

Date: March 08, 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, Marion Johnson Payne, Daniel Clare, Derrick Coaxum

Beaufort County School District (BCSD) Representatives Present:

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

CBRE | Heery Attendees:

Robert Corbin, David Waggoner, Agustin Vargas, Mark Koll

Other Attendees:

Don Baus

Meeting Minutes

1. Prior to the March 08, 2023 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 39 Presentation Materials; Public Comment Card; Draft Minutes from the 38th CLOC Meeting held on February 08, 2023; 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; CLOC Project Committee Construction Inspections of BCHS and RISA.
2. Mr. Corbin announced that Mr. Vargas would be capturing the names of the attendees.
3. Mr. Barber (CLOC Chair) opened the meeting with the Pledge of Allegiance.
4. Mr. Barber welcomed the two new CLOC members, Ms. Marion Johnson Payne and Mr. Daniel Clare. Both members introduced themselves along with everyone in attendance.
5. Mr. Barber confirmed with Mr. Oetting that there were no public comments.
6. Mr. Barber asked if there were any changes to the agenda. No changes were brought forward.
7. Mr. Barber asked for a motion to approve the draft minutes for the February 08, 2023 meeting. A motion to approve the draft minutes was made by Mr. Warco and seconded by Mr. McNally. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

8. Due to Dr. Berg's absence, meeting agenda item number 5 (Future Bond Referendum Updates) was not discussed.

9. Hilton Head Island High School – Advanced Design Update

Project is being reported under budget and on schedule. Mr. Corbin turned the meeting over to Mr. Don Baus, Studio Principal with Little Diversified Architectural Consulting, Inc., to provide a monthly project update.

Mr. Baus informed attendees that the AIA agreement between Little Diversified Architectural Consulting, Inc. and the Beaufort County School District is now fully executed. A program review and confirmation with Facilities staff took place on February 16, 2023. A survey was sent out to students, parents, and community members to gather feedback on the design elements was sent out on February 17, 2023. As of February 28, 2023, over a thousand survey responses had been received and that additional responses are still coming in.

A meeting was held on February 28, 2023 with the HHIHS Student Government Association members to discuss the vision for the design. The design team is currently developing Master Plan schemes based on program and feedback received to review with Facilities staff.

Mr. Baus shared that BCSD had received proposal responses to RFP 23-012 (Construction Manager for HHIHS) on February 23, 2023 and that the proposals are currently being evaluated by the District's selection committee.

Mr. Oetting added that the District's selection committee Construction Manager recommendation for the HHIHS project is anticipated to go to the Board on March 21, 2023 for approval.

Mr. Baus shared that Schematic Design (SD) documents for Phase 1 (Addition) and Phase 2 (Building Renovations) are due on or before March 31, 2023.

Mr. Barber informed Ms. Payne and Mr. Clare that HHIHS is a large project that has the advanced design funded from the current Bond Referendum. Current budget for the HHIHS advanced design is \$2,453,300. The HHIHS Construction phase will require a new Bond Referendum to be passed that is scheduled to go to the voters in November 2023.

Mr. Warco asked of the thousand responses received, what were the top ideas?

Mr. Baus shared that there were numerous responses that requested flexible learning spaces, individual or small group learning spaces, use of larger tables for collaborative learning, and use of natural lighting.

Mr. Barber asked if there were any further questions for Mr. Baus.

No further questions were received.

10. Project Updates:

Mr. Corbin turned the meeting over to Mr. Marshall to provide updates on his projects.

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. The Main Gym refinishing is currently ongoing. Area "B2" and "C2" classroom spaces have been turned over to the school. Punchlist is ongoing in multiple areas. IT work is ongoing in areas "C1" and "F". Demolition has begun in the Performing Arts Center (PAC). The greenhouse has been installed. Camera installations are ongoing in the Auxiliary Gym. Demolition has begun in the Culinary Arts space.

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. A meeting took place with Square D on March 7, 2023 to confirm the status of the switchgear. The switchgear is 75% though manufacturing. The 600 Amp Feeder Breaker is the only item that has not been prepared. That equipment is scheduled to be shipped on March 9, 2023. A phone call is scheduled with Square D on March 9, 2023, at 2:00 PM to confirm there will be no shipping delays as well as to receive all the shipping details.

Mr. Corbin shared with the new CLOC members what the traffic lights mean in the Project Reports and how these are used to indicate the status of the schedule and budget. Mr. Corbin indicated that on this report, there is a "yellow" traffic light associated with the schedule and is related to the switchgear procurement and manufacturing delays. Mr. Corbin anticipates that this "yellow traffic light will switch to "green" next month once the switchgear arrives on site and install begins.

Mr. Marshall proceeded with his report. Overhead work in areas "B", "C", "D", "E" is progressing. All HVAC equipment, water heaters and blowers are in place. Once the switchgear is installed, all the MEP is anticipated to be fully functional. Interior finishes and glazing are ongoing. Brick work is a week away from completion.

Mr. Warco inquired about the air handler that was shown on the pictures of the report which was loaded in through a window into the mezzanine. The question asked was regarding how servicing would be done on the piece of equipment in the future.

Mr. Marshall responded by saying that there is enough space in the mezzanine as well as a utility platform where any technicians could do repairs as needed. Should the equipment ever need to be removed from the site, the unit will need to be offloaded the same way it was brought in which would require removal of the louver and minimal masonry work.

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 turf and playground are complete. A ribbon cutting for the playground has been scheduled to occur on March 9, 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. The subcontractor is installing structured cabling and continuing the emergency circuits for the new generator at MCRECC. Completion of the adjacent space to the MDF will occur during Spring Break 2023.

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

Mr. Marshall gave the report for MRHS. He stated it is being reported under budget, but with a “yellow” traffic light due to potential scheduling concerns with completion of the Fieldhouse renovations and the first home football game scheduled for August 18, 2023. Ajax Amendment No. 32 for the Safety/Security, Technology/Infrastructure and Athletics was approved at the February 7, 2023 Board Meeting. The contractor is working on submittals for the premanufactured Fieldhouse that is to be installed at the Lacrosse and Soccer Fields.

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

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

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

Mr. Summers gave the report for HHIECC, which is being reported under budget, but with a “yellow” traffic light. Schedule delays have occurred due to issues with the advancement of the 100% CD’s from the design team. A “turn page” review meeting occurred earlier in the day with the design team to expedite the completion of the 100% CD’s. The designer has committed to providing the 100% CDs the week of March 27, 2023. TTC is obtaining cost information based on information shown on current progress drawings and is scheduled to provide the GMP proposal within 2 weeks of receipt of the 100% CDs. Although the delivery of the CD’s has been pushed back, work is scheduled to occur during Q2 2023. The “yellow” traffic light will be changed back to green when the 100% CD’s are received.

Mr. Barber inquired what had caused the delays in the submission of the CD’s.

Mr. Summers responded by saying that the design team had concerns with the design that were never relayed to the Project Manager and caused delays in the advancement of the design.

Mr. Corbin added that the team would be implementing lessons learned and using the “turn page” review to gain time back and get the design back on schedule. As of today, the schedule analysis still shows the project being able to reach a completion date in Q4 2023.

The playground equipment arrived on February 23, 2023, and installation is being coordinated with the school admin for the install to take place during Spring Break 2023.

Mr. Barber asked Mr. Summers to clarify what a “page turn” review was for the new CLOC members in case that they are unaware of what the term means.

Mr. Summers responded that a page turn is a sit-down review with stakeholders involved in the decision making of the design, in this case, the Project Manager, IT District personnel, the design team, and contractor. At this review, the team goes page by page through the design to ensure the scope is complete, or if additions and comments are made, the design team is to take those comments and incorporate into the next phase of the design.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. Infoview Monitors are scheduled to arrive the week of March 20, 2023. The installation should take two weeks maximum. The closeout documents have begun to be submitted 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. The purchase order requisitions for the IT switches, WAPs and UPS devices have been completed. The team is pending an update on the shipment date and lead times of the equipment.

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 completed the PA punch list items in February 2023. Owner training for the PA/Intercom is being coordinated. At BLECC, the Phase 2 100% CDs have been received. MBK’s Phase 2 GMP proposal is scheduled to be received in March 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 100% CD's are complete. GMP pricing by CPPI has begun/ GMP proposal is scheduled to be received prior to the end of March 2023. Construction is scheduled to commence in Q2 2023.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. The design has progressed to 90% CD's. 100% CD's are scheduled to be received in March 2023 for review and GMP pricing by CPPI.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. This project is making good progress. Mechanical, Plumbing and Electrical work is 95% complete and the team has scheduled OSF overhead inspections to take place in June 2023. The OSF final inspection is tentatively set to occur in July 2023. Installation of the cameras is 90% complete. Structured cabling is complete. Testing is scheduled to take place in March 2023. The remaining PA/Intercom devices for the modular classrooms are scheduled to be complete in March 2023.

Mr. Barber asked Mr. Summers to explain what the acronym "OSF" stands for.

Mr. Summers explained that "OSF" stands for the Office of School Facilities. They are a governing body in charge of building inspections of Educational Facilities in the state of South Carolina. Design teams submit design drawings for OSF review for permitting. OSF is responsible for inspecting the progress of the work as well as issuing final inspections and granting building occupancies.

Mr. Barber added that OSF is not regulated by the county, Beaufort County's Building Department is not involved in the inspections of Beaufort County Schools.

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

Mr. Summers reported on HEMMS, which is under budget and on schedule. The network switchover is now complete. The Owner training for the new PA/Intercom system is being coordinated with the school admin staff.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Athletics Phase 2B – Gym bleachers have been delivered and will be installed during Summer Break 2023. Baseball Dugout renovations are being coordinated with the Athletic Director to occur after baseball season is over.

The demolition of the existing Fieldhouse is being coordinated to occur the week of March 6, 2023. The remaining Safety/Security and Athletic Phase 3 scopes are scheduled to be received in March 2023.

Mr. Barber informed the new CLOC members that Hilton Head Island High School has two (2) Phases. In the current Phase, there are three (3) projects/phases addressing Athletics and some Safety/Security improvements. In the new Bond Referendum, the entire school will be addressed through new additions and renovations.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. The accent brick for the Fieldhouse and Wrestling Room which is scheduled to arrive the week of March 27, 2023. OSF overhead inspection is being coordinated to occur in mid-April 2023. The Automatic Transfer Switch (ATS) has been installed. The Bi-Directional Amplifier (BDA) Fire Department testing and commissioning is being coordinated to occur in March 2023.

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. 100% CD's are scheduled to be received in May 2023. Construction is scheduled to occur during Summer Break 2023. Playground closeout is complete.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. Structured cabling is 95% complete. Audio Enhancement and Allied Universal Systems are scheduled to be complete in April 2023. 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. is scheduled to provide remaining closeout documents in March 2023. Structured cabling is 50% complete, completion is scheduled to occur in March 2023. Audio Enhancement and Allied Universal Systems are scheduled to be complete in Q2 2023. System switchover and Project Completion is scheduled to occur during Summer Break 2023.

Mr. Oetting asked Mr. Koll to explain what is included in the Technology/Infrastructure and Safety/Security scope packages. Mr. Oetting also asked what the term "switchover" means.

Mr. Koll explained that the Safety/Security scope relates to the PA/Intercom systems, Bi-Directional Amplifier, Digital Security Cameras, Badge Readers, Intrusion Alarm, as well as improvements to the entry ways at schools which entail the installation of bullet resistant security film. The Technology/Infrastructure scope relates to the installation of Structured cabling, new Network Systems, and Cable Raceway. The term “switchover” refers to the change from the old District IT networks to the new networks which support the new systems being installed.

Mr. Clare asked if all facilities will receive the same Safety/Security Systems.

Mr. Koll Responded by saying this is correct.

Mr. Oetting added that there are two facilities which are the exceptions to that answer. Lady’s Island Middle School and Hilton Head Island High School are receiving a modified system. This is because in the new Bond Referendum, these two facilities are scheduled to be replaced. These schools are receiving some, but not all features which would require a full technology upgrade. The decision was made knowing that in the very near future, both facilities would have some building demolition as well as major renovations to some parts of the facilities.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. The CD’s are scheduled to be issued in March 2023. The GMP Proposal from Ajax is scheduled to be received in March 2023. Construction is scheduled to begin in Q2 2023.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. Safety/ Security and Technology/Infrastructure CD’s are scheduled to be received in March 2023. The GMP proposal from TTC is scheduled to be received in April 2023. Construction is scheduled to begin in Q2 2023. The previously reported “Yellow” status light for the Playground scope has returned to “green”; Installation has commenced and is scheduled to be completed in March 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 is approximately 75% complete; Completion is scheduled to occur in March 2023. Completion of Safety/Security and Technology/Infrastructure scope and system switchover is scheduled to occur during Summer Break 2023. Dugouts and Baseball/Softball restrooms are 95% complete. Shop Drawings for Concessions and Restroom buildings are scheduled to be received in March 2023; Prefabricated units are scheduled to be delivered in May 2023 contingent on the approval of the shop drawings.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is under budget and on schedule. As-Builts from Allied Universal and Sound Systems and More will be issued once punch list items are complete; TTC is working on compiling the closeout documents as they arrive from the subcontractors; LS3P will review the closeout documentation once it is received Audio Enhancement has updated the ITC's to the latest firmware; Sound Systems and More is working to correct minor issues found during commissioning; Owner training will be scheduled once system is fully operational.

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

Mr. Koll gave the report for WBECHS, which is under budget and on schedule. Phase 1 Referendum scope closeout is ongoing. Phase 2 raceway, penetrations, cable tray and structured cabling scope continues to make progress. Completion of the Phase 2 Safety/Security and Technology/Infrastructure scope and system switchover is scheduled to occur in 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 under budget and on schedule. Phase 1 Closeout: HGR Final Closeout Amendment No. 22 is being routed for signatures; This will be the final construction update report for the Phase 1 Project; Closeout will be tracked on the Project Closeouts section of this report. Structured cabling is 75% complete. Electrical rough-in is 25% complete.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Phase 1 Closeout: HGR Final Closeout Amendment No. 22 is being routed for signatures; This will be the final construction update report for the Phase 1 Project; Closeout will be tracked on the Project Closeouts section of this report. Front office renovation is scheduled to occur during Summer Break 2023 Structured cabling for the main building is 90% complete; Electrical rough-in is 85% complete. Gymnasium and Transportation Suite IT Updates: PA/Intercom, Bi-Directional Amplifier and Radios are operational; Structured cabling is scheduled for completion in March 2023; Contractor has installed cabling in the Transportation Suite; Network patching is complete; Ajax is working with Allied Universal to restore card readers as soon as possible.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. Playground: Project Manager has requested supportive documentation from TTC so that the Final Closeout Amendment may be prepared. Testing of Structured cabling is ongoing. Cameras, Access Controls, and PA/Intercom installation continues to progress and are approximately 80% complete; Completion is scheduled to occur in March 2023. Network switchover is scheduled to occur during Spring Break 2023. Project Completion is scheduled to occur in early August 2023.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Structured cabling is 50% complete. Interior and exterior penetrations for the exterior horns, strobes, speakers, and exterior lighting are 90% complete.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Structured cabling installation is 20% complete. Electrical rough-in for the emergency power is 50% complete.

Whale Branch Elementary School (WBES) – RCA and CC

Mr. Vargas reported on WBES, which is under budget and on schedule. Commissioning of PA/Intercom system is complete; Owner training is being coordinated to occur the week of March 13th. CCTV and Access Controls scope has resumed and is scheduled for completion in March 2023. Final testing and commissioning are scheduled to occur in April 2023.

Whale Branch Middle School (WBMS) – RCA and CC

Mr. Vargas reported on WBMS, which is under budget and on schedule. CCTV/Security Camera remaining punch list items are scheduled to be complete in March 2023. Final testing and commissioning are scheduled to occur in April 2023.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. Preconstruction meeting took place on February 21, 2023. Construction of the new emergency Electrical room is scheduled to occur during Spring Break 2023. Construction for the Safety/Security, Technology/Infrastructure, Athletic Field Lighting is scheduled to occur during Summer Break 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.

11. Mr. Corbin presented the slide for the Project Closeout updates. Information is being reported for 26 projects, 16 of which have been completed to date. Updates on the status of closeouts are noted in the "Comments" section.
12. Mr. Corbin presented the Financial Updates. Standard monthly reports were distributed prior to the meeting. Project level transfers to Project Contingency in February totaled \$711,665. Contingency used in February totaled \$201,895. The total remaining available Contingency (as of February 28, 2023) is \$8,790,297.
13. Mr. Corbin presented the Financial Summary which is being reported with a "green" traffic light. As of February 28, 2023, the Current Budget is \$375,710,000. The paid and committed funds total \$335,098,128 (89.19%). The Total Remaining Funds to Commit (Including Contingency) total \$40,611,872 (10.81%). Remaining contingency funds total \$8,790,297.
14. Mr. Corbin presented the Cash Flow Projections vs Actual Expenditures slides. The forecasted paid to date figure through the end of February 2023 was \$231.03 Million. As of February 28, 2023, the total Referendum funds paid-to-date is \$206,599,754.
15. Mr. Corbin presented a recap for the Community Outreach activities associated with the Hilton Head Island High School project.

Survey was sent to students, parents/guardians, and community members to gather feedback on design elements was sent out on February 17, 2023; Over 1,000 responses were received as of February 28, 2023.

Met with HHIHS Student Government Association members on February 28, 2023 to discuss vision for the design.

Project Manager is working to reschedule the meetings with HHIHS Staff and HHIMS Student Government; Tentative date is March 14th; Additional details will be shared when meetings have been coordinated.

16. Mr. Corbin then turned the meeting over to Mr. McNally to report on the CLOC Member Site Visits to BCHS and RISA on February 28, 2023. A copy of the CLOC Project Committee Construction Inspection Report, prepared by Mr. McNally, was distributed and discussed. This document has also been posted with the other materials for the March 8, 2023, CLOC meeting.
17. Mr. Barber then turned the meeting over to Mr. Warco for the Finance Committee report.

Mr. Warco reported that the finance subcommittee met prior to the CLOC meeting to review the 519 report and that no concerns were identified.

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 Referendum?

Mr. Corbin responded that the data still indicates that the remaining Referendum scopes can be completed within the remaining available funds.

- ii) Mr. Warco asked if the District was responsible for any contractor payment delays?

Mr. Corbin responded that the District is not responsible for any delays that he is aware of.

Mr. Derrick Coaxum with Communications Committee requested that every CLOC member submit their volunteer hours for 2022.

18. Mr. Barber and Mr. Corbin discussed the forward-looking items, events, and items for the next meeting agenda.

- i) Q1 2023 CLOC Board update will be on May 2, 2023.
- ii) Due to Spring Break, the next CLOC meeting will be held on April 5, 2023 at the District Educational Support Center (Media Center); Agenda to include typical items plus an update from Dr. Berg on the future Bond Referendum and a quarterly report on CBRE-Heery services
- iii) A special meeting will be held on May 10, 2023 (following the conclusion of the CLOC meeting) to review the future Bond Referendum Program.

19. Mr. Barber adjourned the meeting.