

Date: November 8, 2023

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Okatie Elementary School Media Center and Via Zoom

Committee Member Attendees:

Daniel Clare, Marion Johnson Payne, Richard Tritschler, Ron Groteluschen

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Jennifer Hamlin, Alexander Marshall, Tim Summers, Lou Ackerman

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Mark Koll, Agustin Vargas

Other Attendees:

Halie Cooler, Olivier, Inc.

Meeting Minutes

1. Prior to the November 8, 2023, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 47 Presentation Materials; Public Comment Card; Minutes from the October 11, 2023 CLOC Meeting (draft); Referendum Projects 2019 Financial Summary; Project Level Financial Details; 2019 Referendum Project Contingency Log; Cash Flow Projections vs Actuals; and Q3 2023 Report on Turner & Townsend Heery Services.
2. Mr. Tritschler opened the meeting with the Pledge of Allegiance.
3. Mr. Tritschler confirmed with Mr. Oetting that there were no public comments.
4. Mr. Tritschler asked for a motion to approve the draft meeting minutes from the November 11th meeting. A motion was made by Mrs. Payne and seconded by Mr. Groteluschen. 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**

Mr. Summers provided the update on Hilton Head High School's advanced design, which is being reported under budget and on schedule. Traffic flow was reviewed with SCDOT on October 17, 2023 with no issues noted. Staff reviewed traffic flow with the traffic engineer to finalize the design of the traffic circle on October 18th, 2023. 75% Construction Documents for Phase 1 were delivered to the district for review and comments; MB Kahn is preparing updated construction cost estimates.

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 2023. Projector installation is complete; Replacement curtains have arrived and will be installed prior to Thanksgiving break. The project should be complete and 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 items for Phase 1 includes IT systems and door hardware corrections. There are less than 50 items in the punch list that remain. Phase 2 football concessions foundations are scheduled to begin in November. Additional abatement is necessary at the old facility to remove the materials safely. Site restoration is pending abatement of ACBM materials.

Mr. Corbin added that the Amendment for the additional abatement went to the Board on November 7, 2023 and was approved. The total for the abatement Amendment is \$808,416.15.

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 currently testing existing systems to generate a pre-installation report. Electrical overhead work and exterior penetrations are 55% complete. 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. Owner training for the new PA/Intercom is complete. Interior cameras are 90% complete and exterior cameras are 45% complete. Demolition of decommissioned systems is scheduled to occur in November 2023. New generators are scheduled to arrive in January 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 90% complete and scheduled to be completed in Q1 2024. The prefabricated restroom is scheduled to arrive November 27, 2023, plumbing and electrical is complete, final tie in will occur when the prefabricated structure arrives onsite. CTE expansion DDs have been received and are ongoing review.

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. Safety/Security and Technology/Infrastructure scope began in October. The Project Manager has met with school staff to discuss increasing the existing fencing height around the Pre-K playground. An Amendment has been issued to the CM to increase the fence height around the Pre-K playground to six feet. 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 the final pay application. At BLECC, construction has begun. Cabling installation is underway. Front entry vestibule is being coordinated to begin the week of November 6, 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. Punch list to be created after IT room doors have been installed. Phase 2 GMP Proposal for remaining Safety/Security and Technology/Infrastructure work commenced in October 2023. Cabling installation is approximately 25% complete. Arrival date for the Phase 2 generator has improved to June 5, 2024.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. Safety/Security scope began in October 2023. Cabling installation is approximately 25% complete. The Athletics GMP Amendment was approved at the November 7, 2023 Board meeting.

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 were completed in October 2023. Renovations of the 800 wing are 80% complete. Renovations for the 700 wing are 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 95% complete. Permits for the new field house and remaining athletics are anticipated to be received in November 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 has been moved forward and will commence at the end of football season (early November 2023).

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Remaining Infoview monitors were installed in October 2023. Owner training is complete. MB Kahn has corrected all punch list items apart from the mobile classroom units which are scheduled to be completed in early November 2023. Closeout documents are being assembled as well as the final pay application.

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

No questions were received on Mr. Summer's 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. Installation of the PA/Intercom system is complete and Owner training is scheduled to occur in November 2023. 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 switchover is pending receipt of the test results and as-built documents; Upon receipt and approval, network cutover will take place. Commissioning of Audio Enhancement and Allied Universal Systems and Owner training will occur once the Network switchover is complete. Completion of the Cameras, Access Controls, and PA/Intercom is scheduled to occur in November 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 end of November 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 at the end of November 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 is 50% complete. 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 are installed and landscaping is ongoing; Completion is scheduled to occur in November 2023.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll gave the report for BHS, which is under budget and on schedule. Punchlist items are scheduled for completion in November 2023. Demolition of the decommissioned data systems is progressing and on schedule for completion in January 2024. TTC Amendment No. 65 for the practice field restrooms is being routed for signatures with construction scheduled to be complete in Q3 2024.

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 Q4 2023. Amendment No. 64 for the baseball batting cages is being routed for signatures; construction is scheduled to begin in Q2 2024.

Following the conclusion of Mr. Koll's project updates, 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. Camera installations are 75% complete; Completion of video systems is scheduled to occur in December 2023. 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. Camera installations are 80% complete. Network cutover is complete. PA/Intercom training is complete and fully functional. Emergency generator is scheduled to arrive Q1 2024. 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. IT Room card readers are scheduled for completion in December 2023. 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. Camera installations are 50% complete. The generator is scheduled to arrive in January 2024. Camera/Access Controls contractor is behind schedule but has a plan to address each project and has committed to complete Camera/Access Controls by the end of 2023.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. PA/Intercom Owner training is complete. Camera installations are 70% complete. 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 scheduled to occur 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 scheduled to occur 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. Existing structured cabling repairs are scheduled to be complete in December 2023. Review of the test results is ongoing. PA/Intercom equipment installations are 50% complete, installation is scheduled for completion in November 2023. Camera and Access Controls installation has begun. Bi-Directional Amplifier (BDA) is scheduled for completion in December 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. Tritschler asked about the placement of the generators and whether the flood planes are being considered when the design takes place.

Mr. Vargas responded by saying that the architects and engineers do evaluate the flood plane and look at the flood maps. If a generator needs to be raised, the architects and engineers will detail this requirement on the plans. For example, at Lady's Island Elementary School, the generator platform was raised to avoid potential issues from flooding.

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

7. Mr. Corbin provided the Project Closeout updates. Thirty-five (35) project closeouts remain. Mr. Corbin also pointed out that the Monthly Financial Summary Report is reporting 166 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 October 31, 2023, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$369,664,000 (98.39%). The Total Remaining Funds to Commit (Including Contingency) total \$6,046,000 (1.61%). Contingency Activity in October 2023 shows \$1,529,487 in savings returned and \$1,049,439 in contingency used. The remaining available contingency is \$1,515,972.
9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of October 31, 2023, total \$283,186,578. The total forecasted expenditures through October 31, 2023, is \$334,740,000. The total payments made in October 2023 were \$7,877,168 million.
10. Mr. Corbin provided a recap for Community Outreach. The 2023 Bond Referendum received 72.12% votes in favor of the new Referendum. The total number of voters was 18,743 which is 12.51% of the 150,632 registered voters in Beaufort County.
11. Mr. Corbin turned the meeting over to Mr. Waggoner for the Turner & Townsend Heery services quarterly report.

Mr. Waggoner briefed on the quarterly update report for the Turner & Townsend Heery Program/Project Management services for Beaufort County School District (BCSD). The actual and projected figures for labor and expenses through Year 4 (2023) total \$6,089,132. The projected labor and expenses savings for the program total \$512,290. There will be a fee proposal issued to the District for the extension of services into Year 5 (2024). The fee proposal amount is anticipated to be below the projected savings figure of \$512,290.

12. Mr. Corbin provided a recap on the Q3 2023 CLOC Board Update from November 7, 2023 and shared that Mr. Barber presentation was excellent and well received by the Board. Mr. Corbin turned the discussion over to Mr. Tritschler for additional comments.

Mr. Tritschler stated that the update went well, and thanked the Board members present at the meeting, as well as those who could not make it, for their time and their valuable feedback and input.

Mr. Oetting also shared some feedback from Dr. Mary Stratos, Chief Instructional Services Officer who appreciates everything Mr. Barber said during his presentation to the Board as well as how thankful she is for having the CLOC and how important they are in the effort to oversee and report on the 2019 Bond Referendum.

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

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

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

- i) In relation to the soft landing, Mr. Tritschler asked Mr. Corbin if he expects to return additional cost savings to the program contingency that are currently being held at the project level?

Mr. Corbin responded by saying yes.

- ii) Mr. Tritschler 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 eight (8) projects to seven (7) 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.

- iii) Mr. Tritschler brought forth concerns regarding the approval of the additional abatement at RSLA Amendment by the Board. The concern is to understand how the presence of ACBM was missed.

Mr. Corbin explained that the District has Asbestos Hazard Emergency Response Act (AHERA) manuals for each school. These manuals document where ACBM materials exist. For RSLA, the District conducted some additional ACBM testing before commencing with the project. This included testing of the exterior walls that did not identify any additional concerns. However, when the Contractor began demolition of the old facility, a membrane in the exterior wall was identified as a potential concern and requested additional ACBM testing be performed. This additional testing confirmed that ACBM was present in the exterior walls.

Going forward, this will be used as a lesson learned that will be implemented at other locations such as Hilton Head Island High School and Lady's Island Middle School where Project Managers will implement additional ACBM testing during the design phase to better determine required abatement activities and to avoid discoveries during the demolition phase that often results in additional costs and project delays.

17. Mr. Corbin shared that he had no forward-looking items and events to report on. Mr. Corbin asked the attending CLOC members if they had any forward-looking items and events and they did not.
18. Mr. Corbin discussed that the next CLOC meeting would be held on December 13, 2023. Meeting location discussions took place and the location for the next meeting was determined to be Okatie Elementary School.
19. Mr. Corbin asked if there were any more items to discuss. There were none.
20. Mr. Tritschler adjourned the meeting.