

Date: May 5, 2021

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Battery Creek High School/Zoom Meeting

Committee Members Attendees:

Ted Barber (Chair), Carlton Dallas, Ron Groteluschen, Ray Warco, Richard Tritschler, Kimberly Fleming, David Ames

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Alexander Marshall, Louis Ackerman, Tim Summers, Tricia Fidrych, Richard Geier, Cathy Robine

CBRE | Heery Attendees:

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

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the April 7, 2021 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 17 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 Battery Creek High School 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 by Ray Warco and seconded by Richard Tritschler. The motion was approved by all.
5. Project Updates:

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 passed the OSF final inspection for Phase 5 (front office and 1st Floor Hall "A"). School staff has moved back into Hall "A" this week. Demolition has commenced for 1st Floor Hall "B", Phase 6, and is moving at a rapid pace. Technology has had a head start with their work and are currently getting their Main Distribution Frame (MDF) operational and will then be installing IT rooms. The HVAC cooling tower support steel has been set. The cooling tower is

scheduled to be placed the weekend of May 15, 2021. The brick site wall has progressed as much as possible until students are released for summer break.

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. Approval has been received from the County Design Review Board for the new exterior facade. The site permit is expected to be received prior to the end of Quarter 2, 2021. 100% Construction Documents (CDs) are scheduled to be received this month. The pricing is scheduled to come in at the end of June 2021, at which time we will know better if the project's budget is sufficient. Construction is scheduled to begin at the beginning of Quarter 3, 2021.

Mr. Barber asked if we had an idea of the budget at this point. Mr. Marshall responded that the structural steel is the largest unknown factor at this point. Mr. Oetting said that budget is tight, and with all of the price increases, it is concerning, but we will not know the full impact until the pricing comes in. Mr. Marshall advised that the updated cost figure will probably be available for the July 2021 CLOC meeting.

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. GMP pricing was received at the end of April. MBK is working on a Value Engineering (VE) list that is expected to be submitted by May 7, 2021. The GMP Amendment is expected to be approved by the BCSD Board meeting on May 18, 2021. On May 4, 2021, the BCSD Board approved the early release of steel and casework. All site permits are scheduled to be in place so that construction may commence prior to the end of Quarter 2, 2021.

Mr. Barber recommended keeping track of all the steps that the District has had to take to stay within the budget during this difficult economic environment (lumber prices have increased 368% in the past year). He advised that BCSD has been doing a very good job of managing the budget properly and the public needs to know this. Mr. Oetting advised that it has been a balancing act to remain within budget and manage the items requested by the school.

Mr. Warco asked if we might have to scale back some of the planned scope, since we have another couple of years of Referendum work and we absolutely must stay within referendum parameters. Mr. Barber replied that we might have to do that.

Mr. Ames asked how we will ensure equity for all schools. Mr. Oetting replied that he thinks we will not be losing a lot of features and that the changes will be more about the finishes and options on the projects. Mr. Oetting added that the key will be to manage each project within its individual budget.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The cable tray installation is roughly 15% complete, and it is expected to gain ground quickly. The Technology/Infrastructure installations are scheduled to commence later this month.

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

Mr. Summers gave the report for HHISCA. The cable tray installation has commenced and is roughly 15% complete. Churchich Recreation & Design provided a revised proposal for the playground, which is currently being reviewed. Construction is scheduled to commence in Quarter 2, 2021.

Mr. Corbin added that discussions continue with MBK regarding rescheduling a portion of the Technology/Infrastructure scope to occur after Summer 2021. The yellow lights on the slide refer to this issue.

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

Cable tray installation is approximately 15% complete. Additional Technology/Infrastructure installations are scheduled to commence later this month. Discussions continue with MBK regarding rescheduling a portion of the Technology/Infrastructure scope to occur after the Summer of 2021. The yellow lights on the slide refer to this issue.

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. Installation of the new playground turf is 85% complete. The playground equipment has been ordered. 50% Construction Documents (CDs) have been received and RCA is addressing review comments. Final CDs are to be received later this month. 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 TTC has been fully executed. The SDs are scheduled to be received this month. TTC is applying for permits to have mobile unit moved from BES to this site. Construction is scheduled to commence in Quarter 1, 2022.

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

Mr. Summers reported on HEMMS, which is on schedule and under budget. Amendment No.13 has been fully executed. Cable tray installation is roughly 15% complete. Additional Technology/Infrastructure installations are scheduled to commence later this month.

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. Final documentation is being assembled to submit to OSF in May 2021. Phase 2 Athletics (turf field, addition for new field house, renovations for locker rooms and press box) progress pricing has been received and is being reviewed. Construction is scheduled to commence at the end of Quarter 2, 2021.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is on schedule and under budget. MBK Amendment No. 22 for the turf field was approved by the BCSD Board on May 4, 2021. CDs are scheduled to be received in May 2021. Construction is scheduled to commence at the end of Quarter 2, 2021.

Mr. Corbin added that Mr. Summers has coordinated with the school so the turf field can be completed prior to the first scheduled home football game for next school year.

Right Choices (RC) – LS3P and TTC

Mr. Koll reported on RC, which is on schedule and under budget. Technology/Infrastructure submittals are in progress and 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 were issued April 28, 2021. The remaining bid packages will be provided in Quarter 2, 2021. A purchase order for Playworld for the playground was issued on April 21, 2021. Construction for the playground, IT rooms, cable trays and BDA is scheduled to commence in Quarter 2, 2021.

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 are to be distributed for GMP Price Proposal in early May 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 Technology/Infrastructure submittals are in progress. The preliminary electrical work supporting Technology/Infrastructure has begun.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is on schedule and under budget. Preliminary electrical work has begun in anticipation of moving forward with Technology/Infrastructure construction. The Technology/Infrastructure submittals are in progress. Approval of the Athletic Phase 2 GMP Amendment No.12 occurred at the April 6, 2021 BCSD Board meeting.

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

Mr. Vargas reported on LIES, which is on schedule and under budget. The final bid packages for the IT rooms, cable tray and BDA were distributed for GMP Price Proposal last month. The GMP Price Proposal is due this month. The playground scope and required sitework will be included in the GMP Price Proposal. Design for the remaining bid packages will be completed in Quarter 2, 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 final bid packages for the IT rooms, cable tray and BDA were distributed for GMP Price Proposal in April 2021. The GMP Price Proposal is due this month. The design for the remaining bid packages should be completed in Quarter 2, 2021. The proposal from Playworld for the playground scope has been received and is being reviewed. 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 distributed in May for GMP Price Proposal, which is due this month. The design for the remaining bid packages will be completed in Quarter 2, 2021. The Playworld purchase order has been issued for the playground. The materials have been ordered and are due to be delivered later this month. Construction is scheduled to begin in Quarter 2, 2021.

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

Mr. Vargas reported on JSES, which is on schedule and under budget. The final bid packages for the IT rooms, cable tray and BDA were distributed for the GMP Price Proposal in April 2021. The GMP Price Proposal is due later this month. The Design for the remaining bid packages will be completed in Quarter 2, 2021. The playground purchase order for Playworld was issued in April 2021. The materials for the playground have been ordered and are scheduled to be delivered later this month. 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 playground turf installation was completed in April 2021. The final bid packages for the IT rooms, cable tray and BDA were distributed for GMP Price Proposal in April 2021. The GMP Price Proposal is due later this month. The design for the remaining bid packages will be completed in Quarter 2, 2021. 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 playground installation is 50% complete. The cable tray installations are 99% complete. The Technology/Infrastructure construction is scheduled to commence in Quarter 2, 2021.

Whale Branch Middle School (WBMS) – RCA and CC

Mr. Vargas reported on WBMS, which is on schedule and under budget. The cable tray installations are 99% complete. The bleachers are scheduled to arrive later this month. The gym floor has been installed. The gym floor sanding, striping and logos are scheduled to be completed this month. The new security vestibule construction will commence in June 2021, after the last day for the students. The Technology/Infrastructure construction is scheduled to commence in Quarter 2, 2021.

Mr. Barber asked that the term “BDA”, or bi-directional amplifier, be explained for the CLOC members. Mr. Marshal and Mr. Corbin explained that it is now mandated for every public building to have adequate signal for radio usage inside the building for emergency services communications. Installation of BDAs in our buildings ensures we comply with this code.

6. Mr. Corbin presented the slide for the Project Closeout updates. Traffic lights were added to the slide as requested by the CLOC, and all comments have been updated. Mr. Corbin reported that many projects are to the point where designers have reviewed and accepted the closeout documents and they are now being reviewed by District staff. Once the District staff approves the documents, a final amendment to reconcile the contingency and the final pay application can be requested. The RCES Safety/Security speed bump is completely closed out.

Mr. Barber asked for an update on the RRA project pump house roof. Mr. Summers reported that the engineered drawing for modification with steel supports has been submitted to OSF and we are awaiting their decision. If accepted, the cost of the modification would be approximately \$40,000 for everything. Mr. Corbin added that there are more than adequate funds in the RRA budget to cover this modification, and there will still be significant funds left over that will be transferred back into the overall Program Contingency budget.

7. Mr. Corbin presented the Financial Updates. The reports were distributed prior to the meeting. A new table was added as Mr. Warco requested. The table provides a recap for the Major Contingency as of the end of April 2021, which shows the original amount of Contingency, how much has been used to date, the amount of funds returned to Contingency to date, the available Contingency balance, the forecasted funds to return to Contingency and the estimated forecasted Contingency balance.
8. Mr. Corbin presented the CBRE – Heery Contract Summary. The summary begins with the Initial AIA Agreement and then lists each Amendment (numbers 1 through 4) and what each included. The total Not to Exceed amount established in Amendment No. 01 is \$6,601,422.

The total contract to date, including the 2020 savings returned to the District, is \$2,876,548. Mr. Corbin added that they are fully staffed at this time.

9. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The cumulative total projected for the end of April 2021 was \$59.57 Million and the actual amount spent was \$55.82 Million. Mr. Corbin added that we continue to track well and favorably.
10. Mr. Corbin, Mr. Marshall and Mr. Koll presented the Community Outreach report.
 - Meetings were held with the Robert Smalls Alumni Association on April 21 and April 29, 2021. An abundance of information on W.K. Alston and Robert Smalls was obtained at these meetings.
 - A community review meeting for RSIA is being coordinated, probably to be held in June 2021. When we have a date and time set, we will share this information with the CLOC.
 - A meeting was held with the BHS School Improvement Council (SIC) to furnish updates for Referendum and 8% Capital Projects. A Beaufort County presentation of proposed road improvements also took place at this meeting.

Discussion followed regarding the need to educate the community about the financial constraints involved with Referendum-funded projects.

11. Mr. Barber led a discussion regarding the Ten Year Plan. Mr. Barber asked the CLOC members to familiarize themselves with the Plan. He said there is a Capital Improvement Plan included, as well as information about facilities and demographics. Mr. Barber said that this is a guide based on projected demographics. He asked how the plan is updated to show the Referendum improvements as they are completed. Mr. Oetting responded that we update the Ten Year Plan every year and any projects that have been completed will be removed from the plan. He further noted that we are actively working on next year's 8% projects (Fiscal Year 2023). Mr. Oetting said that the demographics are updated every year based on the statistics of the 45th day of the school year.

Mr. Barber asked the CLOC members to review the plan and if there any more questions we can add it to a future meeting agenda. Members may also email Robert Oetting with specific questions.

Mr. Tritschler asked if there was a decline in the number of students this year due to COVID-19. Mr. Oetting responded that we did see a decline of a little over 1,000 students. This is the first year we have seen a decrease in the number of students. The largest decrease was seen in kindergarten and the lower grades. It is expected that next year our numbers will be close to 2019 levels.

12. Mr. Barber reported that the Project Sub-Committee did not have an update at this time.
13. Mr. Barber reported for the Communications Sub-Committee that the CLOC Annual Report has been published and is on the website.

14. Mr. Warco reported that the Financial Sub-Committee reviewed and tested the 519 report for the previous month and there were no exceptions to address back to the District. Mr. Warco advised that Mr. Oetting has agreed to meet with the Finance Sub-Committee via Zoom in the near future to answer a few questions the sub-committee has. Mr. Warco said that Louis Ackerman has been providing the 519 report in Excel format, which has been very helpful.
15. Mr. Barber discussed Forward Looking Items and Events for the next month:
 - Quarterly CLOC update to BCSD Board on June 15, 2021. The Board meeting might be held at a school but will also be available by Zoom.
 - RSIA Community Review Meeting to be scheduled in June 2021.
16. Mr. Barber advised the standard agenda items will stand for the next CLOC agenda. The Ten Year Plan can be added if any members have questions about it. The next meeting will be held on June 2, 2021 at Okatie Elementary School, in the cafeteria.
17. A motion to adjourn the meeting was made and seconded. Mr. Barber adjourned the meeting.