

Date: September 13, 2023

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Robert Smalls Leadership Academy Media Center and Via Zoom

Committee Member Attendees:

Ted Barber, Daniel Clare, Ray Warco, Mike McNally, Marion Johnson Payne, Richard Tritschler

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Jennifer Hamlin, Wendy Cartledge, Alexander Marshall, Tim Summers, Freddie Lawton, Carol Crutchfield, Lou Ackerman

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Kevin Kelly, Mark Koll, Agustin Vargas

Other Attendees:

Halie Cooler, Olivier, Inc.

Meeting Minutes

1. Prior to the September 13, 2023 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting 45 Presentation Materials; Public Comment Card; Minutes from the August 9, 2023 CLOC Meeting (draft); Referendum Projects 2019 Financial Summary; Project Level Financial Details; 2019 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 minutes for the August 9, 2023 (draft) meetings. A motion was made by Mr. Warco and seconded by Mr. Tritschler. The motion was approved by all. The approved amended meeting minutes will be posted to the CLOC website.
5. **Hilton Head Island High School – Advanced Design Update**

Mr. Tim Summers provided the update on Hilton Head High School's advanced design, which is being reported under budget and on schedule. The presentation included four updated renderings provided to the District on August 29, 2023. OSF Review of phasing and construction life safety plans took place on August 14, 2023. The initial review submittal to the Town of Hilton Head for the Development Plan Review (DPR) has been submitted. Phase 1 DD's cost estimate; Which also included the Phase 2 SD's cost estimate, from M.B. Kahn was received on August 31, 2023. Updated graphics for public awareness have been developed. Construction Documents for Phase 1 are progressing towards 75% submittal at the end of October 2023.

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

Mr. Warco asked as to whether the renderings had been uploaded to the District's Website?

Mr. Summers responded that Mr. Baus would be issuing the full presentation to be uploaded to the District's website.

Mr. Barber added feedback from the presentation that Dr. Rodriguez issued to the community at St. Helena and Battery Creek for the 2023 Bond Referendum. The list which generated the budget of \$439M doesn't provide the details by project; Mr. Barber suggested that it would behoove the District to either mention what each of the project budgets are and what each of the projects encompass or creating a more detailed list that the community can see and help them understand why the budget is \$439M. Some community members may think that \$439M is a lot for such a short list, by adding this level of detail, this may eliminate any doubt and would help better educate the public as to how the budget landed at that dollar value.

Mr. McNally inquired as to whether the architect would be able to defend the curvilinear designs and grand spaces by saying that the cost would be in line with the cost of a standard rectilinear school design.

Mr. Oetting responded by saying that the additional features which include exterior architectural elements, and in the interior, high ceilings, grand stairwells and areas where students can collaborate which act as functional centers. Mr. Oetting explained that this is the direction that K-12 designs are headed towards, and while these are added costs, the design creates spaces that can be utilized and improve the learning environment which adds value to the facility.

Mr. McNally responded by saying that this is something the District should keep in mind when having to defend the cost so that the public supports the design of the facility going forward.

Mr. Barber added to the discussions by saying that going forward with the 2023 Bond Referendum, it is worth to say that a big part of the budget for the project at HHHS is due to not only it being a renovation project, but it also includes new construction on the existing campus.

Mr. Oetting mentioned that there is a premium to pay due to the existing site constraints.

Mr. Barber asked if there were any more questions and there were none.

6. Project Updates:

Mr. Corbin turned the meeting over to Mr. Marshall for 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. Over the past month we held two ribbon cutting ceremonies, one for the main school and one for the athletic facility. OSF Final inspection is complete. All three tennis courts are now complete. Construction is complete and the cleanup process has begun. Punch list items will be completed from now until October. Waiting for materials to arrive to finalize sheetrock, door hardware, and touch up paint. The parking lot lighting is complete. The sound system and projectors are complete. Training for the sound system and projector will take place on Friday September 15, 2023 with more training to follow the week of September 18th.

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

Mr. Marshall gave the report for RSLA, which is being reported under budget and on schedule. The ribbon cutting for the new Robert Smalls Leadership Academy has taken place as well as the Masons Ceremony. The remaining punch list includes cleaning, signage, door hardware corrections, and landscaping. The last big thing to do in Phase 1 is the sewer extension which will start on September 16th. Phase 2 football concessions foundations are scheduled to begin in November. The demolition of the old RSIA facility is expected to begin in mid- September with an October completion. Additional Asbestos has been found, there will be a need to do further abatement to remove the materials safely.

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. Contractor mobilization has taken place. The preconstruction meeting is scheduled to occur on September 14th, 2023. Submittal reviews and approvals are ongoing. The scope of the work for structured cabling will include reusing some of the existing structured cabling.

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. The “A” wing scope at MCRES is complete. Work in the “P” wing is ongoing. Owner training for the new PA/Intercom is complete. Exterior lights are complete. Exterior camera installations are ongoing. New generator to arrive Q1 2024.

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 and on schedule. The new football turf field is complete. Drainage work has begun. Prefabricated restroom building is anticipated to arrive towards the end of November/beginning of December 2023. The practice field prefabricated restroom plumbing and electrical is complete, final tie in will occur when the prefabricated structure arrives onsite. CTE expansion DDs are scheduled to be received in October 2023.

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. The preconstruction meeting took place on August 2023. Work is scheduled to begin in September. Playground equipment installation is completed. A small area of turf will be installed the week of September 18th.

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. All work has been completed. Owner training is complete for all systems.

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

Mr. Summers gave the reports for BLES and BLECC, which are on schedule and under budget. At BLES, all work has been completed. Owner training is complete for all systems. At BLECC, MBK Amendment No. 44 (Safety/Security and Technology/ Infrastructure scope) is fully executed. The preconstruction meeting has been held and construction is scheduled to begin the week of September 18th, 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. Phase 1 Safety/Security and Technology/Infrastructure scope is nearing completion. Phase 2 GMP Proposal for remaining Safety/Security and Technology/Infrastructure scope is scheduled to be brought to the Board for approval on September 19th, 2023.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. Remaining Safety/Security work is being coordinated. The Athletics GMP proposal has been requested and is scheduled to be presented at the board meeting on September 19th, 2023 for approval.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. New addition and modular classroom scope has been completed. Renovations of the main building, administration area, media center, and 500 wing are complete. Renovations of the 800 wing are progressing on schedule. Renovations for the 700 wing is scheduled to begin in December 2023.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Renovations of the existing Field House were completed in August 2023. PA/Intercom and cabling have commenced. Permits for the new field house and remaining athletics are anticipated to be received in September 2023. Phase 2 will occur after football season. Construction is pending permits for the new field house. Gym bleachers were completed in August 2023.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Remaining Infoview monitors are scheduled to be delivered and installed in September 2023. Follow up training on the monitors will be coordinated once the installation is complete.

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

Mr. Warco asked what date the Hilton Head Island Middle School ribbon cutting ceremony has been rescheduled to.

Mr. Summers responded that the ceremony has been rescheduled to take place on October 4th, 2023, at 1:00pm.

Mr. Corbin asked if there were any more questions and there were none.

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. The new ceiling grid installation, structure cabling, and lighting is complete. Installation of the PA/Intercom system is experiencing material delays; Existing PA/Intercom is operational until the new system is installed and commissioned. Project completion is scheduled to occur in Fall 2023.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. Structured cabling is complete. Network cutover has been delayed allowing the start of school with minimal interruptions; network switches and patch panels are scheduled to be installed in September 2023. Commissioning of the systems and Owner training will occur once the Network cutover is complete.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. Structured cabling is complete. Final installations of Audio Enhancement and Allied Universal Systems are complete, and corrections of punch list items are occurring. Commissioning of the systems and Owner training is being coordinated.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. The installation of new structured cabling, PA/Intercom and cameras are complete. Network and new technology systems are online; Commissioning of the systems is scheduled to occur in September 2023. Completion is scheduled to occur in the Fall 2023.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. Playground installation is complete. On site construction activities for remaining Safety/Security along with Technology/Infrastructure has begun. Electrical penetrations, conduit and raceways have begun. Completion is scheduled for Q1 2024.

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

Mr. Koll reported on BMS, which is under budget and on schedule. The final installations of Audio Enhancement and Allied Universal Systems are completed. Network cutover has been delayed allowing the start of school with minimal interruptions; Network switches and patch panels are scheduled to be installed in September 2023. Installation of sports lighting is complete. Concessions and restroom buildings are scheduled to be delivered on September 14th, 2023. Final tie-in to the electrical service is being coordinated. South Carolina Department of Labor, Licensing and Regulation (SCLLR) permits for the two restroom buildings and concessions have been received; Delivery of the buildings is scheduled to occur in October 2023

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is under budget and on schedule. Infoview monitors are being installed. PA/Intercom closeout documents are being assembled by TTC and will conclude once Infoview monitors are installed. Demolition of the decommissioned data systems is underway and on schedule for completion in January 2024. Design for the practice field restroom facility is ongoing. Athletics Phase 2 CD's have been issued to TTC for pricing; GMP is scheduled to be received in September 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. Phase 2 Safety/Security and Technology/Infrastructure structured cabling is complete and punch list items are being addressed. Audio Enhancement and Allied Universal systems continue to progress on the installation of their systems. Commissioning of the new systems is scheduled to occur in October 2023. GMP Proposal for baseball and softball batting cages is scheduled to be received in September 2023.

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

Mr. Barber inquired as to the involvement of the South Carolina Department of Labor, Licensing, and Regulations (SCLLR) and why they need to provide permits for the prefabricated structures.

Mr. Koll responded by saying that while the building code certification is done by the manufacturer of the structures, in order to be permitted and installed in the state of South Carolina, the contractor must go through SCLLR for permitting.

Mr. Corbin asked if there were any more questions and there were none.

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 complete. PA/Intercom installation, commissioning, and owner training is complete. Camera installations continue to progress. Emergency generator is scheduled to arrive Q4 2023.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. The front office renovations are complete. Camera installations are 75% complete. Network cutover is complete. PA/Intercom training is complete. Emergency generator is scheduled to arrive Q4 2023. Gymnasium and Transportation suite IT update; access controls installation is ongoing.

Mr. McNally asked what is causing the delays with emergency generators.

Mr. Vargas explained that manufacturers are having issues with the production of fuel tanks, chip devices for the mother boards, and issues with the assembly line labor. Another issue that is causing delays is related to emergency response when natural disasters occur, i.e. hurricanes, which then causes for the equipment that is in stock to be relinquished to assist in restoring power to the affected population.

Mr. McNally explained that if there is something that we have learned from this, it is to order equipment early.

Mr. Corbin added to the discussions by saying that in most of these cases we have ordered the equipment as early as possible. Currently the lead times for the generators is up to 56 weeks. To expedite the process, long lead packages have been awarded ahead of time to catch up with the lead times as much as possible.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. PA/Intercom Inview Monitor programming issues are scheduled to be addressed in September. Cameras owner training is complete. Punchlist is being addressed. Access controls are scheduled for completion in September 2023.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. PA/Intercom Owner training is being coordinated to occur in September 2023. Camera installations continue to progress. Generator is scheduled to arrive in Q4 2023.

Mr. Barber inquired as to whether we are purchasing all of the generators from the same manufacturer.

Mr. Marshall responded by explaining that we are purchasing from multiple manufacturers.

Mr. Barber added that it would be beneficial to contact the manufacturers and ask where the generators are in the production process and whether a Factory Acceptance Test (FAT) can be scheduled to ensure the equipment is fully functional prior to shipping out. This will also help us know if the equipment is in production or not.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Network cutover is complete. PA/Intercom Owner training is complete. Camera installations have begun. The generator is scheduled to arrive Q4 2023.

Whale Branch Elementary School (WBES) – RCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. Security Cameras are complete. Access Controls are complete. Owner training of the system is complete. Third-party inspection deficiencies have been corrected. OSF inspection is complete. Remaining punch list items are being addressed.

Whale Branch Middle School (WBMS) – RCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. Security Cameras are complete. Access Controls are complete. Owner training of the system is complete. Third-party inspection deficiencies have been corrected. OSF inspection is complete. Remaining punch list items are being addressed.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. Athletic Field Lighting equipment installation is complete. Network cutover is complete. Structured Cabling testing and labeling is ongoing. PA/Intercom equipment installations have begun. Camera and Access Controls Installation is scheduled to begin in September 2023. Bi-Directional Amplifier (BDA) is scheduled for installation the week of September 18, 2023. Generator is scheduled to arrive in Q1 2024.

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

Mr. Barber inquired as to whether the contractors are being directed to purchase equipment from a specific manufacturer or if the contractors have the choice to choose the manufacturer they purchase from.

Mr. Vargas responded by saying that we only issue the specs for the equipment and the contractor manages ordering the equipment from manufacturers they choose to work with.

Mr. Barber explained that it may be most beneficial for the District to use a specific manufacturer. What this will do in turn is prioritize us as a client and improve our production queue as we would be purchasing equipment in bulk. This would also make it easier on maintenance when we have to service the equipment as we would have the same manufacturer's equipment throughout multiple facilities.

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

7. Mr. Corbin provided the Project Closeout updates. Thirty (30) projects have been completed to date. Mr. Corbin also pointed out that the Monthly Financial Summary Report is tracking and reporting 136 financial commitments that have been completed to date.

Mr. Barber suggested that on the project closeouts pages, we show the projects that remain in the 2019 Bond Referendum. As projects are completed, remove the projects from the list. What this will do is create a schedule as to when the Referendum will be completed.

Mr. Corbin responded by saying that we will take steps to make this change in future reports.

8. Mr. Corbin provided the Financial Update, which is being reported with a "green" traffic light. Standard monthly Financial Reports have been distributed. As of August 31st, 2023, the Current Budget remains at \$375,710,000. The Paid and Committed Funds through August 31, 2023, total \$365,861,289 (97.38%). The Total Remaining Funds to Commit (Including Contingency) total \$9,848,711 (2.62%). Contingency Activity in August 2023 shows \$349,322 in savings returned and \$1,909,816 in contingency used. The remaining available contingency totals \$2,339,075.
9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of August 31, 2023, total \$263,468,597. The total forecasted expenditures through August 31, 2023, is \$312.21 million. The total payments made in August 2023 were just over \$6.3 million.
10. Mr. Corbin provided a recap for Community Outreach.

Battery Creek High School: Ribbon cutting took place on August 25, 2023.

Hilton Head Island Middle School: Ribbon cutting is scheduled to take place October 4th, 2023, at 1:00 PM.

Remaining 2023 Bond Referendum Community Information Session Dates:

- St. Helena Elementary School on September 11, 2023 at 6:00 PM
- Battery Creek High School on September 12, 2023 at 6:00 PM
- Beaufort High School on September 14, 2023 at 6:00 PM
- Hilton Head High School on September 18, 2023 at 6:00 PM
- Bluffton High School on September 28, 2023 at 6:00 PM
- May River High School on October 2, 2023 at 6:00 PM
- Whale Branch Early College High School on October 5, 2023 at 6:00 PM
- Hilton Head Middle School on October 11, 2023 at 6:00 PM (Multilingual)
- Bluffton Middle School on October 12, 2023 at 6:00 PM (Multilingual)
- Robert Smalls Leadership Academy on October 16, 2023 at 6:00 PM (Multilingual)

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

Mr. Barber explained that there were no reports/updates for the Project Sub-Committee as well as from the communications Sub-Committee.

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

Mr. Warco provided a report from the Finance Committee and the following Finance Committee concerns:

- i) In relation to the soft landing, Mr. Warco asked Mr. Corbin if he expects to get additional cost savings for the project contingencies that are currently being held at the project level?

Mr. Corbin responded by saying yes. Mr. Corbin added that recent analysis is still indicating a soft landing where remaining Referendum scopes can be completed within the total budget of \$375,710,000.

- ii) Mr. Warco also addressed the analysis performed by the Finance Committee regarding the difference between the percentage of work completed versus percentage paid to date. The number of projects where this difference is 18% or greater is currently up from last month's six (6) projects to eleven (11) projects. The Finance Committee asks if contractors are being paid as they should when the correct paperwork is submitted.

Mr. Corbin responded by saying yes.

17. Mr. Barber reported on the Forward Looking Items and Events.

Mr. Corbin reminded everyone about the ribbon cutting ceremony at HHIMS to be held on October 4, 2023 at 1:00pm.

Mr. Corbin also reminded everyone that at the next CLOC meeting, a Turner & Townsend Heery quarterly services recap report will be included.

Discussions also took place regarding the next quarterly CLOC update to the Board. Decision was reached to provide the next quarterly update at the November 7, 2023 Board meeting.

18. Mr. Barber and Mr. Corbin discussed that the next CLOC meeting would be held on October 11, 2023. The decision was reached to hold the meeting at Okatie Elementary School.
19. Mr. Barber asked if there were any more items to discuss. There were none.
20. Mr. Barber adjourned the meeting.