

**Date:** August 5, 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 Tritzschler, David Ames, Kimberly Fleming

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

Dr. Frank Rodriguez, Richard Geier, Robert Oetting, Reggie Murphy, Tonya Crosby, Alexander Marshall, Wendy Cartledge, Jennifer Hamblin

**CBRE | Heery Attendees:**

Robert Corbin, David Waggoner, Marc Brewster, Todd Hill (AJT sub-consultant)

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the July 1st meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 8 Presentation; Updated Glossary of Acronyms; Updated Referendum Project Schedules; Referendum Capital Projects 2019 Financial Summary; BCHS (Battery Creek High School) Renovation Financial Details; MRHS (May River High School) Addition Financial Details; RRA (River Ridge Academy) Additions Financial Details; RSIA (Robert Smalls International Academy) Replacement Financial Details; Referendum Project Contingency Log; Referendum Cash Flow Projection vs Actual Expenditures (REV2).
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Barber asked all attendees to state their names for the minutes.
4. Mr. Barber asked if there were any changes or corrections to the minutes for the last meeting. No changes or corrections were requested. A motion was made by Mr. McNally to approve the minutes. The motion was seconded by Mr. Dallas and approved by all. Mr. McNally asked to bring up item number 22, RSIA Design Charrettes, as "Old Business" for this meeting. Mr. Barber and Mr. Corbin acknowledged Mr. McNally's request and shared that today's presentation Section 9 Community Outreach would be where this would be addressed.
5. Mr. Corbin presented the Updated Glossary of Acronyms and noted the additions include "BJWSA", "SPED" and the 2-digit location codes for the schools.
6. Project Manager Alexander Marshall presented and narrated four (4) short videos of the MRHS project. Mr. Marshall highlighted the following activities and progress shown in the video: Partially completed exterior wall insulation; Partially completed laying of brick veneer; Overhead rough-ins of plumbing, HVAC, electrical and fire protection systems; Exterior envelope; CMU walls; Installation of lintels; Mechanical, Electrical and Plumbing (MEP) for first and second floors. Mr. Marshall also reported the following: HVAC is near completion on

first floor; Fire sprinkler installer should be done by end of this week; Electrician is making good progress; Concrete was placed on mezzanine floor yesterday; Framing will begin Monday; HVAC units will be set end of next week.

7. Mr. Marshall presented update for MRHS project, which is under budget and on schedule. July's pay applications have not been submitted yet. Photos were shown of insulation and electrical rough-in. Mr. Marshall said there have been some big leaps forward on the project. The block-fill for the 1<sup>st</sup> floor is scheduled next week. Roofing will be completed the week after next. The storefront is ordered and will be installed around the building soon. OSF overhead inspections should occur at the end of September or beginning of October. HVAC startup shortly after the inspections and then the ceilings will be installed.

Mr. Barber asked if there are any concerns with the project. Mr. Marshall advised he doesn't have any concerns. The long lead time HVAC units are in and all of the casework is made. The big electrical gear has arrived. The biggest hurdles now are closing in the building and continuing with MEP rough-in.

Mr. Dallas asked if the difference in amount funded and amount encumbered are aspects of a project that still have to be defined and committed to. Mr. Marshall responded the project is currently under budget by approximately \$3.5 million. Remaining funds will be used for items that haven't been ordered such as furniture, supplies and furnishings and equipment. This should be finalized by October.

Mr. McNally asked if COVID-19 has affected the supply line of long lead items and how the District is reacting to that. Mr. Marshall reported that COVID-19 has affected this job. For example, stair pans had to be made from a different factory. It has affected summer work more, such as glazing for projects. He said that the shipping industry has changed a lot and materials are not being shipped as quickly as before. For MRHS, however, everything has been ordered/released. Mr. Corbin added that when a PM identifies a long lead item concern (e.g. outdoor unit of mini-split HVAC units), it is shared with all PMs. This way, PMs can plan accordingly and hold individual conversations with their Construction Managers.

8. Mr. Corbin presented and narrated the video tour for RRA project. He highlighted the following activities and progress shown in the video: Grading has commenced and preparation for landscaping is underway; Facade of 400 wing shows that the exterior brick is finished; Interior corridor ceilings have been installed; Starting to take delivery of and install casework; Progress of individual restrooms and drinking fountains. Mr. Corbin shared that the progress for the 600 wing was typical of what was just shared for the 400 wing. For the 800 wing, all veneer brick is up on exterior. On interior of the 800 wing, the progress for MEP rough-ins was shown. Also showed the transition work between 700 and 800 wings.
9. Mr. Corbin gave update of RRA project, which is under budget and on schedule. MB Kahn is still taking advantage of working weekends, with the electrical pathways between 700 and 800 wing being installed this weekend. The furniture for 400 and 600 wings was delivered this week. Window frames are in for the 400 and 600 wings. The final painting, MCT flooring (800 wing) and casework installation (400/600 wings) should be completed by the

end of this month. The furniture for the 800 wing should be delivered by the beginning of September.

Mr. Ames asked what kind of drainage and outfalls the RRA site has. Mr. Oetting responded that the RRA site drains very well because it is very sandy and that the RRA site was originally planned with these additions in mind. Drainage is not an issue at this site.

Mr. Oetting added that the ribbon cutting ceremony will occur next month with a tentative date of September 17<sup>th</sup>. He will share date and time with CLOC so they can participate.

10. Mr. Corbin provided updates on summer work:

**LS3P Architects and Thompson Turner Construction (TTC) Projects**

Mr. Corbin re-introduced Todd Hill with AJT Consultants, the CBRE certified minority sub-consultant. AJT is furnishing two staff positions: IT Project Manager and IT Design Manager. Mr. Hill reported that for the BHS project, they have received 100% CDs for T1 (structured cable infrastructure), however the light is still yellow for T3, T4, T5 and T6 packages. These packages represent the PA, emergency communication, security and CCTV camera systems. As soon as additional packages are received, the light will be changed to green. A schedule recovery plan is in place.

LIMS/Right Choices – Waiting for same IT packages. Have received T3 and T4 packages for LIMS. Do not expect impact to overall schedule. T1 package impacts all other technology packages and they want that contractor moving as quickly as possible.

Mr. Barber asked if the delay is impacting the project schedule being completed on time. Mr. Hill responded it is not impacting the critical path schedule.

Mr. Corbin gave the remaining updates for the team of LS3P and TTC:

BHS - The new turf field was delivered last week and will take two weeks to install. Completed items include framing of new IT rooms and new foundations for baseball and softball dugouts. Masonry started on July 30<sup>th</sup> and should be completed August 10<sup>th</sup>. Press boxes have been ordered. The fencing, electrical rough-in, secure vestibule and training room are all in progress and on schedule.

CES – Electrical rough-in is complete and awaiting generator, which is scheduled to arrive at the end of August.

LIMS - Secured front entry is 95% complete.

RC - The vestibule is scheduled to be completed in October. The sewer lines should be relocated by September 4<sup>th</sup> and then the vestibule foundation work can commence.

SHES – The layout for the playground equipment and the installation of fencing has been completed. The playground equipment is scheduled to arrive on August 10<sup>th</sup>.

WBECHS – Completed items include the turf field installation, drainage and irrigation systems. Drainage improvements for baseball and softball fields has commenced. Mr. Oetting added that the turf field looks great and photos will be shared at next month's meeting.

Mr. Barber asked Mr. Oetting how he manages playgrounds and athletics projects. Mr. Oetting reported that PMs are responsible for their assigned schools and all of the associated work at those schools. IT and HVAC work is more specialized and has specialist managers working with the PMs on those items.

**McMillan Pazdan Smith Architects (MPS) and HG Reynolds Co., Inc. (HGR) Project**

BES - Mr. Hill provided technology update for this project, which is a phased project. The technology/infrastructure was yellow; however, it is now green. MPS has provided a schedule recovery plan and progress is being made. No other delays are expected.

Mr. Corbin reported the downstairs flooring is completed and the front parking lot has been re-sealed and striped. The first HVAC cooling tower will be set in place by August 10<sup>th</sup> and the second tower will be installed shortly after that. The upstairs renovations (media center and four classrooms) and downstairs bathroom renovations are 90% completed. The OSF inspection occurred today and was performed virtually. The inspection went well with only some minor punch list items to clear. The OSF inspection on the new modular classrooms has been scheduled. The Special Education (SPED) playground is expected to arrive this week.

Mr. Warco asked if the 2020 summer work expenditures for BES are reflected on the master 2019 Referendum 519 form. Mr. Corbin answered that expenditures will eventually be reflected, but HGR has not submitted invoices that could be processed for payment. Mr. Marshall advised that two pay applications have been submitted, however they have not been accepted due to errors/missing documentation. When the pay applications have been corrected, payments will be made.

**Jumper Carter Sease Architects (JCS) and MB Kahn Construction (MBK) Projects**

Mr. Hill addressed technology/infrastructure for these projects. He reported that for BLES, HEMMS, HHIES and HHISCA, there are yellow lights for technology/infrastructure. They have provided recovery plans but have not submitted 100% CDs. They are scheduled to be at 75% by August 10<sup>th</sup> and 100% by September 8<sup>th</sup>.

Mr. McNally asked if the September date is a solid date. Mr. Hill responded that it is.

Mr. Corbin presented the remaining updates for this team:

BLES – Window film and IDF closets are 50% complete. Playground has been completed.

HEMMS – Window film is 70% complete. IDF closets are 50% complete. Athletic gym and field improvements are 60% complete.

HHIES – Window film is 60% complete. IDF closets are 50% complete. Playgrounds have been completed.

HHIHS – Stadium lights are scheduled to be completed after football season.

HHISCA – Window film is 50% complete. Vestibule is 30% complete. IDF closets are 50% complete.

RCES: Speed bump is 80% complete.

### **Rosenblum Coe Architects (RCA) and Contract Construction (CC) Projects**

Mr. Hill addressed the technology/infrastructure for these projects. He advised that for WBES and WBMS the team is moving forward with designing the remaining IT packages. They have received a schedule recovery plan but waiting on coordinated CD drawings. Currently, we do not anticipate an impact to the critical path schedule.

Mr. Corbin presented the remaining updates for this team:

WBES & WBMS – New technology rooms are 60% complete. Rooftop HVAC replacement is scheduled to begin tomorrow. CC is working towards obtaining shipment date for BDA radio system equipment. CC is preparing the GMP price proposal for the WBES playground.

Mr. Barber advised that for the technology/infrastructure, the scope needs to be locked down and then timeline developed for defined phases. Mr. Hill reported that is the flow they have been working toward. He said that all of the scopes have been defined and now they are in the process of the designs catching up to where they need to be.

11. Mr. Corbin presented the update for Design Projects. Mr. Corbin addressed the RSIA School Replacement Project, which is under budget and on schedule. LS3P is the Designer of Record. The AIA Agreement has been signed by the Superintendent and was returned to LS3P. Amendment No. 01 for Additional Services has been prepared and sent to LS3P for execution. This amendment is for survey, utility location and wetlands delineation. The site survey is scheduled to be completed by October 1<sup>st</sup>. RFP 21-002 for CM at Risk Services has been issued and proposals are due by 2:00 PM on August 14, 2020. The July 1<sup>st</sup> online community meeting will be discussed during the Community Outreach agenda item later in this meeting.

Mr. Barber asked Mr. Corbin if he anticipated any problems with the proposals being submitted August 14<sup>th</sup>. Mr. Corbin advised he does not anticipate any problems. He added that there is a lot of interest in the RFP and he believes we will have a good number of proposals to evaluate and rank, with the goal of bringing a recommendation to the Board quickly.

Mr. Tritschler asked if RSIA Amendment 01 for Additional Services was in the budget or would it be an additional contingency draw. Mr. Corbin responded that the costs for these additional services were anticipated and budgeted in the funding for the project. Mr. Barber added that these additional services are important and a normal process in the design phase of a project.

Mr. Barber asked how long he anticipates RSIA to be down and what is the plan for the students. Mr. Corbin responded that we will keep the existing facility operational until the replacement is completed, which is scheduled to occur in December of 2022. We will then immediately commence the demolition of the old building, the site restoration and additional athletics associated with the referendum work at the site.

Mr. Corbin gave update on BCHS Renovation Project, for which JCS is the Designer of Record. The AIA Agreement has been executed by JCS and is being routed for approval and signature by the Superintendent. The JCS proposal for Additional Services has been received and is being evaluated. Once approved, Amendment No. 1 will be prepared and sent to JCS for execution. The site survey is scheduled to be completed by November 1<sup>st</sup>. Architects and engineers are conducting site visits to confirm field conditions and determine necessary phasing plan. The RFP 21-002 for CM at Risk Services has been issued. Proposals are due by 2:00 PM on August 14, 2020.

12. Mr. Corbin presented the Updated Schedule with Traffic Lights. He reported that we have updated the information for BCHS and RSIA. The Project Managers continue to work with the CMs to phase the projects. CMs are hesitant to commit to a schedule for work associated with technology/infrastructure. Mr. Corbin expects when that date is locked in for the completion of the technology/infrastructure work, the CMs will be able to lock-in subcontractors and dates.

Mr. Barber commented that with the number of projects that need to be completed by 2023, we need to stay on top of the schedules. Mr. Corbin responded that CBRE-Heery is working closely with senior scheduler to map out a detailed schedule of all projects, from commencement through closeout. Goal is to ensure projects are sequenced in correct order and that adequate time is given to execute the work. They are close to having final draft to review with Mr. Oetting and project managers.

13. Mr. Corbin presented the Financial Update. Much of the information was included in the handouts and attachments that were provided prior to the meeting, including the Referendum Capital Projects Financial Summary, the Project Level Financial Details and the Referendum Project Contingency Log. There was a request at the last meeting for more project-level details. Some of the smaller projects did not need additional detail in the budget, however, all of the project-level details that the District has are included in the updated documents. There has been no additional use of project contingency funds since the last CLOC meeting.

Mr. Barber requested how to take this financial information and make it into an executive summary. Mr. Corbin advised that if we can get a list of what items the CLOC would like, they can extract the information from the various reports and highlight it. Mr. Warco advised that the Finance Sub-committee could come up with format for meaningful data. Mr. Corbin said they will work with Ms. Crosby and BCSD Finance to ensure that level of detail can be captured in a one-page document. Mr. Dallas commented that when developing this document, keep in mind the questions it might generate and how those questions would be answered.

14. Mr. Corbin presented the Cash Flow Projection vs Actual Expenditures slide. The total cumulative paid to date is \$11.14 million, which is significantly below the projected figures. Mr. Corbin advised that we are monitoring this closely and encouraging designers and contractors to submit invoices in a timely manner. One factor that impacts the delay in payment is the two AP cycles per month and the submittal deadlines included with this schedule. We recognize it is important to make prompt payments so that the primary firms, as well as sub-consultants and subcontractors, are paid. Mr. Corbin reported that the total encumbered amount is over \$65 million. He advised that another factor impacting the delay of payments is that when an invoice is received, it is the duty of staff to review it closely and ensure that what is invoiced is for work that has been completed and that back-up documents are included to justify the payments. Mr. Corbin said that staff are encouraged to quickly review and process invoices and, if there are concerns, those concerns are communicated back to the vendor in writing. He explained that when an invoice is returned it often takes the vendor a week or two to revise and resubmit. Mr. Corbin said that he expects by end of this year the cash flow figures will right themselves and actual figures we will be back in line with the projected figures.
15. Mr. Corbin presented the Community Outreach slide. He said that there were approximately fifty (50) participants in the RSIA online community meeting, including the design team, Board members and CLOC members. Mr. Corbin felt it was a successful and well-run meeting. The video of the meeting and the presentation materials have been posted on the website. The meeting began with a recap of prior stakeholder input from the community, staff and students. The input related to how to pay tribute to Robert Smalls, how to integrate the school's history, the mission and vision of the new school, what activities should be included in the school and what aesthetics are important. The input was gathered through a survey poll with ten (10) questions. Mr. Corbin reported that surveys received after the meeting are also going to be considered.

Mr. Groteluschen said that he attended the meeting. He reported that it was very informative and was handled very well. The polling questions were very well put together. Mr. Groteluschen said they explained how the timeline of the project was going to flow.

Mr. Warco attended via phone. He concurred that it was a well-put together meeting.

Mr. McNally also attended the meeting. He reported that it was very well-orchestrated. Mr. McNally also said the questions on the survey were very pertinent and the consensus was summarized at the end of the meeting.

Mr. Barber cautioned not to give participants the impression that all requests will be met, as budget restrictions will not allow for that. He also advised that there should be follow-up with the participants.

Mr. Oetting said that a follow-up meeting will take place either later this month or in September. Preliminary designs based on the results of the surveys and the first meeting will be reviewed at this meeting. CLOC participants will be notified of the date and time of the follow-up meeting.

Mr. Barber requested that CLOC receives notice of the next meeting in advance so they can make plans to attend.

16. Mr. Oetting presented the CBRE-Heery Evaluation Tool slide. He summarized the steps taken to develop and refine the survey format. The updated survey will be sent out to CLOC members (three) prior to the next CLOC meeting to get their feedback, with the goal of presenting the survey to the Board at the September meeting. Mr. McNally, Mr. Dallas and Mr. Tritschler volunteered to participate. A Survey Monkey survey will be sent to those members. Mr. Oetting will present the draft survey results to the CLOC prior to the Board meeting.

17. Mr. Barber gave the updates on the Sub-Committees, based on what has been communicated to him. He advised that the Financial Sub-committee said everything appears to be on track.

Mr. Warco asked for more information regarding two columns in the 519 Report: PO Encumbrance and Encumbrance Cont. Mr. Oetting responded that these are for items such as furniture and playground equipment that are purchased using the Purchase Order process. Ms. Crosby advised these could either be requisitions in process or encumbrances.

Mr. Warco asked Ms. Crosby when the committee might be able to visit the District Office to review and test the approval and disbursement function of the construction costs. Ms. Crosby said that Wednesdays are best as there are Finance staff scheduled to be in the office. She will contact Mr. Warco with some possible dates for this visit.

Mr. Warco requested a breakdown for the RRA inspection fees. He also requested details of the increases of the technology/infrastructure budgets for HHIES and BHS. Mr. Corbin will send him the requested information.

Mr. Warco voiced his concerns over the WBECHS athletics budget, which was increased by \$1,221,475. He wants to be sure that this work was originally part of the referendum. Mr. Oetting responded that athletic fields for all high schools were discussed at the referendum meetings and the original amount budgeted was way below what it should have been. Mr. Oetting offered to review all of the meeting presentations and materials with Mr. Warco.

18. Mr. Barber gave the update on the Communications Sub-Committee. He said they are doing a good job of communicating what the CLOC is doing. Mr. Barber suggested looking at the RSIA charrette process and include this in a CLOC press release as Mr. McNally suggested.

19. Mr. Barber gave the update for the Projects Sub-Committee. He reported that he and Mr. McNally reviewed the CBRE-Heery contract and the details of the deliverables with Mr. Corbin and Mr. Oetting. They found everything was in order and the metrics of the evaluation tool should reflect that. Mr. McNally agreed with this assessment. He advised that Mr. Oetting and Mr. Corbin were able to answer all of their questions. Mr. McNally



confirmed that an evaluation was completed that looked at the value of utilizing a consultant firm rather than hiring everyone in-house and the results showed that the better choice had been made. He also commented that the contract is very good and that the CLOC will be receiving reports from CBRE-Heery detailing what they have delivered.

20. Mr. Barber asked if the CLOC members want to post all of the meeting documents, except the minutes, just prior to the meeting in order to increase transparency. Mr. Dallas advised he would like the chance to review the documentation prior to it being posted. The committee agreed with this suggestion. Mr. Warco asked for the documents to be distributed to the CLOC members at least two days in advance of the meeting. Ms. Fleming commented that it would be a good idea to have the minutes approved and posted as soon after the meeting as possible so that the community can see the good questions and comments that come out of the meeting. Mr. Barber said that he would like to have an email approval of the minutes so they can be posted, and an official vote for the record at the next meeting.
21. Mr. Barber reported that for the next CLOC agenda we will keep standard items and items can be added should they come up.
22. Mr. Barber asked Dr. Rodriguez when the next Board update would be. Dr. Rodriguez advised it would be the first meeting in September.
23. Mr. Barber asked Mr. Geier if he had any comments regarding the meeting. Mr. Geier responded that it is refreshing to listen to a well-run and professional Zoom meeting.
24. Meeting was adjourned.