

**Date:** October 11, 2023

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

**Location:** Okatie Elementary School Media Center and Via Zoom

**Committee Member Attendees:**

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

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

Robert Oetting, Jennifer Hamlin, Alexander Marshall, Tim Summers, Freddie Lawton, Carol Crutchfield

**Turner & Townsend Heery Attendees:**

Robert Corbin, David Waggoner, Mark Koll, Agustin Vargas

**Other Attendees:**

Halie Cooler, Olivier, Inc.

Don Baus, Little Diversified Architects Consulting, Inc.

Todd Hill, Stage Front

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**Meeting Minutes**

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1. Prior to the October 11, 2023, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 46 Presentation Materials; Public Comment Card; Minutes from the September 13, 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. McNally opened the meeting with the Pledge of Allegiance.
3. Mr. McNally confirmed with Mr. Oetting that there were no public comments.
4. Mr. McNally asked for a motion to approve the minutes for the September 13 (draft) meetings. A motion was made by Mr. Warco and seconded by Mr. Clare. 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. Baus 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. Design Team and District staff met with the Principal on September 12, 2023, to discuss the plan for parking to minimize disruptions to school operations. Meeting with the Arborist to create a maintenance plan for the existing Oak Trees that are to remain at the front school occurred on September 18, 2023. Design team met with the District on September 21, 2023 to prepare a public awareness plan for HHIHS.

Construction Documents for Phase 1 are progressing towards 75% submittal at the end of October 2023.

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

Mr. Corbin posed a question asked by Mr. Geier earlier that evening as to whether the roof in the new building was flat or low slope.

Mr. Baus responded that it will be a low slope.

Mr. McNally inquired as to what the projected date for construction start as well as the duration of the project.

Mr. Baus replied by saying the approximate start date would be in the timeframe of April/May 2024 with a completion occurring four and a half years from the start date.

Mr. McNally had a second question regarding budgeting for the project. With inflation and market volatility, how is the project team gearing up to ensure that the budget is sufficient to carry the project through to the end without any financial hardship.

Mr. Baus responded by saying that the Construction Manager is building in contingencies within the project to account for unforeseen conditions. One thing that is being done by the team is identifying long lead items, and breaking the project into packages to get ahead of the curve and try to mitigate risks that could cause for the project to escalate in cost if items are not procured in a timely manner.

Mr. Corbin added that at the completion of the DD's for Phase 1 the CM for the project performed a cost estimate that was reviewed by all and comments were shared. This estimate still indicates the project being within budget.

Mr. Oetting added to the discussions by saying that the project is going to be broken into bid packages to allow for a faster delivery while waiting on other components that may still be under design, this will also allow to mitigate some of the cost escalation as components will be bid earlier than others. The components that are bid out at a later date have a risk for inflation/escalation, however, if the project is bid out in its entirety, there is a higher risk that the costs will be much higher at the time of bid which is why bid packages may be a better method.

#### 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. Punch list items will be completed in November. Projector installation is complete; Replacement curtains have been ordered and will be installed in December 2023. The projects should be complete and financially closed out in Q1 2024.

**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 remaining punch list for phase 1 includes IT systems, door hardware corrections. There are about 100 items in the list that are being addressed. Phase 2 football concessions foundations are scheduled to begin in November. Additional Asbestos has been found in the old facility and there will be a need to do further abatement to remove the materials safely. Site restoration is pending a decision on the handling of Asbestos Containing Building Materials. Current schedule projections show a start date of January 2024 for the site restoration.

Mr. Claire asked what the cost projection is for the abatement in the old facility.

Mr. Marshall responded by saying that the rough estimate for the abatement is close be approximately \$750,000.

Mr. Corbin by adding that JED issued this rough estimate and they are working diligently to get the final figure to the District as well as the schedule implications that this finding may pose.

Mr. McNally shared concerns as to where the funds would come from to cover the costs.

Mr. Corbin explained that he has simulated the cost implications and the current forecasts still show the Referendum program having a “soft landing”. Additional information will be shared with the CLOC once it is received.

**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. IT Room expansion/buildout: Demo is scheduled to begin in November 2023. Structured cabling contractor is scheduled to test existing cabling in October prior to supplementation of new systems. The scope of the work for structured cabling will include reusing some of the existing structured cabling. Generator is scheduled to arrive in Q4 2024

**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 camera installations are 90% and 95% complete. Demo of decommissioned systems is scheduled to occur in November 2023. New generators are scheduled to arrive in 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 camera systems and PA/ Intercom are scheduled to be completed in Q1 2024. Prefabricated restroom building is scheduled to arrive towards the end of November/beginning of December 2023. The 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 November 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. A small area of turf will be installed the week of September 18<sup>th</sup>. The Project Manager is meeting with school staff to discuss increasing existing fencing height around Pre-K playground. A new generator (long lead item) is scheduled to arrive in Q2 2024.

**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. MB Kahn is assembling closeout documentation and final pay applications. At BLECC construction has begun. Cabling installation is underway. Front entry vestibule is being coordinated to commence in October 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 complete. Phase 2 GMP Proposal for remaining Safety/Security and Technology/Infrastructure scope was approved by the Board for approval on September 19<sup>th</sup>, 2023.

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

Mr. Summers reported on RRA, which is under budget and on schedule. Safety/ Security scope is scheduled to commence in October 2023. The Athletics GMP proposal has been requested and is scheduled to be presented at the board meeting in November 2023 for approval.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Renovations of the main building, administration area, media center, and 500 wing are complete and punch list is ongoing. 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. PA/Intercom and cabling are approximately 75% complete. Permits for the new field house and remaining athletics are anticipated to be received in October 2023. Construction is pending permits for the new field house. Phase 2 will occur after football season. Replacement of HVAC equipment for the existing field house is on school grounds and is scheduled to occur during Winter break 2023.

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

Mr. Summers reported on BLHS, which is under budget and on schedule. Remaining Infoview monitors were delivered late and are scheduled to be installed in October 2023. Follow-up training on the monitors will be coordinated once the installation is complete. MB Kahn is addressing punch list items and are scheduled for completion in November 2023. Closeout documents are being assembled as well as final pay applications.

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

Mr. Warco asked what estimated cost for the replacement of the fence at HHIECC is.

Mr. Summers stated that he estimates the cost to be in the \$10k range.

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. 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 Q4 of 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 prior to switchover in late October. Completion of the cameras, access controls, and PA/ Intercom is scheduled to occur in October 2023.

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

Mr. Koll reported on MOES, which is under budget and on schedule. Final installations of Audio Enhancement and Allied Universal Systems are complete, corrections of punch list items are occurring. Commissioning of the systems and Owner training is being coordinated for the fall of 2023.

**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 follow-up training will be coordinated once the commissioning report is complete. Network and new technology systems are online; 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. Electrical penetrations, conduit and raceways are 95% complete, structured cabling installation has 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. Network cutover has been delayed allowing the start of school with minimal interruptions; network switches and patch panels are scheduled to be installed prior to switchover in Q4 2023. Installation of sports lighting is complete. Concessions and restroom buildings have arrived. 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 and scheduled for completion in October 2023. PA/Intercom closeout documents have been submitted to the architect for review. Demolition of the decommissioned data systems is underway and on schedule for completion in January 2024. Athletics Phase 2 CD's have been issued to TTC for pricing; GMP is scheduled to be received in October 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 October 2023.

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

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 are 75% complete. 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 80% complete. Network cutover is complete. PA/Intercom training is complete and fully functional. Emergency generator is scheduled to arrive Q4 2023. Gymnasium and Transportation suite IT update; access controls installation is ongoing.

**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 have been addressed and the system is fully operational. Camera owner training is complete. Punchlist is being addressed. Access controls are scheduled for completion in October 2023. Allied Universal is working on a plan to address delays and finish punch list items related to Cameras in November 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. The generator is scheduled to arrive in January 2024.

**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 Q1 2024.

**Whale Branch Elementary School (WBES) – RCA and CCI**

Mr. Vargas reported on WBES, which is under budget and on schedule. The remaining punch list items are being addressed with completion in November 2023. Closeout documents are being assembled for review and approval.

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

Mr. Vargas reported on WBMS, which is under budget and on schedule. The remaining punch list items are being addressed with completion in November 2023. Closeout documents are being assembled for review and approval.

**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 is complete. Review of the test results is ongoing. PA/Intercom equipment installations have begun, installation is scheduled for completion in November 2023. Camera and Access Controls Installation. Has begun. Bi-Directional Amplifier (BDA) is scheduled for completion in October 2023. The 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. McNally wanted to discuss a general topic. For any project stating, does the District have any kind of Asbestos Containing Building Materials assessments to see if there will be any issues further down the road when conducting demolition.

Mr. Corbin replied that the district has an Asbestos Hazard Emergency Response Act (AHERA) manual for each school that identifies any known locations of problems. The teams are encouraged to pull samples before demolition begins. At Robert Smalls, samples were pulled and came back negative. When the CM pulled a few more samples, those were the ones that came back positive for asbestos. In our lessons learned meeting that is held once a year, the discussions held brought up the need to take time at the start of projects to pull samples from different areas. If anyone has any doubt about a specific spot, testing on the spot needs to be conducted.

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



7. Mr. Corbin provided the Project Closeout updates. Thirty-five (35) projects remain for completion. Mr. Corbin also pointed out that the Monthly Financial Summary Report tracked and reported 153 financial commitments that have been completed to date.
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 September 30, 2023, the Current Budget remains at \$375,710,000. The Paid and Committed Funds through September 30, 2023, total \$369,028,216 (98.22%). The Total Remaining Funds to Commit (Including Contingency) total \$6,681,784 (1.78%). Contingency Activity in August 2023 shows \$1,649,694 in savings returned and \$2,952,844 in contingency used. The remaining available contingency totals \$1,035,925.
9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of September 30, 2023, total \$275,309,410. The total forecasted expenditures through September 30, 2023, is \$324.15 million. The total payments made in September 2023 were just over \$11,840,813 million.
10. Mr. Corbin provided a recap for Community Outreach.

Hilton Head Island Middle School took place on October 4, 2023.

Remaining 2023 Bond Referendum Community Information Session Dates:

- Bluffton Middle School on October 12, 2023 at 6:00 PM (Multilingual)
- Robert Smalls Leadership Academy on October 24, 2023 at 6:00 PM (Multilingual)

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

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

12. Mr. McNally 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.

- 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 down from last month's eleven (11) projects to eight (8) 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.

Mr. McNally asked if it benefits the district when contractors have an error on the pay app which delays contractor payment.

Mr. Oetting responded by saying that this is a negative to the District as the cashflow slows down and doesn't meet what the District should be paying each month to contractors.

17. Mr. Corbin reported on the Forward-Looking Items and Events.

Mr. Corbin reminded everyone that November 7<sup>th</sup>, 2023, is the voting date for the 2023 Bond Referendum.

Mr. Barber will issue the Q3 2023 CLOC board update on November 7, 2023.

Mr. Cobin also reminded everyone that at the November 8, 2023, CLOC meeting, a Turner & Townsend Heery quarterly services report will be issued.

18. Mr. McNally and Mr. Corbin discussed that the next CLOC meeting would be held on November 8, 2023, location TBD.

19. Mr. Corbin asked if there were any more items to discuss. There were none.

20. Mr. McNally adjourned the meeting.