

Date: February 21, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Beaufort County School District Conference Room E and Via Zoom

Committee Member Attendees:

Ted Barber, Daniel Clare, Marion Johnson Payne, Richard Tritschler, Ray Warco, Derrick Coaxum

Beaufort County School District (BCSD) Representatives Present:

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

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Agustin Vargas, Mark Koll

Other Attendees:

Halie Cooler, Olivier, Inc.

Don Baus, Little Diversified LLC.

Todd Hill, Stage Front

Meeting Minutes

1. Prior to the February 21, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 49 Presentation Materials; Public Comment Card; Minutes from the December 13, 2023 CLOC Meeting (Draft); Referendum Projects 2019 Financial Summary; BCHS Financial Details; MRHS Addition Financial Details; RRA Additions Financial Details; RSLA Replacement Financial Details; HHIMS Financial Details; Cash Flow Projections vs Actuals; Q4 2023 Report on Turner & Townsend Heery Services.
2. Due to a power outage, the meeting location was changed prior to the start of the meeting from the DESC Media Center Room to DESC Conference Room E.
3. Mr. Barber opened the meeting with introductions followed by the Pledge of Allegiance.
4. Mr. Barber confirmed with Mr. Oetting that there were no public comments.
5. Mr. Barber asked for a motion to approve the draft meeting minutes from the December 13th meeting. A motion was made by Mr. Warco and seconded by Mrs. Payne. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

6. 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. MB Kahn has begun pricing Phase 1 scope; Phase 1 GMP and updated cost estimates for phase 2 are scheduled to be received in March 2024. LDA is finalizing Phase 1 100% CD's. January 12th, 2024, Office of School Facilities (OSF) Phase 1 construction Document review; comments received have been addressed. January 23, 2024, received Hilton Head Design Review Board review comments; Little Diversified has addressed comment and returned to Hilton Head Design Review Board for any other comments. Locations for destructive testing (to avoid a situation that occurred with the new Robert Smalls International Academy) are identified; Test results are scheduled to be received in March 2024. MB Kahn's Phase 1 GMP Amendment is scheduled to receive Board approval in March 2024.

Mr. Barber inquired as to whether there has been any pushback from the Hilton Head Design Review Board regarding the design.

Mr. Baus responded by saying there has been no pushback.

7. Project Updates:

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

Mr. Marshall reported on RSLA, which is being reported under budget and on schedule. The Phase 1 punch list continues to progress and is 99% complete. The site contractor for Phase 2 along JED have issued a recovery schedule for the site work in order to meet the original Substantial Completion date. Site preparation is ongoing; staff parking lot is scheduled for completion the week of Spring Break 2024; softball field and baseball field are scheduled for completion in May 2024; Baseball concessions, Football concessions and restroom rough-in is complete; Painting is scheduled to occur in February; Roofing installation is scheduled to occur in February as well. Baseball and Softball Dugouts: Concrete slab is in place; Masonry scheduled to begin in mid- February.

Okatie Elementary School (OES) – SGA|NarmourWright Design (SGA|NW) and Thompson Turner Construction (TTC)

Mr. Marshall reported on OES, which is under budget and on schedule. IT Room Expansion/Buildout is complete. Structured cabling is scheduled for completion in March 2024. PA/Intercom system is scheduled for installation in Q2 2024. Camera systems and Access Controls are scheduled to begin in Q2 204. The generator is scheduled to arrive in October 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. MCRES interior cameras are 99% complete and exterior cameras are 95% complete. Demolition of decommissioned systems began in November 2023 and are 99% complete. Generator is scheduled to arrive in April 2024.

MCRECC interior cameras are complete and exterior cameras are complete. New emergency generator installation is ongoing.

May River High School (MRHS) – Quackenbush Architects and Planners, LLC (QAP) and Ajax

Mr. Marshall reported on MRHS, which is being reported under budget and on schedule. The camera system and PA/Intercom installation is complete; Infovview monitors are 95% complete; Commissioning is scheduled to occur in May 2024. The prefabricated restroom building for the athletic fields is complete; 3rd party final inspection passed on February 19, 2024; OSF and Local Authority Having Jurisdiction (AHJ) inspection is scheduled for final inspection the week of February 26, 2024. CTE Expansion: DDs have been received and are ongoing review; CDs scheduled to begin once comments from BCSD are incorporated; Permit submittals have begun.

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.

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

Mr. Summers reported on HHIECC, which is being reported under budget and on schedule. Installation of technology cabling is progressing and scheduled to be completed in February 2024. Safety/Security and Technology/Infrastructure scope is on schedule to be completed in June 2024. Increase of fencing height around Pre-K playground has been completed. The new generator (long lead item) is scheduled to arrive in June 2024.

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

Mr. Summers reported on BLES and BLECC, which are on schedule and under budget. At BLES, all work has been completed. MBK is assembling closeout documentation and the final pay application. At BLECC, Installation of technology cabling is progressing and scheduled to be completed in February 2024. Safety/Security and Technology/Infrastructure scope is on schedule to be completed in June 2024.

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

Mr. Summers reported on RCES, which is under budget and on schedule. Installation of technology cabling is progressing and scheduled to be completed in March 2024. Installation of security cameras and exterior door contacts are scheduled to begin in March 2024. Safety/Security and Technology/Infrastructure scope is scheduled for completion in July 2024. The arrival date for the Phase 2 generator is scheduled to arrive June 5, 2024.

River Ridge Academy (RRA) – JCS and CPPI

Mr. Summers reported on RRA, which is under budget and on schedule. Technology cabling is nearing completion; Classroom data is scheduled to be completed in February 2024. Athletics: Permit from the Town of Bluffton was received in January 2024; Structural steel has been delivered to the site. Permitting delays from BJWSA; Permit was submitted in September 2023; Final statement of the impact fees was received on February 6, 2024, and invoice is being processed for payment which will allow Athletic construction to begin.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Renovations of the 800 Classroom Wing were completed and the final OSF inspection occurred in December 2023; Use of the renovated 800 Classroom Wing by staff and students began in January 2024. Renovations for the 700 Classroom Wing are progressing on schedule; Completion is scheduled to occur in May 2024. OSF inspection for the 700 Classroom Wing is being coordinated. Renovations for the 600 Classroom Wing, Cafeteria and Locker Rooms are ahead of schedule and will commence in April 2024. This is being done to prepare for Summer Break 2024 which will be shorter than it has been previously.

Mr. Oetting added that the Board approved the new school calendar for the 2024-2025 school year. Which changed the summer to a seven week.

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 complete; cameras are onsite, and installation has begun. Baseball Dugouts and Fencing scope was completed in January 2024. New Fieldhouse: Permit from SCDHEC has been issued. Existing Fieldhouse: All work has been completed; Final OSF inspection passed on February 15, 2024.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Programming of ITC call boxes is complete. Final Owner training will be coordinated after Infoview monitors have been installed. The remaining ten Infoview monitors are scheduled to arrive in March 2024.

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.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. Network switchover is complete. Commissioning of Audio Enhancement and Allied Universal Systems is complete; Admin training of the new PA/Intercom is complete, spot checks are being coordinated, teacher and staff training will be scheduled to occur once spot checks are complete. Allied Universal System installations are ongoing.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. Network switchover is complete. Commissioning of the Audio Enhancement is complete; System functionality spot check is being coordinated; Owner training is scheduled to occur after spot checks are complete. Allied Universal System installations are ongoing.

Port Royal Elementary School (PRES) – RCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. Network switchover is complete. Commissioning of the Audio Enhancement is complete; System functionality spot check is being coordinated; owner training is scheduled to occur after spot checks are completed. Allied Universal System installations are ongoing.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. Network switchover is complete. Commissioning of the Audio Enhancement and Allied Universal Systems will occur after systems are installed; Installation is scheduled to occur at the end of March 2024.

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

Mr. Koll reported on BMS, which is under budget and on schedule. Network cutover is being coordinated to occur in Q1 2024. Commissioning of the Audio Enhancement and Allied Universal Systems and Owner training will occur once the network switchover is complete. Prefabricated restroom building final power connections are complete. The generator is scheduled to arrive in late March 2024, generator installation is being coordinated to occur during Spring Break 2024.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll Reported on BHS, which is under budget and on schedule. Punchlist items are complete; Closeout is in progress. Demolition of the decommissioned data systems is complete. PA/Intercom closeout documents are ongoing review from the design team. Practice field restrooms construction is scheduled to be completed in Q3 2024; Prefabricated structure is scheduled to arrive in April 2024.

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

Mr. Koll reported on WBECHS, which is under budget and on schedule. Network switchover is complete. PA/Intercom installation is complete; Commissioning is ongoing and spot checks are scheduled for the end of February. Camera installations are scheduled to begin in February 2024. Batting cages installations are scheduled to occur in February 2024.

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

Mr. Barber asked a question related to the prefabricated restroom buildings and whether these were part of the original design.

Mr. Koll responded by saying that at Beaufort Middle School the original design was a ground up building for the restrooms. The pricing to build these structures was high. The prefabricated structures were a feasible solution that achieved the desired results.

Mr. Oetting added by saying the result turned out good. One thing to consider is the requirement from OSF to add a second set of restrooms at the Baseball field due to the distance from the existing restrooms to the baseball field which was not something that was anticipated but OSF required as part of their interpretation of the building code.

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 99% complete; System Commissioning is scheduled to occur after camera installation is complete. Emergency generator has arrived; installation is being coordinated to occur the week of Spring Break 2024; Completion is scheduled to occur in Q2 2024. PA/Intercom spot checks are being coordinated with IT to gain system acceptance to proceed with teacher training.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Camera installations are 99% complete; System Commissioning is scheduled to occur after camera installation is complete. Emergency generator is scheduled to arrive in late March 2024. Gymnasium and Transportation Suite IT updates: Card readers are currently pending power supply equipment arrival to finalize installations in the Transportation suite. Bridgetek is scheduled to address PA/Intercom system spot check punch list items in February 2024.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. Security camera punch list items are complete. Access controls punch list completion is pending the arrival of the access control panel to finalize the card reader scope in the IT room. Structure cabling demolition is complete. PA/Intercom spot checks are being coordinated to gain system acceptance with Stage Front and IT for teacher training.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera installations are 99% complete; System commissioning is scheduled to occur after camera installation is complete. The emergency generator has arrived; Installation is scheduled for completion in March 2024. PA/Intercom spot checks are being coordinated to gain system acceptance with IT to proceed with teacher training.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Camera installations are 99% complete; System commissioning is scheduled to occur after camera installation is complete. The emergency generator has arrived; Installation is scheduled for completion in March 2024. PA/Intercom spot checks are being coordinated to gain system acceptance with IT to proceed with teacher training.

Whale Branch Elementary School (WBES) – RCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. Punch list inspection is being coordinated. 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. Punch list inspection is being coordinated. 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. Correction of existing structured cabling issues are ongoing; Completion is scheduled to occur in February 2024. PA/Intercom commissioning completion is scheduled to occur February 2024. Camera and Access Controls installation continues to progress and is scheduled for completion in Q2 2024. Bi-Directional Amplifier (BDA) installation is ongoing; Fire Alarm tie in is scheduled to occur in February; Commissioning will occur after Fire Alarm tie in. The generator is scheduled to arrive in May 2024. PA/Intercom system functionality spot check is being coordinated to occur after commissioning; Owner training is scheduled to occur after spot check is complete before teacher training.

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

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

8. Mr. Corbin provided the Project Closeout updates. Thirty-five (35) project closeouts remain. One hundred and eighty-three (183) financial commitments have been completed to date.

Mr. Barber expressed concerns for the Remaining Project Closeouts that show a target closeout of Q1 2025.

Mr. Corbin responded by saying that there are two projects that are scheduled for closeout for Q1 2025; HIMMS and OES. The team anticipates that the work may be completed prior to the end of 2024.

Mr. Corbin added at OES the target closeout date is driven by the current scheduled arrival date for the emergency generator. The Q1 2025 date allows time in case of manufacturing and shipping delays.

9. Mr. Corbin provided the Financial Update, which is being reported with a “green” traffic light. Standard monthly Financial Reports have been distributed. As of January 31, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$373,585,874.00 (99.43%). The Total Remaining Funds to Commit (including Contingency) total \$2,124,126.00 (0.57%). Contingency Activity in December 2023 and January 2024 included \$274,922 in savings returned and \$140,901 in contingency used. The remaining available contingency is \$393,980. Mr. Corbin shared that the current financial analysis still shows a “Soft Landing” with roughly \$500,000 remaining at the end of the 2019 Bond Referendum Program.

Mr. Corbin shared that there are a few remaining commitments such as fee adjustments for the Designers. There are also Cost of Work adjustments from Construction Managers that will return unspent funds from the project level to program contingency.

10. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of January 31, 2024, total \$301,436,412. The total forecasted expenditures through January 31, 2024, was \$360.53 million. The payments made in December 2023 and January 2024 totaled \$4,085,615 compared to the forecasted figure of \$7.42 million.
11. Mr. Corbin shared that there were no Community Outreach activities to report.

Mr. Corbin turned the meeting over to Mr. Waggoner for the Quarterly Report on Turner & Townsend Heery Services.

Mr. Waggoner briefed everyone on where their services currently stand. Actual fees paid for Year 1 (2020) through Year 4 (2023) totaled \$6,036,222. The original contract Not To Exceed (NTE) budget for Year 1 through Year 4 was \$6,601,422. The actual savings in fees over the four years total \$565,200.

A proposal from Turner & Townsend Heery was presented in Q4 2023 as requested by the District for services covering January through March of 2024. Funding for these services are available from fee savings occurring in Year 1 through Year 4.

12. Mr. Corbin discussed the 2023 Bond Referendum Program future reporting. Mr. Corbin requested input as to how the CLOC would like to have the information presented for the 2023 Bond Referendum Program. Mr. Corbin suggested keeping the reports for the 2019 and 2023 Bond Referendum Programs separate.

Mr. Corbin shared that the District along with Turner & Townsend Heery are working on the 2023 Bond Referendum Program financial report which will be referred to as the “513 Financial Summary Report” and that the report will show more details at the project level.

Mr. Corbin also shared that the implementation of a new Project Management Information System (PMIS) has begun, development of project schedules is being worked on and feedback is being gathered from the Project Managers to finalize project budgets and schedules.

Mr. Corbin emphasized that new AIA Agreements are being finalized and feedback received from the CLOC and the Board of Education has been considered when drafting the agreements. This includes modifications for Liquidated Damages that add clarity to the contracts and penalties have been increased for missing milestone dates for Substantial Completion, Final Completion and/or Project Closeout.

District website updates and graphics are being worked on to facilitate reporting to the public that will begin in the near future.

Mr. Barber gave his feedback and stated that going forward he suggests having two different presentations, one for the 2019 Referendum and one for the 2023 Referendum. Keeping the two Bond Referendum presentations separate is beneficial to keep transparency between the two programs.

Mr. Warco agreed with the suggestions made by Mr. Barber. Mr. Warco requested that the 2023 Referendum reports include a two-digit location number that ties back to the financial reports issued by the District's Finance Department.

Mr. Corbin responded by saying that reports will be kept separate and will include two-digit location numbers requested.

Mr. Barber suggested using the same format for the 2023 Bond Referendum as what is currently being used for the 2019 Bond Referendum.

Mr. Barber inquired about the PMIS software.

Mr. Oetting responded that the District will utilize Projectmates for the new PMIS software. The PMIS will be used for document control, payment applications, submittals, schedules, and other beneficial items. Designers, Contractors and District staff will use this software to ensure that everything is documented for each of the 2023 Bond Referendum projects.

Mr. Clare requested the Project Closeout section show target dates for when schools are scheduled for closeout.

Mr. Barber added by saying that the 2023 Bond Referendum needs to have a master schedule to report on each project.

Mr. Barber turned the meeting over to Dr. Rodriguez.

Dr. Rodriguez made a few statements, thanking the CLOC for the time that each of the volunteers has put into the 2019 Bond Referendum since the start of the program back in 2019. Dr. Rodriguez shared the purpose of why the District decided to implement a Citizen Led Oversight Committee was to ensure that there was an outside group of individuals that would look at how the District spent Referendum dollars independently.

Dr. Rodriguez shared that the CLOC has instilled confidence and trust in the community and was instrumental in the District's ability to pass the 2023 Bond Referendum. Dr. Rodriguez said that Superintendents from other School Districts throughout South Carolina have reached out to him wanting to follow the model that BCSD has in place around passing Bond Referendums and using a CLOC.

Dr. Rodriguez extended his thanks to the CLOC for making BCSD much better, and he asked for each CLOC member to consider serving as a CLOC member for the 2023 Bond Referendum. Dr. Rodriguez asked for any CLOC member that is interested in continuing to volunteer their time to the oversight of the 2023 Bond Referendum to please reach out to him via email or via phone letting him know of their interest.

Dr. Rodriguez shared that at the next CLOC meeting on March 13, 2024, there are some community organizations that would like to provide a meal to show their gratitude for the service the CLOC has provided BCSD and the community. Dr. Rodriguez also asked the CLOC members to attend the March 5, 2024 Board meeting so he may recognize and thank them in a public.

At the conclusion of this topic, Mr. Barber shared that he would be retiring from his position as the CLOC Chair and that his last meeting will be on March 13, 2024.

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

Mr. Barber had no updates to report for the Project Sub-Committee as well as from the Communications Sub-Committee.

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

- i) In relation to the soft landing, Mr. Warco 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. 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 six (6) projects to four (4) projects.

- iii) Mr. Warco stated that results from the audits the District has had performed have been shared with the Finance Committee and no concerns have been noted.

- iv) Mr. Warco also shared comments regarding the remaining contingencies.

Mr. Corbin restated that recent analysis performed continues to indicate a "soft landing" where savings are anticipated to be able to be returned to the District when the 2019 Bond Referendum is completed.

14. Mr. Barber addressed the forward-looking item and will provide a 2023 CLOC Year End Update to the Board on March 5, 2024.

15. Mr. Corbin discussed the date for the next CLOC meeting. A consensus was reached to hold the meeting on March 13, 2024 at the District Office in the Media Center.

16. Mr. Barber asked if there were any more items to discuss.

No further questions were asked.

17. Mr. Barber adjourned the meeting.