

**Date:** April 20, 2022

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

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

**Committee Members Attendees:**

Ted Barber (Chair), Ray Warco, Richard Tritschler, Michael McNally, Carlton Dallas, Kim Fleming

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

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

**CBRE | Heery Attendees:**

Robert Corbin, Agustin Vargas, Mark Knoll, Kevin Kelly

**Other Attendees:**

Todd Hill

**Meeting Minutes**

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1. Prior to the meeting, a meeting agenda and draft minutes from the March 9, 2022 meeting were distributed to the committee members via email. Also distributed were the following documents: Meeting 28 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 March 9, 2022 meeting. A motion to approve the minutes was made by Richard Tritschler and seconded by Ray Warco. 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 punchlist items are scheduled to be complete the week of May 2, 2022. The fire pump room will be complete the week of April 25, 2022. The OSF final inspection is scheduled to occur the week of May 13, 2022.

**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 for material procurement concerns. Mr. Marshall was asked to describe each building. Building D houses a science lab and consists of mostly classrooms. Building H houses the cafeteria and kitchen. Building A houses general classrooms and CTE spaces. Building G2 houses the weight room, wrestling room, and ROTC. The boy’s locker room is experiencing material delays. The girl’s locker room inspection is scheduled for the week of April 25, 2022. Sight Athletics, concession building and the field house work has begun.

**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. Building C’s masonry has commenced. Building C is the longest wing of classrooms. Building B is the smallest wing for classrooms. Masonry has commenced for Building B. Building A’s concrete is in place and foundation has started.

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

Mr. Marshall gave the report for OES, which is under budget and on schedule. The design schedule is to be submitted the week of April 25, 2022. The cost proposal for the playground Phase 2 scope is currently being reviewed.

**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 closeout documents for MCRES playground are being received and reviewed. The GMP proposal from Ajax for the Technology/Infrastructure bid package is scheduled to be submitted in May 2022.

**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 QAP fee amendment request was received April 20, 2022 and is being evaluated. The DD’s are scheduled for completion in May for OSF to begin review.

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

Mr. Summers gave the report for HHIECC, which is under budget and on schedule. The design schedule is being finalized. SGA will be providing the schedule in May 2022. TTC will be providing a proposal for the concrete pad to prevent sand wash out at the playground.

**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 cable installations are complete. The commissioning of the new technology is scheduled to occur in May 2022. The owner training will occur when the commissioning is complete. The audio enhancement system equipment installation is 85% 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. The Technology/Infrastructure scope is continuing to make progress. The scope is scheduled to be complete Q3 2022. The playground equipment installation is 50% complete and is scheduled to be completed by the end of April 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. Technology/Infrastructure scope has been complete. The cut over is scheduled to occur in Q2 2022. Additional Contract Document revisions for BLECC Technology/Infrastructure scope are scheduled to be received in Q2 2022. Once the revisions are received, MBK will provide the GMP proposal 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 has occurred. Schematic Designs are scheduled to be received in May 2022. The Construction Documents are scheduled to be complete in Q4 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. Pricing from TTC is scheduled to be received at the end of April.

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

Mr. Summers reported on HEMMS, which is on schedule and under budget. Technology/Infrastructure is complete. The cut over is scheduled to occur in Q2 2022. The completion of the weight room will commence once the remaining equipment has arrived.

**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. Athletics Phase 3 has been created so that coordination with the building renovation concept studies may occur; Scope includes new storage for lacrosse field, new ticket office, improve lacrosse and FB practice fields, and renovations for existing field house. MBK will be starting the secure entry during the summer of 2022.

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

Mr. Summers reported on BLHS, which is under budget and on schedule. The construction of the IT rooms are 90% complete. The cable tray and BDA are scheduled to commence the summer of 2022. The remaining Safety/Security, Technology/Infrastructure GMP proposal has been received and is being reviewed. MBK Amendment No. 01 for the Athletic Additions has been executed.

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

Mr. Koll reported on CES, which is on schedule and under budget. The Technology/Infrastructure Construction Documents have been issued to TTC for pricing. The GMP proposal is scheduled to be received in April 2022. Installation is scheduled to begin in June 2022 with a completion 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 Designs were issued on April 1, 2022. Construction is scheduled to be started in the summer and the completion is scheduled to occur in Q2 2023. The playground proposal has been received; PO has been issued with construction scheduled to design in August 2022.

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

Mr. Koll reported on PRES, which is on schedule and under budget. The design work has begun. The final Construction Documents are scheduled to be received in June 2022. Construction is scheduled to be started in the summer and the completion is scheduled to occur in Q2 2023. The playground proposal has been received; PO has been issued with construction scheduled to design in August 2022.

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

Mr. Koll reported on BMS, which is on schedule and under budget. The GMP proposal has been received and is being reviewed.

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

Mr. Koll gave the report for BHS, which is on schedule and under budget. The wrestling and weight room addition is now complete. The Technology/Infrastructure construction continues with the completion scheduled to occur in Q2 2022.

**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 initial Schematic Design along with the OSF review has been completed. The Phase 1 construction scope includes the IT closets which is scheduled to begin summer 2022.

**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 50% complete, with completion scheduled to occur in May 2022. The GMP pricing for the Safety/Security and Technology/Infrastructure scope is scheduled to be received in May 2022. The construction is scheduled to begin in Summer 2022.

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

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

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

Mr. Vargas reported on BRES, which is on schedule and under budget. Civil Construction Documents are currently being priced by TTC and the associated GMP proposal is scheduled to be received in May 2022. The new shipment date for the emergency generator is to be determined. The GMP pricing for the Safety/Security and Technology/Infrastructure scope is scheduled to be received the week of April 25, 2022. Construction is scheduled to begin in June 2022, with completion scheduled for summer 2022.

**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 in May 2022. The construction is scheduled to begin in summer 2022.

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

Mr. Vargas reported on DECC, which is on schedule and under budget. The GMP proposal from Ajax for Technology/Infrastructure bid packages is scheduled to be received in May 2022. The mid program reset has the funding scheduled to be released in Q4 2022. Availability of funding to allow work to commence in summer 2022 is being investigated.

**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 75% complete. The new electrical generator was received the week of April 11, 2022. The access control scope continues to make progress, with scheduled completion in Q2 2022. The structured cabling is scheduled for completion in Q2 2022. The audio systems have been ordered and the shipping date is pending.

**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 75% complete. The new electrical generator was received the week of April 11, 2022. The access control scope continues to make progress, with scheduled completion in Q2 2022. The structured cabling is scheduled for completion 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. Lady’s Island Middle School and Right Choices are now in the closeout Phase and are being tracked. The six 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 are now 69 lines of scope that have been completed and closed out. Project level transfers to Program Contingency in March totaled \$2,346,719. Program Contingency used in March totaled \$2,964,667. The available Project Contingency budget is \$8,445,388.
8. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The total funds paid to date through March 2022 is \$119,539,651.
9. Mr. Corbin presented a recap for the Community Outreach activities.

The community meeting at Hilton Head Island Middle School occurred on Thursday March 31, 2022. Currently coordinating additional meetings to occur at Hilton Head Island School for the Creative Arts, Hilton Head Island Elementary, and Hilton Head Island Boys and Girls Club. The Beaufort County School District will be hosting a local vendor and MWBE outreach event on April 21, 2022 from 4:30pm until 6:30pm.

10. Mr. Barber reported on the March 15, 2022 Board updates. Mr. Barber allowed the attending Board members to comment on the Board meeting.
11. 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.
12. Mr. Barber reported on the Project Committee update. The following sites were visited on March 14, 2022; H.E. McCracken Middle School, Hilton Head Island Middle School and Hilton Head Island High School. The following sites were visited on March 21, 2022; Beaufort Elementary and Beaufort High School.
13. Forward looking Items included a question from Mr. Barber to current CLOC members to find out who will plan to continue to serve as a CLOC member, and all members agreed. Mr. Barber reminded the Board members that the CLOC is still missing a member. Mr. Ackerman announced that at the Board meeting, approval was received to sell the remaining bonds for the referendum in June 2022 in the amount of \$139.6 million. This will be the last sale to complete the funding for the 2019 referendum. The next CLOC meeting will be held at the Beaufort County School District main office on May 11, 2022. It was requested to have meeting materials two days prior to the meeting.
14. Mr. Barber adjourned the meeting.