

Date: November 9, 2022

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: District Educational Support Center and Zoom

Committee Members Attendees:

Ray Warco, Richard Tritschler, Michael McNally

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Alexander Marshall, Lou Ackerman, Jennifer Hamblin, Wendy Cartledge, Richard Geier, William Smith

CBRE | Heery Attendees:

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

Other Attendees:

Dr. Herbert Berg

Meeting Minutes

1. Prior to the November 9, 2022 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 35 Presentation Materials; Public Comment Card; Draft Minutes from the 34th CLOC Meeting held on October 12, 2022; 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 Cash Flow Projections vs Actuals.
2. Mr. Barber (CLOC Chair) was not able to attend this meeting and asked Mr. McNally (CLOC Vice Chair) to lead tonight's meeting. Mr. McNally opened the meeting with the Pledge of Allegiance.
3. Mr. Oetting introduced Dr. Herbert Berg, former Interim Superintendent of BCSD. Mr. Oetting shared with attendees that Dr. Berg helped to start the District's 2019 Bond Referendum and that Dr. Berg will be assisting the District with the next Bond Referendum.
4. Dr. Berg provided insight on prior BCSD Referendum support where only 28% of the votes were favorable. Dr. Berg then shared that for the 2019 Bond Referendum, favorable support of approximately 70% was received from the voters.

Dr. Berg stated that progress being made with the current Bond Referendum is very good and that the District's Chief Operations Officer, Mr. Oetting, and Mr. Corbin, Program Manager with CBRE-Heery, have done a good job of managing the money well and that the tax payers are getting their money's worth. Dr. Berg believes that the current Bond Referendum will be successfully completed and will result in future voter support for the District's next Bond Referendum.

Dr. Berg informed attendees that the District's Superintendent, Dr. Rodriguez, has asked him to help with the next Bond Referendum. Dr. Berg mentioned a project review committee that is being formed and that three to five additional committee members are still needed and to forward any recommendations to his attention.

5. Mr. McNally confirmed with Mr. Oetting that there were no public comments.
6. Mr. McNally asked for a motion to approve the draft minutes for the October 12, 2022 meeting. A motion was made by Mr. Warco and seconded by Mr. Tritschler. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.
7. 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 in the closeout phase. Installation of remaining doors has been completed. AIA G701-2017 Final Change Order is being prepared by MPS which will be used to prepare an Amendment that captures adjustments for Cost of the Work. HGR's final pay application will be processed after the Amendment has been executed.

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. Building "A" remaining punch list items to be completed in November 2022. Building "B1" front office desk replacement is scheduled to occur during Winter Break 2022. Building "C1" plumbing activities continue to make good progress. Slabs are scheduled to be placed in December 2022. Ductwork and electrical rough-in installation continue. Fire alarm overhead rough-in is complete. OSF overhead inspection is scheduled to occur in January 2023. Building "B2" and Building "C2" demolition and fireproofing are complete. Overhead mechanical, electrical, and plumbing is ongoing. Ceiling installation is 50% complete. OSF overhead inspection is scheduled to occur in December 2022. Building "G1" punch list is scheduled for completion in November 2022. Gym floor refinishing will occur in the Spring of 2023. Building "G2" metal panels are scheduled for delivery week of November 7, 2022. Building "G2" Auxiliary Gym overhead work continues to progress. OSF overhead inspection is scheduled to occur in January 2023. Finishes are scheduled to begin in December 2022. Lockers are on site. "Building F" demolition has begun. Slabs are scheduled to be cut out in December 2022 after work is complete in Building "J". Building "J" demolition of floor slab is scheduled to begin in December 2022 with underground sewer line and back fill during Winter Break 2022. Culinary demolition will begin after the Sports Med classroom is turned over to the school. Site Athletics OSF punch list items for the BB and SB Press Boxes is nearing completion.

Coordination issues with Dominion Energy prevented electrical transformer switchover in October 2022. Coordination with Dominion Energy is ongoing. Landscaping around main building is 75% complete. Supplemental irrigation well to serve athletic field is scheduled to be installed in December 2022. Additional grading required around baseball and softball fields is 90% complete. Track surfacing 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 being reported under budget but with a “yellow” traffic light due to delays with the electrical switchgear. Electrical switchgear is scheduled to ship on April 13, 2023 and JE Dunn will use temporary generators and temporary HVAC to keep the project moving forward. Good progress is occurring in all areas. Coordination with utilities is ongoing and going well. Finishes are anticipated to begin in December 2022. The lift station pump has been delivered to the site and the design team is finalizing plans for the sewer extension.

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. Design Development (DD's) were received October 11, 2022. Construction Documents (CD's) are scheduled for completion in December 2022. Delivery of playground materials has been delayed and is now scheduled to arrive in late November 2022. Installation is still scheduled to be completed prior to the end of December 2022.

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. Site mobilization is complete. MCRES electrical subcontractor began in October 2022. Work scheduled to occur in November 2022 includes overhead electrical and IT Room rough-ins. MCRECC playground equipment is scheduled to arrive in February 2023. Safety/Security and Technology/Infrastructure work is scheduled to begin in December 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. Athletics and Safety/Security 100% CD's have been completed. OSF Tabletop review is scheduled to occur week of November 7, 2022. Athletics GMP Proposal is scheduled to be received in December 2022. Advanced Design for CATE Expansion is scheduled to commence in Q4 2022. Input from Instructional Services and school Principal has been received. Ms. Karen Gilbert is scheduled to address the MRHS CATE at an upcoming Operations Committee Meeting.

Following the conclusion of Mr. Marshall's project updates, Mr. Corbin asked if there were any questions for Mr. Marshall.

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

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

In Mr. Summers' absence, Mr. Corbin gave the report for HHIECC, which is under budget and on schedule. CD's are scheduled to be received in December 2022. Playground equipment has been received and will be installed during Winter Break 2022.

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

Mr. Corbin gave the report for HHIES, which is under budget and on schedule. Work has been completed. Remaining activities include additional Owner training, installation of remaining clock/information displays and project closeout.

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

Mr. Corbin gave the report for HHISCA, which is under budget and on schedule. Completion of remaining scope, installation of UPS devices, is scheduled to occur prior to the end of December 2022.

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

Mr. Corbin gave the report for BLES and BLECC, which are under budget and on schedule. PA punch list items for BLES are being addressed and are scheduled to be complete in November 2022. For BLECC, MBK is scheduled to provide the GMP Proposal for Safety/Security and Technology/Infrastructure in November 2022.

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

Mr. Corbin reported on RCES, which is on schedule and under budget. The Safety/Security and Technology/Infrastructure CD's are on schedule to be received in February 2023.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Corbin reported on RRA, which is on schedule and under budget. Design Development documents (DD's) are scheduled to be received in November 2022. CD's are still scheduled to be received in March 2023.

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

Mr. Corbin reported on HHIMS, which is on schedule and under budget. Project continues to make good progress with footers and slab placement complete. Walls for the new addition are scheduled to begin in November 2022.

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

Mr. Corbin reported on HEMMS, which is on schedule and under budget. Remaining Audio Enhancement (AE) materials have been delivered to the site and are being installed. Team is focusing on coordination of switchover to new system and project closeout activities.

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

Mr. Corbin reported on HHIHS, which is under budget and on schedule. Athletics Phase 2B revised GMP proposal is scheduled to be received in November 2022. Construction Documents (CD's) for remaining Safety/Security scope and Athletic Phase 3 scope are scheduled to be received prior to the end of December 2022.

Bluffton High School (BLHS) – JCS and MBK

Mr. Corbin reported on BLHS, which is under budget but with a “yellow” traffic light due to material shipping delays with the Automatic Transfer Switch (ATS). Completion of the Bi-Directional Amplifier (BDA) system will occur after the arrival of the ATS which is scheduled to ship in February 2023. Good progress continues to be made on the new Fieldhouse and Wrestling Room additions.

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

No questions were received for Mr. Summers' project updates.

Riverview Charter School (RVCS) – QAP and TTC

Mr. Koll reported on RCS, which is on schedule and under budget. Input for Safety/Security and Technology/Infrastructure scope has been received from the Charter School. TTC is performing an initial Rough Order of Cost Estimate. Design will commence once scope and budget alignment has been confirmed. Construction is scheduled to commence in Q2 2023. Playground equipment arrived on site November 9, 2022. Playground installation is expected by Thanksgiving.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is on schedule and under budget. Raceways, penetrations, and cable tray work is 95% complete. Structured cabling is scheduled to begin in November 2022. Cabling is scheduled for completion in January 2023. Project completion is scheduled to occur in Q2 2023. System cut overs are scheduled to occur during Summer Break 2023.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is on schedule and under budget. TTC Amendment No. 28 for the remaining Safety/Security and Technology/Infrastructure scope was approved by the Board on October 18, 2022. Amendment required additional funding of \$2,353,292 from Bond Premiums. Mid-Program Reset V2.0 had forecasted additional funding needs of \$577,930. Overage was covered by return of un-forecasted savings that totaled \$2,354,567. See Contingency Log for additional details. The turf field, shade structure and play equipment are now complete. Playworld is working on correcting punch list items.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is on schedule and under budget. Site walkthrough with the Design team occurred on October 17, 2022. Discussions to determine whether the structure cabling scope can occur during Summer Break 2023 are in progress. 100% CD's are scheduled to be issued in December 2022 with construction scheduled to begin in January 2023. Completion is scheduled to occur in Q3 2023.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is on schedule and under budget. Playground equipment is scheduled to arrive prior to the end of November 2022. Installation will begin as soon as the equipment arrives. Completion is scheduled to occur prior to end of December 2022. Safety/Security and Technology/Infrastructure CD's are scheduled for completion in November 2022 for GMP pricing by TTC. Construction is still scheduled to begin in Q1 2023.

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

Mr. Koll reported on BMS, which is on schedule and under budget. Safety/Security and Technology/Infrastructure scope is progressing well. Raceway, penetrations, and cable tray work is currently ongoing. Structured cabling is scheduled to begin in November 2022. Completion of Safety/Security and Technology/Infrastructure scope is scheduled to occur in Q3 2023. System cut overs are scheduled to occur during Summer Break 2023. Installation of new sidewalks for Athletics is ongoing. Bleachers have been completed.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is on schedule and under budget. Project closeout documentation is being reviewed by LS3P. Closeout is scheduled to occur prior to the end of December 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. Phase 1 Safety/Security and Technology/Infrastructure closeout documents are being assembled. Phase 2 Safety/Security and Technology/Infrastructure scope is progressing. Raceways, penetrations, and cable tray work is currently ongoing. Structured cabling is scheduled to begin in November 2022. Completion is scheduled to occur in Q2 2023. System cut overs are scheduled to occur during Summer 2023.

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

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. HGR closeout documents for the Playground closeout documents have been approved. MPS is preparing the AIA G701-2017 Final Change Order that will be used to prepare an Amendment that captures adjustments for Cost of the Work. Electrical scope of work has begun. Structured cabling locations have been reviewed and scope of work is scheduled to begin in December 2022.

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

Mr. Vargas reported on SHES, which is on schedule and under budget. Ajax is scheduled to complete remaining front office renovation scope during Winter Break 2022. Electrical scope of work has begun. Structured cabling locations have been reviewed and scope of work is scheduled to begin in December 2022. Technology/Infrastructure scope includes improvements for the Gym.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is on schedule and under budget. The playground closeout documents are in review by LS3P. Structured cabling work is scheduled for completion in November 2022. Cameras, Access Controls, and PA/Intercom are scheduled to begin in December 2022. Remaining Safety/Security and Technology/Infrastructure scope is scheduled to be completed in Q3 2023.

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

Mr. Vargas reported on JSES, which is on schedule and under budget. Electrical work has begun. Structured cabling locations have been field verified and scope of work is scheduled to begin in December 2022.

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

Mr. Vargas reported on JJDECC, which is on schedule and under budget. Electrical work has begun. Structured cabling locations have been field verified and scope of work is scheduled to begin in December 2022.

Whale Branch Elementary School (WBES) – RCA and CC

Mr. Vargas reported on WBES, which is on schedule and under budget. Access controls, audio systems, and structured cabling scope are scheduled to be completed in November 2022. Cut over of systems are scheduled to occur during Winter Break 2022.

Whale Branch Middle School (WBMS) – RCA and CC

Mr. Vargas reported on WBMS, which is on schedule and under budget. Clock/Information displays are scheduled to be complete in November 2022. Cut over of systems are scheduled to occur during Winter Break 2022.

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

Mr. Vargas reported on BLMS, which is on schedule and under budget. Design Development (DD's) review comments have been issued to SGA|NW. CD's 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.

Mr. Smith asked about the status of the exterior building cleaning for the St. Helena Elementary Gymnasium. Mr. Vargas stated this is included in the 8% Capital Improvement scope and is not included with the CLOC materials that focus only on Bond Referendum projects. Mr. Vargas shared that the contractor has submitted pricing for power washing the building which is being evaluated.

No further questions were received for Mr. Vargas's project updates.

8. Mr. Corbin presented the slide for the Project Closeout updates. Updates are noted in the "Comments" section. The closeout list currently contains tracking and information associated with 24 Referendum projects, 15 of which have been completed and closed out. Eight "yellow" traffic lights indicate those projects that were not able to closeout prior to the end of the Q3 2022 target. The focus is to closeout those projects before the end of 2022.
9. Mr. Corbin presented the Financial Updates. Typical monthly reports were distributed prior to the meeting. Project level transfers to Project Contingency in October 2022 were \$2,354,567 (un-forecasted savings). Total Contingency used in October was \$2,505,092. The total remaining available Contingency (as of October 31, 2022) is \$9,747,658.

10. Mr. Corbin presented a new Financial Summary slide that will be included in future reports. Slide is being reported with a “green” traffic light. As of October 31, 2022, the Current Budget is \$375,710,000. The paid and committed funds are \$322,690,052 (85.9%). Total remaining available funds are \$53,019,948 (14.1%). Contingency activity in October 2022 consisted of \$2,354,567 in savings returned and \$2,505,092 in contingency used. Remaining contingency as of October 31, 2022 is \$9,747,658.
11. Mr. Corbin presented the requested Financial Summary information that was requested for Safety/Security. Original budget was \$23,914,084. Current budget, as of October 31, 2022, is \$31,319,068 (increased by 31.0%). The amount paid to date is \$12,438,430 (39.7%). The amount encumbered and paid to date is \$24,369,960 (77.8%). Total remaining available Safety/Security funds are \$6,949,108 (22.2%).
12. Mr. Corbin presented the Cash Flow Projections vs Actual Expenditures slides. The actual total funds paid to date through October 31, 2022, are \$174,173,410. The forecasted figure through this date was \$179.37 Million.
13. Mr. Corbin presented a recap for the Community Outreach activities. The topping out ceremony for Robert Smalls International Academy has been scheduled for December 7, 2022. Two project update meetings with Battery Creek High School (BCHS) staff took place on November 1, 2022. A morning meeting and afternoon meeting allowed greater staff attendance. A project update meeting with the BCHS School Improvement Council (SIC) took place on November 7, 2022. These meetings reported on the progress of the BCHS project. Each meeting included an open session for attendees to ask questions and voice any concerns they may have had. Mr. Oetting added that any concerns voiced were readily resolved.
14. Mr. Corbin began the discussion regarding the October CLOC Member Site Visit and Coordination for Future Site Visits and turned the discussion over to Mr. McNally.

Mr. McNally shared that the CLOC Chairman, Ted Barber, and himself had met with Project Managers Alexander Marshall and Matt Harrell at the Battery Creek High School (BCHS) site on October 25, 2022. The team also had the opportunity to meet and speak with BCHS Principal, Denise Lessard. The purpose of the meeting was for the CLOC members to gain additional knowledge regarding the ongoing construction project at BCHS. Items noted during the site visit were as follows:

- i) The landscaping and sprinkler system work is well underway with many areas completed.
- ii) The football field and associated work are completed, including score board, concession stand, and press box. The past concerns regarding the timing of these efforts have been averted by the completion of the work.
- iii) There is a big push to complete classroom work.
- iv) Most restrooms are plumbed and ready for tile and fixtures.

- v) The completed Gymnasium and Cafeteria are down to punch list items. The Cafeteria has one temporary wall which will later be removed for enlargement of the Cafeteria. The completed Cafeteria design is dramatic, with both the color scheme and the overhead large “halo” lighting.
- vi) There is a mix of final new walls and temporary walls throughout the school to facilitate the ongoing school activities and classes during construction.
- vii) A lot of electrical work is in progress throughout the buildings, including the placement of wires in the cable trays.
- viii) Observations were made of the Culinary Suite, including classroom space and full Culinary Kitchen, as well as the Aero Space Suite. The team also spent time observing an in-progress welding class in the Welding Shop. It was noted that these vocational spaces were large, and well furnished with materials and state-of-the-art equipment.
- ix) There are now no major concerns other than the delay of some exterior metal wall panels which are decorative in nature. This is a supply chain issue.
- x) The big push is to complete classroom space and open 35 classrooms which are scheduled for February 17, 2023.
- xi) During the site visit, the opportunity arose to meet and speak with the school Principal, Denise Lessard. During the discussion, it was obvious that the Principal has an excellent rapport with the District’s Project Manager. They meet regularly every Friday to review wants and needs and the state of the construction. The school is right on top of issues such as lockdowns, which may occur during construction. Drills occur on a regular basis.

Mr. Corbin discussed Coordination of Future Site Visits and suggested Hilton Head Island Middle School (HHIMS) as the location for the next CLOC meeting and site visit on December 14, 2022. Mr. Corbin will contact Mr. Summers regarding the coordination of this meeting and site visit.

15. Mr. McNally led the discussion regarding CLOC Sub-Committee Reports/Updates.

Mr. Warco shared that Mr. Carlton Dallas was successful in his bid to become a Beaufort County School Board member and that his last CLOC meeting will be December 14, 2022.

Mr. Warco also shared that he, Mr. Tritschler and Mr. Dallas met on November 7, 2022, to review the 519 Schedule as of September 30, 2022. The Committee found no inconsistencies on the 519 Report.

The Finance Committee came up with the following two concerns:

- i) Mr. Warco discussed the Committee's findings of contingency overages through September 30, 2022 to be \$839,000. Savings were not recognized. The question was posed by the Committee to the construction managers regarding whether there would be a deficit in contingency at the end of the total Referendum.

Mr. Corbin responded the data currently indicates there will not be a deficit in contingency at the end of the total Referendum.

- ii) Mr. Warco also addressed that there are still projects where there is a greater than 18% spread between work completed and payment for that work. The number of projects in this situation has grown to eleven (11). The Committee asked for assurance that the District is not holding payments, and that the issues lie with the Contractors by not submitting invoices in a timely manner.

Mr. Corbin stated that in addition to Contractors not submitting invoices, it does take time to review the invoices to assure complete backup information is included with the pay applications. If there are any inconsistencies, the pay application is returned to the Contractor for correction and resubmission. It is also important to note that when resubmissions are received, that the review process be done as quickly as possible and, if accepted, payment be made in a timely manner.

Mr. Warco also shared that minutes of the Finance Committee meeting were sent to Mr. Barber.

16. Mr. Warco reported on the Feedback on Q3 2022 CLOC Board Update held on October 18, 2022. At that meeting, Mr. Barber, with the concurrence of fellow CLOC members, presented the "The Champions for Public Education Award" that was awarded to CLOC by the South Carolina School Board Association on October 4, 2022, to Dr. Rodriguez in honor of Board Chair, David Striebinger, who passed away in October 2022.

At the October 18, 2022 Board meeting, Mr. Barber updated the Board on the progress of major projects and a summary of the minor projects. Mr. Barber also showed the budget of the initial Referendum, the increase in the budget, and the remaining amount to be spent. Mr. Barber also made a recommendation to the School Board that the Board change their policy regarding not responding to public comments, particularly when public comments are made out of context.

Mr. Smith and Mr. Geier commented that Mr. Barber's presentation to the Board was very much appreciated. Mr. Geier added that the Board is also appreciative of all that each CLOC member does.

17. Mr. McNally asked if there were any forward-looking items and events.

Mr. Corbin commented that he would follow up with a notification regarding the date and time for the RSIA topping out ceremony, as well as coordinating the location for the next CLOC meeting.

Mr. McNally shared that the next CLOC meeting will be held on December 14, 2022.

Mr. Corbin suggested that all current agenda items remain the same for the next meeting with the addition of a reminder of the Q4 CLOC update in January and the removal of the Safety/Security Financial Summary.

This suggested agenda was approved by the attending CLOC members.

18. Dr. Berg commented on his pleasure to be able to sit in on this meeting and hear about the various projects and the impacts they will have in the coming years.

19. Mr. McNally adjourned the meeting.