thought it was clear, concise and right amount of information. Mr. Geier advised that report was exactly what was needed and he was pleased to hear of concern about hiring minority contractors. He said the oversight level of detail is "perfectly appropriate and absolutely welcome." He advised that this committee will provide the trust the public will need to have that we can do referendum on time and on budget. Participation is also providing continuing education for our staff. Mr. Barber reminded them they are citizens of this county and the children of this county are the future of this county.
20. Mr. Barber reported for the next CLOC agenda all same items are applicable through construction updates. Need summary of where we are on designs for new CMs that have been approved. Mr. Warco asked if financial reports could be sent out ahead of meeting so it can be reviewed. Mr. Barber would like to have more high level summaries in order to have details to reference. Next meeting will be July 1. Financial reports will go through the final check run of the month. Plan is to hold meeting at MRHS, weather permitting. Mr. Barber will prepare update report for Board. Will share and ask for feedback. Intention is to have all CLOC members attend live Board meeting so they can be introduced. Mr. Foster has spoken to reporters about visiting of one of our sites for a story of how construction crews are managing to stay on schedule in spite of social distancing restrictions. Plan is to try to coordinate the reporter visit with Mr. McNally and Mr. Barber's visit to sites.
21. Mr. McNally made motion to adjourn meeting. Motion passed.