

Date: November 4, 2020

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: DESC Media Center/Zoom Meeting

Committee Members Attendees:

Ted Barber (Chair), Carlton Dallas (Zoom), Ron Groteluschen (Zoom), Ray Warco, Rich Tritschler

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Alexander Marshall, Louis Ackerman, Reggie Murphy, Tonya Crosby, Tim Summers, Tricia Fidrych, Richard Geier

CBRE | Heery Attendees:

David Waggoner, Program Director; Rob Corbin, Program Manager, Kevin Kelly, Interim Program Manager; Marc Brewster, Project Manager; Mark Koll, Project Manager

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the October 7, 2020 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 11 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 DESC Right Choices security vestibule 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 Ray Warco to approve the meeting minutes. The motion was seconded and approved by all.
5. Mr. Corbin presented the Project Manager assignments. Alexander Marshall is assigned to BCHS, BES, MRHS addition, and RSIA. Timothy Summers is assigned to BLES, BLHS, HEMMS, HHIHS, HHIES, HHIMS, HHISCA, MCRES, RCES, and RRA additions. Marc Brewster is assigned to BRES, JJDECC, LIES, JSES, SHES, WBES, and WBMS. Mark Koll is assigned to BHS, BMS, CES, LIMS, RC, SHEC, and WBECHS
6. Mr. Marshall presented the video update for the MRHS project. This included 4 short videos which showed the conditions of the first-floor classrooms where installation of casework is occurring, the second-floor classrooms where the above ceiling is exposed and ready for inspection, second-floor restrooms that are close to completion, exterior masonry and hard scape that has been recently completed.

7. Mr. Corbin/Mr. Marshall gave the report for May River High School, which is under budget and on schedule. Overhead work is complete on the first floor; Second floor overhead rough-in is complete and preparing for OSF above ceiling inspection on November 11; Casework is continuing to be installed; HVAC startup is complete for the first floor and the startup is next week for the second floor. Flooring on the first floor and second floor is complete. Final OSF inspection will occur in mid-December. Furniture and all long lead items have been ordered.
8. Mr. Summers gave the update for the RRA project, which is under budget and on schedule. OSF final occupancy was received on November 2, 2020. The building is being occupied by teachers. Site work has been completed, except for the construction trailer, which is still on-site. It will be moved to the BCHS project site in mid-November. Sod work around the construction trailer will be completed after the trailer move.
9. Updates on summer work:

LS3P Architects and Thompson Turner Construction (TTC) Projects

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

BHS - IT package bids have been received and are being evaluated. The baseball and softball press boxes have been installed, the stairs to each are currently being installed. HVAC replacements continue Secure vestibule, training room, track resurfacing and Baseball/Softball dugouts have been completed. Athletic fencing is approximately 80% complete. Currently in design for the weight room and the wrestling room. Received DD pricing.

CES – The generator and panels are installed. Third party testing is scheduled for Saturday November 7.

LIMS – IT package bids have been received and are being evaluated.

RC - BJWSA continues to review the sewer closeout documents. Vestibule CMU and brickwork has been completed. All HVAC units have been installed. Space will be dried in this week.

SHES/WBECBS – Playground/Athletic field & track has been completed. Contractor continues to work on project closeout documentation.

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

BES - IT package bids have been received and are being evaluated. Phase 2 scope has been completed. HGR has begun Phase 3. Phase 3 entails moving nine (9) classrooms in the 5th grade hall to the newly renovated 2nd grade hall. OSF overhead is scheduled for November 18th. OSF final scheduled for December 16th. Fire line work has been completed. The connector between the gym and office has started. The 2nd cooling tower is planned to be installed in mid-December. Generator is set to arrive mid-November and will take approximately one week to change out.

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

Mr. Corbin provided the updates for BLES and HEMMS. For the Technology/Infrastructure packages, the 100% CDs are out to bid. Bid proposals are scheduled to be received on November 10th.

BLES – Window film has been completed and the IDF closets are 95% complete. Playground has also been completed.

HEMMS – Window film has been completed and the IDF closets are 95% complete. Bleachers are complete. The weight room, locker room improvements, bleachers and lighting for parking lot have been completed. Field lights to commence based on the schedule with the school.

Mr. Corbin provided the updates for HHIES and HHISCA. For the Technology/Infrastructure packages, the 100% CDs are out to bid. Bid proposals are scheduled to be received on November 10th.

HHIES – Window film has been completed and the IDF closets are 95% complete.

HHIHS – Confirming stadium light installation start date in December with Athletic Director and MUSCO.

HHISCA – IDF closets are 95% complete. Vestibule is 98% complete.

RCES: Project closeout continues.

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

Mr. Corbin reported on the progress at WBES & WBMS. It is noted that both projects have a yellow light due to the remediation under 8% Capital projects that are on-going. It was noted that at the last board meeting the board approved additional funding of \$1,645,000 for WBES and \$1,730,500 for WBMS. This work would be completed according to the schedule provided.

Mr. Barber asked for Mr. Oetting to review the situation, stating that the cause was due to original construction dating back to roughly 20 years ago. Mr. Oetting noted that the cause was from original construction. Water entered the cavity from the missing sleeve that is used to redirect wind driven rain, and a secondary auxiliary condensate drain line that was not properly routed to the exterior of the wall cavity.

Questions were raised by Mr. Barber about ability to make a claim against the original contractor or the architect. Mr. Oetting noted that the contractor is no longer in business and the status of one of the architects is unknown. The other is currently being used by BCSD. Mr. Corbin noted that South Carolina has an eight-year statute of limitations for bringing forth construction litigation for defects. This construction occurred 20 years ago and therefore outside of the statute of limitations.

Mr. Warco asked the impact of the remediation on the referendum projects. Mr. Corbin answered that there has been no impact on the referendum Phase 1 project schedule.

10. Mr. Corbin presented the update for the RSIA School Replacement Project, which is under budget and on schedule. LS3P is the Designer of Record. The DDs were received last Friday, October 30th. The AIA CM@Risk Agreement for JE Dunn is almost near completion. JE Dunn submitted several questions on the A133 & A201 agreement. These are being worked through. Some of these involve coordination between the two agreements and removing items that BCSD does not plan on using from these agreements.

Mr. Corbin presented the update for the BCHS Renovation Project, which is under budget and on schedule. JCS is the Designer of Record. Drawings have been submitted for permitting to OSF and State Fire Marshal's office. Site survey has been completed and the site drawings are to be submitted next week. Design Development (DD) documents are to be provided in November.

11. Mr. Corbin presented the Updated Schedule with Traffic Lights. All projects have green lights. More projects will be added to this list in the future.
12. 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. Mr. Corbin noted that there were no additions made to the Project Contingency Log during the month of October.

13. Tonya Crosby reported on the bond sales date. Tonya continues to monitor the expenditures to see how they are tracking. The District started with a \$75M bond sale in April 2020. Expenses are tracking to have the \$75M spent by April 2021. The next bond will be scheduled in the March/April time frame. The amount is expected to be around \$120M. Finance staff will continue to monitor and can adjust the timing or amount if expenditures fluctuate from the expenditure model.
14. Mr. Corbin brought up the discussion about the detail of the encumbered data on the financial spreadsheet. Mr. McNally had brought up this question at the previous meeting. It was discussed that there may be additional discussion that needs to occur when Mr. McNally is present. Mr. Oetting did bring up that we currently do not have detailed budgets for the summer technology and safety projects. These are smaller projects that have not needed detailed budgets. Contractors are working on multiple projects at one time. The expenses are tracked. There is a way to track detailed expenses for each project.
15. Mr. Corbin 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. The Report shows that \$11M was spent in September. This was heading in the correct direction. In October only about \$3.25M was spent. One of the issues was that during the last week in October several pay applications came in that did not make the check run. These payments will show up in November. We expect the payments to right themselves over time. We will continue to monitor the payments. Upon receipt of the December expenditures, the projected Cash Flow Model will be updated based on actual payments.

Mr. Barber asked if the District has enough personnel to process all of the pay applications. Mr. Corbin responded that discussions are currently taking place for CBRE–Heery to provide additional resources in this area. CBRE-Heery is currently evaluating resumes. There is a hope that by the next CLOC meeting an employee will be available for an introduction to the CLOC.

16. Mr. Corbin presented the Community Outreach slide. There are community input meetings organized to occur for both RSIA and BCHS in November. The date for BCHS has not been set. RSIA is scheduled to occur on November 12th at 7:00PM. Mr. Oetting requested for all CLOC members who are available to attend as the design of the building is starting to take shape and the architects will be presenting renderings of the proposed building. Mr. Corbin announced that there will be a MWBE and Local vendor workshop that will occur on November 19th from 9:30 – 11:30AM. This will be an opportunity for local and MWBE contractors to meet the designers, contractors, and project managers that are currently working on the next referendum projects that will be in construction in 2021. This will be the opportunity for a brick mason to find out what projects coming up will have opportunity for his/her trade to bid on so he can start planning early for the projects that are coming.

17. Mr. Corbin went to the District website to demonstrate the information that is available. The location and how to navigate to the different parts of the website were reviewed. The location of CLOC presentation and meeting documents were shown. The counter on the CLOC website and the subcontractor information page were shown. There was a review of the updated school project web pages. The new format using database information was reviewed. The new monthly project format is currently posted for BCHS, MRHS, RRA, and RSIA. This list of projects that are using the new monthly format will be expanded in the months ahead. There was a discussion on the information shown on the new construction pages. Mr. Barber requested that information be added to the page to indicate when construction will start and when construction will end. Mr. Oetting noted that this information may vary by project. Phased projects like RSIA may have a completion date for the building replacement and a different completion date for demolition and site restoration. Basically, parents need to know how long the project will take and when their students will be able to use the building. Mr. Corbin noted that they would work on adding that information for the next meeting.

Mr. Corbin pointed out to Mr. Barber that the CLOC Q3 Report to the Board had not been received and was not currently posted to the website. Mr. Barber agreed to forward a copy of his CLOC Q3 Report so that it could be posted to the District's website.

18. Mr. Warco gave the update on the Financial Sub-Committees. Mr. Warco described how the members of the sub-committee were reviewing the submitted financial data and comparing it to other project management data to serve as a check to make sure the finances were in-line with the projects. Mr. Warco reported all items reviewed were found to be satisfactory. Mr. Warco advised that they had given Mr. Oetting a list of questions to follow up on. They are working with the Operations staff to clarify the requested information, but are overall pleased with the response. They will continue to generate questions and will work with staff to obtain answers.

Mr. Warco also requested that all future GMP Amendments include not only the amount of the GMP but also include the available budget(s). Mr. Corbin agreed that all future GMP Amendments would include this information as requested.

19. Mr. Barber gave the update for the Project Sub-Committee. The project subcommittee had not meet recently. Mr. Barber commented on how he had been in touch with Mr. Oetting to make sure that he was up to speed on the WBES & WBMS projects. With the report at tonight's meeting all members are up to date.

20. Mr. Barber talked about future agendas. The location of the meeting will be determined and CLOC members will be notified. There was a discussion and a suggestion made to hold the December CLOC meet at RSIA. That way CLOC members can see the current condition of the building prior to construction beginning.

21. Mr. Warco made a motion to adjourn. Motion was seconded. Meeting was adjourned.