

Date: April 7, 2021

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Beaufort Elementary School/Zoom Meeting

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Alexander Marshall, Louis Ackerman, Reggie Murphy, Tim Summers, Candace Bruder-Brasseur, Richard Geier, Tricia Fidrych

CBRE | Heery Attendees:

Robert Corbin, David Waggoner, Kevin Kelly, Mark Koll, Agustin Vargas

Community: Mark Pritchard

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the March 3, 2021 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 16 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. Prior to the meeting, a tour of the BES 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 to approve the minutes was made and seconded. Motion was approved by all.
5. Project Updates:

Mr. Corbin introduced the new Project Manager from CBRE – Heery, Agustin Vargas. Mr. Vargas will be taking over the projects previously managed by Marc Brewster, who recently retired.

Beaufort Elementary School (BES) – McMillan Pazdan Smith Architecture (MPS) and H. G. Reynolds Co., Inc. (HGR)

Mr. Marshall reported on BES, which is on schedule and under budget. HGR is finishing up the Phase 5 renovations (1st Floor Hall “A”) and passed the overhead inspections on March 30, 2021. The OSF final inspection is scheduled for April 20th. School staff will then be reoccupying Hall “A” and construction will be moving to Hall “B”, which is Phase 6. The Fire Sprinkler Riser Room roof is complete, except for the metal soffit. HVAC cooling tower #2 concrete forms are installed, and the support steel is to be set week of April 19th. The cooling tower is scheduled to be set the weekend of April 24 or May 1, 2021. Progress on the brick site wall was delayed due to manpower issue and is now 70% complete. The BCSD Board approved Amendment No. 3 for Technology/Infrastructure on March 2, 2021. The sub-contracts have been awarded, kick-off meetings have taken place and construction will begin within two weeks. The kitchen equipment replacement may be impacted by a foam insulation shortage in the United States.

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

Mr. Marshall gave the report for RSIA, which is under budget and on schedule. 50% Construction Documents (CDs) have been received. Approval from Beaufort County Design Review Board has been received and has been submitted to Staff Review Team for final site review for site permit, which should be received in late June or early July 2021. LS3P, JE Dunn and the District are working on aligning scope with budget, which continues to be tight. JE Dunn has been updating the District on material increases. An updated cost meeting will be held within the next two weeks. Construction is scheduled to begin at the beginning of Quarter 3, 2021.

Mr. Barber asked if we were comfortable with the cost tracking on this project to date. Mr. Corbin and Mr. Marshall responded that they are comfortable at this time.

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. 100% CDs have been received. MB Kahn continues to work on the updated cost estimate. GMP Proposal is expected at the end of April or early May. GMP Amendment is expected to be approved at the first BCSD Board meeting in June 2021. All site permits are scheduled to be in place so that construction may commence prior to the end of Quarter 2, 2021.

Mr. Barber asked how long the GMP is guaranteed until the contract is executed. Mr. Marshall responded that it is usually around 45 days.

Hilton Head Island Elementary School (HHIES) – JCS and MBK

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The BCSD Board approved the Technology/Infrastructure GMP Amendment No. 13 on March 17th. It was signed by MBK and is being routed for internal reviews and approvals. The Technology/Infrastructure installation began the week of March 29th.

Mr. Barber reminded the CLOC members that the status flag comment 3 on slide 10 showing contingency use of \$864,146 was part of the \$9,590,000 contingency request and was approved by the Board on March 2, 2021. Mr. Corbin confirmed this and said that there is a slide later in the presentation that gives an update on the contingency use. The status light for Technology/Infrastructure has returned to green.

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

Mr. Summers gave the report for HHISCA. The BCSD Board approved the Technology/Infrastructure GMP Amendment No. 13 on March 17th. It was signed by MBK and is being routed for internal reviews and approvals. Churchich Recreation & Design is addressing review comments. A revised proposal will be provided in early April 2021. Construction is scheduled to commence in Quarter 2, 2021. The Technology/Infrastructure installation began the week of March 29th. Discussions have begun with MBK to explore rescheduling a portion of the Technology/Infrastructure scope to occur after the Summer of 2021. Mr. Corbin added that postponing a portion of the work could have cost/schedule implications.

Mr. McNally said that most of the yellow lights are hitting the Technology/Infrastructure sector and asked if that is because planning was not started early enough. Mr. Corbin responded that preliminary budgeting was completed prior to all technology packages being defined. As they were defined, the budgetary pressure was felt. Mr. Corbin feels we are back on track for the remainder of the Referendum and lessons have been learned. Mr. McNally asked, in the future, if there is anything that the District can do earlier on to get on track earlier. Mr. Corbin replied that there are steps to take earlier in the Referendum planning, but it would take advanced designs and take a commitment of preliminary funds. Mr. Corbin added that we are moving forward with cutting edge technology designed to meet current and long-term needs, as the demand for robust technology has become evident.

Mr. Barber advised that as we look at the next four years after completion of this Referendum, the BCSD Board should think about developing plans with architects and construction firms to develop budgets based on realistic views and pay for that prior to the Referendum being passed. BCSD Board member Col. Geier agreed with this and has suggested that we bring in outside consultants who are technology futurists, as a lot changes in two years. Mr. Barber added that this is important for brick and mortar as well as technology. Mr. Corbin agreed that schematic designs would be ideal when planning the budget and then we would have a jump start on project design when the next Referendum is passed.

Mr. Dallas suggested that there be a collection of lessons learned made into a summary document that could be utilized in future referendums. Mr. Corbin responded that the team does that at different stages throughout the program in order to make the next projects even better.

Bluffton Elementary School (BLES) and Bluffton Early Childhood Center (BLECC) – JCS and MBK

Mr. Summers gave updates for BLES and BLECC, which are on schedule. The BCSD Board approved the Technology/Infrastructure GMP Amendment No. 13 on March 17th. It

was signed by MBK and is being routed for internal reviews and approvals. Discussions have begun with MBK to explore rescheduling portions of the Technology/Infrastructure scope to occur after the Summer of 2021. Technology/Infrastructure installation began the week of March 29, 2021.

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

Mr. Summers reported on MCRES, which is on schedule and under budget. RCA is working on completing CD documents. Final CDs are to be received this month. The playground proposal from Churchich Recreation & Design has been received and approved. The purchase order for this is being processed. Construction is scheduled to commence at the end of Quarter 2, 2021.

Hilton Head Island Middle School (HHIMS) – LS3P And Thompson Turner Construction (TTC)

Mr. Summers reported on HHIMS, which is on schedule and under budget. The AIA Agreement with LS3P has been fully executed. The Recommendation to Award CM@R Services was approved at the March 17, 2021 BCSD Board meeting. The AIA Agreement with TTC has been prepared and is being routed for signatures. The SDs are scheduled to be received in May 2021. A walk through is scheduled next week for Mechanical and Technology. Construction is scheduled to commence in Quarter 1, 2022, but it might be able to begin earlier.

H.E. McCracken Middle School (HEMMS) - JCS and MBK

Mr. Summers reported on HEMMS, which is on schedule and under budget. Amendment No.13 was signed by MBK on March 30th and is being routed internally for approvals and signatures. Technology/Infrastructure installation began the week of March 29, 2021.

Hilton Head Island High School (HHIHS) – MPS and HGR

Mr. Summers reported on HHIHS, which is on schedule and under budget. Phase 1 Athletics (stadium lights by MBK) were completed and tested in March 2021. Closeout documents have commenced. Phase 2 Athletics (turf field, addition for new field house, renovations for locker rooms and press box) revised SD Documents have been received and are being reviewed. Plans were revised to reduce cost to align with budget. HHIHS staff were advised of the need for the revisions and they will review the revised plans to ensure the school's needs will be met. Construction is scheduled to commence at the end of Quarter 2, 2021.

Mr. McNally asked if anything was lost with the revised plans. Mr. Summers responded that we are staying within the BCSD standards and remaining within budget.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is on schedule and under budget. JCS is finalizing CDs and performing field verifications the week of April 5, 2021. CDs are scheduled to be received in May 2021. Construction is scheduled to commence at the end of Quarter 2, 2021.

Right Choices (RC) – LS3P and TTC

Mr. Koll reported on RC, which is on schedule and under budget. Project closeout documents for completed scope have been submitted to LS3P for review. The BCSD Board approved the Technology/Infrastructure Amendment No. 9 on March 17, 2021. The shop drawings commenced on March 22, 2021. Construction is scheduled to commence in Quarter 2, 2021.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is on schedule and under budget. The final bid packages for the IT rooms, cable tray and BDA will be received by the end of Quarter 1, 2021. The remaining final bid packages will be provided in Quarter 2, 2021. A purchase order for Playworld for the playground will be issued in early April 2021. Construction is scheduled to commence in Quarter 2, 2021. Mr. Corbin added that a “lesson learned” was applied to this project, using bid package 1 to allow work to commence, while the more technical aspects of the Technology/Infrastructure are still being designed.

Beaufort Middle School (BMS) – MPS and HGR

Mr. Koll reported on BMS, which is on schedule and under budget. The bid packages for the IT rooms, cable tray and BDA have been received and reviewed. MPS is addressing the review comments. The final bid packages to be distributed for GMP Price Proposal in April 2021. The remaining bid packages are scheduled to be provided in Quarter 2, 2021. Construction of the IT rooms, cable trays, BDA, dugouts and athletic field improvements is scheduled to commence at the end of Quarter 2, 2021.

Lady’s Island Middle School (LIMS) – LS3P and TTC

Mr. Koll reported on LIMS, which is on schedule and under budget. The project closeout documents for Safety/Security scope completed to date have been reviewed and approved by LS3P. The final internal review of these documents is scheduled to be completed in Quarter 2, 2021. The Technology/Infrastructure shop drawings commenced on March 22, 2021. Construction is scheduled to commence in Quarter 2, 2021.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is on schedule. The BCSD Board approved the Technology/Infrastructure Amendment No.10 and Athletic Phase 2A Amendment No.11 on March 17, 2021. The Technology/Infrastructure shop drawings commenced on March 29,

2021. The approval of the Athletic Phase 2 GMP Amendment No.12 occurred at the April 6, 2021 BCSD Board meeting. Construction is scheduled to commence in Quarter 2, 2021.

Mr. Corbin addressed the yellow light for Athletics Budget. Since the BCSD Board did approve Amendment No.12, this will change the yellow light back to green for the next CLOC meeting. The Contingency Log will also reflect this amount next month.

Mr. Tritschler asked if the \$2.3 Million was included in the document that was provided to the CLOC for tonight's meeting. Mr. Corbin replied that it has not been included in the documents yet, as it hadn't been approved by the end of March 2021.

Mr. Barber asked about the \$2.3 Million that was approved by the BCSD Board, as shown on the presentation slide. Mr. Oetting clarified that the Board approved the use of the contingency funds at that meeting, however the amendment for \$2.8 Million, which also included some funds that were already in the project, was not actually approved until April 6, 2021. Mr. Warco stated that the Contingency Fund balance would then be roughly \$5.6. Million. Mr. Corbin added that there will be significant funds returned to the Contingency Fund after several projects have been closed out.

Lady's Island Elementary (LIES) – MPS and HGR

Mr. Vargas reported on LIES, which is on schedule and under budget. The design packages for the IT rooms, cable tray and BDA were not received by the end of Quarter 1, 2021 due to required final field verifications. Design packages have gone out this week to HGR and next week there will be a bid walkthrough for the subcontractors. The design for the remaining bid packages will be completed in Quarter 2, 2021. The playground scope and required sitework will be included in the GMP Price Proposal, which is due in May 2021. Construction is scheduled to commence in Quarter 2, 2021.

St. Helena Elementary School (SHES) – MPS and HGR

Mr. Vargas reported on SHES, which is on schedule and under budget. The design packages for the IT rooms, cable tray and BDA were not received by the end of Quarter 1, 2021 due to required final field verifications. Final bid packages to be distributed for GMP Price Proposal in April 2021. The design for the remaining bid packages to be completed in Quarter 2, 2021. The playground scope and required sitework will be included in the GMP Price Proposal, which is due in May 2021. Construction is scheduled to commence in Quarter 2, 2021.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is on schedule and under budget. The design packages for the IT rooms, cable tray and BDA were not received by the end of Quarter 1, 2021 due to required final field verifications. The design for the remaining bid packages will be completed in Quarter 2, 2021. The PO has been issued to Playworld for the playground and the materials have been ordered. Construction is scheduled to begin in Quarter 2, 2021. Mr. Corbin added that, for playgrounds, if there are site issues that are outside of the playground vendor's expertise, then we run it through the CM@R. If it is determined that the playground vendor can successfully order, install, inspect and closeout the project, without

sitework or civil work, then we are contracting directly with the vendor, which is a significant savings.

Joseph S. Shanklin Elementary School (JSES) – RCA and CC

Mr. Vargas reported on JSES, which is on schedule and under budget. The design packages for the IT rooms, cable tray and BDA were not received by the end of Quarter 1, 2021 due to required final field verifications. Final bid packages are to be distributed for GMP Price Proposal in April 2021. The GMP Price Proposal is due in May 2021. Design for the remaining bid packages will be completed in Quarter 2, 2021. The purchase order for Playworld will be issued in early April 2021. The materials for the playground have been ordered. Construction is scheduled to commence in Quarter 2, 2021.

Davis Early Childhood Center (DECC) – RCA and CC

Mr. Vargas reported on DECC, which is on schedule and under budget. The design packages for the IT rooms, cable tray and BDA were not received by the end of Quarter 1, 2021 due to required final field verifications. Final bid packages are to be distributed for GMP Price Proposal in April 2021. The GMP Price Proposal is due in May 2021. Design for the remaining bid packages will be completed in Quarter 2, 2021. The purchase order for Playworld has been issued and materials have been ordered. Construction is scheduled to commence in Quarter 2, 2021.

Whale Branch Elementary School (WBES) – RCA and CC

Mr. Vargas reported on WBES, which is on schedule and under budget. The Board approved the Technology/Infrastructure GMP Amendment No. 8 on March 17, 2021. Amendment No. 8 was signed by CC on March 22, 2021. Construction is scheduled to commence in Quarter 2, 2021. The window film and new IT Rooms have been completed. BDA installation is completed, and testing will occur when the emergency generator is installed, which is estimated to be in Quarter 3, 2021. The cable tray installations are 90% complete. The purchase order for the playground has been issued to Playworld and the materials have been ordered. Construction is scheduled to commence at the beginning of Quarter 2, 2021.

Whale Branch Middle School (WBMS) – RCA and CC

Mr. Vargas reported on WBMS, which is on schedule and under budget. The Board approved the Technology/Infrastructure GMP Amendment No. 9 on March 17, 2021. Amendment No. 9 was signed by CC on March 22, 2021. Construction is scheduled to commence in Quarter 2, 2021. The window film and new IT Rooms have been completed. BDA installation is completed, and testing will occur when the emergency generator is installed, which is estimated to be in Quarter 3, 2021. Cable tray installations are 90% complete. The bleachers have been ordered. Ductwork for the gym has been completed. Installation of the gym floor has commenced. The new security vestibule will commence in June 2021, after the last day for students.

6. Mr. Corbin presented the slide for the Project Closeout updates. Updated comments have been listed for each of the projects. The Target Closeout dates have remained consistent. Seven projects have made progress but have not actually closed out. The project managers are working very closely with the CMs to identify what is still needed for closeout. Many designers have received and approved closeout documents. Those documents now must be reviewed and approved internally, at which time the projects can be closed out. We are working with OSF to obtain a code compliance ruling for the pump house roof for the River Ridge Academy (RRA) project.

Mr. Barber asked if OSF and the designer (LS3P) will meet to discuss possible solutions, in cases such as RRA. Mr. Corbin replied that OSF wants the design professional of record to be the single point of contact. Discussion followed regarding the roof issue, OSF's interpretation of the code and possible solutions.

Mr. McNally asked if closeout dates are critical enough that they should have traffic lights. Mr. Corbin responded that the dates are not critical, however we want to close out projects because we are holding contingency funds that could be released back into the overall budget. We are also holding retainage that will go to the CMs when closed out, therefore the CMs also want to close out the projects. Mr. McNally said that traffic lights would be helpful for the CLOC's purpose. Mr. Oetting advised that we can add traffic lights for future presentations.

7. Mr. Corbin presented the Financial Updates. The reports were distributed prior to the meeting. Mr. Barber asked to view the Project Contingency Log.

Mr. Warco advised that the CLOC Finance Sub-Committee would like to see a summary of contingency funds, in addition to the current report. The summary should include the total contingency budget at beginning of the referendum, the total contingency funds used through the prior month and total contingency available at the end of the month. Mr. Barber requested that the summary also include the amount of project contingency funding that comes back to the budget after projects close out. Mr. Corbin will add this summary to the current Financial Update slide.

8. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. Reggie Murphy, BCSD Financial Services Officer, reported that the \$75 Million from the first Bond will be exhausted in the June/July 2021 time frame, as shown in the Cash Flow report. Last night, the BCSD Board authorized the issuance of a General Obligation (GO) Bond of \$130 Million. Mr. Murphy stated that we expect to close on May 6, 2021.

9. Mr. Corbin presented the Community Outreach report.

- JE Dunn Construction Company MWBE Partner Meet & Greet (associated with RSIA project) took place on March 2, 2021. Mr. Corbin advised there were 36 participants that included local, minority and women owned business. Each participant will be contacted for future bid opportunities, for RSIA and other JE Dunn projects in the community.
- BCSD and LS3P are scheduling a meeting with Robert Smalls Alumni Association to keep them abreast of the progress of the RSIA project.

- A RSIA community review meeting is being coordinated to be held in May 2021. The final design, with exterior elevation renderings, will be presented. Mr. Barber asked that the CLOC be notified of the date as soon as it is established.
- Mr. Oetting distributed and presented the end user survey results of the River Ridge Academy project. RRA sent these to the School Improvement Council (SIC). We received 23 responses and the results were overall very positive. MRHS has also been asked to send out surveys.

10. Referendum Project Funding Update (Contingency Use)

Mr. Corbin presented a summary of the usage of the approved \$9,590,000 in additional contingency funding. He reported that \$222,466 has not been encumbered to date. There are still needs, such as owner purchased network switches; however, it is estimated these will come in within the allotted budget.

11. Mr. Warco reported that the Financial Sub-Committee reviewed and tested the 519 report for the previous month and there was only one minor issue that was forwarded to BCSD administration for an explanation. Mr. Warco requested a summary of minor contingencies (construction, design, owner) be provided with the other monthly financial reports. Following discussion, Mr. Warco advised he will provide Mr. Corbin and Mr. Oetting an example of what he is requesting on the 519 report.
12. Mr. Barber advised that much progress has been made on the BES project since the Project Sub-Committee's visit to the site last month. Additional site visits to other large projects will be scheduled in the future.
13. Candace Bruder-Brasseur, BCSD Director of Communications, updated the CLOC on the status of the CLOC Annual Report. She advised that Ms. Fleming has been in contact with Susan Lynch, the BCSD Web Content Manger, regarding the shortened link to the report. Ms. Bruder-Brasseur said that she will contact Ms. Fleming and Ms. Lynch to request an update on the status of posting the report on the website. She also advised that BCSD has a list of media outlets that will receive the report.
14. Mr. Barber discussed Forward Looking Items and Events for the next month:
 - RSIA Community Review Meeting to be scheduled in May 2021.
 - Mr. Oetting suggested that the next CLOC meeting be held at BCHS, as construction has not yet started and it would be an opportunity to see the facility prior to the renovation. Mr. Barber agreed.
15. Mr. Oetting and Col. Geier discussed the Beaufort County School District FY2022-2031 Ten Year Plan that was given to the CLOC members who were present at the meeting. Col. Geier said that it is a "single source of information" regarding all BCSD facilities, student demographics capital budgets and projected growth and trendlines. He suggested that all CLOC members review it. Mr. Barber requested that all CLOC members who are not physically present at this meeting send their mailing addresses to Trudy Unsworth so that she can mail the plan to them.

16. Mr. McNally asked the status of the CBRE – Heery contract. Mr. Corbin advised that CBRE – Heery cited an overall not to exceed figure in the contract. They came in under budget for the first year, and they returned the savings to BCSD. They are in alignment with the forecasted budget for the second year. Mr. Corbin added that they are fully staffed and expect to finish the program within budget. Mr. McNally asked if the CLOC should be receiving a report on these expenses. Mr. Oetting responded that the bulk of program management expenses on the 519 report are CBRE – Heery expenses. Mr. Corbin advised an agenda item could be added to the CLOC presentations with a recap of CBRE – Heery services provided.
17. Mr. Barber advised the standard agenda items will stand for the next CLOC agenda, with an additional item for the Ten Year Plan Q & A session. Mr. Oetting asked members to send questions to him prior to the meeting.
18. Mr. Barber adjourned the meeting.