

Date: October 7, 2020

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: MRHS Media Center/Zoom Meeting

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Alexander Marshall, Brandy Majors, Louis Ackerman

CBRE | Heery Attendees:

David Waggoner, Program Director; Kevin Kelly, Interim Program Manager; Marc Brewster, Project Manager; Mark Koll, Project Manager; Jeneria Hopkins, Allworld Admin/Document Control; Todd Hill, AJT Technology Project Manager; Ron Schulze, AJT Project Manager; Travis Manley, AJT Technology Design Manager; David Thompson, Senior Director; Nicholas Fila, Database Specialist; Matthew Crow; Cost Estimator; Elissa Ryan, Procurement; Art Smith, AJT Technology Design Manager.

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the September 2nd meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 10 Presentation; 2019 Referendum Project Schedule Update; 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 (Rev 2.1).
2. Prior to the meeting, a tour of the MRHS referendum construction project was given to CLOC committee members.
3. Mr. Barber opened the meeting with the Pledge of Allegiance.
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 meeting minutes. The motion was seconded and approved by all.
5. A motion was made to amend tonight's agenda to allow Kimberly Fleming to present the Communications Sub-Committee update after the approval of the meeting minutes. Motion was seconded and approved by all.
6. Ms. Fleming presented the Communications Sub-Committee update. She distributed a document that the Sub-Committee developed, listing the BCSD Communications Department duties and responsibilities and the Communications Sub-Committee's duties and responsibilities. Ms. Fleming said that if the CLOC put out their own updates it could

become confusing. The Sub-Committee will instead confirm the BCSD updates and assist in sharing their information. If a media release is requested from the CLOC, they will do that.

Mr. McNally asked that the Sub-Committee gather information and bring this back to the CLOC.

Mr. Barber requested that the Communications Sub-Committee review the description of the committee that he communicated to the members at the 2nd CLOC meeting and ensure that they are following what was written in the description, as that description was shared with the Board. If the Sub-Committee believes that the description should be amended, the Sub-Committee is to inform Mr. Barber in writing of the changes and then Mr. Barber will share the revisions with the Board.

Mr. Dallas advised that it is important for the CLOC to function independently of the District and if there is a different point of view or opinion between the two, the difference(s) should be shared with the public. Ms. Fleming agreed that the Sub-Committee would act independently from the District.

Ms. Fleming made a motion that the document she presented be considered the official function of the Communications Sub-Committee. The motion was seconded and approved by all.

7. David Waggoner, Program Director for CBRE-Heery, presented the introductions of the CBRE-Heery staff who are involved with the BCSD Referendum work. He introduced Kevin Kelly, who is serving as the Interim Program Manager during Rob Corbin's absence. The following CBRE-Heery employees and subconsultant team members introduced themselves: Marc Brewster, Project Manager; Mark Koll, Project Manager; Jeneria Hopkins, Allworld Admin/Document Control; Todd Hill, AJT Technology Project Manager; Ron Schulze, AJT Technology Project Manager; Travis Manley, AJT Technology Design Manager; David Thompson, Senior Director; Nicholas Fila, Database Specialist; Matthew Crow, Cost Estimator; Elissa Ryan, Procurement; and Art Smith, AJT Technology Design Manager. Mr. Waggoner also mentioned Kenny Kropa, the CBRE-Heery Scheduler, who was unable to attend the meeting.

Mr. Barber asked that if new team members are brought in at any time in the future, they be introduced to the CLOC committee.

8. Mr. Marshall presented the update for the MRHS project, which is under budget and on schedule. Overhead work is complete on the first floor; Second floor overhead rough-in should be completed in the next few weeks; Ceilings are going up beginning next week. Project is a month out from the overhead inspection for the second floor; Starting flooring in bathrooms next week; HVAC startup is next week for the first floor and the week after for the second floor. Flooring on the first floor will begin when space is climatized for MCT flooring. October 30th is the ship date for the casework. Final OSF inspection will occur in mid-December. Furniture and all long lead items have been ordered.

9. Mr. Kelly gave the update for the RRA project, which is under budget and on schedule. The 3rd party inspection was today, with only minor issues sited. The casework is installed and the sod was installed today. Furniture should be delivered next week. The final OSF inspection for the 800 wing is scheduled for October 14th.

Mr. McNally asked if periodic fire inspections were performed during construction. Mr. Kelly responded that the safety inspection that is done by the contractor is on site. They completed an actual fire marshal walk-through in January 2020. The school also had its annual fire inspection completed prior to construction.

10. Updates on summer work:

LS3P Architects and Thompson Turner Construction (TTC) Projects

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

BHS - Safety/Security scope is progressing nicely. The secure vestibule has been completed. The door hardware for classrooms and offices has been ordered. The athletic field and track surfacing are complete and owner training has taken place. The baseball and softball dugouts have been completed. Currently in design for the weight room and the wrestling room. Received DD pricing, which will be reviewed with the contractor and architect next week to go over all of details.

CES – The generator and panels are installed. Awaiting load test from the factory for start-up of the generator.

Mr. Barber asked if factory acceptance testing is performed for large equipment and if there is a record of that testing. Mr. Marshall responded that the generators and HVAC units are tested at the factory and certification of the testing is required to be submitted to BCSD.

Mr. McNally asked if the generator comes with a built-in exercise cycle or if it is a manual exercise cycle. Mr. Marshall responded that it does have a weekly cycle for warm-up and cool-down. Mr. Kelly advised that it is an owner-set cycle that is programmed by the BCSD energy management department.

LIMS – Safety/Security Phase 1 scope has been completed. The 100% CDs for the remaining Technology/Infrastructure have been released to TT subcontractors.

RC - Safety/Security Phase 1 scope has been completed. The 100% CDs for the remaining Technology/Infrastructure have been released to TT subcontractors. Masonry was topped out this week and they will be setting steel on Monday. Interior walls have been inspected. Project is about four (4) weeks from overhead inspection and five (5) weeks from a final OSF inspection for both the building addition and the exterior.

SHES – Playground has been completed.

WBECHS – Athletic track, field and drainage improvements have been completed.

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

BES - Phase 1 scope has been completed. The Phase 2 OSF final inspection is scheduled for Tuesday of next week. HGR will begin Phase 3 next weekend. Phase 3 entails moving nine (9) classrooms in the 5th grade hall to the newly renovated 2nd grade hall. HGR will finish upstairs by the end of January 2021 and then will begin downstairs improvements with work on the SPED classrooms and office in May 2021. Plan is to be finished with all remaining scope by the end of October 2021.

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

Mr. Kelly provided the updates for BLES and HEMMS. For the Technology/Infrastructure packages, the 100% CDs were received and are being reviewed.

BLES – Window film has been completed and the IDF closets are 90% complete. Playground has also been completed.

HEMMS – Window film has been completed and the IDF closets are 90% complete. Athletic gym and field improvements are 70% complete. Bleachers are 50% complete. The weight room and locker room improvements have been completed.

HHIES – Window film has been completed and the IDF closets are 90% complete. IT packages should be released this month.

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

HHISCA – IDF closets are 90% complete. Vestibule is 90% complete.

RCES: Project closeout continues.

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

Mr. Brewster provided the updates for the WBES and WBMS projects. Water intrusion issues with the exterior walls was discovered during replacement of the classroom HVAC units that are funded by 8% Capital. The water intrusion has resulted in the need for corrective actions that will affect the project's budget and schedule. Staff will need to approach BCSD Operations Sub-Committee and the Board due to 8% Capital cost implications including general conditions that are occurring simultaneously with the Referendum scope.

Mr. McNally asked what was the nature of the water intrusion. Mr. Brewster responded that it was more than one cause and has been ongoing for about 20 years. The exterior HVAC louvers were not sealed properly to the classroom HVAC units and the auxiliary condensate drain line lines were not piped to the exterior of the building. These two items resulted in

water intrusion in the exterior walls and were complicated further by the low building elevation and associated site drainage.

Mr. McNally asked what the architectural composition of the exterior wall is, from the outside inward. Mr. Brewster responded that at the elementary school, the outside is an Exterior Finished Insulation System (EFIS) installed on plywood that was secured to metal lathe/metal studs with insulation and the interior gypsum board secured to the metal lathe/metal studs. Any vapor barrier that was there could no longer be detected due to deterioration caused by moisture over an extended period of time. At the middle school, the exterior is a brick veneer, with a vapor barrier secured to concrete block, with an air gap and then metal studs with insulation and the interior gypsum board secured to the metal studs.

Mr. Brewster added that the parents were asked if they wanted their children to remain at the campus or move them to another school while corrections take place. Decision was to keep the children at the campus. Corrective actions will be completed in phases, and in a manner to maintain separation between construction activities and students.

Mr. Warco asked if the cost of the mitigation and repairs are part of the Referendum work. Mr. Kelly responded that these costs are funded from 8% Capital and that this information was being shared due to schedule implications with the Referendum scope. Mr. Barber added that the CLOC needs to be aware that this kind of issue is a possibility for future Referendum projects.

Mr. Coaxum asked about additional site drainage. Mr. Brewster responded that a civil engineer has been engaged to assess the site drainage concerns and the possibility of adding perforated pipe to the site to carry water away from the buildings and into the adjacent marsh and/or pond.

11. Mr. Marshall presented the update for the RSIA School Replacement Project, which is under budget and on schedule. LS3P is the Designer of Record. The SDs have been submitted and are being reviewed. The design team has also submitted interior elevations for review. The design team is working on the DDs and a public meeting in November to review the DDs is being coordinated. The AIA CM@Risk Agreement for JE Dunn has been prepared and is being routed for review and approval.

Mr. Kelly presented the update for the BCHS Renovation Project, which is under budget and on schedule. JCS is the Designer of Record. SDs have been received and reviewed and recommendations from the community have been received and are being reviewed. The design team is working on the DDs and a public meeting in November to review the DDs is being coordinated. The AIA CM@Risk Agreement for MB Kahn has been prepared and is being routed for review and approval.

Mr. Barber asked if Mr. Marshall is overseeing both the RSIA and the BCHS projects. Mr. Marshall responded that he is. Mr. Kelly added that CBRE-Heery is reviewing all Referendum project assignments and are divvying them up between the four (4) project managers.

Mr. Barber asked if an updated project manager assignment list could be provided to the CLOC. Mr. Kelly responded that an updated list will be provided at the next CLOC meeting.

Mr. Barber mentioned that the Technology/Infrastructure portions of the projects are back to green lights. Mr. Hill added that the bidders for the Technology/Infrastructure work were walked through LIMS, RC and BHS today.

12. Mr. Kelly presented the Updated Schedule with Traffic Lights. All projects have green lights. The OSF final inspections for both MRHS and RRA have been scheduled.

Mr. Barber asked if the OSF inspections have caused any significant delays. Mr. Marshall responded that there have been some minor corrections to address, however no significant delays have been encountered due to the items identified during the OSF inspections. The punch lists for the summer work and MRHS have been verified by the third party inspector and returned to OSF.

13. Mr. Kelly 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. Mr. Kelly pointed out that three columns have been added to the Referendum Financial Summary, along with a key explaining how the calculations were made. Mr. Kelly also explained that some projects have multiple phases. Each phase has a percentage completed and the total project will have a percentage completed.

Mr. McNally referred to the minutes from the last meeting which stated that staff would bring to the next meeting recommendations for how to report the encumbered and paid to date figures that are outside of main contract. Mr. Barber suggested tabling this question until the next meeting, when Mr. Oetting would be present to address it.

Mr. Kelly reviewed the Contingency Log. He pointed out the addition of the replacement of the main breaker at BHS. During the OSF inspection, the breaker would not reset itself. OSF required that the breaker be replaced.

14. Mr. Waggoner presented the Cash Flow Projection vs Actual Expenditures. The report was modified so that each project has three rows that show the Revision 1 projection, the actual paid to date figure and the new Revision 2.1 projection, which begins in October 2020. The Report shows that \$11M was spent in September. Mr. Waggoner added that we are beginning to catch up to projections due to contractors submitting invoices in a timely manner and Accounts Paying returning to paying invoices once per week rather than every other week.

Mr. Barber asked if the District has enough personnel to process all of the pay applications. Mr. Waggoner responded that discussions are currently taking place for CBRE–Heery to provide additional resources in this area.

Mr. McNally asked if there has been any discussion on when additional bonds would need to be sold. Mr. Waggoner responded that this should really be addressed by the BCSD Finance Department, but that it appears that the initial \$75 M is projected to run out in March or April of next year, therefore the next sale would probably be in February or March of next

year. Mr. Kelly advised that we can add an agenda item for the next CLOC meeting to give an update on the next bond sales date.

15. Mr. Kelly presented the Community Outreach slide. There were community input meetings held for both RSIA and BCHS this past month. Also, staff contacted the Beaufort County Black Chamber of Commerce (BCBCC) to discuss holding an MWBE Outreach meeting for November, as we did early this year. The purpose of the meeting would be to share scope of work associated with the next round of construction projects that will be coming out in early 2021 and to begin making connections with the currently selected CM@Risk firms.

Mr. Barber asked that the CLOC be notified of upcoming community meetings at the same time that the public is notified.

16. Mr. Kelly presented the Construction Project Safety Report. Mr. Kelly reviewed the three levels of safety for a project. There is a Corporate Safety Manual (provided by the contractor as their overall safety plan), a project-specific safety plan (developed by the contractor addressing the specifics of each project), and at least quarterly spot-check safety inspections that are independent of the contractor weekly site safety meetings (OSHA standard form). These quarterly spot-check safety inspections are typically performed by the contractor's corporate safety staff. An example of the safety report for MRHS was distributed at the meeting to the CLOC members. This information was also sent via email to all CLOC members prior to today's meeting. Each job site has the site-specific safety plan and copies of safety inspections posted in the construction trailer.

Mr. McNally asked if there is one overall safety manager for a project. Mr. Kelly responded that the CM@Risk vendor has sole responsibility for job-site safety and each CM has a corporate safety person that works independent from the site-based staff. All contractors and subcontractors are held to the same standards. Mr. Kelly advised that emergency preparation/evacuation plans are provided to the PM when there is a threat, such as an approaching hurricane. The plan describes what actions the contractor and sub-contractors will perform at intervals prior to an evacuation. Some tasks listed in their plan includes storage and protection of materials and BCSD property.

17. Mr. Kelly presented the Sample Reports from the CBRE–Heery Database. There were two examples of reports, BCHS and RSIA, which were generated from the CBRE-Heery database. Mr. Waggoner added that these reports will replace the ones that are currently on the District website.

Mr. McNally asked if the CLOC could be provided these reports at every meeting. Mr. Waggoner advised that it could be, however the reports are always available on the website. Mr. Kelly added that the link on the website was recently changed and it is now easier to locate the information for each school. Mr. Barber requested that at the next CLOC meeting, the reports be brought up on the website for the committee to review.

18. Mr. Barber asked for comments on his September 15th CLOC presentation to the BCSD Board. Committee members gave positive feedback.

19. Mr. Warco gave the update on the Financial Sub-Committees. He reported some members of the Sub-Committee visited the District office to validate the processes that have been reported. The Sub-Committee members interviewed finance staff members and reviewed processed invoices. Mr. Warco reported all items reviewed were found to be satisfactory. The Sub-Committee members also reviewed the procurement process and again found all was satisfactory. Mr. Warco reported that there is an annual financial audit and a separate annual procurement audit. The Sub-Committee will review copies of those reports. Finance prepares quarterly reports for the BCSD Board, which the Sub-Committee will also receive and review. Mr. Warco said that the Sub-Committee has met several times and have asked many questions, some of which been answered and some had not. Mr. Warco asked those questions during the BCSD visit and received satisfactory answers to them. He also said that finance is now providing the CLOC reports in Excel and is also providing the percentages of completion so that the Sub-Committee can compare the dollars spent vs construction percentages. Mr. Warco advised that they were able to review the August CLOC reports and have given Mr. Oetting a list of questions to follow up on and report back on in writing.
20. Mr. Barber gave the update for the Project Sub-Committee. He and Mr. McNally met with Mr. Oetting last month. The objective of the meeting was to understand the CBRE-Heery contract, the CBRE-Heery reporting process and the payment process. Mr. Barber and Mr. McNally reviewed the CBRE-Heery pay applications that detailed the hours spent and the data collected by CBRE-Heery.
21. Mr. Barber asked what items/events are coming up in the next month that are of interest to the CLOC. Mr. Marshall advised there are two community meetings to review the DDs that are going to be scheduled; one for RSIA and one for BCHS. Mr. Kelly added that the BCBC meeting should be scheduled in November. Mr. McNally asked to have this added as a standard agenda item. Mr. Barber agreed it would be a standard agenda item from now on. Mr. Barber also asked that if any items were being presented to the community that the CLOC be advised at least 2 weeks prior to the event.
22. Mr. Barber talked about future agendas. He advised that, in the interest of time, the acronyms will not be presented at every meeting. All other agenda items will be standard for future meetings. BCSD Board Updates will be added to the agenda when there is one scheduled. Mr. Kelly said he would add PM assignments and demonstration of the website hyperlinks to the next agenda. It was determined that the next meeting will be hybrid in format (face-to-face and Zoom). The location of the meeting will be determined and CLOC members will be notified.
23. Mr. Warco made a motion to adjourn. Motion was seconded. Meeting was adjourned.