

Date: June 14, 2023

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Bluffton High School Media Center Room and Via Zoom

Committee Member Attendees:

Ted Barber, Daniel Clare, Ron Groteluschen, Marion Johnson Payne, Ray Warco

Beaufort County School District (BCSD) Representatives Present:

Lou Ackerman, Carol Crutchfield, Richard Geier, Alexander Marshall, Robert Oetting, Tim Summers

CBRE | Heery Attendees:

Robert Corbin, Agustin Vargas, David Waggoner

Other Attendees:

Don Baus, Little Diversified Architectural Consulting, Inc.

Meeting Minutes

1. Prior to the June 14, 2023 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 42 Presentation Materials; Public Comment Card; 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.
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Barber asked Mr. Warco to introduce Finance Committee Members, Mr. Groteluschen and Mr. Clare.
4. A slide stating the CLOC's mission was prominently displayed for all to view.
5. Mr. Barber confirmed with Mr. Oetting that there were no public comments.
6. Mr. Corbin indicated that the Draft CLOC Meeting Minutes from May 10, 2023 are postponed and will be included with the July 12, 2023 CLOC meeting materials.
7. Mr. Barber turned the meeting over to Mr. Corbin for the purpose of project updates. Mr. Corbin asked Mr. Baus, Advanced Design Update by Little Diversified Architectural Consulting, Inc., to present the update for Hilton Head Island High School.
8. **Hilton Head Island High School – Advanced Design Update by Little Diversified Architectural Consulting, Inc. / M. B. Kahn Construction Co.**

Mr. Don Baus, Little Diversified Architectural Consulting, Inc., gave an update on Hilton Head High School's advanced design, which is being reported under budget and on schedule. The SD estimates for Phase 1 (Addition) and Phase 2 (Addition, Demolition and Renovations) have been completed by MBK alongside Little Diversified. Initial review with Town of Hilton Head occurred on June 9, 2023, and went extremely well. An informal meeting with the Town of Hilton Head is upcoming due to a change in their permitting planning process. Phase 1 Design Development (DD) documents are scheduled for completion on July 17, 2023. Coordination of an initial phasing plan review is underway with OSF. A formal SD review is scheduled for June 28, 2023. A DD review is scheduled for July 19, 2023.

At the conclusion of Mr. Baus's update, Mr. Corbin if there were any questions for Mr. Baus.

Mr. Barber asked Mr. Baus to clarify the relationship with OSF and clarify the role the Town of Hilton Head has as it pertains to design and permitting.

Mr. Baus explained that permits for most school projects are issued by OSF. However, the local municipality is responsible for land disturbance permitting. Land planning, and zoning go through the local review board.

Mr. Corbin asked if there were any further questions for Mr. Baus. No further questions were received on Mr. Baus's updates for Hilton Head Island High School. Mr. Corbin turned the meeting over to Mr. Marshall for updates on his projects.

9. Project Updates:

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 focus will be on punch lists and the main common stairwells. Auditorium work is currently being completed. Art Room HVAC rework in Building "F" to be complete in June. Casework in front office is scheduled for the weeks of June 12, 2023 and June 19, 2023. Building "J" CTE Kitchen floor is in place and overhead inspection is scheduled for June 15, 2023. OSF final inspection is anticipated in mid-July 2023.

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 and on schedule. IT network is in process with one IT closet ready and work has begun on the remaining rooms. Area "A" Gym wood floor is in place; Basketball goals are installed; Bleachers are scheduled to arrive on Friday, June 16, 2023. Area "B" Small Classroom Wing has all rough-ins complete; Flooring is in place; Windows are in. Finishes are 90% complete. Doors and hardware are being installed. Area "C" Large Classroom Wing HVAC units are

operational and finishes are ongoing. Area “D” Front Office and Media Center terrazzo floor in being installed. Ceiling clouds are being installed. Area “E” Cafeteria/Kitchen flooring will be in place the week ending on June 16, 2023. HVAC is operational. Speakers are being hung. Stage flooring is arriving the week of June 19, 2023. Site utilities and as-builts are in process. Landscaping is anticipated to begin the second or third week of July 2023. Well locations have been prepared and well placement is anticipated to occur in the next week or two. Phase II will begin on Monday, June 19, starting with demolition of the existing building, mercury abatement of the rubber floor in the Gym and asbestos abatement the week after.

Mr. Barber asked where the Terrazzo installers are from. Mr. Marshall responded that David Allen Company is from Atlanta, Georgia, and have more experience and a better reputation with epoxy-based terrazzo work. Mr. Marshall also explained that the life expectancy of this type of terrazzo flooring is approximately 50 years.

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. TTC Amendment No. 47 was approved at the Board Meeting on June 13, 2023. Playground work is complete.

MC Riley Elementary School (MCRES) & MC Riley Early Childhood Center (MCRECC) – Rosenblum Coe Architects, Inc. (RCA) and Ajax Building Company, LLC (Ajax)

Mr. Marshall reported on MCRES and MCRECC, which are under budget and on schedule. MCRES exterior light installations are complete. Cabling in four out of five closets has been pulled. The turnover date for the technology switchover is anticipated to occur at the end of July or early August 2023. MCRECC structured cabling is 100% complete. New emergency electrical room is framed out and awaiting the panel and guts.

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 with completion of the turf field and the first home football game scheduled for August 18, 2023. Safety/Security contractors will soon be mobilized. Door hardware, glazing and cabling are on order. Cabling and electrical work is anticipated at the end of July 2023. Turf subcontractor is now expected to begin work on June 19, 2023, and promise to meet the deadline. CTE expansion SD’s have been received and DD’s are currently in the works. There are a few small civil questions that are being worked through.

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

No questions were received on Mr. Marshall's project updates. Mr. Corbin turned the meeting over to Mr. Summers for updates on his projects.

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

Mr. Summers gave the report for HHIECC, which is being reported under budget and on schedule. TTC Amendment No. 46 was approved by the Board on June 13, 2023. As a result, submittals are being requested and pre-construction meetings are to be scheduled. Playground equipment installation is scheduled to occur during Summer Break 2023.

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

Mr. Summers gave the final report for HHIES, which is under budget and complete. Remaining activities will be tracked and reported with Project Closeouts.

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. Infoview monitors are scheduled to be installed during Summer Break 2023. Once Owner training is complete, the closeout phase will begin.

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 but with a "yellow" traffic light due to the remaining Safety/Security and Technology/Infrastructure scope at BLECC requiring additional Program Contingency use above the amount forecasted by the Mid-Program Reset V2.0. At BLES, Infoview monitors are currently being installed. Staff training has taken place and a second training will be scheduled once all monitors are installed.

Mr. Corbin turned the meeting over to Mr. Oetting to report on additional information discussed at the Operations Committee Meeting on June 12, 2023.

Mr. Oetting reported that BLECC's Phase 2 is proposed to be postponed until Q4 2023 due to cash flow and to allow additional funds to be returned to Program Contingency from closeout of other Referendum projects. An option to owner finance was suggested; however, breaking the project into smaller scope packages may be the answer in order for the work to move forward without delaying the project.

Mr. Corbin added that of the five (5) Amendments brought before the Board on June 13, 2023, four (4) of the five (5) required use of Program Contingency that was higher than forecasted. A Mid-Program Reset V3.0 was accomplished. Mr. Corbin also added that the remaining scopes can be completed within the current funds and the forecast still shows a "soft landing". Project managers have been asked to close out projects efficiently and quickly. In addition, construction management firms were challenged a few weeks ago to

see if there could be some early release of the contingency that can come back. As a result, three (3) proposals have come in for early releases that total over \$200,000.

Mr. Warco asked if a copy of Mid-Program Reset V3.0 could be provided.

Mr. Corbin responded that a copy will be provided in the near future as details are still being worked out.

Mr. Oetting added that a lot of funds are currently tied up in projects that are ongoing. There is a percentage of those funds under the CMAR model that have typically come back. It is all about the timing of getting that money back so it can be invested in the projects that are left.

Mr. Barber asked if a post-mortem will be done on the projects where scopes require an additional contingency above what was forecasted.

Mr. Oetting responded that there is less than \$10 million to commit. Being at the end of the Program, a lot of the funding is currently tied up in existing projects. Examining the Mid-Program Reset V3.0, the Program will be tighter due to less money being available and less projects remaining. Knowing the risks and with the history of past projects, there is confidence with the V3.0 numbers.

Mr. Corbin added that \$12.8M remains available including contingency.

Mr. Barber asked if the \$12.8M includes what was approved at the Board meeting on June 13, 2023.

Mr. Corbin responded yes. Mr. Corbin added that he has prepared a draft budget transfer from available funds that will be forwarded to Mr. Oetting this week. This will put approximately \$2 million back into Contingency.

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

Mr. Summers reported on RCES, which is under budget but with a “yellow” traffic light due to the remaining Safety/Security and Technology/Infrastructure scope requiring additional Program Contingency use above the amount forecasted by the Mid-Program Reset V2.0. CPPI Amendment No. 08 was approved at the June 13, 2023, Board meeting for the Phase 1 Safety/Security and Technology/Infrastructure scope.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. The GMP Proposal has been received for the remaining Safety/Security scope. The proposal required additional Program Contingency use above amount forecasted by the Mid-Program Reset V2.0. CPPI Amendment No. 07 was approved by the Board on June 13, 2023.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Final OSF inspection is to take place on August 2, 2023. The building addition is approximately 90% complete. Connection to the main building is currently in progress. OSF Deficiencies for the Modular classrooms inspection are being addressed. In the Main Building, the Administrative Area, Media Center and Special Needs Classrooms are on track to be completed on June 16, 2023.

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

Mr. Summers gave the final report on HEMMS, which is under budget and is in closeout. Owner training for the new PA/Intercom took place in May 2023. Remaining activities will be tracked and reported with Project Closeouts.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Amendment No. 37 for security cameras has been fully executed. MBK Amendment No. 41 was approved by the Board on June 13, 2023. Infrastructure will be done Summer 2023 for PA and cameras with anticipation that the equipment will be installed by the end of Summer 2023. New field house is in the permitting process. Renovations are underway. There have been issues with walls that were not reinforced and are being addressed. Gym bleachers will be installed after the Summer programs at this location are over.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Accent brick for the Fieldhouse and Wrestling room is complete. OSF overhead inspection took place in May 2023. OSF final inspection has been rescheduled for June 16, 2023. BDA testing has been completed by the Fire Department and the system cutover will probably occur during the third week of July 2023. Issues causing trouble signals in the existing fire alarm system have been cleared with the exception of one item. Fire Alarm system continues to be operational.

Mr. Barber will be meeting with the new General Manager at Beaufort Jasper Water & Sewer Authority at 10:00 a.m. on June 16, 2023, and suggested someone with the BCSD also meet with her.

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

Mr. Warco asked if the temporary classrooms at HHIMS will still be used in the coming year.

Mr. Summers answered that they will be used during the entirety of the project.

Mr. Warco asked if there was more to do at HHIMS.

Mr. Summers responded that there are six (6) phases to the HHIMS project. The modular units will be used as swing space until the students are moved back into the renovated spaces.

Mr. Warco asked if there is an anticipated time for the completed project.

Mr. Summers responded that the closeout is scheduled to be completed December 2024; however, the project should be wrapping up in August 2024.

Mr. Warco asked if this project was included in the 2019 Referendum.

Mr. Summer responded yes.

No further questions were received on Mr. Summers' project updates. Mr. Corbin reported on project updates for Mr. Koll, who was on vacation.

Riverview Charter School (RVCS) – QAP and TTC

Mr. Corbin reported on RVCS, which is under budget and on schedule. Preconstruction meeting occurred on June 2, 2023. Construction has commenced and completion is scheduled to occur Q4 2023.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Corbin reported on CES, which is under budget and on schedule. Network switchover is scheduled to occur during Summer 2023.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Corbin reported on MOES, which is under budget and on schedule. Network switchover is scheduled to occur during Summer 2023.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Corbin reported on PRES, which is under budget and on schedule. Preconstruction meeting occurred on June 6, 2023. Construction has commenced and is scheduled to be completed in Q4 2023.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Corbin reported on PVES, which is under budget and on schedule. TTC Amendment No. 34 (Safety/Security and Technology/Infrastructure) has been fully executed. Construction is scheduled to begin in August 2023. Final playground equipment installation is scheduled to be complete during Summer Break 2023.

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

Mr. Corbin reported on BMS, which is under budget and on schedule. Network switchover and installation of sports lighting are scheduled to occur during Summer Break 2023. Concessions and restroom buildings are scheduled to be delivered in July 2023.

Beaufort High School (BHS) – LS3P and TTC

Mr. Corbin gave the report for BHS, which is under budget and on schedule. Owner training occurred on May 15, 2023. Removal of the previous low voltage systems is scheduled to take place during Summer 2023.

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

Mr. Corbin gave the report for WBECHS, which is under budget and on schedule. Tennis court lighting has been completed. Network switchover is scheduled to occur during Summer 2023.

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

No questions were received on Mr. Koll's project updates. Mr. Corbin turned the meeting over to Mr. Vargas for updates on his projects.

Lady's Island Elementary (LIES) – MPS and Ajax

Mr. Vargas reported on LIES, which is under budget and on schedule. Network cutover is scheduled to occur July 2023. Exterior lighting installations are 80% complete. PA/Intercom devices have experienced shipping delays. Installation is expected to occur soon after the network cutover. Security camera equipment is on order and installation will begin during Summer Break 2023.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Front office renovations are ongoing. Demolition is ongoing in preparation of new windows. Network cutover is scheduled to occur during July 2023. Exterior lighting is scheduled to be completed in July 2023. Electrical wiring is complete.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. Infoview Monitors need troubleshooting due to issues with programming from the manufacturer. Troubleshooting is scheduled to be completed in June 2023. Cameras and access controls installation are scheduled to be completed in June 2023.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Network cutover coordination is scheduled to occur in July 2023. PA/Intercom installation is scheduled to begin in June 2023. Emergency lighting has been completed.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Network cutover coordination is scheduled to occur in July 2023. Electrical rough-in for emergency power is complete. PA/Intercom installation is scheduled to begin in June 2023.

Whale Branch Elementary School (WBES) – RCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. PA/Intercom punch list is ongoing with minor items remaining. Security Cameras and Access Controls have minor items to be addressed. Third-party inspection deficiencies are being corrected. OSF inspection is being coordinated to occur during Summer Break 2023.

Whale Branch Middle School (WBMS) – RCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. PA/Intercom punch list is ongoing with minor items remaining. Security Cameras and Access Controls have minor items to be addressed. Third-party inspection deficiencies are being corrected. OSF inspection is being coordinated to occur during Summer Break 2023.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. Electrical rough-in is 40% complete. Surface mounted raceway installations continue to progress. Athletic field lighting is scheduled to begin the last week of June. ongoing. Surface mounted raceway installations are ongoing. Athletic Field lighting is scheduled to arrive the last week of June 2023. Fencing along the Athletic Field perimeter is 100% complete. Structured cabling is scheduled to begin in mid-June 2023.

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

No questions were received on Mr. Vargas's project updates.

10. Mr. Corbin presented the slide for the Project Closeout updates. Twenty-one (21) projects have been completed to date. Mr. Corbin also pointed out that the Monthly Financial Summary Report is tracking and reporting 127 financial commitments that have been completed to date. Any items that are financially closed out will be highlighted in green.

Mr. Corbin asked if there were any questions regarding Project Closeouts.

No questions were received.

11. Mr. Corbin presented the Financial Update, which is being reported with a “green” traffic light. As of May 31, 2023, the Current Budget remains at \$375,710,000. The Paid and Committed Funds through May 31, 2023, was \$347,768,354 (92.56%). The Total Remaining Funds to Commit (Including Contingency) total \$27,941,646 (7.44%). Contingency Activity in May 2023 shows \$4,002,104 in savings returned and \$2,179,315 in contingency used. Remaining contingency totals \$9,814,992.

Mr. Barber asked how much contingency was committed at the Board meeting on June 13, 2023.

Mr. Oetting responded approximately \$15 million; however, Mr. Corbin added that he would get the exact figures by the next Board meeting on July 11, 2023.

12. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of May 31, 2023, total \$235,415,591. The total forecasted expenditures through May 31, 2023, is \$272.67 million. The total payments were close to what was targeted at \$13 million.
13. Mr. Corbin presented a recap for the Community Outreach. Upcoming activities include the ribbon cuttings at the following facilities:

Bluffton High School: Ribbon cutting for the Field House and Weight Room took place on June 1, 2023. The link to the video is provided in the handout materials.

Robert Smalls International Academy: August 7, 2023 at 3:00 PM.

Battery Creek High School: August 25th, 2023 with time to be determined due to a Board work session on that date.

Hilton Head Island Middle School: August 30th, 2023 at 1:00 PM.

14. Mr. Corbin turned the meeting over to Mr. Oetting for the November 2023 Bond Referendum Update.

Mr. Oetting reported on Dr. Rodriguez’s presentation to the Board on June 13, 2023. An overview of the Superintendent’s recommendations was given.

Mr. Oetting added that the Referendum involves multiple phases over a four and one-half (4 ½) years.

Mr. Oetting mentioned that now the Referendum has been approved by the Board, the District staff can no longer advocate.

Mr. Oetting asked if there were any questions.

Mr. Barber asked what the next steps are leading up to Fall 2023.

Mr. Oetting responded BCSD will be glad to conduct information sessions with any group regarding the November 2023 Bond Referendum. Packets of information on the individual schools listed in the Referendum are being prepared.

15. Mr. Barber turned the meeting over to Mr. Warco for CLOC Sub-Committee Reports/Updates.

Mr. Barber asked Mr. Warco for a report from the Finance Committee. Mr. Warco reported that as of April 30, 2023, there was \$375 million to start with \$38 million remaining (approximately 10%). For that \$38 million, there was a contingency of \$8 million. Mr. Warco indicated that Mr. Clare had a comment regarding “boiling down” the 519 Report so that the focus is on the new jobs. The 519 Report has data on 452 lines, with 45 lines being the projects that need focus. The mathematics were checked and the 519 Report looks good.

The Finance Committee concerns are as follows:

- i) Mr. Warco stated that his question regarding completing the scope within the \$375 million was answered earlier.
- ii) Mr. Warco also addressed that the percentage of contractor work completed and percentage paid is still a fairly large spread. The number of projects with issues is currently down to four (4). Even though it is going in the right direction, the contractor’s paperwork has to be right in order to be paid.

Mr. Barber stated that the Project Committee would like to schedule visits at Mr. Marshall’s two big projects before the next CLOC meeting on July 12, 2023.

Mr. Barber had no report from the Communications Committee; however, stated he will be putting some notes together for the Annual Report to share at the Board meeting on July 11, 2023.

16. Mr. Barber reported on the Forward Looking Items and Events. The agenda for the next CLOC meeting on July 12, 2023 will include the CLOC Board Update of July 11, 2023. All other agenda items will remain standard.

17. Mr. Warco commented that in talking with other members of the Finance Committee, that CLOC should remain independent to maintain trust. The suggestion is to educate but not advocate.
18. Mr. Barber added that he was in agreement. The CLOC will remain in place to oversee not only the close out of the 2019 Referendum, but will also be in place to oversee the 2023 Referendum.
19. Mr. Geier added that what is important is trust, and what the CLOC has done is help to provide that trust.
20. Mr. Barber asked if there were any more items to discuss. There were none.
21. Mr. Barber adjourned the meeting.