

Date: May 10, 2023

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

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

Committee Member Attendees:

Ted Barber, Daniel Clare, Derrick Coaxum, Kim Fleming, Ron Groteluschen, Marion Johnson Payne, Richard Tritschler, Ray Warco

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Richard Geier, Lou Ackerman, Carol Crutchfield, Jennifer Hamblin, Freddie Lawton, Alexander Marshall, Tim Summers

CBRE | Heery Attendees:

Robert Corbin, Mark Koll, Agustin Vargas, David Waggoner

Other Attendees:

Don Baus, Little Diversified Architectural Consulting, Inc.

Meeting Minutes

1. Prior to the May 10, 2023 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 41 Presentation Materials; Public Comment Card; Draft Minutes from the 40th CLOC Meeting held on April 5, 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; and Cash Flow Projections vs Actuals.
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Barber confirmed with Mr. Oetting that there were no public comments.
4. Mr. Barber asked for a motion to approve the draft minutes for the April 05, 2023 meeting. A motion was made by Mr. Warco and seconded by Mr. Tritschler. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.
5. **Hilton Head Island High School – Advanced Design Update by Little Diversified Architectural Consulting, Inc.**

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 review comments for Phase 1 (Addition) and Phase 2 (Addition, Demolition and Renovations) have been provided to Little Diversified.

In regard to RFP 23-012 (Construction Manager for HHIHS Addition and Renovations), at the April 4, 2023 Board meeting, the Board approved the selection of M.B. Kahn Construction Co.

Phase 1 Design Development (DD) documents commenced on April 17, 2023, and are scheduled to be submitted to the Owner on or before July 17, 2023. Advancement of the Phase 2 design requires approval of the November 2023 Bond Referendum.

A "birds eye" rendering of the advanced design has been received by the District and a slide was included for the Committee to view.

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 role of M.B. Kahn Construction Co. (MBK).

Mr. Baus responded that MBK was hired by the District to provide Construction Management at Risk services and is currently providing pre-construction services.

Mr. Corbin added that the rendering shown is preliminary. In the months ahead, the Committee will see updated renderings that will match up with the progress of the design.

Mr. Barber asked if the fee for the pre-construction services performed by MBK would be coming out of the current funds that the District has for advanced design within the 2019 Referendum.

Mr. Oetting responded affirmative.

Mr. Warco asked if the new structure shown in the forefront will encroach on the existing parking lot.

Mr. Baus responded affirmative. There are design studies underway on the issue of mitigating parking during construction. Parking will be added where some of the current structure exists; thus, parking after construction will not be an issue.

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 asked the Project Managers to provide brief updates for their projects so as to allow time following the conclusion of the CLOC meeting for the special meeting to review information associated with the 2023 Bond Referendum.

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

6. 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. Project is progressing well and there are no issues to bring to the attention of the CLOC.

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. Project is progressing well and there are no issues to bring to the attention of the CLOC. Mr. Marshall added that power to the new classroom lights is on.

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. Project is progressing well and there are no issues to bring to the attention of the CLOC. GMP Proposal is anticipated to be received in the next few weeks.

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. Construction progress is great and there are no issues to bring to the attention of the CLOC.

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 which continues to be monitored closely by Mr. Marshall.

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, but with a “yellow” traffic light due to the time it is taking to obtain sub-contractor proposals due to their current workloads.

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

Mr. Summers gave the report for HHIES, which is under budget and on schedule. Project is progressing well and there are no issues to bring to the attention of the CLOC.

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. Like HHIES, the project is doing well and there are no issues to bring to the attention of the CLOC.

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. Projects are doing well and there are no issues to bring to the attention of the CLOC.

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

Mr. Summers reported on RCES, which is under budget and on schedule. CPPI GMP Proposal has been received and is being evaluated.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. CPPI GMP Proposal has been received and is being evaluated.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Project is doing excellent and there are no issues to bring to the attention of the CLOC.

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

Mr. Summers reported on HEMMS, which is under budget and on schedule. Project is doing well and there are no issues to bring to the attention of the CLOC.

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

Mr. Summers reported on HHIHS, which is under budget. Mr. Summers took time to explain the schedule “Yellow” traffic lights and that MB Kahn is currently pricing this work.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Project is doing well and scheduling for the ribbon cutting ceremony is taking place.

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

No questions were received on Mr. Summers’ project updates. Mr. Corbin turned the meeting over to Mr. Koll for updates on his projects.

Riverview Charter School (RVCS) – QAP and TTC

Mr. Koll reported on RVCS, which is under budget and on schedule. TTC Amendment No. 33 (Safety/Security and Technology/Infrastructure) was approved by the Board at the May 2, 2023 Board Meeting. Construction is scheduled to start as soon as this school year ends.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. Project is doing well and there are no issues to bring to the attention of the CLOC.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. Project is doing well and there are no issues to bring to the attention of the CLOC.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is being reported “Yellow” budget traffic light due to the GMP Proposal received from Ajax being over budget. Ajax is preparing a revised GMP Proposal to address budget concerns. The District will also be receiving a GMP Proposal from TTC to ensure that the District receives the best cost proposal for this work.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. TTC Amendment No. 34 (Safety/Security and Technology/Infrastructure) was approved at the May 2, 2023 Board meeting. Construction is scheduled to begin in June 2023.

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

Mr. Koll reported on BMS, which is under budget and on schedule. Project is doing very well and athletic scope is almost 100% complete.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is under budget and on schedule. Installation of systems is complete and commissioning is nearing completion. Owner training is being coordinated to occur once systems are commissioned.

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

Mr. Koll gave the report for WBECHS, which is under budget and on schedule. Project is doing well. Tennis court lights have been completed ahead of schedule.

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

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 HGR/Ajax

Mr. Vargas reported on LIES, which is under budget and on schedule. Structured cabling and lighting are complete. Project is doing well and there are no issues to bring to the attention of the CLOC.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Project is progressing and there are no issues to bring to the attention of the CLOC.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. Network switchover occurred during Spring Break 2023, everything went very well and Owner training has been completed. Remaining work is progressing.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Safety/Security and Technology/Infrastructure work is progressing and there are no issues to bring to the attention of the CLOC.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Work is progressing and there are no issues to bring to the attention of the CLOC.

Whale Branch Elementary School (WBES) – RCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. Work is starting to wrap up. Third party inspections are scheduled for May 19, 2023. There are no issues to bring to the attention of the CLOC.

Whale Branch Middle School (WBMS) – RCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. Work is starting to wrap up. Third party inspections are scheduled for May 19, 2023. There are no issues to bring to the attention of the CLOC.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. Construction is progressing on schedule. There are no issues to bring to the attention of the CLOC.

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

Mr. Barber asked if all projects include a third party inspection.

Mr. Corbin responded that it depends on the scope. All life-safety improvements, additions and major renovations where OSF will be performing inspections use third party inspections to ensure that all items are in order prior to arrival of the OSF inspector.

No further questions were received.

7. Mr. Corbin presented the Project Closeout updates. Comments on slide 46 have been updated. A total of 21 project closeouts have been completed to date.
8. Mr. Corbin presented the Financial Update. Standard monthly reports have been provided. Mr. Corbin shared that the 519 report provided with tonight's meeting materials had an error and that Mr. Ackerman would send a corrected report to the CLOC Financial committee.

Financial update is being reported with a "green" traffic light. As of April 30, 2023, the current budget is \$375,710,000. Paid and committed funds through April 30, 2023, total \$336,583,999 (89.59%). The total remaining funds to commit (including contingency) total \$39,126,001 (10.41%). Contingency used in April 2023 was \$815,082 with the majority of this being used, as anticipated, for RSIA Phase 2 scope. Remaining contingency funds total \$7,992,203.

Mr. Corbin paused and asked if there were any questions before moving on.

Mr. Barber asked if the total remaining funds figure of \$39,126,001 included Amendments approved at the May 2, 2013 Board meeting.

Mr. Corbin responded that these Amendments were not included in the figure. Figure provided was through April 30, 2023 and that the Amendments approved at the May 2, 2023 Board meeting would be reflected in next month's financial reports.

Mr. Tritschler asked about the Amendments that were approved at the May 2, 2023 Board meeting and if they required use of program contingency.

Mr. Oetting, Mr. Koll and Mr. Corbin provided responses. The following details are provided for additional clarity.

- TTC Amendment No. 33 for Riverview Charter School was for \$1,460,583; Amendment required no use of contingency funds
- TTC Amendment No. 34 for Pritchardville Elementary School was for \$2,956,368; Included in this figure was required use of contingency funds that totaled \$738,319

No further questions were received.

9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The total funds paid to date through the end of April 2023 were \$222,446,064. Mr. Corbin shared that the funds paid in April were below forecasted amount and that the Accounts Payable (AP) check run last week paid an additional \$6.1 million.

10. Mr. Corbin presented a recap for the Community Outreach. Upcoming activities include the ribbon cuttings at the following facilities:

Bluffton High School: Tentative date of June 1st, 2023 at 1:00 PM; awaiting confirmation.

Robert Smalls International Academy: August 9th, 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.

Mr. Barber requested that an email be sent to all CLOC members that recapped the above information.

11. Mr. Corbin turned the meeting over to Mr. Barber for the Feedback on the Q1 2023 CLOC Board Update (May 2, 2023).

Mr. Barber reported that he along with CLOC members Mr. Tritschler and Mr. Warco were present at the meeting. Mr. Barber stated that after his presentation to the Board, there were no real concerns expressed and the Board seemed genuinely appreciative of what CLOC is doing.

Mr. Tritschler, Mr. Warco and Mr. Geier all shared positive feedback.

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

Mr. Warco reported that the Finance Sub-Committee met on May 8, 2023 by teleconference to discuss the March 2023 519 report. The Sub-Committee consists of Mr. Warco, Mr. Tritschler, Mr. Groteluschen and Mr. Clare.

The Finance Committee had no issues with the monthly 519 report brought forward the standard two (2) concerns:

- i) Mr. Warco asked the question if the remaining Referendum work will be finished without requiring additional funding?

Mr. Corbin responded that the analysis he recently completed still indicates a “soft landing” and the forecast is that the remaining funds will cover the remaining scopes.

- ii) Mr. Warco also addressed that there are still projects where there is a greater percentage of work completed by contractors than there is for payment of that work. The number of projects in this situation has been reduced to 6 projects from the previous 11 projects. The Committee asked for assurance that the District is keeping in contact with contractors and asking that paperwork be submitted promptly in order that payments be processed in a timely manner.

Mr. Corbin responded this is being done.

Mr. Warco asked if there were any questions concerning the Finance Committee report.

No questions were received. Mr. Warco turned the meeting over to Mr. Barber.

Mr. Barber asked Ms. Fleming for an update from the Communications Sub-Committee.

Ms. Fleming requested information from the CLOC members in order to finish the Annual Report.

Mr. Barber responded that he will put together a draft of this information and will share with Mr. Corbin for his review prior to sending to Ms. Fleming.

Mr. Barber stated the Project Committee has no report.

13. Mr. Corbin reported on the Forward Looking Items and Events as well as the agenda for the next CLOC meeting scheduled for June 14, 2023.

Discussions took place and the next CLOC meeting was agreed to be held at Bluffton High School, with a pre-meeting tour to begin at 5:30PM. The Q2 2023 CLOC update to the Board was discussed and scheduled to take place at the July 11, 2023 Board meeting.

Note: It was later determined that the Q2 2023 CLOC update would take place at the August 1, 2023 Board meeting.

14. Mr. Barber asked if there were any other items to bring forth to the Committee. As there were none, Mr. Barber adjourned the meeting.