

Date: July 13, 2022

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

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

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Freddie Lawton, Patricia Fidrych, Carol Crutchfield, Richard Geier, Alexander Marshall, Tim Summers, Louis Ackerman, Wendy Cartledge, Cathy Robine, Candace Bruder-Brasseur, Reggie Murphy

CBRE | Heery Attendees:

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

Other Attendees:

Todd Hill

Meeting Minutes

1. Prior to the meeting, a meeting agenda and draft minutes from the May 12, 2022 and June 8, 2022 meetings were distributed to the committee members via email. Also distributed were the following documents: Meeting 31 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; and Referendum Cash Flow Projections vs Actuals
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Barber asked for a motion to approve the minutes for the May 12, 2022 and June 8, 2022 meetings. Motion was made by Mr. Warco and seconded by Mr. Tritschler with comment. Mr. Tritschler requested to have the minutes from both meetings amended (May 12th – amend item 11; June 8th – amend item 12). This request to amend both meeting minutes was approved by all CLOC members attending the meeting.
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 playground access gates are scheduled to be installed by July 15, 2022. The closeout process has begun. The closeout documents are being uploaded to the District's Dropbox and are being reviewed.

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. Construction is making good progress. Currently scheduling a meeting with the Principal to discuss field access.

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. JE Dunn is continuing to work on providing temporary power and air conditioning. Coordination with utilities are ongoing and going well.

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. The fee proposal from SGA|NW has been received and is being reviewed. The playground purchase order has been executed and materials are scheduled to arrive in October.

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 MCRES playground closeout documents have been uploaded to the District’s Dropbox. A revised cost proposal for the MCRECC playground has been received and is in budget. Proposal has been sent to Jennifer Staten (Director of Risk Management) for final comments.

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) for the Athletic scope have been received and reviewed. 60% Construction Documents (CD’s) are scheduled to be received in Q3 2022. The advanced design for the CATE expansion is scheduled to commence in Q3/Q4 of 2022.

Following the conclusion of Mr. Marshall’s project updates, Mr. Corbin asked if there were any questions for Mr. Marshall before moving on.

Mr. Tritschler requested that for future meetings that a public comment period be added to the meeting agenda after the Pledge of Allegiance. This request was supported by all attending CLOC members. Mr. Corbin said that this would be included starting with the next CLOC meeting.

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 design walk through occurred on June 28, 2022. The DD's are scheduled to be submitted in July, and the Construction Documents (CD's) are scheduled to be received in Q4 2022 for GMP pricing. Churchich has been informed that the playground equipment material delivery will not be received until December 2022 and is working on rescheduling installation to take place during Winter break.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. Owner training of the new Technology/Infrastructure and Audio Enhancement System is scheduled to occur in July.

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 closeout documents were received in June and have been approved. Final playground pay application is scheduled to be received in July. Technology/Infrastructure scope is nearing completion. Remaining scope includes installation of UPS devices that are 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. The technology switch over is scheduled to be complete on July 25, 2022. MBK is scheduled to provide the GMP Proposal for the BLECC Safety/Security and Technology/Infrastructure scope in 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 and Technology/Infrastructure DD's are scheduled to be received in July. The Construction Documents (CD's) and GMP proposal are scheduled to be received in Q4 2022.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is on schedule and under budget. This project has been assigned to JCS and CPPI. The project kickoff meeting is scheduled to occur the week of July 18, 2022.

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

Mr. Summers reported on HHIMS, which is on schedule and under budget. Installation of underground utilities are taking place for the modular classrooms. Installation of the new fire access lane has also begun.

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

Mr. Summers reported on HEMMS, which is on schedule and under budget. The technology cut over is now complete. The remaining weight room equipment has been received and the installation is now complete. Project closeout documents have begun to be submitted and are being reviewed.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. CD's for Athletic Phase 2 scope are being finalized and the GMP proposal is scheduled to be received in July. The Construction Documents (CD's) for the remaining Safety/Security scope are scheduled to be issued in July for GMP pricing. Security vestibule is approximately 40% complete

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 has been completed. The Bi-Directional Amplifier (BDA) system installation is 30% complete. Waiting for the delivery of the cable trays. The bullet resistant film for the main entry has been completed. Equipment for the athletic addition is scheduled to arrive in July 2022. The field house floor pad is 40% complete. The underground utilities for the wrestling room addition are scheduled to commence in July.

Following the conclusion of Mr. Summers' project updates, Mr. Corbin asked if there were any questions for Mr. Summers before moving on.

Mr. Dallas asked what caliber of bullet is the bullet resistant film capable of stopping?

Mr. Summers provided details later in the meeting that the film is independently tested to UL 752 ballistic ratings, preventing breach against 9mm, .44 magnum, and AR-15 bullets to name just a few.

Mr. Barber asked that the CLOC receive a design overview for the future Hilton Head Island High School project when appropriate.

Mr. Oetting responded that this the District would need to first select the designer through an RFP process and that a design overview would be provided at a future CLOC meeting.

Adult Education Building (AEB) – RCA and AJAX

Mr. Koll reported on AEB, which is on schedule and under budget. The Schematic Design documents are scheduled to be received in August 2022. The Construction Designs are scheduled to be received in November 2022. Construction is scheduled to begin late Q1 2023.

Riverview Charter School (RCS) – QAP and TTC

Mr. Koll reported on RCS, which is on schedule and under budget. The initial walk through for scope validation is scheduled to occur in July 2022. 100% Construction Documents (CD's) are scheduled to be received in December 2022. Turf field is scheduled to be completed in August 2022. Playground installation is scheduled for completion in October 2022.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is on schedule and under budget. The GMP for the remainder of the Technology/Infrastructure scope is scheduled to be received in July 2022.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is on schedule and under budget. The 100% Construction Documents (CD's) for the remaining Safety/Security and Technology/Infrastructure scope were issued in June. The GMP proposal is scheduled to be received in July. Construction scheduled to begin in September with completion scheduled for Q2 2023. The playground turf field is scheduled to begin construction in July 2022.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is on schedule and under budget. The 100% Construction Documents are scheduled to be received in August 2022. The GMP Proposal is scheduled to be received in September. The playground purchase order has been issued and is scheduled to be completed in Q3 2023.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is on schedule and under budget. The 100% Construction Documents (CD's) are scheduled for completion in October for GMP pricing by TTC. 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. The Construction Documents (CD's) for the remaining scopes are nearing completion with GMP Proposals due in July 2022. Construction is scheduled to begin in September 2022.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is on schedule and under budget. The cut over of technology systems is scheduled to be complete the week of July 25, 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. CPPI Amendment No 01 (Phase 1 Safety/Security and Technology/Infrastructure) was approved by the Board on June 7, 2022 and construction has started. Phase 2 100% Construction Documents (CD's) were received in June 2022. The GMP pricing is scheduled to be received in July 2022. Construction is scheduled to begin in September 2022, with completion scheduled to occur in Q2 2023.

Following the conclusion of Mr. Koll's project updates, Mr. Corbin asked if there were any questions for Mr. Koll before moving on.

No questions were received for Mr. Koll's project updates.

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. The closeout documents are scheduled to be received in Q3 2022. The construction associated with the Safety/Security and Technology/Infrastructure scope has begun. 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. The site renovations for the front office renovations have begun. Ajax is currently working on submittals for structured cabling. 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 installation is now complete. Turf field and drainage improvements are scheduled for completion in July. Safety/Security and Technology/Infrastructure scope has begun in June with cable tray and surfaced mounted raceways. GMP Proposal for the remaining Safety/Security and Technology/Infrastructure scope is scheduled to be received in August 2022. This remaining scope is scheduled to be completed in Q1 2023.

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

Mr. Vargas reported on JSES, which is on schedule and under budget. Ajax Amendment No. 15 for Safety/Security and Technology/Infrastructure scope is being routed for signatures. Materials will be released after submittals receive approvals from RCA. GMP Proposal for the remaining Safety/Security and Technology/Infrastructure scope is scheduled to be received in Q3 2022.

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

Mr. Vargas reported on JJDECC, which is on schedule and under budget. Ajax Amendment No. 14 for the Safety/Security and Technology/Infrastructure scope is being routed for signatures. Materials will be released after submittals received approval form RCA. GMP Proposal for the remaining Safety/Security and Technology/Infrastructure scope is scheduled to be received in Q3 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 electrical panels have arrived onsite. Audio systems are on site and installation has begun.

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 electrical panels have arrived onsite. Audio systems are on site and installation has begun.

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

Mr. Vargas reported on BLMS, which is on schedule and under budget. The Project Charter Meeting occurred on June 29, 2022. Schematic Design (SD) documents are scheduled to be received in July. The Construction Documents are scheduled to be issued to TTC for GMP pricing in Q4 2022.

Following the conclusion of Mr. Vargas's project updates, Mr. Corbin asked if there were any questions for Mr. Vargas before moving on.

Mr. Barber inquired about the performance of the new Contractors and Architects that were brought on board in the last year.

The Project Managers responded with no concerns have been noted for the new firms.

Mr. Warco asked the question about the timeline for completion of the Safety/Security improvements District Wide.

Mr. Oetting responded by saying that the Safety/Security improvements would be installed by the end of 2023. He added that the local work force has reached a capacity to where the work can not progress quicker than the current pace due to resources being maxed out.

Mr. Warco concluded by saying this answered his question.

5. Mr. Corbin presented the slide for the Project Closeout updates. Updates are noted in the "Comments" section. Beaufort Elementary School has been added to the closeout list. Closeout for Beaufort High School, Coosa Elementary School and Right Choices are nearing completion.
6. Mr. Corbin presented the Financial Updates. Reports were distributed prior to the meeting, which included the Project Contingency Log. Project level transfers to Project Contingency in June totaled \$2,433,680. Program Contingency used in June totaled \$72,633. The available Project Contingency budget (as of June 30, 2022) is \$5,624,045.
7. Mr. Corbin presented the Cash Flow vs Actual Expenditures slide. The total funds paid to date through June 30, 2022 is \$141,600,111.
8. Mr. Corbin presented a recap for the Community Outreach activities. The meeting at the Hilton Head Island Boys and Girls Club, Hilton Head Island Middle School, and Hilton Head Island High School is scheduled for July 29, 2022. Staff is also working to coordinate the groundbreaking ceremony for Hilton Head Island Middle School to occur in early August 2022.
9. Mr. Corbin presented the discussion regarding the Mid-Program Reset, Version 2.0.

The analysis has been completed and there is a definite need for additional funding to complete the remaining Referendum project scopes. CBRE/ Heery furnished the District with a forecasted range for these additional funds.

At the July 12, 2022 Board meeting, the Board approved the use of Bond Premium funds in the amount of \$31.1Million to cover these additional forecasted funding needs. These Bond Premium funds will be included in future monthly financial reports and all use will be tracked in the contingency log.

Going forward the team will closely monitor project scopes, budgets and schedules, looking for cost saving opportunities. We will also investigate procurement methodologies to see if any improvement can be gained from that perspective. The team will also look to increase program and project level controls to closely approve and monitor construction contingency use. After the start of school in August, we will also examine other processes, procedures and lessons learned.

Mr. Corbin concluded his overview and asked if there were any questions.

Mr. Warco asked will the future monthly financial reports total the original Referendum figure of \$344,610,00 plus the \$31.1million?

Mr. Corbin responded yes.

Mr. Warco asked if a spreadsheet would be provided to the CLOC Finance Committee that would show how much additional funding has been forecasted for each project that totals up to the additional \$31.1Million?

Mr. Corbin responded that he had anticipated this question and that he has brought with him the spreadsheet. Mr. Corbin and members of the CLOC Finance Committee agreed to meet after the meeting to go over this information.

Mr. Oetting shared that the spreadsheet Mr. Corbin is referencing is a forecast and that the \$31.1Million would be placed under District 01 funds and listed as a separate line item under the Program Contingency (Question 1 and Question 2) financial details. Mr. Oetting restated that the Bond Premium funds would be tracked using the Program Contingency Log.

Mr. Warco shared that the original Program duration was 4-years and asked if additional time would be necessary to complete the remaining scopes?

Mr. Corbin shared that the Mid-Program Reset, Version 2.0, indicated that an additional 6-months would be needed, and that the Program is now anticipated to complete by the end of Q2 2024. Please note that following the conclusion of tonight's CLOC meeting, Mr. Oetting requested CBRE-Heery to do a follow up deep dive to confirm all remaining project schedules with the Project Managers and to share this as soon as possible.

Mr. Tritschler asked what the Mid-Program Reset, Version 2.0, range was that Mr. Corbin referenced earlier.

Mr. Corbin responded that the range was a low of \$31Million with a high of \$37.7Million and that CBRE/HEERY provided a recommended figure of \$35.3Million.

Mr. Oetting shared that CBRE-Heery is nervous of the \$31.1Million number. Mr. Oetting added that the additional \$31.1Million of Bond Premium funds will be managed very closely and from a cost-conscious perspective.

Mr. Barber asked will the CBRE/HEERY contract need to be extended into 2024 and if this cost was included in the Mid-Program Reset, Version 2.0?

Mr. Corbin responded that the CBRE-Heery contract would need to be extended and this cost has been accounted for.

Mr. Tritschler asked will the information provided to the Board at their July 12th meeting be available to the CLOC?

Mr. Oetting responded that the Board discussed this in Executive Session and that related materials were not available. Mr. Oetting added that he believes all relevant information has been provided to the CLOC.

Mr. Dallas asked what the total figure was for Bond Premiums so he could determine how much was used to provide the additional \$31.1Million.

Mr. Corbin responded that the figure he has received indicated the total amount of Bond Premiums was equal to \$32,012,778.

Mr. Dallas asked will these costs continue to be tracked?

Mr. Corbin responded that yes, they will.

Mr. Dallas asked what is being used to gauge supply chain information and costs?

Mr. Oetting responded that the Construction Producer's Price Index was being used.

Mr. Dallas encouraged the team to continue to look locally and globally for materials.

Mr. Barber concluded these discussions by providing a recap that \$31.1Million is approximately 10% of the original Bond Program budget and that the District is doing a great job of managing costs in this current market.

10. Mrs. Candace Bruder-Brasseur provided a presentation for the District's Communications Plan. This presentation began with a recap of the CLOC's Mission - To monitor all the building projects, scheduled, budgets, and expenditures.

Mr. Barber confirmed that the CLOC's mission was indeed what Mrs. Bruder-Brasseur shared and that their sole purpose was to monitor and report to the public. Mr. Barber added that if any change to the CLOC Mission is to be made, it would need approval from the District Superintendent.

Mrs. Bruder-Brasseur explained the spreadsheet that was shared at the meeting which is an overview of the Communications Plan for all stakeholders involved.

One of the ways that the District is sharing information is through the CLOC webpage on the District website. Through this webpage, citizens can learn more about the Referendum, view project level reports, and access all CLOC materials.

During the presentation, Mr. Tritschler added that some of the links were not working.

Mr. Corbin responded by saying that the District has been overhauling their website and the information is being uploaded with new links to have full functionality of the site.

Mrs. Bruder-Brasseur presented the new engagement platform that the District has created. The platform is called "Bang the Table" which is located on the Community tab of the new District website under "Engage with BCSD". The community can contribute to the platform by registering.

This information will be helpful to the District to capture feedback from the community and it allows for District staff to review and be able to respond directly to any comments being posted. Comments are monitored on the platform and any comments that are off topic get filtered and removed to make sure the discussions stay on topic.

11. Mr. Barber discussed the CLOC site visits at Robert Smalls International Academy and Battery Creek High School on July 6, 2022. Information shared tonight is consistent with the work progressed to date at both sites.

It was mutually agreed to discuss the next CLOC site visits at the August 10th CLOC meeting.

12. Mr. Barber lead discussions regarding feedback from the quarterly CLOC report to the Board that took place on July 12, 2022.

13. Mr. Warco presented the Finance Sub-Committee report. The CLOC Finance Sub-Committee reviewed and tested the 519 report for the previous month and the information made sense and was mathematically correct.

The Finance Sub-Committee shared the following three concerns:

- i. Future monthly financial reports need to include details that associate funding with the original Bond Referendum questions 1 and 2
- ii. If there is enough funding to complete the remaining scopes
- iii. How quickly contractors are getting paid

Mr. Corbin responded that future monthly financial reports will include the details requested for Bond Referendum questions 1 and 2; That future costs will be closely monitored; and that prompt payment is a priority.

14. Mr. Barber discussed forward looking items and events and requested an update at the next CLOC meeting regarding the Hilton Head Island Boys and Girls Club meeting.

Mr. Dallas shared that he has experience working with numerous “Content Creators” and will be sharing information with the District so that they may consider participating at some of these future “Content Creator” events.

15. Mr. Barber discussed the next meeting agenda. A public comment section was requested to be added to all future meeting agendas following the pledge of allegiance. The next CLOC meeting will be held on August 10, 2022. The location is yet to be determined.

16. Mr. Barber adjourned the meeting.