

**Date:** December 2, 2020

**Purpose:** Citizen-Led Oversight Committee (CLOC) Meeting

**Location:** RSIA Media Center/Zoom Meeting

**Committee Members Attendees:**

Ted Barber (Chair), Carlton Dallas, Ron Groteluschen, Ray Warco, Kim Fleming, Mike McNally (Vice-chair), David Ames, Ray Warco

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

Robert Oetting, Frank Rodriguez, Alexander Marshall, Louis Ackerman, Reggie Murphy, Tonya Crosby, Tim Summers, Richard Geier, Tricia Fidrych, Melvin Campbell, Cathy Robine, Celeste LeVan

**CBRE | Heery Attendees:**

David Waggoner, Kevin Kelly; Marc Brewster, Mark Koll

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the November 4, 2020 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 12 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 RSIA 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 to approve the meeting minutes. The motion was seconded and approved by all.
5. Mr. Kelly presented the RFQs. The current RFQs are posted on the website, with a link that gives details of the project and the necessary qualifications. The project for Hilton Head Island Middle School (HHIMS) Professional Design Services is currently posted. It is a renovation project that will be completed in phases over a two-year period. The proposals are due on Dec. 8<sup>th</sup>. The project manager will be Tim Summers.
6. Design updates:

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

Mr. Marshall reported site walks with the architect, engineer, CM@Risk and subcontractors. 50% DD are being bid out. Cost estimates to be received later this month. Submitted initial design review to OSF and other site and building permitting agencies. Construction trailer

has been moved from RRA to BCHS. Will have fencing to separate construction lay down area. Will begin construction in Spring of 2021.

Mr. Barber asked if any changes are anticipated at this point in the design phase. Mr. Marshall reported there will be additional costs for HVAC, however contractor will give allowance in first estimate. Electricians have found some electrical situations that will need to be addressed. 100% DDs are due February 11<sup>th</sup>. The not to exceed amount for 50% CDs should be in March or April of 2021.

### **RSIA – LS3P Architects and JE Dunn Construction**

Renderings and drawings were brought for review at this meeting and will be posted on website after meeting. Mr. Marshall reported that LS3P and JE Dunn have walked the site multiple times. JE Dunn is in plan review with subcontractors. The subcontractor bids are due today. They are preparing first 50%DD price for review next week. Submitted initial design review to OSF and other site and building permitting agencies.

Mr. Barber reminded everyone that this is new school construction project, on a current school site. The construction will take place while existing school is still being utilized. Good plan is in place.

Mr. McNally asked if the survey for boundaries, topography and wetland delineation has been completed and if there were any repercussions from the survey that might affect the proposed design, such as encroachment into wetlands buffers, that would require an exception permits or cause delays. Mr. Marshall advised that the survey has been completed and the first wetlands delineation was submitted to the Office of Ocean and Coastal Resource Management (OCRM), which is the agency that would be granting the permit/exception. This came back with comments regarding labeling. The drawings were resubmitted to OCRM and no further comments have come back from them. The plans are very clear on which trees are being removed from property. Mr. McNally requested an update to this process at the next meeting. Mr. Barber requested a bullet point in the RSIA update at next meeting.

### **BHS – LS3P Architects and Thompson Turner Construction (TT)**

Mr. Koll gave the report for BHS Athletics Phase 2 Renovations and Addition, which is under budget and on schedule. The design for wrestling and weight room are in the DD stage. Those documents have been submitted to OSF to start the review process. The documents have also been submitted to TT, who has, in turn, submitted the first round of cost estimates, which are being evaluated.

Mr. Barber commented that the athletic field and track portions of the project have turned out very nice.

**BLHS and HHISCA – JCS Architects and MB Kahn Construction (MBK)**

Mr. Summers reported that the walk through at BLHS for the security upgrade and athletics is scheduled with the architect, administrative staff and the athletic director for December 16<sup>th</sup>.

Mr. Summers reported that Churchich is in process of designing the playground for HHISCA.

**HHIHS – McMillan Pazdan Smith Architects (MPS) and H. G. Reynolds Construction (HGR)**

Mr. Summers reported that the first walk through of HHIHS took place this month. The school administrators walked athletic facilities and the school. When MPS is finished with schematic designs, they will schedule a meeting with the school administration and the athletic director to review.

Mr. Barber asked what are the two Athletic Phases. Mr. Summers responded that Phase 1 is the stadium lighting and electrical. Phase 2 is the actual upgrade of the athletic facilities and the technology.

**BES, BMS, LIES and SHES – MPS and HGR**

BES - Mr. Marshall reported they are currently in design for kitchen equipment replacement (cooler/freezer, two ovens and two skillets). Will have 100% CDs this month and a GMP proposal from HGR next month.

BMS – Mr. Koll reported for safety/security, technology and athletics they had their initial kick-off with architect (MPS) in November. Will meet with school administration to review the scope late this month. Will be heavily into design in January 2021.

LIES and SHES – Mr. Brewster reported they had the kick-off meetings with principals, MPS and HGR this month for both schools. They plan to have a layout of IT closets before Christmas. They have set objectives and will be meeting next week at SHES to talk about scope of work for transportation and the gym.

Mr. Barber asked in the future for athletics phases to include a short description of each phase. Mr. Kelly agreed to add this for the next meeting.

**BRES, CES and LIMS (LS3P and TT)**

BRES - Mr. Brewster reported they have had the kick-off meeting at the school. They are focusing on the IT closets, cable trays and the installation of the Bi-Directional Antenna (BDA) system as objectives for this summer.

CES and LIMS - Mr. Koll reported there has been a continuation of the designs with anticipation to get started mid-spring rather than summer.

**MCRES, DECC, JSES, WBES and WBMS – Rosenblum Coe Associates (RCA/CC)**

MCRES - Mr. Summer reported they have had the kick-off meeting and initial walk-through. Once designs are received for the layout of technology closets, they will begin developing scope.

DECC and JSES – Mr. Brewster reported they had the kick-off meetings last month. Some 8% work will also be completed. Have similar design objectives as stated for BRES.

WBES and WBMS – Mr. Brewster reported phase 1 work has been completed. Focus is now on putting together a budget presentation. 100% CDS have been received and pricing coming this week for WBES. GMPs have been received for WBMS. GMP Amendment No. 03 has been prepared and being routed for signatures.

Mr. Warco asked if any delays in construction are anticipated in 2021 due to pandemic-related issues. Mr. Oetting responded that one biggest challenges will be the short summer. We are trying to do as much as possible up front because the summer has been cut from ten weeks to five weeks. Dr. Rodriguez added that this is COVID-related because decisions had to be made at the beginning of the year (delaying school start date) that caused the end date of school to go into the summer.

Mr. McNally asked if there is anything that can be done in terms of contracts to expedite them. Dr. Rodriguez responded that the Instructional Services division is in close communication with Operations regarding the schedule. They are trying to avoid sites that have significant work planned so that the instructional programs can still take place but not impede the construction schedule. Mr. Oetting added that we are well into the planning and design for the summer work, which puts us ahead of where we were last year. The goal is to start these projects in March. Mr. Oetting said that the short summer does present challenges such as on football turf fields. Contractors need nine to ten weeks to complete the fields and we do not have that much time between the end of school this year and the beginning of football season next year. We will have to work closely with the schools to try to solve these kinds of issues. Are there some projects that can take place while the students are there. Mr. Oetting responded that there are some aspects of the projects, such as IT work, that can take place with students on the campus, and those items are the ones we are trying to begin in March. Mr. McNally requested to keep this item as ongoing agenda item, with monthly updates. Mr. Barber advised we need to identify those items on the schedule whose loss will impact and how those items will be prioritized.

Mr. McNally asked if the schedule will be updated when we know the impact of the short summer. Mr. Oetting responded that right now all of the PMs are in the planning phase of the summer projects. The contractors' pricing and scheduling will give us more information. We will track this once we are in the construction phase.

**7. Construction Updates:****BES – MPS and HGR**

Mr. Marshall presented the video update for the BES project. The three videos showed the

end of phase 3 work. Just passed final CO. Furniture is being moved in. The floors and ceilings are installed.

Mr. Marshall gave update on BES, which is on schedule and under budget. A lot of work was completed during the week before Thanksgiving, including pouring back floors and foundations. Phase 3 OSF overhead/final inspection was performed November 24<sup>th</sup>. Phase 4 will begin in December. Finishing fire sprinkler riser room addition now. The connector between gym and office has commenced. Second HVAV cooling tower will be installed mid-December and finalized in January. Shutting down utilities over Christmas due to changing out gear and updating electrical infrastructure.

Mr. Barber asked when OSF inspected if they found anything. Mr. Marshall responded that there were minor issues that were able to be corrected that day (such as hurricane clips and light fixtures, structural and ductwork touching.) They checked all sink and casework heights and bathrooms.

### **MRHS – JCS and MBK**

Mr. Marshall presented the video updates for MRHS. The three videos showed the art room where floor protection is still down. New casework is being punched out. Also shown was the mezzanine floor and equipment. The science lab and art room are only areas still under construction. Will be completing punch list for first and second floor tomorrow.

Mr. Marshall gave update on MRHS, which is on schedule and under budget. OSF final is scheduled for December 16<sup>th</sup>. Furniture arriving Dec 11<sup>th</sup>. IT equipment has been ordered. Smart TVs were installed in November. Floor is 100% complete. Teachers can begin setting up classrooms on December 21st.

### **BHS – LS3P and TT**

Mr. Koll gave update on BHS, which is on schedule and under budget. Athletics are almost complete, just minor punch list items to finish. In process of pricing technology and site lighting package.

### **LIMS and RC – LS3P and TT**

Mr. Koll gave updates on LIMS and RC, which are on schedule and under budget. The technology package is being priced for LIMS. Had final inspection at RC. One emergency light did not work and a part has been ordered.

### **BLES and HEMMS – JCS and MBK**

Mr. Summers gave updates on BLES and HEMMS, which are on schedule and under budget. Waiting on bid package proposals for technology for both projects, which should be submitted by end of week. Window film is completed and IDF closets for technology are 99% complete for both projects. For HEMMS, the bleachers have been completed and construction for the field lights commenced on November 16<sup>th</sup>.

### **HHIES, HHIHS and HHISCA – JCS and MBK**

Mr. Summers reported the technology/infrastructure bid package proposals for HHIES and HHISCA have been received and are being evaluated. IDF closets at are 99% complete at

HHIES and HHISCA. Window film for HHIES is completed. The security vestibule at HHISCA has been completed. The installation start date for stadium lights at HHIHS will be in December.

Mr. McNally requested that for future meetings, sub-scopes be broken out in a different color, if they are to be part of summer schedule, and that they have their own traffic light.

Mr. Dallas asked if the noted contingencies on the slides are expenses that have been discussed at earlier meetings. Mr. Barber confirmed this.

### **WBES and WBMS – JCS and CC**

Mr. Brewster reported that the principal at WBES has elected not to have playscape installed during the fall, however it will be installed in the spring. At WBMS, will begin in January to rebuild the gym, including a new floor, bleachers, locker rooms and lockers. Ready to move on with technology and safety/security. The technology bids have been received and are being evaluated.

8. Mr. Kelly presented the slide for the Project Closeout updates. The slide includes the project, scope, target date and actual date for the closeouts, as well as any pertinent comments. All projects listed are 4<sup>th</sup> quarter 2020 closeouts.
9. Mr. Kelly presented the Financial Updates. The most significant update shows the comparison between what is actually completed versus the way this was previously calculated. The report shows all projects that are in construction and their actual web-based completion percentages. No significant shifts in finances. Mr. Kelly reported that the calculation errors found in the previous report were corrected.

Mr. Warco advised that the Finance Sub-Committee reports each month on the reports they receive the previous month. Therefore, they will report on this month's financial reports at the January meeting.

Mr. Barber advised that this report shows almost \$48 Million encumbered out of the total referendum amount of \$344,810 Million.

10. Mr. Kelly presented the Project-Level Financial Details. Two projects' figures were reviewed:

**MRHS** – Have used 79.8% of budget to date.

**RRA** – Have used 92.8 % of budget to date.

Mr. Oetting advised we will be returning money for both projects when they are closed out. Will have definitive amount of return in January 2020.

Mr. Barber said that he wants to be able report to the Board the amounts that are returned for each project.

Mr. McNally asked for a Bond issue schedule update and when that money might be available. Ms. Crosby advised that she received a draft of a preliminary schedule from financial advisor. Will be requesting approval from the Board in February 2020 for a bond issue with final sale date at end of March and a mid-April closing. The funds should be available approximately two weeks after the closing.

11. Mr. Oetting advised that nothing was added to the Contingency Log.

12. Mr. Oetting presented the Cash Flow Projection vs Actual Expenditures report. \$43 Million has been expended against the \$75 Million amount borrowed.

Mr. McNally asked what percentage is District currently paying on the bonds. Ms. Crosby said that the rates have been 3% to 5%, and we should be on the lower end of that range currently.

13. Mr. Kelly presented the Community Outreach report.

- MRHS Ribbon Cutting ceremony is projected to be in early January 2021.
- The BCHS Renovation public meeting to review DD documents is scheduled for December 14<sup>th</sup> at 6:00PM, via Zoom.
- The RSIA School Replacement Virtual Community Input Meeting to review DD documents was held on November 12th. Mr. Warco and Mr. Barber both attended and made positive comments about the meeting and graphics that were presented. The meeting is posted on the web page for RSIA.
- Mr. Kelly reported on the MWBE Workshop. There was some representation from the Beaufort County Black Chamber of Commerce. Total attendance, including BCSD and contractors, was 26. The plan is to hold another workshop in late January or early February 2021. One comment made by an attendees was that a night or weekend workshop would be better attended.
- 26 Additional projects listed on the website. Mr. Barber asked CLOC members to view the website and to encourage others to view it.

Mr. Dallas commented that Hilton Head has an organization called the Native Island Business and Community Action that might be interested in attending a MWBE event. Mr. Oetting requested that Mr. Dallas send him a contact from the organization so that they may be invited, or if they have event scheduled that BCSD can attend.

14. Mr. Warco gave the update for the Finance Sub-Committee. He advised that the Sub-Committee performs testing on the 2019 Referendum Schedule to ensure that referendum amounts have not changed since the passage of the referendum, the budgets have not been exceeded by the actual costs, and that amounts paid for projects are not in excess of the percentage completed for those projects. Any questions they have, they pass on to the District.

Mr. Warco asked to whom to forward the questions during Mr. Corbin's absence. Mr. Oetting advised that the questions can go to Mr. Kelly and himself.

Mr. Warco requested that Mr. Ackerman send the 7A worksheet in Excel rather than PDF. Mr. Ackerman responded that he would.

15. Ms. Fleming gave update for the Communications Sub-Committee. She recommended that everyone watch the video that is on the website and share it with as many people as possible. One of roles of CLOC is to share information with everyone's personal networks.

Mr. Ames commented that he always has a positive reaction to the CLOC meetings and the work being done. He suggested that the CLOC publish a 2020 annual report to the community in the format of a full page advertisement in the newspaper, which would reach many voters that otherwise might not get that that information. All feedback to this idea was very positive and supportive. Dr. Rodriguez advised that he thinks CLOC's role is critical in changing the public's opinion and trust of the District and an annual report will convey the outstanding work that the District does. Dr. Rodriguez also offered to speak at any member's network groups to share this information.

Mr. Barber requested that the Sub-Committee put together what they are looking for the report from the other sub-committees, who will then provide that information to the Communications Sub-Committee. They can then work with the district's communication department to publish the report. Mr. Ames requested that the sub-committees submit to the Communication's Sub-Committee what they feel is the most important information to convey to the public. Mr. McNally suggested that next month's sub-committee reports to the CLOC should be in the format of the report they would like to include in the annual report. Mr. Barber agreed and asked the sub-committees do this. The Communications Sub-Committee will present a template of the suggested annual report at the next CLOC meeting.

16. Mr. Barber spoke about the CLOC 4<sup>th</sup> Quarter Monitoring Report to the School Board on December 8<sup>th</sup>. He asked for recommendations of what should be included in the report. Will write up summary similar to the last one. Presentations for the meeting will be given via Zoom. Other CLOC members will be invited to the Zoom meeting. Mr. Barber will provide draft of presentation to other CLOC members this weekend. Mr. Warco will give Mr. Barber updated financial summary data to provide to the Board.

17. Forward Looking Items and Events for the next month:

- December 8, 6PM - Board Update via Zoom
- December 14, 6PM – BCHS Community Meeting via Zoom
- Date & Time TBD – MRHS Ribbon Cutting Ceremony

18. Next Meeting Agenda Items - Mr. Barber advised that the usual agenda items should stand. Annual report should be added to the agenda. Also, project updates should be expanded to include details on phases.



19. Mr. Barber asked for Dr. Rodriguez and Mr. Geier's comments on the meeting. Both thanked the CLOC for all of their hard work and dedication to the students of Beaufort County over this past year.
20. Meeting was adjourned.