

**Date:** January 11, 2023

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

**Location:** District Education Support Center (DESC) Media Center Room and Via Zoom

**Committee Members Attendees:**

Ted Barber, Ray Warco, Richard Tritschler, Michael McNally, Derrick Coaxum

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

Robert Oetting, Louis Ackerman, Timothy Summers, Alexander Marshall, Carol Crutchfield, Freddie Lawton, Jennifer Hamblin, Richard Geier

**CBRE | Heery Attendees:**

Robert Corbin, David Waggoner, Agustin Vargas, Mark Koll

**Other Attendees:**

N/A

**Meeting Minutes**

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1. Prior to the January 11, 2023 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 37 Presentation Materials; Public Comment Card; Draft Minutes from the 36<sup>th</sup> CLOC Meeting held on December 14, 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; Suggested CLOC Communication; and CBRE-Heery Contract Summary.
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 asked if there were any changes to the Agenda. No changes were brought forward.
5. Mr. Barber asked for a motion to approve the draft minutes for the December 14, 2022, meeting. A motion was made by Mr. McNally and seconded by Mr. Warco. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

6. 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. Project closeout is ongoing. All punch list items are complete. Mr. Corbin pointed out on slide 8 that this will be the last project update report. The project will be tracked under the “Project Closeouts” section.

**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 under budget and on schedule. Building “A” remaining punch list work continues. Building “B1” front office desk replacement is scheduled to occur during Spring Break 2023. Media Center overhead mechanical and plumbing is 99% complete. Ceiling installation has begun. The electrical rough-in and structured cabling is ongoing. OSF final inspection occurred on January 4, 2023. Inspection deficiencies have been corrected with a few exceptions. Occupancy for area “B1” has been received. Staff will occupy the space once the furniture arrives.

Mr. Barber asked Mr. Marshall to give an example of some comments that OSF made during the final inspection.

Mr. Marshall responded by saying the comments were mainly focused on fire rated walls and maintaining safety and construction barriers. Mr. Marshall proceeded with updates for BCHS.-Building “E” auditorium construction is scheduled to start in two weeks. Building “F” art Suite and band Room work is progressing. This building construction is scheduled to be complete in May 2023. The CTE building underground sewer line work is complete.

Mr. Corbin added that this project is no longer being reported with a “yellow” traffic light.

**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. Area “A” structural masonry and structural steel is complete. Area “B” continues to make good progress. Area “C” rough-ins continue to make good progress. Area “D” Media Center electrical rough-in is approximately 90% complete. Area “E” work continues to progress. An “acceleration” fee was paid for the electrical switchgear. The new estimated ship date on the equipment is March 9, 2023.

Mr. McNally inquired about the fee costs to expedite.

Mr. Marshall responded by saying there were three payments amounting to \$80,000. These payments benefit the District and the overall project's success by:

- Improving the estimated shipment date from April 13, 2023 to March 9, 2023
- Reducing the time for alternative temporary power
- Will expedite the completion of the electrical work

Mr. Corbin added that he met with Mr. Marshall about the Factory Acceptance Test (FAT) which Mr. Barber suggested in the previous meeting. Mr. Marshall followed up on the suggestion and found that the electrical switchgear will come with a South Carolina LLR stamp which confirms that the equipment it was tested by a third party.

**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 playground materials have arrived and installation is scheduled to begin on January 17, 2023. Construction Documents (CD's) have been issued to TTC for pricing. TTC's GMP Proposal is scheduled to be received in February 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. Marshall reported on MCRES and MCRECC, which are under budget and on schedule. Ajax is making good progress. MCRES surface mounted raceway installation is 95% 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. Marshall gave the report for MRHS, which is being reported under budget but with a "yellow" traffic light due to potential scheduling concerns. The GMP proposal has been received and is being evaluated. The GMP is scheduled to go to the board in January 2023. The kickoff meeting for the CTE expansion is scheduled to occur in January 2023.

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

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

**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. CD's have been issued. The work is on schedule to start in Q1 2023. Playground equipment installation has been rescheduled to occur in February 2023 due to the shipment not containing all equipment needed for the install. Currently waiting for an update on the shipment of the missing equipment.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. The owner training is now complete. Audio Enhancement continues to work on obtaining the ship date to install the new Audio Enhancement Infoview Monitors. After installation of the new Infoview Monitors, the closeout documents will be issued to JCS for review.

**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. Revisions were needed on the proposals for the UPS devices, IT switches and wireless access points. PA/Intercom is scheduled for completion in Q1 2023.

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

Mr. Summers gave the reports for BLES and BLECC, which are under budget and on schedule. At BLES, Sound Systems and More is scheduled to complete the PA punch list items in February 2023. At BLECC, the Phase 2 (West portion of the facilities) 100% CD's are scheduled to be received in January 2023.

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

Mr. Summers 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. The GMP Proposal is scheduled to be received in March 2023.

**River Ridge Academy (RRA) – JCS and CPPI**

Mr. Summers reported on RRA, which is under budget and on schedule. CD's are scheduled to be received in March 2023.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Roofing is scheduled to be complete in January 2023. Overhead mechanical work has begun. Fiber to the modulars is scheduled to occur in January 2023.

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

Mr. Summers reported on HEMMS, which is under budget and on schedule. The PA system is scheduled for completion in January 2023. The switchover to the new systems is scheduled to occur in January 2023.

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

Mr. Summers reported on HHIHS, which is under budget but with “yellow” traffic lights due to delays with the CD’s issuance. A meeting with the architect to discuss the delays with the Safety/Security and the Athletics Phase 2B CD’s has been scheduled for January 12, 2023.

**Hilton Head Island High School (HHIHS) Addition and Building Renovations – Little Diversified Architectural Consulting, Inc. and (TBD)**

Mr. Summers reported on the selection of Little Diversified Architectural Consulting, Inc. as the design firm for the Advanced Design of the New Addition and Building Renovations at HHIHS was approved by the Board at the December 13, 2022, meeting.

Mr. Corbin added that an updated schedule was received and is currently being reviewed. Mr. Corbin shared with the CLOC that Little Diversified Architectural Consulting, Inc. has been invited to the February 8, 2023, CLOC meeting to introduce the firm, provide an update, and talk about the schedule.

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

Mr. Summers reported on BLHS, which is under budget and on schedule. Fieldhouse roofing is complete. Block walls and roofing in the Wrestling Room are complete. Underground utilities for the Wrestling Room are in place, tie in of the utilities is scheduled to occur in January 2023. The completion of the BDA will occur after the arrival of the Automatic Transfer Switch (ATS) in February 2023. Previously reported schedule concerns with the arrival of the ATS have returned to “green” status.

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

Mr. Barber asked Mr. Summers if Hilton Head Island Middle School would be ready when staff and students returned for the next school year.

Mr. Summers responded by saying the current schedule shows this being the case.

Mr. Barber then inquired about the removal of the modularity at Hilton Head Island Middle School.

Mr. Summers responded that these modularity will remain and will be used as swing space throughout the duration of the remaining renovations.

**Riverview Charter School (RVCS) – QAP and TTC**

Mr. Koll reported on RCS, which is under budget and on schedule. The rough order of Cost Magnitude (ROCM) estimate was received from TTC and it is being reviewed. The team is working to align the budget and schedule. Playground equipment installation is complete.

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

Mr. Koll reported on CES, which is under budget and on schedule. Electric raceways, penetrations, and cable tray installations are complete. The structured cabling installation is 50% complete. The system switchover is scheduled to occur during Summer break 2023.

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

Mr. Koll reported on MOES, which is under budget and on schedule. TTC is in the process of compiling Closeout Documents for the Playground scope of work. Electric raceways and cable tray installation continue to progress. Structured cabling has begun and is scheduled to be complete in March 2023. CCTV, Access Controls, Intrusion Alarm, PA/Intercom scope is scheduled for completion in Q2 2023. Project completion is scheduled to occur in Summer 2023.

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

Mr. Koll reported on PRES, which is under budget and on schedule. The early release package and cabling demolition GMP Proposal has been received and is being evaluated. Revised CD's are scheduled to be issued in January 2023 to AJAX for Pricing. The GMP Proposal is scheduled to be issued in Q1 2023 with construction scheduled to begin in Q2 2023.

**Pritchardville Elementary School (PVES) – JCS and TTC**

Mr. Koll reported on PVES, which is under budget, but with a "yellow" traffic light due to material delays on the playground equipment. Safety/Security and Technology/Infrastructure CD's are scheduled for completion in January 2023. TTC is preparing an early release package to procure long lead materials. Construction is scheduled to begin in Q2 2023.

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

Mr. Koll reported on BMS, which is under budget and on schedule. Structured cabling continues to progress. Installation of the new athletic field sidewalks is 95% complete. Dugouts and Baseball/Softball restrooms construction remain at 50% complete due to the cold weather. Final design for the concessions and prefabricated restroom buildings is scheduled to begin in January; CD's are scheduled for completion in Q2 2023. Mr. Koll added that the scheduled delivery date for the prefabricated restroom buildings for the new Concessions is June 2023.

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

Mr. Koll gave the report for BHS, which is under budget and on schedule. Owner training for the new PA/Intercom System is scheduled to occur on January 12, 2023. Closeout is scheduled to occur in Q1 2023.

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

Mr. Koll gave the report for WBECHS, which is under budget and on schedule. Electric raceways, penetrations, and cable tray installations continue to progress. Structured cabling installations have begun.

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 under budget and on schedule. Phase 1 closeouts are being revised and are scheduled to be resubmitted in January 2023. Surface mounted raceways are complete. Structured cabling has begun.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Phase 1 closeouts are being revised and are scheduled to be resubmitted in January 2023. Front office renovations will occur during Summer break 2023. Surface mounted raceways are complete. Structured cabling has begun. The PA/Intercom, Bi-Directional Amplifier (BDA) and radios for the Gymnasium and Transportation Suite are operational. Structured cabling has begun. Contractor is scheduled to restore data and card readers in January 2023.

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

Mr. Vargas reported on BRES, which is under budget and on schedule. The meeting to review the Playground final cost of work is scheduled to occur in January 2023. Structured cabling is scheduled for completion in January 2023. CCTV, Access Controls, Intrusion Alarm, PA/Intercom are scheduled to begin in Q1 2023. Project Completion is scheduled to occur in Q3 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 complete. Bullet resistant film installation is scheduled for completion the week of January 16, 2023. Structured cabling has begun.

**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 and bullet resistant film are complete. 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. Structured cabling and switchover of the new network systems are complete. CCTV, Access Controls, Intrusion Alarm, PA/Intercom are scheduled for completion in January 2023. Final completion is scheduled to occur in Q1 2023.

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

Mr. Vargas reported on WBMS, which is under budget and on schedule. The punch list walk through with the architect occurred in December 2022. The punch list has been issued to CCI and is being worked on. Final completion is scheduled to occur in Q1 2023.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. GMP proposal from TTC is scheduled to be presented at the January 17, 2023, Board Meeting for approval. 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.

7. Mr. Corbin presented the slide for the Project Closeout updates. Information is being reported for 25 projects, 15 of which have been completed to date. Updates on the status of closeouts are noted in the "Comments" section.
8. Mr. Corbin presented the Financial Updates. Standard monthly reports were distributed prior to the meeting. No Contingency was used in December. The total remaining available Contingency including Program Contingency from Question 1, Question 2 and Bond Premiums (as of December 31, 2022) is \$9,747,658.
9. Mr. Corbin presented the Financial Summary which is being reported with a "green" traffic light. As of December 31, 2022, the Current Budget is \$375,710,000. The paid and committed funds total \$323,017,494 (86%). Previously shown "Total Remaining Available Funds" now read "Total Remaining Funds to Commit (Including Contingency) and this figure is \$52,692,506 (14.0%). Remaining contingency as is \$9,747,658.



10. Mr. Corbin presented the Cash Flow Projections vs Actual Expenditures slides. The forecasted paid to date figure through the end of December 2022 was \$204.66 Million. The actual total funds paid to date were \$189,373,472.

11. Mr. Corbin presented a recap for the Community Outreach. Upcoming activities associated with Hilton Head Island High School were brought forth. Multiple meetings have been scheduled to introduce Little Diversified Architectural Consulting, Inc. and to discuss the upcoming advanced design for the future addition and renovations.

- SIC Meeting on January 19, 2023 at 6:00 PM
- Staff Meeting on February 1, 2023 at 3:45 PM
- Community Meeting on February 1, 2023 at 6:00 PM

Mr. Warco inquired as to who will be leading the presentation for the HHIHS SIC meeting?

Mr. Summers responded that staff from the Operations Department will lead the SIC meeting where Little Diversified Architectural Consulting, Inc. will be introduced and will address follow-up questions and answers.

Mr. Barber inquired as to whether Mr. Warco would be able to attend the HHIHS SIC meeting to which Mr. Warco responded with a “yes”.

Mr. Barber noted that if the Community Meeting had the capability of including participants via Zoom, that he would do his best effort to ensure that he could attend the meeting.

Mr. Summers was tasked with trying to facilitate the meeting to be broadcasted via Zoom.

Mr. Oetting added that these Community meetings have a great turnout, to which Mr. Barber replied that facilitating the meeting online would most likely increase the attendance.

Mr. Barber is interested in listening to the discussions and seeing the reactions of the community on this high-profile project as there has been anticipation in kicking off the design.

Mr. Oetting mentioned the meeting will most likely occur at the Seahawk Cultural Center to accommodate the potential of a large turnout of community members.

12. Mr. Corbin began discussions for the Requested Items from the December 14, 2022, CLOC items.

1. Last month it was requested to bring back the suggested CLOC communication.

Mr. Oetting shared the recommendation from Mrs. Bruder-Brasseur that BCSD did not want to be seen as a facilitator or controlling messages from the CLOC. Instead, Mrs. Bruder-Brasseur recommended that the CLOC act as the independent entity that is overseeing the Bond Referendum.

Mr. Oetting shared one of Mrs. Bruder-Brasseur's suggestions which is to create a report that could be shared in February 2023, during the CLOC's quarterly update to the Board. This could then be distributed to the public via e-mail.

Mr. Coaxum inquired as to whether BCSD could create an email account for the CLOC.

Mr. Oetting responded by saying that the CLOC could be issued an email address from BCSD. However, it is most likely that the CLOC would be unable to receive contact lists from BCSD being that the CLOC is an entity outside of BCSD.

A follow-up to confirm the limitations of issuing an email address is to be done by Mr. Oetting.

Mr. Barber added the previous suggestion from the Communications Committee which was to add this email address to the CLOC webpage on the BCSD website.

Mr. Barber concluded by saying that the CLOC will bring forth the communication that is intended to be issued to the public as an attachment that would be presented to the Board during the CLOC's quarterly update from which the District would then choose how to distribute that information.

2. Mr. Waggoner presented the CBRE | Heery Contract Summary. The contract between CBRE | Heery and the Beaufort County School District (BCSD) is a multi-year contract with yearly renewals and with approvals by the BCSD Board of Education. Each year the staffing requirements for the upcoming year are negotiated and reviewed with Mr. Oetting and presented to the Board for approval. These negotiations typically occur during the October/November timeframe to agree on the requirements for the upcoming calendar year. The original contract includes estimated fees for each of the four (4) years. The budget for the overall contract is \$6.6million dollars with each year being broken out separately. The actual fees for the first 2 years, which are 2020 and 2021 resulted in savings to BCSD. The information shown for 3<sup>rd</sup> year; 2022, information up to the end of October 2022 is actual costs with the last two months of the year being projected values. This is due in part to the information being presented to the Board in November 2022. The projected savings for the remaining months were approximately \$110,000. For 2023, the projected fee is currently under the \$1.763 million budget with a projected savings of \$7,548. The current total 4 year projection is approximately \$400,000 under the \$6.6 million dollar Not to Exceed (NTE) figure of the overall contract.

Mr. Waggoner added information based upon the latest schedule of projects that there will be a need for year five (5) services in 2024. This is one year longer than the original four (4) year contract. The contract does allow for this additional year through fee negotiations and approval from the Board of Education.

Mr. McNally inquired as to whether the CBRE | Heery contract includes an NTE amount? Mr. McNally added that he would like for this report to be presented on a quarterly basis.

Mr. Waggoner responded to Mr. McNally's inquiry regarding the NTE amount by saying that the contract includes an NTE amount for the original duration of 4 years.

Mr. Oetting responded by sharing that during each monthly payment application from CBRE | Heery, their fee schedule is updated. This fee schedule is based on a monthly allocation of hours. Each month shows information of actual hours being billed vs. projected hours for the month being billed. Mr. Oetting tracks these hours month to month to ensure that as the yearly contract gets to the end, that the hours will not go over the NTE number of hours. In the instance that the hours are nearing the NTE amount, BCSD and CBRE | Heery will work together to ensure that the hours are not exceeded. To date, this has never been an issue.

Mr. Barber suggested receiving the CBRE | Heery Contract Summary as a quarterly report.

Mr. Barber then asked from the viewpoint of an auditor, if CBRE | Heery was submitting detailed hourly timesheets with reimbursable expense receipts for every payment application?

Mr. Oetting responded that CBRE | Heery is submitting this detailed information with each payment application.

Mr. Corbin added that CBRE | Heery Contract Summary will be brought to the CLOC on a quarterly basis.

13. Mr. Corbin discussed Coordination of Future CLOC Member Site Visits. And suggested Battery Creek High School (BCHS) as well as Robert Smalls International Academy (RSIA) as the locations for the upcoming CLOC site visits. The CLOC suggested that both site visits could be done on the same day. A date is to be coordinated with Mr. Marshall.
14. Mr. Barber led the discussion regarding CLOC Sub-Committee Reports/Updates. Mr. Barber turned it over to Mr. Warco for the Finance Committee report.

Mr. Warco reported that he and Mr. Tritschler had a conference call on January 9, 2022, to review the 519 Schedule as of November 30, 2022. The Committee found no inconsistencies on the 519 Report.

The Finance Committee came up with the following two items for discussion:

- i) Mr. Warco asked if 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 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 been reduced to 8 projects from the previously discussed 11 projects. The Committee asked for assurance that the District is not holding payments, and that the issues lie with the Contractors due to not submitting complete and accurate invoices in a timely manner.

Mr. Corbin responded that this is a vendor matter and that the district is making prompt payments when complete and accurate invoicing is received.

Mr. Warco shared with the group the report the Finance Committee puts together on a yearly basis. This report takes Annual Audited Financial Statement and links it back to the 519 report. The auditors released the Annual Audited Financial Statement in December 2022. The findings show no discrepancies between both reports.

Mr. Warco shared that there is a possibility that Mr. Groteluschen may return from his leave of absence in February 2023 or March 2023.

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

The date for the Q4 2022/End of the Year CLOC Board Update is scheduled take place at the February 7, 2023, Board meeting. A location is still TBD, details will be shared once the location has been determined.

Mr. Corbin shared that Little Diversified Architectural Consulting, Inc. will be invited to the next CLOC meeting to provide an update on the advanced design for the renovations and new addition at Hilton Head Island High School (HHIHS).

Mr. Corbin also shared that Mr. Oetting has invited Karen Gilbert to present the CATE Strategy at the February 8, 2023, CLOC meeting.

Mr. Barber requested that Dr. Berg be invited to the February or March CLOC meeting to provide an update on the status of the next Referendum.

Mr. Barber added that as the current Referendum begins to near completion, that BCSD begin working on a final "fall" report that can be issued prior to the next Bond Referendum vote. Suggestions were made that the report contain photographs from projects showing the before and after conditions.

16. Mr. Barber adjourned the meeting.