

**Date:** June 08, 2022

**Purpose:** Citizen-Led Oversight Committee (CLOC) Meeting

**Location:** Hilton Head Island High School Media Center and Zoom

**Committee Members Attendees:**

Ted Barber (Chair), Michael McNally, Carlton Dallas, Ray Warco, Richard Tritschler, Ron Groteluschen

**Beaufort County School District (BCSD) Representatives Present:**

Freddie Lawton, Patricia Fidrych, Carol Crutchfield, Richard Geier, Alexander Marshall, Tim Summers, Louis Ackerman, Jennifer Hamblin

**CBRE | Heery Attendees:**

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

**Other Attendees:**

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the May 12, 2022 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 29 Presentation; Referendum Projects 2019 Financial Summary; BCHS Financial Details; MRHS Addition Financial Details; RRA Additions Financial Details; RSIA Replacement Financial Details; HHIMS Financial Details; Referendum Project Contingency Log; Referendum Cash Flow Projections vs Actuals
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Barber asked if there were any changes to the agenda. No changes were brought forward.
4. 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 under budget and on schedule. The Certificate of Occupancy has been received from OSF. Punchlist items are being addressed.

**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 being reported under budget but with a “yellow” traffic light due to material shipping delays. There are overhead inspections scheduled to occur in the month of June and July for buildings “A”, “B1”. Building “G2” (Athletic Addition) has passed the overhead inspection from OSF. Locker rooms will be turned over in August. All other areas and scope of work continue to make progress.

**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 being reported under budget but with a “yellow” traffic light due to delays with the electrical switchgear. The electrical switch gear is scheduled to ship April 13, 2023. RSIA has a lot of activity going on with good progress occurring with the foundations, slabs, masonry, and structural steel in areas “A” through “E”

**Okatie Elementary School (OES) – SGA|NarmourWright Design (SGA|NW) and Thompson Turner Construction (TTC)**

Mr. Marshall gave the report for OES, which is under budget and on schedule. SGA|NW has completed the scope validation. The fee proposal from SGA|NW has been received and is being processed.

**MC Riley Elementary School (MCRES) & MC Riley Early Childhood Center (MCRECC) – Rosenblum Coe Architects, Inc. (RCA) and Contract Construction (CC)/ Ajax Building Company, LLC (Ajax)**

Mr. Marshall reported on MCRES and MCRECC, which are on schedule and under budget. The Safety/Security and Technology/Infrastructure Amendment No. 05 for Safety/Security, Technology/Infrastructure at MCRES was approved by the Board on May 17, 2022. MCRECC GMP Proposal is being routed for internal approval.

**May River High School (MRHS) – Quackenbush Architects and Planners, LLC (QAP) and Ajax**

Mr. Marshall gave the report for MRHS, which is on schedule and under budget. The Design Development Documents (DD’s) have been received. The Civil Survey for athletics is scheduled for completion at the end of the summer. The advanced design for the CATE expansion is scheduled to commence in Q3/Q4 of 2022.

**Hilton Head Island Early Childhood Center (HHIECC) – SGA|NW and TTC**

Mr. Summers gave the report for HHIECC, which is under budget and on schedule. The Schematic Design (SD’s) have been received and reviewed. The Purchase Order has been issued to Churchich for the playground equipment. TTC is scheduled to commence associated playground site work during the summer.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The Technology/Infrastructure as well as Audio Enhancement System installation has been completed. Owner training of the new Technology/Infrastructure and Audio Enhancement System is scheduled to occur after the final testing is complete in June.

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

Mr. Summers gave the report for HHISCA, which is under budget and on schedule. The playground punch list has been completed. Technology/Infrastructure scope is scheduled to be complete in Q3 2022.

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

Mr. Summers gave the report for BLES and BLECC, which is under budget and on schedule. BLES Technology/Infrastructure scope has been complete. The cutover is scheduled to occur by the end of June. BLECC Safety/Security, Technology/Infrastructure GMP Proposal is scheduled to be received in late June/early July with Construction scheduled to begin in Q3 2022.

**Red Cedar Elementary School (RCES) – RCA and Charles Perry Partners, Inc. (CPPI)**

Mr. Summers reported on RCES, which is on schedule and under budget. The Safety/Security, Technology/Infrastructure Schematic Design Documents (SD's) have been received. The Construction Documents (CD's) are scheduled for completion in Q4 2022.

**Hilton Head Island Middle School (HHIMS) – LS3P and TTC**

Mr. Summers reported on HHIMS, which is on schedule and under budget. The modular classroom has been relocated to the tennis court. Construction for the main project is scheduled to commence in June.

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

Mr. Summers reported on HEMMS, which is on schedule and under budget. The Technology/Infrastructure scope is complete. The cut over is scheduled to occur in June. The remaining weight room equipment has been received and the installation is scheduled to occur in June.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. The Design for Building Renovations have been received and meetings are scheduled to take place in June. Remaining Safety/Security scope verifications have been completed; Construction Documents (CD's) are scheduled to be issued in late June/early July to received GMP Pricing from MBK.

**Bluffton High School (BLHS) – JCS and MBK**

Mr. Summers reported on BLHS, which is under budget and on schedule. The construction of the last IT room is scheduled to be complete in June. The cable tray and BDA Radio Reception and additional Safety/Security, Technology/Infrastructure scope are scheduled to commence the summer of 2022.

**Coosa Elementary School (CES) – LS3P and TTC**

Mr. Koll reported on CES, which is on schedule and under budget. The Amendment No. 09 for the Technology/Infrastructure and Cabling is currently being routed for signatures. Construction is scheduled to begin during the Summer of 2022. The completion is scheduled for Q1 2023

**Mossy Oaks Elementary School (MOES) – QAP and TTC**

Mr. Koll reported on MOES, which is on schedule and under budget. The Schematic Design Documents (SD's) were issued on April 1, 2022 and are pending OSF review. The Phase 1 GMP proposal is scheduled to be received in June. The Phase 2 Construction Documents (CD's) are scheduled to be issued in June and the GMP proposal is scheduled to be received in July. Phase 2 construction is scheduled to begin in September. The playground PO has been issued and the construction is scheduled to begin in June.

**Port Royal Elementary School (PRES) – RCA and Ajax**

Mr. Koll reported on PRES, which is on schedule and under budget. The Construction Documents are scheduled to be received in July. The GMP proposal is scheduled to be received in August. Construction is scheduled to begin in September. Completion is scheduled to occur in Q2 2023.

**Pritchardville Elementary School (PVES) – JCS and TTC**

Mr. Koll reported on PVES, which is on schedule and under budget. The playground equipment order has been placed. Safety/Security and Technology/Infrastructure design work is scheduled to be begin in Summer of 2022, with completion in Fall 2022. Construction is scheduled to begin Q1 2023.

**Beaufort Middle School (BMS) – MPS/HGR and SGA|NW/TTC**

Mr. Koll reported on BMS, which is on schedule and under budget. TTC Amendment No. 07 for Technology/Infrastructure and Athletics was approved by the Board on May 17, 2022. Safety/Security and Technology/Infrastructure scope is scheduled for completion in Q2 2023. The Athletic scope is scheduled for completion during Spring 2023.

**Beaufort High School (BHS) – LS3P and TTC**

Mr. Koll gave the report for BHS, which is on schedule and under budget. The construction of the weight room renovation is now complete. The cut over of systems is scheduled to be complete in July.

**Whale Branch Early College High School (WBECHS) – QAP and CPPI**

Mr. Koll gave the report for WBECHS, which is on schedule and under budget. The Phase 1 GMP Amendment is scheduled for Board approval on June 7, 2022. Construction of Phase 2 is scheduled to begin in September, with completion scheduled to occur in Q2 2023.

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

Mr. Vargas reported on LIES, which is on schedule and under budget. Playground equipment installation is complete. HGR is working on punch list items, as well as preparing closeout documents. Amendment No. 03 for Technology/Infrastructure was approved by the Board on May 17, 2022. The GMP proposal for the remaining Safety/Security and Technology/Infrastructure scope is scheduled to be received in Q3 2022.

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

Mr. Vargas reported on SHES, which is on schedule and under budget. Amendment No. 04 for Safety/Security and Technology/Infrastructure scope was approved by the Board on May 17, 2022. The GMP proposal for the remaining Safety/Security and Technology/Infrastructure scope is scheduled to be received in Q3 2022.

**Broad River Elementary School (BRES) - LS3P and TTC**

Mr. Vargas reported on BRES, which is on schedule and under budget. The emergency generator has arrived on site. Construction is scheduled for completion in July. Amendment No. 11 for Safety/Security and Technology/Infrastructure scope is currently being routed for signatures. Completion is scheduled for Q1 2023.

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

Mr. Vargas reported on JSES, which is on schedule and under budget. The GMP pricing for the Safety/Security and Technology/Infrastructure scope is scheduled to be received. The construction is scheduled to begin in summer 2022.

**James J. Davis Early Childhood Center (JJDECC) – RCA and CC/Ajax**

Mr. Vargas reported on JJDECC, which is on schedule and under budget. The GMP pricing for the Safety/Security and Technology/Infrastructure scope is scheduled to be received. The construction is scheduled to begin in summer 2022.

**Whale Branch Elementary School (WBES) – RCA and CC**

Mr. Vargas reported on WBES, which is on schedule and under budget. The electrical work associated with the emergency generator and lighting are 90% complete. The access control scope continues to make progress, with scheduled completion in Q2 2022. The structured cabling is scheduled for completion in Q2 2022. Audio systems are scheduled to arrive the week of June 13, 2022.

**Whale Branch Middle School (WBMS) – RCA and CC**

Mr. Vargas reported on WBMS, which is on schedule and under budget. The electrical work associated with the emergency generator and lighting are 90% complete. The access control scope continues to make progress, with scheduled completion in Q2 2022. The structured cabling is scheduled for completion in Q2 2022. Audio systems are scheduled to arrive the week of June 13, 2022.

**Bluffton Middle School (BLMS) – SGA|NW and TTC**

Mr. Vargas reported on BLMS, which is on schedule and under budget. SGA|NW Amendment No. 6 for Safety/Security, Technology/Infrastructure and Athletic Lighting is currently being routed for signatures. The initial scope validation report has been received. The Construction Documents are scheduled to be issued to TTC for GMP pricing in Q4 2022.

5. Mr. Corbin asked if there was a motion to approve the minutes for the May 12, 2022 meeting. A motion to approve the minutes was made by Carlton Dallas and seconded by Richard Tritschler. The motion was approved by all. Mr. Tritschler requested to have the minutes amended to reflect the conversation about the bond referendum. Mr. Barber suggested adding an old business section to the agenda.
6. Mr. Corbin presented the slide for the Project Closeout updates. Updates are noted in the "Comments" section. The three that have yellow traffic lights require final payment.
7. Mr. Corbin presented the Financial Updates. Reports were distributed prior to the meeting, which included the Project Contingency Log. The 519 report has been handed out. There were no Project level transfers to Project Contingency in May. Program Contingency used in May totaled \$5,182,390. The available Project Contingency budget is \$3,262,998.
8. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The total funds paid to date through May 2022 is \$133,403,906.
9. Mr. Corbin presented the District's Credit Ratings and Referendum Bond Sale. The Bond Sale took place on June 2, 2022, the net interest cost was \$139.6 million. The bond was awarded to Morgan Stanley.

10. Mr. Corbin presented a recap for the Community Outreach activities. Currently coordinating the community meeting at the Hilton Head Island Boys and Girls Club, Hilton Head Island Middle School, and Hilton Head Island High School. Updates will be for the Hilton Head Island Middle School Referendum Project and the Hilton Head Island High School future building renovations.
11. Mr. Corbin discussed future site visits for CLOC Members. Walkthrough at Robert Smalls International Academy and Battery Creek High School on July 6, 2022, at 8:30 AM.
12. Mr. Warco presented the Finance Sub-Committee report. The CLOC Finance Sub-Committee reviewed and tested the 519 report for the previous month and resulted in four areas of concern. However, there were a few questions presented. 1.) When will the delineation for question one and question two from the bond referendum be available? Mr. Corbin responded that he and Mr. Ackerman are continuing to work on this information. 2.) Are there sufficient contingency funds remaining to complete the referendum projects? Mr. Corbin responded that he is preparing to have that information available for the Board on June 21, 2022 3.) Why are there six projects where the construction to date vs. paid to date is greater than 18%? Mr. Corbin responded that there are some vendors who are more concerned with finishing the work instead of turning in their invoice. Occasionally there are areas of concern on the invoices, delays with processing typically occur due to contractors having to make corrections. 4.) Should any cost overruns occur will the contractor have sufficient resources to complete the projects without any additional funds being spent by the District Administration now or subsequent to the completion of the project? Mr. Corbin responded that there are no concerns at Battery Creek High School, however, there is a Phase 2 piece at Robert Smalls International Academy that the district did not get placed under contract. The intent under the first Mid-Program Reset is to manage the funds from construction contingency so that the Phase 2 piece could be awarded from those remaining funds. If the funds are not available, then the GMP would need to be adjusted.
13. Mr. Barber reported on the Project Committee update.
14. Mr. Barber reported on forward looking items. Mr. Barber will be presenting the CLOC quarterly update to the Board on July 12, 2022. The upcoming CLOC meeting will be held at Right Choices on July 13, 2022.
15. Mr. Barber discussed the next meeting agenda. Mr. Corbin will be adding old business to the agenda. Mr. Corbin is to submit the information from the Mid-Program Reset version 2 if the information is available.
16. Mr. Barber adjourned the meeting.