
December 14, 2022

Date: December 14, 2022

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Hilton Head Island Media Center Room and Via Zoom

Committee Members Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Lou Ackerman, Freddie Lawton, Richard Geier

CBRE | Heery Attendees:

Robert Corbin, David Waggoner, Agustin Vargas, Mark Koll

Other Attendees:

N/A

Meeting Minutes

1. Prior to the December 14, 2022 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 36 Presentation Materials; Public Comment Card; Draft Minutes from the 35th CLOC Meeting held on November 09, 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; Cash Flow Projections vs Actuals; and Suggested CLOC Communication.
2. Mr. Barber (CLOC Chair) opened the meeting with the Pledge of Allegiance.
3. Mr. Corbin confirmed with Mr. Oetting that there were no public comments.
4. Mr. Barber reminded attendees of what the CLOC's mission is.
 - Independently monitor all building projects, schedules, budgets, and expenditures from the Beaufort County School District's November 2019 Bond Referendum, thereby ensuring proper use of Beaufort County taxpayer funds and superior facilities for Beaufort County students.
5. Mr. Barber recognized and congratulated Mr. Carlton Dallas for being a member of the CLOC for the last 36 meetings and announced that he will be joining the Beaufort County School Board, effective January 3, 2023
6. Mr. Barber asked for a motion to approve the draft minutes for the November 09, 2022 meeting. A motion was made by Mr. Tritschler and seconded by Mr. Warco. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

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7. Project Updates:

Beaufort Elementary School (BES) – McMillan Pazdan Smith Architecture (MPS) and H. G. Reynolds Co., Inc. (HGR)

In Mr. Marshalls' absence, Mr. Corbin reported on BES, which is in the closeout phase. AIA G701-2017 Final Change Order to detail the final cost of the work has been received and is being reviewed. 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. Corbin 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 during Winter Break 2022. Building "B1" front office desk replacement is scheduled to occur during Spring Break 2023. MBK continues to make good progress with Building "C1". Building "B2" and Building "C2" overhead mechanical, electrical, and plumbing is complete. OSF overhead inspection took place on December 8, 2022. OSF final inspection is scheduled to occur after the holidays on January 4, 2023. Building "G1" punch list is complete. Gym floor refinishing will occur in the Spring of 2023. Building "G2 Addition" is complete. Building "G2 Auxiliary Gym" OSF overhead inspection is scheduled to occur on January 4, 2023 when the OSF inspector is out looking at other areas. Building "F" and Building "J" are making good progress. Site Athletics OSF punch list items for the Press Boxes are now complete. Concessions and Ticket Booth security cameras are scheduled for installation in December 2022. Field House corrections of polished concrete flooring is scheduled to occur during Winter Break 2022. Site Utilities coordination with Dominion Energy is ongoing. The additional field grading and track surfacing is now complete. The supplemental irrigation well to serve the athletic field is scheduled to be installed in December 2022.

Robert Smalls International Academy (RSIA) – LS3P Associates, Ltd. (LS3P) and JE Dunn Construction Company (JE Dunn)

Mr. Corbin gave the report for RSIA, which is being reported under budget but with a "yellow" traffic light due to delays with the electrical switchgear. Area "A" structural masonry and structural steel is scheduled to be complete in December 2022. Area "B" continues to make good progress. Area "C" rough-ins continue to make good progress. Area "D" interior masonry walls are scheduled to be complete in January 2023. The structural steel is approximately 90% complete. Area "E" is making good progress. The design team has issued the site utilities Construction Documents to Beaufort Jasper Water Sewer Authority for permitting. The last permit for SCDHEC is anticipated to be received prior to the end of March 2023.

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Mr. Barber suggested to use a Factory Acceptance Test (FAT) for the electrical switchgear. Mr. Barber explained that a FAT is where representatives from the District visit the factory where the switchgear is being manufactured and witnesses the manufacturer testing to confirm that the switchgear is properly performing before it ships.

Mr. Corbin said he will share this recommendation with Mr. Marshall.

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

Mr. Corbin gave the report for OES, which is being reported under budget but with a “yellow” traffic light due to delays with the playground materials deliveries. The delays will push the completion of the playground to January 2023 or possibly February 2023. Construction Documents (CD’s) have been issued to TTC for pricing. TTC’s GMP Proposal is scheduled to be received in January 2023.

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. Corbin reported on MCRES and MCRECC, which are under budget and on schedule. Ajax is making good progress at both locations. The primary focus at MCRECC is completing the surface mounted raceway and cable tray installation which is 90% complete. Structured cabling is scheduled to begin in January 2023. Playground equipment is scheduled to arrive in February 2023. MCRES surface mounted raceway installation is 10% complete and the structured cabling installation is scheduled to begin in February 2023.

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

Mr. Corbin gave the report for MRHS, which is being reported under budget but with a “yellow” traffic light due to potential scheduling concerns. Project Manager is addressing potential schedule concerns related to completion of Athletic scope, late graduation date and the first home football game on August 18, 2023. Safety/Security and Athletics GMP Proposal is scheduled to be received in December 2022. Advanced Design for CATE Expansion is scheduled to commence before the end of this year.

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

Mr. Tritschler asked about an email that was sent prior to the meeting about corrections to page 9 and page 12. He asked what those changes were.

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Mr. Corbin responded that references to see other slides were not correct. This was realized after sending the materials to the CLOC and immediately corrected and redistributed.

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 issued to TTC 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. Due to conflicting schedules, Owner training has been rescheduled for December 2022.

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. Proposal for the UPS devices has been received and is being evaluated. Proposals for the IT Switches and Wireless Access Points are pending receipt from PC Solutions. PA/Intercom is scheduled for completion in Q1 2023.

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

Mr. Corbin gave the reports for BLES and BLECC, which are under budget and on schedule. Sound Systems and More continues to work on correcting the PA punch list items at BLES. For BLECC, the Phase 1 100% CD's have been received and are currently being reviewed.

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

Mr. Corbin reported on RCES, which is under budget and on schedule. 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 under budget and on schedule. The additional field verifications are complete. Design Development documents (DD's) have been received and are being reviewed. CD's are scheduled to be received in March 2023.

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

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Mr. Corbin reported on HHIMS, which is under budget and on schedule. The CMU walls and structural steel for the addition are now complete. Roofing is scheduled to begin in January 2023.

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

Mr. Corbin reported on HEMMS, which is under budget and on schedule. The switchover to the new systems is scheduled to occur in January 2023.

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

Mr. Corbin reported on HHIHS, which is under budget and on schedule. On December 13, 2022, the BCSD Board approved the RFQ Selection Committee's recommendation for the Architect to rebuild HHIHS. BCSD issued a Notice of Award to everyone who responded to the RFQ stating that Little Diversified Architectural Consulting has been selected. CD's for the remaining Safety/Security scope are scheduled to be issued in December 2022. MBK is preparing an early release package for Athletic Phase 2B scope.

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). Cable tray and block walls at the Fieldhouse are complete. Fieldhouse roofing is 70% complete. Block walls in the Wrestling room are complete and the roof is 65% complete. Underground utilities for the wrestling room is scheduled to be complete during Winter Break 2022.

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 under budget and on schedule. Playground equipment installation is 95% complete. Turf installation has begun and is scheduled to be complete in December 2022.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. TTC is making good progress and is scheduled to complete the raceways, penetrations, and cable tray during Winter Break 2022.

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Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. The playground punch list has been completed. The electrical scope has begun. Structured cabling is scheduled to begin in January 2023 and is scheduled to be complete in March 2023. Switchover to new systems and project completion is scheduled to occur during Summer 2023.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. 100% CD's have been received and RCA is addressing review comments.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. 100% CD's are scheduled for completion in January 2023. TTC is preparing an early release package to procure long lead materials.

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

Mr. Koll reported on BMS, which is under budget and on schedule. Structured cabling has begun. Installation of new athletic sidewalks is 95% complete.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is under budget and on schedule. Project closeout documentation is pending approval 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 under budget and on schedule. Raceways, penetration, and cable tray work continue to make good progress. Structured cabling is scheduled to begin in December 2022.

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

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Mr. Vargas reported on LIES, which is under budget and on schedule. The AIA G701-2017 Final Change Order for final cost of work had been received and is being reviewed. Surface mounted raceways are scheduled to be completed in December 2022. Structured cabling is scheduled to begin in December 2022.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. The AIA G701-2017 Final Change Order for final cost of work had been received and is being reviewed. Ajax is scheduled to complete remaining front office renovation scope during Summer Break 2023. Structured cabling has begun.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. The playground closeout documents have been approved by LS3P. Structured cabling is 65% complete. Security cameras, access control, PA/Intercom are scheduled to begin in Q1 2023.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Surface mounted raceways are scheduled for completion in December 2022. Structured cabling 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 under budget and on schedule. Surface mounted raceways are scheduled for completion in December 2022. Structured cabling is scheduled to begin in January 2023.

Whale Branch Elementary School (WBES) – RCA and CC

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

Whale Branch Middle School (WBMS) – RCA and CC

Mr. Vargas reported on WBMS, which is under budget and on schedule. Switchover of systems has taken place. Sub-contractors are addressing minor punch list items.

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

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Mr. Vargas reported on BLMS, which is under budget and on schedule. CD's have been received and reviewed. TTC is scheduled to issue the GMP proposal in January 2023. Construction is scheduled to begin in Summer 2023.

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

No 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.
9. Mr. Corbin presented the Financial Updates. Typical monthly reports were distributed prior to the meeting. No Contingency was used in November. The total remaining available Contingency (as of November 30, 2022) is \$9,747,658.
10. Mr. Corbin presented a new Financial Summary (Slide 49) that will be included in future reports. The Financial Summary is being reported with a "green" traffic light. As of November 30, 2022, the Current Budget is \$375,710,000. The paid and committed funds total \$322,912,738 (86%). The total remaining funds to commit are \$52,797,262 (14.1%). Remaining contingency as of November 30, 2022 is \$9,747,658.
11. Mr. Corbin presented the Cash Flow Projections vs Actual Expenditures slides. The actual total funds paid to date through November 30, 2022, are \$180,577,057. The forecasted paid to date figure through this date was \$191.9 Million.
12. Mr. Corbin presented a recap for the Community Outreach activities that highlighted the topping out ceremony for Robert Smalls International Academy that occurred on December 7, 2022.
13. Mr. Corbin turned discussion related to the suggested CLOC communication over to Mr. Oetting.

Mr. Oetting shared concerns related to the District sending out a CLOC communication and the need for the CLOC to remain independent. Since Mr. Coaxum was not able to attend tonight's meeting, it was agreed to bring this back to the January 11, 2023 CLOC meeting for further discussion and to possibly include a one-page CLOC communication summary when Mr. Barber provides the year-end CLOC Board briefing on February 7, 2023.
14. Mr. Corbin began the discussion regarding the coordination for future CLOC member site visits. Mr. Corbin recommended to revisit this item at the January 11, 2023 CLOC meeting. This recommendation was approved by the attending CLOC members.
15. Mr. Barber led the discussion regarding the CLOC Sub-Committee Reports/Updates. Mr. Barber turned it over to Mr. Warco for the Finance Committee report.

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Mr. Warco reported that the Finance Committee found no inconsistencies on the previous months 519 Report.

Mr. Warco asked Mr. Corbin if the remaining Referendum scope could still be completed using the remaining funds.

Mr. Corbin confirmed that the most recent analysis performed is still confirming that the remaining Referendum scope can be completed using the remaining funds.

Mr. Warco also asked if the District was holding up any designer or contractor payments. Mr. Corbin responded that the District was not responsible for holding up any payments. Differences between the percentage of work completed to date and the amounts paid to date are due to vendors not submitting timely invoices and/or invoices that require corrections or additional supportive documentation for processing payment.

Mr. Barber provided the update for the Project Review Committee and stated that additional site visits in February 2023 would be coordinated at the January 11, 2023 CLOC meeting.

Ms. Fleming provided the update for the Communication Committee. Ms. Fleming asked CLOC members to provide the total hours that they had in 2022 for the year end CLOC report.

16. Mr. Barber discussed forward-looking items and events.

The date for the Year End CLOC Board Update was discussed and was agreed to take place at the February 7, 2023 Board meeting.

Mr. Corbin shared that he will provide Mr. Barber with the PowerPoint presentation materials for the January 11, 2023 CLOC meeting for his use. Mr. Corbin will also let Mr. Barber know the location of the Board meeting when it has been determined.

Mr. Barber requested that a one-page CBRE-Heery contract summary be included in the CLOC meeting materials for January 11, 2023.

Mr. Barber requested a CATE Strategy Presentation at the February 8, 2023 CLOC meeting.

Mr. Corbin suggested that the remaining current agenda items remain the same for the next meeting.

The above suggested agenda items for the January 11, 2023 CLOC meeting was approved by the attending CLOC members.

17. Mr. Barber adjourned the meeting.