

Date: February 3, 2021

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Zoom Meeting

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Alexander Marshall, Louis Ackerman, Reggie Murphy, Tonya Crosby, Jennifer Hamblin, Candace Bruder-Brasseur, Tim Summers, Richard Geier, David Striebinger, Tricia Fidrych

CBRE | Heery Attendees:

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

Community: Mark Pritchard

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the January 6, 2021 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 14 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; HHIMS (Hilton Head Island Middle School) Renovation Financial Details; Referendum Project Contingency Log; Referendum Cash Flow Projection vs Actual Expenditures (Rev 2.1).
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. 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. Ames and approved by all.
4. Mr. Corbin presented the RFQ (Request for Qualification) and RFP (Request for Proposal) Updates.

The interviews for the Hilton Head Island Middle School (HHIMS) Professional Design Services (RFQ21-022) took place on January 21, 2021. On February 2, 2021 the Board approved the Recommendation to Award the project to LS3P and to move forward with negotiations with this company.

The Request for Proposal for the HHIMS Construction Management at Risk Services (RFP 21-025) was issued on January 25, 2021. The proposals are due on February 23rd at 2pm. A link was furnished to access the RFP document on the BCSD website.

5. Design updates:

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

Mr. Marshall gave the report for BCHS, which is under budget and on schedule. He reported that 100% Design Documents (DDs) have been received and they are now working on Construction Documents (CDs). MBK has submitted a cost estimate, which is being reviewed. Construction is scheduled to begin at the end of Quarter 2, 2021. An OSF review is scheduled for this week.

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

Mr. Marshall gave the report for RSIA, which is under budget and on schedule. The design is underway. Site and construction documents have been submitted to various agencies. JE Dunn is working on an updated cost estimate showing changes made from Design Development sets, which should be received next week. Construction is slated to begin at the beginning of Quarter 3, 2021.

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 on schedule. There are budget concerns (yellow traffic lights) for the Technology Infrastructure and Athletic Phase 2 Scopes. 100% Design Review with OSF has been completed for the weight room and wrestling room, with very few comments from OSF. We have committed to site lighting upgrades that were part of the original design package, and that is moving forward. Construction is expected to begin on the weight room at the end of Quarter 1, 2021.

Mr. Corbin addressed the yellow lights that appear on the slides for several projects. These lights are due to early IT package proposals that indicate a potential budget concern. The bid evaluation process is underway and includes numerous cost saving opportunities that are being explored with designers and CMs for the projects. A final report, with recommendations, will be forthcoming when they are complete, which should be in the near future.

Mr. Barber asked if there would be an update for these areas for the March CLOC meeting. Mr. Corbin responded that this is the goal. They are trying to get all figures finalized, with all adjustments made. The figures will be put into a summary and reviewed with Mr. Oetting. The report will be disseminated within the District and then presented to the CLOC, hopefully in March. Mr. Barber advised that we want to be able to learn from the process in order to get better design packages. Also, we need to make sure we understand scope. We might need to look at the detailed scope and perhaps de-scope something in the

technology packages, if necessary, in the future. A more detailed discussion about this in the future is warranted.

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

Mr. Corbin and Mr. Summers reported that facility walk-throughs with architect and contractor are continuing. The architect is working on the Schematic Design (SD) documents, which are due later this month. Construction is scheduled to commence at the end of Quarter 2, 2021.

Mr. Corbin and Mr. Summers reported that the design for the playground at HHISCA was completed last month. The proposal from the vendor is due this month. Construction is scheduled to commence in Quarter 2, 2021.

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

Mr. Corbin and Mr. Summers gave updates on BLES and HEMMS. Yellow lights for Technology/Infrastructure Budgets are due to same issue as noted previously. The construction for Technology/Infrastructure for both schools is scheduled to commence at the end of Quarter 1, 2021.

Mr. McNally asked if, for the yellow-lighted technology items, the goal is to reduce the scope or is it more to negotiate a price. Mr. Corbin responded that team decided to categorize the package scopes into “good, better and best.” The “good” category would meet the intent of the original Bond Referendum. The “better” and “best” categories include upgrades that may have come up due to changes in education delivery model, COVID-19 or other circumstances. If there are budget concerns, then these options would then be brought before the District for a decision. Mr. McNally said that it would be helpful when these situations occur and are worked out, if they are brought back at the next CLOC meeting to report how were they worked out, what issues were focused on and what changed to bring the project back to the green light mode. Mr. Corbin and Mr. Oetting agreed to report this back to the CLOC.

Mr. Dallas suggested to include in the report back to the CLOC, that if the original design was for “good” what was added to change it to “better” or “best” and raise the cost.

Mr. Barber stated that next month the CLOC needs to have an understanding of how these budget concerns have been addressed and resolved.

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

Mr. Summers gave updates on HHIES and HHISCA which are on schedule. Yellow lights for Technology/Infrastructure Budgets are due to same issue as noted for previous projects.

The technology/infrastructure construction for HHIES and HHISCA is scheduled to commence at the end of Quarter 1, 2021.

Mr. McNally requested more information on how the budget concerns are worked through and resolved. Mr. Barber said this would hold true for all of the projects that have yellow lights and the CLOC can expect more information on these issues at the March meeting. Mr. Corbin advised that there is a focus on equality for all schools, therefore the resolutions should be similar for all of the projects. The goal is to bring the resolution back before the CLOC in March.

Hilton Head Island High School (HHIHS) – McMillan Pazdan Smith Architecture (MPS) and H. G. Reynolds Co., Inc. (HGR)

Mr. Summers reported on HHIHS, which is on schedule and under budget. He said that the Phase 1 scope was to furnish new stadium lights and the Phase 2 scope includes a new turf field, renovations to the field house, locker rooms and press box. The facility walk-thru with the Architect and Contractor took place in January. A meeting is scheduled tomorrow with the Architect, Athletic Director and Principal to begin reviewing more details regarding the scope of Phase 2. The Architect is working on the Schematic Design (SD) documents, which are due this month. Construction is scheduled to begin at the end of Quarter 2, 2021.

Beaufort Elementary School (BES), Beaufort Middle School (BMS) – MPS and HGR

Mr. Marshall reported on BES, which is on schedule and under budget. The kitchen equipment design component has been completed. Design has been reviewed and they are waiting for the GMP Proposal to come back from the vendor at the end of this week.

Mr. Koll reported on BMS, which is on schedule and under budget. He advised they are expecting SDs early this month. They are on track to start construction on IT closets and Bi-Directional Antenna (BDA) for the building at the end of Quarter 2, 2021.

Lady's Island Elementary (LIES) and St. Helena Elementary School (SHES) – MPS and HGR)

Mr. Brewster reported on LIES and SHES projects, which are on schedule and under budget. The SDs were received in January. Documents are being reviewed and expect review comments by end of this week. The final bid packages for the IT closets, cable tray and BDA are expected by the of Quarter 1, 2021. The remaining final bid packages are to be provided in Quarter 2, 2021. Mr. Corbin added that the Purchase Order (PO) for the playground equipment is being issued. Construction is scheduled to commence at both sites in Quarter 2, 2021.

Broad River Elementary School (BRES) - LS3P and TT

BRES – Mr. Brewster reported on BRES, which is on schedule and under budget. The SD documents were received in January. The final bid packages for IT closets, cable tray and BDA are expected to be issued by the end of Quarter 1, 2021 and the remaining final bid

packages will be provided in Quarter 2, 2021. Purchase order is being issued for the playground equipment. Construction is scheduled to begin in Quarter 2, 2021.

Coosa Elementary School (CES) – LS3P and TT

Mr. Koll reported on CES, which is on schedule and under budget. The SD documents were received in January. The final bid packages for the IT closets, cable tray and BDA will be issued by the end of Quarter 1, 2021. A purchase order for the playground equipment is being issued and construction is scheduled to commence in Quarter 2, 2021.

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

Mr. Koll reported on LIMS and RC, which are on schedule. The yellow light for LIMS Technology/Infrastructure Budget is due to same issues as noted previously. Construction is scheduled to begin at the end of Quarter 1, 2021.

MC Riley Elementary School (MCRES)– Rosenblum Coe Associates Inc. (RCA) and Contract Construction (CC)

Mr. Summers reported on MCRES, which is on schedule and under budget. They had two walk throughs in January with school administration, the architect and the contractor. The Architect is working on the SD documents, which are due this month. These documents will be reviewed with the school administrative staff. The playground design layouts were received at the end of January and they are being reviewed. Construction is scheduled to commence at the end of Quarter 2, 2021.

Davis Early Childhood Center (DECC) and Joseph S. Shanklin Elementary School (JSES) – RCA and CC

Mr. Corbin reported on DECC and JSES, which are on schedule and under budget. The SD documents were received in January. The final bid packages for IT closets, cable tray and BDA are due by the end of Quarter 1, 2021. The remaining final bid packages will be provided in Quarter 2, 2021. The purchase order for the playground equipment is being issued. Construction is scheduled to commence for both projects in Quarter 2, 2021.

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

Mr. Brewster reported on WBES and WBMS, which are on schedule. He explained how they are comparing and evaluating the different IT/Infrastructure package options (good, better and best) for both schools. The purchase order for the playground at WBES is being generated. Construction will begin at the beginning of Quarter 2, 2021. At WBMS, demolition of the gymnasium ductwork began Monday. CC will be tearing out the gym floor in the weeks ahead and beginning the installation of the new floor, bleachers and also starting the renovations of the locker rooms.

Mr. McNally requested more information about the technology budget issues that were mentioned in several of the updates.

Mr. Barber advised that he expects Mr. Oetting and Mr. Corbin to present some slides during the Design Updates next month that goes into the background of the issues, the investigation and the recommendations going forward. He requested a separate agenda item on next month's agenda for this.

6. Construction Updates:

Beaufort Elementary School (BES) – MPS and HGR

Mr. Marshall presented the video update for the BES project. The videos showed the second floor - completing Phase 4; the ceilings are in and the casework has arrived and is being installed; Technology is going up on the walls. The new cooling tower is now running the building. The pump house and the connector slab were also shown. The roof of the pump house will be completed next week.

Mr. Marshall gave update on BES, which is on schedule and under budget. The classrooms and exterior walls are coming along. Phase 4 final inspection is scheduled next Friday morning. The Kitchen and IT pricing have come in and are being evaluated. The second new cooling tower is expected to be set at the end of February.

May River High School (MRHS) – LS3P and MBK

Mr. Marshall presented the update for the MRHS project. The project is complete. They are finishing up the punch list on the landscaping and also a few minor items inside. The contractor has submitted closeout documents to the architect. Comments from the design team on the closeout documents are expected within the next couple of days. The ribbon cutting ceremony is scheduled for Friday, February 12, 2021 at 4:30pm.

Right Choices (RC) – LS3P and TT

Mr. Koll reported that the one outstanding punch list item has been resolved. The assembly of the project closeout documents has commenced.

Bluffton Elementary, H.E. McCracken Middle and Hilton Head Island High School – JCS and MBK

Mr. Summers reported that all hardening associated with Safety/Security (window film) and the IDF closets at both BLES and HEMMS are complete. The bleachers and the new field lights at HEMMS are complete. Training on the new lights for the school staff is scheduled next week. The installation of the new stadium lights at HHIHS is 70% complete. There was a one-week delay with the lights due to a mechanical problem with the crane.

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

Mr. Brewster gave the updates for WBES and WBMS. The cable tray installation (pictured on slide) is 65% complete. This has to be completed before other activities, such as camera and computer drop installation, can begin. The BDA installation, window film installation and the IT closet have been completed. At WBMS, the demolition of the gym HVAC ductwork and removal of floor was completed in January. Construction will begin on the new security vestibule in Quarter 2, 2021.

Okatie Elementary School (OES) – Churchich Recreation and Design

Mr. Summers reported that due to safety concerns with existing equipment, the playground, which was included in the Referendum to commence at a later date, was accelerated. The replacement playground was completed in January 2021. The closeout documents will commence in February 2021.

7. Mr. Corbin presented the slide for the Project Closeout updates. The “To Be Determined” TBD dates listed in the “Targeted CO” column are there because those CMs wanted to defer closeout of completed phases until the entire referendum scope has been completed on these campuses.
8. Mr. Corbin presented the Financial Updates. The reports were distributed prior to the meeting.
9. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The cash flow was projected to be \$48.37 Million at the end of January 2021 and the Actual spent to date is \$47.27 Million.
10. Ms. Crosby presented the Bond Referendum 2021 Estimated Needs and Schedule. The estimated amount of the next bond sale is \$125 Million, which would carry us through June 2022. Need to work with our financial advisor and bond counsel and then finalize the amount. The tentative date for Board Work Session is March 19, 2021 and the tentative date for Board Approval of the Bond Issue is April 6, 2021. The tentative Bond Sale date is April 15, 2021 with a tentative Closing Date of May 4, 2021, with wire transfers. It is anticipated that the current cash flow will carry us through until the next Bond Issue.
11. Mr. Corbin presented the Community Outreach report.
 - The MRHS Ribbon Cutting ceremony that was scheduled for January was not able to take place. The new date for this ceremony is Friday, February 12, 2021 at 4:30pm.
 - A local vendor/MWBE workshop has been scheduled for February 9, 2021. It will take place at BCSD DESC, from 4:30pm to 6:30pm. The District has advertised the event in newspapers and on local radio stations. Previous attendees were emailed invitations to the event.

12. Mr. Barber advised that the Projects Sub-Committee does not have an update. He said that the Sub-Committee needs to schedule a site project review, with the objective of seeing several sites in one day. Mr. Corbin suggested that BES might be a good site to visit, as there is much happening at that project site. Mr. Barber said he will send a list of sites they would like to visit to Mr. Corbin and Mr. Oetting.
13. Prior to Mr. Warco's update for the Finance Sub-Committee, Mr. Barber expressed his appreciation of the amount of time the Finance Sub-Committee spends reviewing the financial reports. Mr. Warco advised that the Sub-Committee continues to review the 519 report from the previous month when they meet and they determine if any follow-up from BCSD is necessary. There were a few minor issues from December's report that were sent back to BCSD for comment. Mr. Warco said that everything is satisfactory at this point. Mr. Warco also reported that the Sub-Committee obtained the audited financial statements that were prepared by the outside auditors as of June 30, 2020. They were able to tie the 519 schedules they received back to the audited statements. The Sub-Committee was also able to review the BCSD internal quarterly financial statements and tie them back to the 519 schedules they have received. Mr. Warco advised that this means the CLOC is receiving good, reliable data from BCSD on a monthly basis.
14. Mr. Barber asked Ms. Fleming and Mr. Ames to lead a discussion regarding the proposed Annual Report. Ms. Fleming advised that the one-page report sent to CLOC members is the recommended Annual Report from the Communications Sub-Committee, for reasons discussed at the last meeting. After much discussion, and input from several CLOC members and Candace Bruder-Brasseur, BCSD Director of Communications, Mr. Barber summarized the discussion and recommendations. The report that will be sent to the newspapers should be the concise one-page report that Ms. Fleming sent out to the CLOC members, after any recommended edits. If the papers want to publish it, they can. We can post the report on the CLOC website and on social media. The report will have a link to more detailed information about what the CLOC has accomplished over the past year. Mr. Barber also suggested that a tri-fold document be created that has more details, and this document can be handed out by CLOC members, or the BCSD Superintendent or Board members, when speaking to groups. Ms. Fleming will send to CLOC members an example of a tri-fold that BCSD uses.

Mr. Barber asked Ms. Fleming and the Communications Sub-Committee to update their current report with the information and the hours that the members sent to her and send it out to the committee members for comments. In March, the CLOC can approve the final version for publishing.

Mr. McNally asked if Ms. Fleming has a total of hours that the CLOC members put in over the course of the year. She advised that she calculated over 600 hours were spent by the members working on these projects. Ms. Fleming also said that she calculated, based on numbers provided by BCSD, that approximately 2,500 students have a better learning environment than they did before because of the RRA and MRHS projects. Ms. Fleming encouraged CLOC members to talk to their personal networks about what the CLOC does.

15. Mr. Barber discussed Forward Looking Items and Events for the next month:

- MRHS Ribbon Cutting Ceremony – February 12, 2021
- Local Vendor/MWBE Workshop - February 9, 2021.

16. Mr. Barber addressed the Next Meeting Agenda Items. The current fixed agenda items will stand. There will be an additional item, under Design Updates, that will provide more detail on the IT/Infrastructure budget issues and the recommendations going forward. Also, there will be an item for the Annual Report Final Draft.

17. Mr. Barber adjourned the meeting.