

Date: September 2, 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, David Ames, Derrick Coaxum

Beaufort County School District (BCSD) Representatives Present:

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

CBRE | Heery Attendees:

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

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the August 5th meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 9 Presentation; 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); CBRE Heery Performance Review Results.
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Corbin stated names of all attendees 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. Warco and approved by all.
5. Mr. Corbin presented the Glossary of Acronyms and noted there were no new additions.
6. Project Manager Alexander Marshall presented and narrated six (6) short videos of the MRHS project. Mr. Marshall highlighted the following activities and progress shown in the videos: East elevation of MRHS - Brick veneer is being installed and MB Kahn still has the gable to complete. Interior corridor of 1st floor - MEP is progressing. Classroom on 1st floor - Light fixtures are being installed, windows are complete on 1st floor and 2nd floor windows will be complete next week. 2nd floor - Overhead electrical and HVAC is ongoing, sprinkler main has been completed. Mezzanine - HVAC units are set, ductwork and mechanical piping is progressing, and electricians are working on wiring panels. West elevation – The masonry façade is nearly completed, with just a few punch list items to finish and the window installation is ongoing.

7. Mr. Marshall presented update for MRHS project, which is under budget and on schedule. Staff are preparing for the OSF 1st floor inspection, scheduled for the 3rd week of September. The overhead electrical is in progress and the electricians had an available extra crew that they brought in to expedite the remaining work. The 2nd floor is anticipated to be dried in by the 2nd or 3rd week of September.

Mr. McNally asked how the recent 20% to 25% increase in construction material costs are impacting the contracts. Mr. Corbin advised that with a GMP, it is responsibility of the CM to complete the project within that figure. For projects that are in design and have not received a GMP Amendment, Mr. Corbin added that by engaging CMs early in the design process, decisions can be made that assist the Architect and CM to deliver the scope that was promised and stay within the established budget. Design decisions are made as a team and all parties are actively involved with the decision making process.

8. Mr. Summers presented and narrated the videos for the RRA project. He highlighted the following activities and progress shown in the video: Overhead view of the transition between the 700 and 800 wings – Building systems are being completed. Corridor – Power is on, ceiling grid with light fixtures have been installed and the OSF overhead inspection will occur tomorrow. Bathrooms – Water fountains, hard ceiling and plumbing fixtures are installed. 400 & 600 wing classrooms – Furniture is in and OSF has approved occupancy (substantial completion has been achieved). Deep cleaning to take place this weekend and staff/students can officially be in classrooms next week.
9. Mr. Summers gave update of RRA project, which is under budget and on schedule. Pictures show that landscaping around 400 and 600 wings is complete. Starting to clean around 800 wing and landscaping has started. Tomorrow is the OSF overhead inspection for the 800 wing. The final inspection for the 800 wing is scheduled on October 15th. Following the final inspection, any issues will be corrected so that the OSF reinspection may occur followed by approval to take occupancy of that wing.

Mr. Barber asked about the Encumbered & Paid and the Paid to Date figures. Mr. Oetting stated that some costs, such as utilities or 3rd party inspections, are outside of what has been committed in the main contract. Discussion ensued regarding how to best relay information so that it is not confusing. Mr. Barber asked BCSD to bring recommendation to CLOC next month.

Mr. Tritschler asked if we felt the remaining \$750,000 budgeted for RRA will be enough to finish the project. Mr. Corbin advised that what is remaining on the project is the furniture, fixtures and equipment (FFE) and he feels the remaining funds will be sufficient to acquire what we need. Mr. Corbin also reported that MBK feels confident they will be able to return \$1 million in contingency funds back to us, between the RRA and the MRHS projects.

Mr. Oetting reported that the ribbon cutting ceremony for RRA is tentatively scheduled for September 23rd at 1:00 PM and that the CLOC is invited to attend. Details, when available, will be sent to the CLOC.

10. Mr. Corbin provided updates on summer work:

LS3P Architects and Thompson Turner Construction (TTC) Projects

Todd Hill, with AJT Consultants, reported that for the BHS project, status is same as last month. Design team has tentatively committed to the updated drawings being submitted by mid-September.

LIMS/Right Choices – They are on the same recovery schedule as BHS. Review documents are expected to be updated by mid-September.

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

BHS - The secure vestibule is 99% complete. The door hardware for classrooms and offices are ordered. The turf field is complete. The baseball and softball dugout roofs will start on September 2nd. The press boxes have been ordered. The fencing is 35% complete. The training room is 95% complete. The Schematic Design (SD) documents for the weight room and wrestling room additions are currently in review.

Mr. Barber reported that he has received feedback from the BHS community that they are very pleased with that project.

CES – The generator has been delivered and installation has commenced. Reconnection to emergency power systems is to occur prior to September 18th.

LIMS - Secured front entry is completed.

RC - The vestibule is scheduled to be completed in October. BJWSA has provided direction on the relocation of the sewer lines and the digging should commence next Monday. The vestibule foundation work can begin after the sewer lines have been moved.

SHES – Playground should be completed by September 11th.

WBECHS – Turf field is complete. The drainage improvements for the baseball and softball fields are almost completed.

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

BES - Mr. Corbin advised that Technology/Infrastructure was turned to green last month and remains green this month.

Mr. Corbin reported the first HVAC cooling tower has been installed. The startup will occur this weekend. The second tower will be installed later this month. The upstairs renovations of the Media Center and classrooms are 95% complete. There were delivery issues on the casework, however delivery and installation will be completed by September 11th. The first floor restrooms have been completed. The SPED playground equipment has been installed

and replacement of the rubber play surface with artificial turf will be completed by September 30th. The Phase 2 demolition is 95% complete. New HVAC units have been installed and the overhead MEP is almost complete.

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

Mr. Hill provided the technology/infrastructure updates for BLES and HEMMS. The 75% CDs were received and 100% CDs are scheduled to be received on September 8th. The same holds true for HHIES and HHISCA.

Mr. Corbin presented the remaining updates for this team:

BLES – Window film is complete and IDF closets are 80% complete. Playground has been completed.

HEMMS – Window film is complete and IDF closets are 80% complete. Athletic gym and field improvements are 70% complete. Bleachers are 50% complete. Weight room and locker room improvements have been completed.

HHIES – Window film is complete and IDF closets are 80% complete. Playgrounds have been completed. The gym sound system is installed and final adjustments are taking place.

HHIHS – Stadium lights are scheduled to be completed after football season. Work will commence sooner, if possible.

HHISCA – Window film is complete and IDF closets are 80% complete. Vestibule is 40% complete.

RCES: Speed bump has been installed and project closeout has commenced.

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

Mr. Hill provided the technology/infrastructure updates for these projects. He reported that for WBES and WBMS the 100% CDs for the remaining IT packages have been received and reviewed. Designers are addressing these review comments. The IT packages are scheduled for bidding in early September. The traffic light indicator color will be changed to green when the sub-contractor bid packages go out.

Mr. Corbin presented the remaining updates for this team:

WBES & WBMS – New technology rooms are 90% complete. BDA installation is scheduled to start this week and will take two (2) weeks to complete. Installation of window film is complete at the middle school and will be completed at the elementary school prior to September 8th. The GMP Price Proposal for the playground and athletics is to be received by September 4th.

Mr. Barber requested that Mr. Corbin and Mr. Hill provide him with an update on IT/Infrastructure portions of the projects that had been behind schedule. Mr. Barber briefed the BCSD Board during his last update that some of those had yellow lights because they

were behind schedule. Mr. Barber is requesting the update prior to his scheduled September 15th BCSD Board update.

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 fully executed and Amendment No. 1 for Additional Services has also been fully executed, with a total cost of \$69,333. The site survey has been completed. Proposals for RFP 21-002 for CM at Risk Services have been evaluated and interviews are scheduled for September 10th. Recommendation for award is scheduled to occur at the Board meeting on September 15th. The schematic design (SD) documents are due September 11th.

Mr. Corbin gave update on BCHS Renovation Project, for which JCS is the Designer of Record. The AIA Agreement has been fully executed. The Amendment for Additional Services has been prepared and sent to JCS for signature, with a total cost of \$67,579. The site survey is scheduled to be completed by November 1st. Proposals for RFP 21-002 for CM at Risk Services have been evaluated and interviews are scheduled for September 10th. Recommendation for award is scheduled to occur at the Board meeting on September 15th.

Mr. McNally said that the amount for the wetlands survey seems very high and he asked what the approximate acreage is of the land being surveyed. Mr. Oetting advised that the amendment is not just for wetlands delineation but also for utilities, drainage and grading. Mr. Corbin said that he would research Mr. McNally's question and email the answer to Mr. Barber for distribution to the CLOC. Mr. Barber requested all of the bids that were submitted.

12. Mr. Corbin presented the Updated Schedule with Traffic Lights. Still working with CMs to lock in additional project information. For the River Ridge Academy additions, Mr. Corbin pointed out that the schedule is reporting that the 400 and 600 wings reached substantial completion on August 14th, which is ahead of the projected date of September 1st. The 800 wing is scheduled to reach substantial completion on October 1st.

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. This is the second consecutive meeting with no additional use of contingency funding. Staff is very mindful to only use contingency funds when absolutely necessary to execute the Board-approved scope that the citizens approved in the referendum.

Related to the Referendum Project Contingency Log, Mr. Tritschler asked why there would be an Amendment 2, but not an Amendment 1 shown for some projects. Mr. Corbin responded that the CMs work under a term agreement for two years. Work is approved through amendments. If an amendment does not require additional funding, there will not be a reference to it in the Referendum Project Contingency Log.

14. Mr. Corbin presented the Cash Flow Projection vs Actual Expenditures. The total cumulative paid to date is \$15.9 million, which is an increase of \$4.8 million since the last

published update. Mr. Corbin advised that the cash flow is not increasing at the anticipated pace. Mr. Corbin continued that the cash flow is not representative of the services rendered to date by designers or the work put into place by the CMs. It is anticipated the cash flow will continue to ramp up through the end of this year and into next year. Staff feel some additional vendor training (designers and construction managers) is necessary on the overall process and the paperwork that is necessary to include in the pay applications so that they do not have to be returned for corrections. Staff have also discussed implementing checklists for the staff and vendors to utilize. Another discussed was to possibly map the current process and look for areas to improve in terms of efficiency. The District utilizes an accounts payable (AP) pay cycle of every two weeks.

Mr. Barber commented that cash flow is not reflective of a construction schedule, however if there is a bottleneck somewhere in the process, it should be identified and corrected.

15. Mr. Corbin presented the Community Outreach slide. Mr. Corbin reported that the goal of trying to update the District website every two weeks was a little too robust. A discussion was held with Mr. Barber and Mr. McNally and it was mutually agreed that a monthly update of the website would be performed. Much progress has been made with updating the District web pages.

Mr. Corbin reminded everyone about the ribbon cutting ceremony for RRA, which will be held on Wednesday, September 23rd. More details will be forthcoming.

Mr. Corbin advised there will be a Community Input Zoom meeting for BCHS renovations on September 17th at 6:30 PM. Also, a follow-up Community Input Zoom meeting for RSIA is being coordinated for the last week of September or first week of October. Additional details are forthcoming.

Mr. Tritschler asked what kind of activity (number of visits) we are seeing on the website. Mr. Corbin responded that there are no counters on the website, other than for the MWBE outreach page, which is around 70 visits to date. Mr. Barber requested counters on the CLOC website so that it can be publicized more if we are not getting a lot of visits.

Dr. Rodriguez asked when a contractor for a new project has been chosen, how long will it take to post that information on the website. Mr. Corbin responded that it can be added to the website the day after the Board approves it.

16. Mr. Oetting presented the CBRE-Heery Performance Review. Mr. Oetting summarized the first evaluation, which was sent out as an attachment with the other documents for the meeting. The report utilizes the same status light system used in other CLOC reports. Much of the report was derived from the results of a SurveyMonkey survey that was sent out to two principals, three CLOC members, three BCSD Board members and all of BCSD senior staff. Mr. Oetting advised that some of the results of the survey may have been lowered due to responses of "not applicable" or "neither agree nor disagree". There was discussion among CLOC members and staff regarding how to tweak the scoring system to more accurately reflect opinions and performance. Discussion also ensued regarding documentation that could be provided to CLOC to assist them in evaluating CBRE-Heery's

performance. Mr. Barber advised that he, Mr. McNally and Mr. Dallas would discuss this topic and would communicate back to Mr. Oetting what other reports/information CLOC is requesting. Mr. Barber requested that Mr. Oetting include a safety report as part of the monthly meeting showing that safety plans for construction projects have been received from the CMs and reviewed by staff.

17. Mr. Warco gave the update on the Financial Sub-Committees. He reported that the Sub-Committee reviews the previous month's reports and provides a list of items for further consideration, in writing, to BCSD administration. BCSD will address items, in writing, back to the Sub-Committee. The Sub-Committee will then distribute this information to CLOC members. Mr. Warco advised that for the last month's reports, the Sub-Committee is requesting more information on the \$5.3 million variance in the middle school summary budget and the detailed budget. Mr. Warco also asked for information on the spending categories that do not have detail included. Mr. Warco also requested that the percentage of work completed against the total referendum work be included in the detailed and summary budgets. In the Finance portion of Mr. Barber's update to the BCSD Board, Mr. Warco would like to include the percentage of total bond referendum currently complete vs total referendum. Mr. Warco advised that some members of the Sub-Committee are coordinating a visit to the district finance office, which they plan to do this month.
18. Mr. Ames gave the update on the Communications Sub-Committee. He reported there is a tremendous amount of information on the website that is very helpful. The Sub-Committee suggests producing a video to highlight the diverse experience and geographic distribution of CLOC members, the construction process and the progress to date. The video will be produced in the near term and would include interviews of CLOC members asking questions at meetings and inspecting construction sites, the chairman presenting his briefing to the BCSD Board meeting and members participating in the upcoming ribbon cutting. The video would be available on various social media platforms and the CLOC web page. It would also be available to present at community meetings. The video will be produced by CLOC, with the District office of communications providing assistance. The CLOC members agreed with this recommendation.
19. Mr. Barber gave the update for the Project Sub-Committee. Mr. Barber reported that the projects seem to be running well and he will coordinate with Mr. McNally and Mr. Dallas to make another visit to sites under construction.
20. Mr. Barber advised that the next CLOC update to the BCSD Board is scheduled on September 15th. Mr. Barber will prepare the update and send it out for feedback and comments.

Mr. Barber asked Dr. Rodriguez if the CLOC committee members could be introduced at the Board meeting. Dr. Rodriguez responded that the CLOC members' names would be provided to the Board secretary, who would send an invite to all of the members for the Zoom meeting. Dr. Rodriguez will introduce the committee members and then introduce Mr. Barber, who will give the update.

21. Mr. Barber asked Mr. Geier if he had any comments regarding the meeting. Mr. Geier responded that he thinks the CLOC video is a very good idea and it will help to keep the community informed.
22. Mr. Barber reported that he will work with BCSD staff on the next CLOC agenda, which will follow same format as it has been for past meetings.
23. Mr. McNally asked if the Communications Sub-Committee press release about the RSIA charrette process (mentioned in last meeting) was followed up on. Mr. Ames advised there has not been a press release on this subject. Mr. Barber asked Mr. Ames to work with Ms. Bruder regarding this item.
24. Mr. Tritschler asked if there are any plans to resume face-to-face meetings. Mr. Barber advised he is willing to meet face-to-face, as long as social distancing and masks are utilized. Mr. Oetting advised he can reserve an appropriate space at MRHS, which is still under construction. Mr. Barber suggested polling CLOC members to see if they are comfortable with this. Mr. McNally requested that Zoom still be an option, as he will be out of state for the next meeting.
25. Mr. Ames made a motion to adjourn. Meeting was adjourned.