

Date: January 6, 2021

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: MRHS Long Distance Learning 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, Alexander Marshall, Louis Ackerman, Reggie Murphy, Tonya Crosby, Jennifer Hamblin, Tim Summers, Wendy Cartledge, Richard Geier

CBRE | Heery Attendees:

David Waggoner, Kevin Kelly, Marc Brewster, Mark Koll, Todd Hill (AJT)

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the December 2, 2020 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 13 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 (Rev 2.1).
2. Prior to the meeting, a tour of the MRHS project was given to CLOC committee members.
3. Mr. Barber asked if there were any changes to the agenda. No changes were made.
4. Mr. Barber opened the meeting with the Pledge of Allegiance.
5. Mr. Barber asked if there were any changes or corrections to the minutes for the last meeting. No changes or corrections were requested. Mr. McNally made a motion to approve the meeting minutes. The motion was seconded by Mr. Dallas and approved by all.
6. Mr. Kelly presented the RFQ. The current RFQ is 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 the only one currently posted. The proposals were due on Dec. 8, 2020 and 13 responses were received. The interviews for the selected shortlist will be held on January 13, 2021.

7. Design updates:

Battery Creek High School (BCHS) - Jumper Carter Sease Architects (JCS) and MB Kahn Construction Company, Inc. (MBK)

Mr. Marshall reported that the architects and engineers continue to work on 100% CDs. A DD price review with MBK has been completed. 100% CDs are expected at the end of February. Initial site drawings have been submitted to required agencies for review. The submittal for BCHS to Beaufort County is being finalized.

Robert Smalls International Academy (RSIA) – LS3P Associates, Ltd. and JE Dunn Construction Company

Final review for site permitting with Beaufort County is set for tomorrow for the first round of staff review. Cost assessment has been received from JE Dunn and is being reviewed. LS3P has submitted DD documents and those are being sent to various departments. Meetings regarding the DDs are scheduled for next week and the week after.

Mr. McNally asked if there has been any feedback from DHEC regarding the wetlands delineation for the RSIA site. Mr. Marshall responded that there has been no feedback received other than the labeling issues that were corrected and resubmitted last month. He added that the storm water review that is set for tomorrow will probably generate some questions because of the project's size.

Beaufort High School (BHS) – LS3P Associates, Ltd. and Thompson Turner Construction (TT)

Mr. Koll gave the report for the BHS Athletics Phase 2 Renovations and Addition, which is under budget and on schedule. The designs for the wrestling and weight room were submitted to OSF in November. TT is in the process of reviewing the design and finalizing the cost estimate.

Mr. Kelly asked Mr. Barber if the breakdown information on the project's phases that was added to the slide was sufficient to address the CLOC's request last month. Mr. Barber said the information is good, however he asked that additional details for the athletics – phase 2 scope be provided.

Mr. McNally asked if summer work is involved at RSIA and if the shortened summer would affect the project. Mr. Marshall advised that the summer work planned for RSIA will not be affected by the school schedule.

Mr. Kelly advised he anticipates having the plan for summer work completed for the next CLOC meeting.

Bluffton High School (BLHS) and Hilton Head Island School for the Creative Arts (HHISCA) – Jumper Carter Sease Architects and MB Kahn Construction (MBK)

Mr. Summers reported that the first walk through at BLHS for the security upgrade and athletics with the architect, administrative staff and the athletic director was completed on December 16th. The second walk through occurred just before holidays for the purpose of establishing additional work with IT closets and the school schedule for painting.

Mr. Summers reported that the design for the playground at HHISCA is 95% completed but there is not a start date yet for the construction.

Mr. Barber asked that the school names be spelled out on the slides, rather than the acronyms, because all CLOC members may not know all of the acronyms for all of the schools. Mr. Warco added that it would be helpful to include the two-digit school number next to the school's name in all tables. Mr. Kelly confirmed that these requests would be no problem.

Hilton Head Island High School (HHIHS) – McMillan Pazdan Smith Architects (MPS) and H. G. Reynolds Construction (HGR)

Mr. Summers reported that the first walk through of HHIHS took place last month. The school administrators walked the athletic facilities and the school. Another walk through is scheduled for this Friday, which will be addressing the design and the scope for the summer work. We will try to start the work early, if possible.

Mr. Warco asked who is involved when meetings with school staff occur. Mr. Summers responded that they meet with the principal, the assistant principal over facilities and the athletic director. If teachers have input, they give that input to the principal.

Beaufort Elementary School (BES), Beaufort Middle School (BMS), Lady's Island Elementary School (LIES) and St. Helena Elementary School (SHES) – MPS and HGR

Mr. Kelly gave overview of these projects, as there are three different project managers assigned.

BES – GMP Price proposal to be received this month.

BMS – Coordination meeting with school administrators will take place in mid/late January.

LIES and SHES – IT walk through occurred today with contractor and Todd Hill.

Broad River Elementary School (BRES), Coosa Elementary School (CES) and Lady's Island Middle School (LIMS) - LS3P and TT

BRES - Mr. Brewster reported they made two visits to the school. The focus was to identify the IT closets. They are working closely with Todd Hill (AJT) and associates in order to begin work as early as possible.

CES and LIMS - Mr. Koll reported that a meeting with the architects took place. The next step is to meet with school administration to help establish the scope for the shortened summer.

Mr. McNally asked what the projected time would be for these projects to go out to bid. Mr. Brewster responded that for BRES, they are trying to put out an early bid package, in March, for the three disciplines (IT closets, bi-directional antenna and cable trays) in order to get ahead of the summer work. Mr. McNally said that it would help, in future reporting, if the projects had approximate dates that they would be going out to date, in sequence if applicable, from design through construction. Mr. Barber agreed this would be helpful. Mr. Kelly responded that the project schedule information on the website could be extracted and placed in future presentations.

MC Riley Elementary School (MRES), James Davis Early Childhood Center (DECC), Joseph Shanklin Elementary School (JSES), Whale Branch Elementary School (WBES) and Whale Branch Middle School (WBMS) – Rosenblum Coe Associates (RCA) and Contract Construction (CC)

MCRES - Mr. Summers reported they had two walk throughs prior to the holidays with school administration, the architect and the contractor, for overhead work for IT closets. A third walk through will take place toward end of this month to gather information for the scope. The drawing will then be presented to school administration to ensure the work does not impede instruction.

DECC and JSES – Mr. Brewster reported they have had two visits to sites. He expects to transmit drawings to AJT (technology) tomorrow for review. IT closet locations will be determined by next week. An early bid package is expected.

WBES and WBMS – Mr. Brewster reported that the WBES blue pod was ready for classes on Monday. They will soon begin remediation in red pod. Afterwards, they will be able to move out of yellow pod into the red pod and the remainder of the Board-approved HVAC and remediation work can begin. Bids are being analyzed for this work. The new wing was opened at WBMS and classrooms were ready for school on Monday. GMP Amendment No. 03 for gymnasium work has been prepared and is being routed for execution. The contractor will be able to begin work within the next week.

Mr. Barber asked if remediation has been going as expected. Mr. Brewster said that it is.

8. Construction Updates:

May River High School (MRHS) – LS3P and MBK

Mr. Marshall presented the video update for the MRHS project. The videos showed the furniture in the classrooms. Maintenance moved tables into the main building for social distancing. An exterior art patio and art room were shown as well as a science lab located on 2nd floor. Also shown was the mezzanine floor, with electrical panels and HVAC units.

Mr. Warco, who toured the site prior to the meeting, said the facility looks great. He said the lighting is energy efficient and bright. There were partitions on individual desks. The students are placed in pods, with 4 students to a pod. Therefore, if one student were to test positive for COVID-19, then only the other students in that pod would have to be quarantined.

Mr. Marshall gave update on MRHS, which is on schedule and under budget. OSF final is scheduled for December 13th and all noted deficiencies have been corrected. Correction of first floor punch list is complete and second floor punch took place on December 21st. The closeout is expected to be submitted to the LS3P by the end of this month. The only item remaining to complete is landscaping on the East end, which will be completed next week.

Beaufort Elementary School (BES) – MPS and HGR

Mr. Marshall presented the video update for the BES project. The videos showed the connector slab at BES between main building and multi-purpose room. The active construction area was also shown. The demolition is complete, the ceilings are re-installed, and the lights are on, protecting the equipment. In-wall inspections are taking place in phase 4. Also shown was a completed corridor (phase 3) where red and blue meet.

Mr. Warco asked what is distinction between red and blue areas. Mr. Marshall explained this had to do with the planning and the phasing of the project.

Mr. Marshall gave update on BES, which is on schedule and under budget. New switchgear was installed over the holiday break. The shut-down and turn-on occurred in a 24-hour period. Currently in phase 4 of the project. The fire sprinkler riser room is topped out and the equipment is on site. Connector is finished between the gym and the office. Control coordination issues with the HVAC tower installation has been worked out. The weekend of MLK holiday, the turnover to the new tower will take place and the old tower will be demolished. Some structural improvements have to be completed before the tower turnover can occur. Phase 4 should be completed on February 9th and Phase 5 will begin downstairs, which includes the nurse's area, SPED and first grade. A new set of life safety plans will be submitted and weekly meetings with the principal will take place.

Mr. McNally asked when the project is expected to be completed. Mr. Marshall responded that the final completion will probably be at the end of October or beginning of November. Due to the shorter summer, there is an additional phase added for head start and pre-k corridor on first floor. This summer, the main goals are the fire sprinklers, fire alarm system and the front office.

Beaufort High School (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. They are in the process of pricing technology and site lighting package. The technology/infrastructure packages have been submitted by sub-contractors and are being evaluated. The site lighting bid packages was received,

which came in higher than anticipated. Going through process of reducing some costs. Work inside of PAC has started slightly ahead of schedule.

Mr. McNally asked if the contingency usage listed is above the initial budget. Mr. Kelly responded that it is and that this was for the main breaker switch that was cited by OSF, which was reported in September.

Lady's Island Middle School (LIMS) and Right Choices (RC) – LS3P and TT

Mr. Koll gave updates on LIMS and RC, which are on schedule and under budget. The technology/infrastructure bid package proposals from sub-contractors for LIMS have been received and are being evaluated.

The work at RC is almost finished pending final OSF acceptance of emergency lighting, which was cited during inspection. The issue has been resolved.

Bluffton Elementary School (BLES) and HE McCracken (HEMMS) – JCS and MBK

Mr. Summers gave updates on BLES and HEMMS, which are on schedule and under budget. The technology/infrastructure bid package proposals from sub-contractors have been received (with exception of radio costs) and are being evaluated. At BLES and HEMMS, the window film and the IDF closets are completed. For HEMMS, the bleachers have been completed and the field light construction is 95% complete.

Hilton Head Island Elementary School (HHIES), Hilton Head Island High School (HHIHS) and Hilton Head Island School for the Creative Arts (HHISCA) – JCS and MBK

Mr. Summers gave updates on HHIES, HHIHS and HHISCA, which are on schedule and under budget. The technology/infrastructure bid package proposals for HHIES and HHISCA have been received (with exception of radio costs) and are being evaluated. IDF closets are complete at HHIES and HHISCA. The HHIHS stadium lights have been demolished and removed. The installation of the new lights is expected to start on January 17th and finish by the end of January. The new lights will be tested the first week of February. The secure vestibule is complete and the CO has been received. The IDF closets are also complete.

Whale Branch Elementary School (WBES) and Whale Branch Middle School (WBMS) – JCS and CC

Mr. Brewster reported that bids for the technology packages are expected on January 11th, at which time they will be reevaluated. The original bids came in over budget therefore they are looking at items to reduce cost. BDA installation has been completed. Closeout to begin within the next couple of weeks.

Mr. Barber asked that since the estimates have come in over budget and must be value engineered, should the CLOC be tracking that line item until the numbers are within the budget. Mr. Dallas advised that it might be prudent to list that item as yellow until then. Mr. McNally and Mr. Ames agreed. Mr. Barber said that the footnote for that item could state that this item is in process of being value engineered, as preliminary estimates have come in

over budget. Mr. Kelly advised that the future presentations will take this format when indicated. Mr. Kelly also clarified that this was the first estimate for IT on these projects and it is common for the first proposals to be over budget. The next step is reviewing the estimate and scope to determine cost savings. Mr. Barber said that when the numbers are within budgetary range and the status flag has been changed to green, then another footnote could be added to indicate that we were able to bring the item back within the original proposed budget.

9. Mr. Kelly presented the slide for the Project Closeout updates. All projects listed as 4th quarter 2020 target date closeouts are on track to be closed out the 1st quarter of 2021. MRHS was added to the list as a target closeout date of 2nd. quarter of 2021. WBES and WBMS will be added to the list for the next meeting.
10. Mr. Kelly presented the Financial Updates. The most significant update in the Cash Flow Projection vs Actual Expenditures shows there was not a lot of movement in expenditures, mostly due to the holidays. The last check run for the month was December 18th. The cash flow and expenditures will be picking up significantly and should be reflected in the February report.

Mr. Warco advised that the Finance Sub-Committee will review tonight's financial reports at their January meeting and will report on it next month.
11. Mr. Kelly presented the Community Outreach report.
 - May River High School (MRHS) Ribbon Cutting ceremony is tentatively scheduled for January 21st or 22nd, late afternoon.
 - The project manager for St. Helena Elementary School (SHES) gym renovations, Marc Brewster, will be presenting to the School Improvement Council(SIC)/Parent Teacher Organization(PTO) on January 12th at 6pm, via Zoom.
 - BCHS Renovation public meeting to review DD documents was held on December 14th
 - Mr. Kelly spoke to a representative from the Native Island Business and Community Affairs Association, Lavon Stevens, who is interested in being involved in the next MWBE workshop. They are trying to tentatively schedule this for early February.
12. Mr. Barber gave the update for the Projects Sub-Committee. Mr. McNally put together a draft report for Projects Sub-Committee for the 2020 Annual CLOC Report.
13. Mr. Warco gave the update for the Finance Sub-Committee. He advised that the Sub-Committee met yesterday and they submitted minutes of the meetings and the schedules they reviewed to Mr. Barber. The sub-committee requested the 2019 Referendum Schedule in excel format rather than PDF in order for the sub-committee to note the status of the entries. If it is documented in green, the sub-committee has tested it and it is fine. If an item is pink/red, then it has been sent back to the District for explanation. There was one area on the latest report that was questioned, regarding pre-construction costs. The District responded to Mr. Warco with a satisfactory explanation. The sub-committee looks at dollars spent and percentage of work completed. The construction should be completed before the

funds have been spent, which has been the case for everything except these pre-construction costs, which were incurred prior to construction beginning. This is a customary practice.

Mr. Warco compiled a summary of everything that occurred with the Finance Sub-Committee through November 30th and supplied this to the Communications Sub-Committee.

Mr. McNally asked if the Finance summary would be added to the draft that he submitted for Projects. Ms. Fleming advised that the Communications Sub-Committee put together a one-page draft of an Annual Report, which did not contain a lot of details. She said that many companies and government agencies are going to a more simplistic annual report because people are more likely to read this rather than a longer report. Basic facts are supplied in this report, and for more details readers are directed to the website, which is very well organized. Ms. Fleming sent out the one-page document that they recommend as an Annual Report to the CLOC members. She advised this could easily be translated to an advertisement, should the District choose to pay for this. More discussion ensued regarding the purposes for the concise version and the more detailed version, as well as how to include links from one to the other.

Mr. Barber proposed that the draft of the Annual Report that the Communications Sub-Committee sent to the CLOC members should be the report that is sent to the newspapers (after review and edits from the CLOC members) and that it be published as an advertisement in the newspapers. Ms. Fleming asked that the CLOC members send to her the average amount of hours each is spending to support the CLOC effort. She will tally up these figures and add this amount to the Annual Report. Ms. Fleming also asked the District supply her the number of students that the two completed projects (RRA and MRHS) are benefitting from these projects, in order to show the direct correlation between facility quality and student well-being. Ms. Fleming will then add that figure to the Annual Report.

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

- MRHS Ribbon Cutting Ceremony – invitation from the District forthcoming
- Mr. Barber will work with the District and CBRE Heery on utilizing the format for the CLOC PowerPoint presentation to create an Executive Summary presentation for the Board. The goal is to utilize this new format for the first quarterly report for 2021 (March). Mr. Barber will share the presentation with the CLOC members prior to the presentation to the Board.

15. Mr. Ames motioned to adjourn meeting. Mr. McNally seconded the motion and the meeting was adjourned.