

**Date:** March 9, 2022

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

**Location:** Bluffton High School Media Center and Zoom

**Committee Members Attendees:**

Ted Barber (Chair), Ray Warco, Richard Tritschler, Michael McNally

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

Robert Oetting, Alexander Marshall, Tim Summers, Freddie Lawton, Patricia Fidrych, Carol Crutchfield, Ingrid Boatright, William Smith, Cathy Robine

**CBRE | Heery Attendees:**

Robert Corbin

**Other Attendees:**

**Meeting Minutes**

---

1. Prior to the meeting, a meeting agenda and draft minutes from the January 12, 2022 and February 9, 2022 meetings were distributed to the committee members via email. Also distributed were the following documents: Meeting 27 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 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 January 12, 2022 and February 9, 2022 meetings. A motion to approve the minutes was made by Ray Warco 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. Currently working on punch list items. The fire pump has arrived. HGR is scheduled to complete fire pump installation in April with OSF final inspection scheduled to occur in May.

**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 “yellow” traffic light for schedule concerns. Building D is now complete. OSF inspection took place on February 24, 2022. The building was reoccupied on February 28, 2022. The OSF inspection for Building H is scheduled to take place on March 18, 2022. Sight Athletics have had some rain delays. The turf field has been installed.

**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. The foundation for Area C is complete. The foundation for Area B is scheduled to be complete March 7, 2022. The foundations for Area A are scheduled to be complete March 14, 2022.

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

Mr. Marshall gave the report for MRHS, which is on schedule and under budget. The designer is to confirm the design schedule in March. The advance design for CATE expansion is scheduled to commence in late 2022.

**Hilton Head Island Early Childhood Center (HHIECC) – SGA|NarmourWright Design (SGA) and Thompson Turner Construction (TTC)**

Mr. Summers gave the report for HHIECC, which is under budget and on schedule. The walk-through with the designer, construction manager, and the administrative team is scheduled to take place on March 11, 2022. The playground proposal has been submitted and is being reviewed.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The patch cables to complete the install and commissioning of the new technology systems have arrived onsite. The install is being coordinated between PC Solutions & Integration, Inc., and Beaufort County School District IT department. Audio enhancement system equipment installation is 65% complete.

**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. MBK has begun working on the Technology/Infrastructure scope. Structured cabling is scheduled to be complete in Q2 2022. All the other systems are scheduled to be complete in Q3 2022. The playground equipment has been delivered. Installation of playground has begun and is scheduled to complete in March.

**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. MBK has begun working on the Technology/Infrastructure scope and is scheduled to be complete in Q2 2022. The Construction Manager, MBK, is scheduled to provide the GMP Proposal for BLECC Technology/Infrastructure scope.

**Okatie Elementary School (OES) – SGA and TTC**

Mr. Summers gave the report for OES, which is under budget and on schedule. The site visit with the Designer and the Construction Manager took place on February 9, 2022. The playground phase 2 material is experiencing shipment delays.

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

Mr. Summers reported on MCRES and MCRECC, which are on schedule and under budget. Construction of the MDF/IDF rooms are complete. Door hardware was received in January 2022. MC Riley Elementary playground equipment punch list items have been corrected and reinspected. The closeout documents continue to be received and the final pay application has been requested. The proposal for MC Riley ECC playground equipment has been received and is being reviewed. The final playground review with the principal is being rescheduled. The construction for MDF/IDF rooms is complete. MC Riley Elementary playground equipment and closeout documents are in final stages. There are additional verifications needed to the Technology/Infrastructure bid package. The Construction Documents are now scheduled to be received in Q2 2022. The GMP proposal from Ajax for Technology/Infrastructure bid package is now scheduled to be received in Q2 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 Project kickoff meeting is being scheduled to take place the week of March 14, 2022.

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

Mr. Summers reported on HHIMS, which has a “yellow” traffic light for on-going budget concerns. Currently working on obtaining the Coastal Zone Consistency Certification permit from the Department of Health and Environmental Control (DHEC) along with OSF approval to continue work.

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

Mr. Summers reported on HEMMS, which is on schedule and under budget. MBK has begun work on the Technology/Infrastructure scope and is scheduled to be complete in Q2 2022. Completion of the weight room equipment installation will occur when the remaining equipment arrive on April 18, 2022.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. The Athletics Phase 2A turf field is 90% complete. Track resurfacing has been completed. The Athletics Phase 2B scope includes a new field house addition, baseball/softball upgrades, new storage for lacrosse field, new ticket office, improved lacrosse and football practice fields, new gym bleachers, renovation of baseball dugouts, fencing, and renovations for existing field house. The GMP proposal has been received and is being reviewing. Then review meeting with the school administration has been rescheduled to take place the week of March 7, 2022. The additional verifications that were needed for the remaining Safety/Security bid package have delayed issuance of the Construction Documents. The Construction Documents are now scheduled to be received in Q2 2022 for pricing by MBK.

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

Mr. Summers reported on BLHS, which is under budget and on schedule. The turf field has been complete. Construction of the IT rooms are 90% complete. The cable tray and Bi-Directional Amplifier are scheduled to commence in Q1 2022. The Construction Documents have been issued to MBK for pricing.

**Right Choices (RC) – LS3P and TTC**

Mr. Corbin reported on RC, which has been completed on schedule and under budget. District and user training, punch list work, and demolition of the old camera systems is now completed. The closeout documents are now being submitted and are in the process of being reviewed by LS3P and the project manager. This will be the last construction update for this project, but updates on close documents will continue.

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

Mr. Corbin reported on CES, which is on schedule and under budget. The final Technology/Infrastructure Construction Documents are experiencing a delay due to needing additional field investigation. The GMP proposal pricing is scheduled to be received in Q2 2022.

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

Mr. Corbin reported on MOES, which is on schedule and under budget. The initial meeting with the principal was conducted on February 7, 2022. The kickoff meeting with TTC took place on February 18, 2022. QAP has begun the design work and TTC is scheduled to begin construction during the summer of 2022 with completion scheduled for Q1 2023.

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

Mr. Corbin reported on MOES, which is on schedule and under budget. The initial meeting with the principal in February 7, 2022. The kickoff meeting with Ajax was conducted on February 18, 2022. The design team has begun design work, and construction is scheduled to begin during the summer of 2022 with completion tentatively scheduled for Q1 2023.

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

Mr. Corbin reported on BMS, which is on schedule and under budget. The final Construction Documents were issued in January 2022. The GMP proposal is scheduled to be received in Q1 2022, with installation scheduled to be complete in fall of 2022. The athletic scope is scheduled to be complete in the spring of 2023.

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

Mr. Corbin reported on LIMS, which has been completed on schedule and under budget. The closeout documents are now being submitted and are in the process of being reviewed by LS3P and the project manager. This will be the last construction update for this project, but updates on close documents will continue.

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

Mr. Corbin gave the report for BHS, which is on schedule and under budget. The wrestling and weight room addition is now complete. The fire rated doors have been installed. An OSF final inspection is scheduled to occur on March 17, 2022. Technology/Infrastructure construction is on going and is scheduled for completion in Q2 2022.

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

Mr. Corbin gave the report for BHS, which is on schedule and under budget. The initial walk-through with QAP occurred on February 25, 2022. The kickoff walk-through with CPPI took place on February 22, 2022. The design team has begun working on the design and construction is scheduled to begin in the summer of 2022 with completion tentatively scheduled for Q1 2023.

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

Mr. Corbin reported on LIES, which is on schedule and under budget. Playground equipment installation is ongoing and is scheduled to be complete in March 2022. Technology/Infrastructure bid package has been submitted to Ajax for pricing.

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

Mr. Corbin reported on SHES, which is on schedule and under budget. The playground equipment installation has been completed. The Technology/Infrastructure bid package was issued on February 28, 2022 to Ajax for pricing. GMP proposal from Ajax for Technology/Infrastructure bid package is now scheduled to be received in Q2 2023.

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

Mr. Corbin reported on BRES, which is on schedule and under budget. The playground survey has been completed. The Construction Documents are scheduled to be complete in March and issued to TTC for pricing. The new emergency generator is scheduled to ship on April 13, 2022. Final Technology/Infrastructure Construction Documents are experiencing delays due to needing further investigation. The receipt of the Construction Documents is now scheduled for Q2 2022. The GMP proposal pricing is scheduled to be received in Q2 2022.

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

Mr. Corbin reported on JSES, which is on schedule and under budget. The final Technology/Infrastructure Construction Documents were issued to Ajax for pricing on March 7, 2022. The GMP proposal pricing is scheduled to be received in Q2 2022.

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

Mr. Corbin reported on DECC, which is on schedule and under budget. The final Technology/Infrastructure Construction Documents were issued to Ajax. for pricing on March 7, 2022. The GMP proposal from Ajax for Technology/Infrastructure bid packages is scheduled to be received in Q4 2022 based on the Mid-Program Rest.

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

Mr. Corbin reported on WBES, which is on schedule and under budget. The electrical work associated with the emergency generator and lighting are 70% complete. The remaining work will commence after the new generator arrives on March 29,2022. The access control scope is ongoing, and the work is scheduled to be complete in Q2 2022. The structured cabling is ongoing, and the work is scheduled to be complete in Q2 2022. The audio systems have been ordered and the shipping date is pending.

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

Mr. Corbin 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 on March 23, 2022. The access control scope is ongoing, and the work is scheduled to be complete in Q2 2022. The structured cabling is ongoing, and the work is scheduled to be complete in Q2 2022. The audio systems have been ordered and the shipping date is pending.

6. Mr. Corbin presented the slide for the Project Closeout updates. Updates are noted in the “Comments” section. LS3P has issued the remaining closeout item for the 6 projects that remain in yellow. That closeout item is being routed.
7. Mr. Corbin presented the Financial Updates. Reports were distributed prior to the meeting, which included the Project Contingency Log. There were no Program Contingency used in the month of February. The available Project Contingency budget remains at \$9,063,336.
8. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The total funds paid to date through February 2022 is \$108,169,183.
9. Mr. Corbin presented a recap for the Community Outreach activities.

The community meeting at Hilton Head Island Middle School is scheduled to occur on Thursday March 31, 2022 at 5pm. Additional meeting details will be share via email by the project manager.

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 reported on the Project Sub-Committee update. The Project Sub-Committee visited Bluffton High School and Robert Smalls International Academy on February 21, 2022.
12. Mr. Barber reported on the Project Committee future site visits. The following sites visit dates were confirmed; March 21, 2022 from 4:00pm until 6:00pm for Beaufort Elementary School and Beaufort High School.
13. Forward looking Items include a comment from Mr. Barber that he will be working with Mr. Corbin to update the 2021 Year-End CLOC Report and Q1 2022 CLOC Report. These reports will be presented at the March 15, 2022 Board Meeting.
14. Mr. Barber adjourned the meeting.