

**Date:** January 12, 2022

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

**Location:** District Educational Support Center (Media Center) and Zoom Meeting

**Committee Members Attendees:**

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

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

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

**CBRE | Heery Attendees:**

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

**Other Attendees:**

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the December 08, 2021 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 25 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 Projection vs Actuals ]
2. Mr. Barber asked if there were any changes to the Agenda. No changes were brought forward.
3. Mr. Barber opened the meeting with the Pledge of Allegiance.
4. Mr. Barber asked if there was a motion to approve the minutes for the last meeting. A motion to approve the minutes was made by Mr. Dallas and seconded by Mr. McNally. 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 under budget and on schedule. The project is getting close to finishing. The fire pump is scheduled to ship the week of January 17<sup>th</sup>. The Electrical Subcontractor continues to address punch list work. Fire Pump Room work continues. The contractor is currently remeasuring and reordering interior doors and working to get shipping dates. All exterior doors have arrived. The door hardware has also arrived. However, there is a six-week delay on shipment for the door glazing. The connector is now open. The project closeout phase has started.

**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 with a “yellow” traffic light for schedule concerns related to material deliveries. MBK has passed the OSF overhead inspection in the kitchen and for areas B1 and B2. Due to plumbing issues the final inspection is tentatively being scheduled for the first week of February. Once Building D is complete work will begin in Building A. MBK is currently working to reopen the kitchen area in February. Furniture for the cafeteria has been pushed back to March 15<sup>th</sup>. Material delays are occurring with the flooring for the Cafeteria, the delivery is tentatively scheduled for early March. Building G2 Addition, the structural steel has arrived. Overhead work has commenced on the north end and setting of steel is scheduled to start the week of January 23<sup>rd</sup>. Locker rooms are experiencing material delays with the light fixture clips and plumbing fixtures. The locker rooms are scheduled to be fully open Mid-February. Flooring is complete and temporary lockers have been installed. Mr. Corbin clarified his and Mr. Marshall’s decision for the schedule being in a yellow status as a caution due to shipping delays. Site Athletics includes 4 dugouts, concession buildings, turf field, and field house. The dugout foundations are poured and steel for the dugouts has been delivered. Foundations for the field house and concession building are scheduled to be placed the week of January 30<sup>th</sup>. There is approximately three weeks of underground work on those two buildings. Mr. Barber asked what the subgrade issue was. Mr. Marshall responded that sub-surface water issues were encountered and MBK brought in stone and fill materials to correct issues.

**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 on schedule and under budget. All tree removal is complete. Sub-contractors are beginning to mobilize. Building pads for Areas A, B and C are scheduled to be completed in January. Weather conditions may result in completion of building pads in early February.

Mr. Barber asked for clarification of the encumbered and paid figure shown on slide 11. Mr. Corbin and Mr. Oetting provided additional details.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The Bi-Directional Amplifier has been signed off by the Fire department as of January 3, 2022. Cat6 cable termination and testing has been completed. The cutover to the new IT switches was delayed due to UPS battery backup shipment delays. The auto enhancement system has also experienced further delays due to material shipping delays.

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

Mr. Summers gave the report for HHISCA. The playground materials are experiencing additional shipping delays but are still expected to be delivered in January. Playground installation is scheduled to take a few weeks to complete. GMP proposal for the remaining scope was received in December and is being reviewed.

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

Mr. Summers gave the report for BLES and BLECC. “Yellow” traffic lights continue to be reported for Technology/Infrastructure budget and schedule concerns that are being addressed such that these are returned to a “green” status in future reports. The final commission of the Bi-Directional Amplifier was delayed due to the Fire Chief experiencing COVID symptoms. Currently working to have this rescheduled. Construction Documents (CD’s) for the remaining BLES scope have been completed and the GMP proposal was received in December and is being reviewed. CD’s for the remaining BLECC scope have been completed and reviewed. M.B. Kahn is preparing the BLECC GMP proposal that is scheduled to be received in Q1 2022.

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

Mr. Summers reported on MCRES, which is on schedule and under budget. Construction of the MDF/IDF rooms is 95% complete. Technology room doors have been delivered. Door hardware has experienced additional shipping delays and an updated shipment date is being obtained. The MCRES playground has been completed, punch list items have been corrected, and will be re-inspected in January. Closeout documents have begun to be received. Revised proposal for the MCRECC playground is scheduled to be reviewed with Churchich on January 18, 2022. Construction Documents (CD’s) for remaining scope at MCRES and MCRECC have been completed and site walkthrough with AJAX Construction is being scheduled to occur in January with GMP proposals scheduled to be received in Q1 2022.

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

Mr. Summers reported on HHIMS, which is on scheduled and continues to have a “yellow” traffic light for budget concerns. The OSF approval to proceed with the installation of the modular classrooms was received in December 2021. The GMP proposal to install the Mobile Modular classrooms is anticipated to be received the week of January 10, 2022. The Construction Documents (CD’s) for the addition and the main renovations are nearing completion. GMP proposal is scheduled to be received in late February/early March with construction for the main project scheduled to commence Q1 2022.

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

Mr. Summers reported on HEMMS. “Yellow” traffic lights continue to be reported for Technology/Infrastructure budget and schedule concerns that are being addressed such that these are returned to a “green” status in future reports. The final commission of the Bi-Directional Amplifier was delayed due to the Fire Chief experiencing COVID symptoms. Currently working to have this rescheduled. GMP Proposal for the remaining scope was received in December and is under review. Completion of the weight room equipment installation will occur when the remaining equipment arrives.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. The Athletics Phase 1 stadium lights project closeout has been completed. The Athletics Phase 2A turf field is 90% complete and the track resurfacing is now scheduled to occur in January 2022. Athletics Phase 2B Construction Documents (CD's) have been revised and are scheduled to be issued for GMP proposal pricing on January 28, 2022. The review meeting with the school is being rescheduled. Kickoff meeting with the new CM, MB Kahn, took place on December 8, 2022.

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

Mr. Summers reported on BLHS, which is under budget and on schedule. The turf field construction is approximately 75% complete. The track resurfacing and striping has been completed. Construction of the IT rooms have progressed to 90% complete. The plumbing scope has been completed. Cable tray and BDA is now scheduled to commence in January 2022. Design for the remaining Safety/Security and Technology/Infrastructure scope have progressed to 90% Construction Documents (CD's). CD's for the remaining Athletic scope have been completed and MBK is preparing the GMP proposal that is scheduled to be received prior to the end of January 2022.

Following the conclusion of the project updates by Tim Summers, Mr. Barber asked what was Mr. Summers current feelings are for the new Construction Manager, AJAX Construction?

Mr. Summers responded that he feels completely confident and comfortable with them.

Mr. Warco asked if the modular classrooms that are being used at Hilton Head Middle school during construction, will be removed after construction. Mr. Corbin and Mr. Oetting confirmed that this was correct, and Mr. Oetting added that following the completion of HHIMS, the modular classrooms will be moved over to Hilton Head High School to provide swing space on that campus during their next capital improvement project.

**Right Choices (RC) – LS3P and TTC**

Mr. Koll reported on RC, which is on schedule and under budget. District IT user training for the new security cameras and sound systems have been completed. Site user training is being coordinated to occur in January. Project closeout documents are being submitted and are in the process of being reviewed by LS3P and the Project Manager.

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

Mr. Koll reported on CES, which is on schedule and under budget. The final Technology/Infrastructure Construction Documents are scheduled to be issued in late January. Construction is scheduled to start in March 2022 and to be complete early fall. The installation of the playground equipment has been completed and the associated closeout phase has begun.

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

Mr. Koll reported on BMS, which is on schedule and under budget. The Bi-Directional Amplifier installation is complete, final commissioning is scheduled to be complete in January 2022. The demolition associated with Athletics Phase 1 has commence and is scheduled to be complete in January 2022. The kickoff meetings were held in December with both SGA and Thompson Turner Construction for upcoming work. The final Construction Documents have been received. The GMP Proposal is scheduled to be received Q1 2022. Technology/Infrastructure bid package was complete in November. The final Construction Documents are scheduled to be issued in January 2022. The GMP Proposal is scheduled to be received in February 2022.

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

Mr. Koll reported on LIMS, which is on schedule and under budget. TTC has resolved all previously reported cable issues. Final system turnover and user training has been completed. The only remaining work is the removal of the old camera systems.

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

Mr. Koll gave the report for BHS, which is under budget and has a "yellow" traffic light for schedule concerns related to the additional fire door that is being required by the OSF inspector. The bleacher replacement seats with new graphics shipped the week of January 10, 2022. The installation is being coordinated with the school administration. Mr. Corbin ask that Mr. Koll to address the additional fire door that was requested by the OSF inspector. Mr. Koll responded that the OSF final inspection was delayed due to an additional fire door that was required to be added. Thompson Turner Construction is obtaining the ship date for the new door.

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

Mr. Vargas reported on LIES, which is on schedule and under budget. Playground equipment has experienced shipping delays, but the arrival of the equipment is anticipated such that installation may still be completed in January 2022. Technology/Infrastructure bid package has been reviewed. A kickoff meeting the new Construction Manager, AJAX Construction, has taken place in December 2021. The GMP Proposal from AJAX Construction for the Technology/Infrastructure bid package remains on the schedule to be received in Q1 2022.

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

Mr. Vargas reported on SHES, which is on schedule and under budget. The turf field installation for the playground has been complete. Playground Equipment is scheduled to ship in January 2022 with installation scheduled to occur in February 2022. The Technology/Infrastructure bid package has been reviewed and comments have been issued to the design team to be incorporated into the final bid package. A kickoff meeting the new Construction Manager, AJAX Construction, has taken place in December 2021. The GMP proposal for the Technology/Infrastructure bid package is scheduled to be received in Q1 2022.

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

Mr. Vargas reported on BRES, which is on schedule and under budget. The playground survey is in the process of being completed so that the design team may be able to complete the civil design work associated with the playground in January. Technology/Infrastructure bid packages will be issued to the Construction Manager, TTC, in January 2022 for GMP proposal pricing.

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

Mr. Vargas reported on JSES, which is on schedule and under budget. Playground has been completed. The Technology/Infrastructure bid packages will be issued to the Construction Manager, AJAX in January 2022. A kickoff meeting the new Construction Manager, AJAX Construction, took place in December 2021. The anticipated schedule to receive pricing from AJAX is by the end of Q1 2022.

**Davis Early Childhood Center (DECC) – RCA and CC/AJAX**

Mr. Vargas reported on DECC, which is on schedule and under budget. Technology/Infrastructure bid packages will be issued to the Construction Manager, AJAX Construction in January 2022. A kickoff meeting the new Construction Manager, AJAX Construction took place in December 2021. The GMP proposal from AJAX Construction for Technology/Infrastructure bid packages is scheduled to be received in Q4 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 70% complete. The generator is scheduled to arrive in March 2022. Technology/Infrastructure Phase 2 submittals require resubmittal of shop drawing from Audio Enhancement & Bridgetek, all other submittals have been approved.

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

Mr. Vargas reported on WBMS, which is on schedule and under budget. The emergency generator and lighting are 70% complete. The remaining electrical work will occur after the new generator arrives in March 2022. The remaining weight room equipment was not received in December and continues to encounter shipment delays. Then remaining items are now scheduled to arrive in February 2022. Technology/Infrastructure Phase 2 submittals require resubmittal of shop drawing form Audio Enhancement & Bridgetek, all other submittals have been approved.

Following the updates by Mr. Vargas for his projects, Mr. Barber asked Mr. Vargas for his feedback on the new Construction Manager AJAX Construction.

Mr. Vargas responded that they appear to be experienced and that he looks forward to working with them.

Mr. Barber asked for the Project Managers to provide future updates on how the Construction Managers are doing.

6. Mr. Corbin presented the slide for the Project Closeout updates. Updates are noted in the “Comments” section. Closeout for the RRA Addition was completed in December 2021. The 6 projects that are reported with “yellow” traffic lights now only need of the final AIA change order to be prepared and fully executed.
7. Mr. Corbin presented the Financial Updates. Reports were distributed prior to the meeting, which included the Project Contingency Log. No Program Contingency was used in December 2021. The figure that is being reported as the available Program Contingency budget is \$11,677,957.
8. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The total funds paid to date through December 2021 is \$93,906,592.
9. Mr. Corbin presented a recap for the Community Outreach activities.

The review meeting with the HHIMS Administration and staff took place in December 2021.

The Project Manager is working to reschedule the review meeting with the School Improvement Council (SIC) to occur on February 8, 2022 at 5pm.

Following the review meeting with the SIC, the Project Manager will coordinate a Community meeting to take place as soon as possible. Details will be provided as soon as this meeting is scheduled.

10. 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 no areas of concern.
11. Mr. Barber stated that there was nothing to report from the Communications Sub-Committee or the Project Management Sub-Committee this month. Mr. Barber asked for input for the upcoming 2<sup>nd</sup> annual CLOC report that is scheduled to be presented to the Board at the March 15, 2022 meeting. Kim Fleming requested that all CLOC members send their personal time spent in 2021 and for the District to provide additional accomplishments and photos. Mr. Barber also mentioned the need to meet with the Superintendent as he is looking to replace David Aimes.
12. Forward looking items included a comment from Mr. Barber on holding the next CLOC meeting at a project sight. It was suggested to coordinate CLOC site visits to take place in January, February and March 2022. Mr. Barber also reminded CLOC members that the CLOC Meeting schedule for 2022 has changed to the 2<sup>nd</sup> Wednesday of every month.
13. Mr. Barber adjourned the meeting.