

Citizen - Led Oversight Committee (CLOC)

Talking Points – 2020 First Quarter School Board Update – April 7, 2020 via ZOOM

Role of Committee

- Assurance that the School District has the processes, procedures and people in place to adequately and properly administer and oversee the School Bond Referendum Projects
- Review progress of all projects in regards to schedule and cost
- Communicate our findings to the Beaufort County School Board quarterly.
- Provide written updates quarterly to the General Public posted via the CLOC web area on the Beaufort County Schools website. Provide a press release of the quarterly update.

Summary of Work to Date

CLOC first met in January and was given a full briefing by the School District Superintendent and staff as to our expected role as overseers as a Citizen Led Committee. We have been additionally briefed as to the status of the overall scope of the projects for the Bond referendum and the status of the first two active projects – May River High School and River Ridge Academy. Since then, the Committee has organized quickly and begun an in-depth review of the processes, procedures, administration and the people resources necessary to engender public trust in the implementation phase of the referendum. The Committee has held subsequent meetings in February and March with a follow up Zoom meeting in April. The Committee has organized into 3 sub committees to leverage member expertise to analyze, monitor and communicate the work of the Committee. These are: Project, Finance and Communications. The following is role of each subcommittee:

Project Sub-Committee

The members are, Mike McNally and Ted Barber, Carlton Dallas (Finance Sub-Committee liaison).

Project Sub-Committee will conduct periodic detailed reviews of selected projects to assure the projects are on time per the timeline and on budget. Additionally, the sub-committee will conduct technical/engineering reviews of projects as requested by the Committee. Conduct oversight of the Contract Program and Project Management Firm in conjunction with the Operations Director.

Finance Sub-Committee

The members are, Ray Warco, Richard Tritschler, Carlton Dallas, Ron Groteluschen

Finance Sub-Committee to conduct periodic reviews of the Contract/Procurement/Pay Application processes. Seek additional financial information as requested by the Committee. Verify that projects are on or below budget.

Communication Sub-Committee

The members are, David Ames, Kim Fleming, Derrick Couxam

Communication Sub-Committee will prepare the Quarterly updates to the public and input to the Quarterly Board Updates. Prepare a press release concurrently with the public update. Share with committee for review prior to publication and post to the CLOC website. Determine Town Hall updates to the Community as required.

Summary of Findings to Date

The Committee has reviewed the processes, procedures and the administration of the Bond Referendum Projects to date and reports the following:

- The May River and River Ridge projects are on time and under budget.
- The processes in place regarding budgeting, contracts, procurement and pay application for projects is sound and provides adequate independence and proper chart of authority review.
- An early area of concern noted by the Committee was the future resources required for Program and Project Administration of the number of projects scheduled for the referendum period. Due to the limited staffing in the Operations Department, additional support will be required for program and project management to assure owners representation on project sites during the construction. The selection of a contact program management firm, such as CBRE Heery will assist the District with the gap in program and project management. CLOC had the opportunity to meet with the project team from CBRE Heery at our March meeting. At that meeting CLOC asked the consultant for a detailed explanation of their involvement in the Broward County Florida Referendum management. The committee felt all questions were answered fully and that this firm is fully qualified for the project management role, subject to a successful negotiation of the contract. CLOC encouraged the School District staff to negotiate an contract amount which would then be awarded on a project by project basis, subject to satisfactory performance per contracts metrics. If for any reason the consultant fails to

perform as contracted, such reason would be the basis for terminating the consultant's contract.

Next Steps

Independence of the Committee in oversight of the referendum projects, budgets, schedules and expenditures is our guiding principle. Assuring public trust in the Committee's independence will be provided by our communications going forward. In addition to this briefing to the Board, the Committee, with the assistance of our Communications Sub-Committee, will provide a quarterly reports of Board updates that will be shared with the Public. Additionally, a quarterly press release of our report will be issued. These reports will be posted to our CLOC website for review.

The Committee is honored to serve the public.

Questions