

Date: March 13, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Beaufort County School District Media Center and Via Zoom

Committee Member Attendees:

Ted Barber, Richard Tritschler, Ray Warco, Daniel Clare

Beaufort County School District (BCSD) Representatives Present:

Jennifer Hamblin, Lou Ackerman, Carol Crutchfield, Freddie Lawton, Tim Summers, Alexander Marshall, Tonya Crosby, Wendy Cartledge

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Agustin Vargas

Other Attendees:

Don Baus, Little Diversified LLC.

Halie Cooler, Olivier, Inc.

Todd Hill, Stage Front

Meeting Minutes

1. Prior to the March 13, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 50 Presentation Materials; Public Comment Card; Draft Minutes from the February 21, 2023, CLOC Meeting; Referendum Projects 2019 Financial Summary; BCHS Financial Details; MRHS Addition Financial Details; RRA Additions Financial Details; RSLA Replacement Financial Details; HHIMS Financial Details; Referendum Project Contingency Log, Cash Flow Projections vs Actuals.
2. Mr. Barber opened the meeting with the Pledge of Allegiance.
3. Mr. Corbin confirmed with Mr. Lawton that there were no public comments.
4. Mr. Barber asked for a motion to approve the draft meeting minutes from the February 21st meeting. A motion was made by Mr. Warco and seconded by Mr. Clare. 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. Baus provided the update on Hilton Head High School's advanced design, which is being reported under budget and on schedule. Final OSF review comments for Phase 1 Construction Documents (CD's) were received on February 20, 2024. Final Hilton Head Island Design Review Board (DRB) review comments and SCDOT review comments for Phase 1 CD's were received on February 27, 2024.

Phase 1 CD's were distributed to MBK in February 2024 and subsequently distributed by MBK to subcontractors for pricing. Locations for destructive testing are identified; Test results are scheduled to be received in March 2024.

Mr. Barber asked if the involvement of SCDOT is for road work.

Mr. Baus replied by saying SCDOT is assuring there will not be any traffic concerns with the final design of the school.

Mr. Barber asked when the destructive testing results are expected to be received for hazardous materials.

Mr. Summers replied by saying that Terracon's testing results are expected to be received by the end of the month.

Mr. Tritschler asked if there was a solicitation for the destructive testing.

Mr. Summers responded by saying the project is using a vendor that is currently on State Contract. This is the same vendor that did the destructive testing at RSLA.

No further questions were received for HHIHS.

6. Project Updates:

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

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 site contractor is currently being monitored to ensure the project finishes on schedule. The contractor so far has been adhering to the recovery schedule to meet the substantial completion date.

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. Structured cabling terminations and testing are 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 2024. 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 and MCRECC PA/Intercom Spot checks have been completed and PA/Intercom System is moving towards substantial completion.

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. PA/Intercom progress is being made, restroom facility completion is pending the receipt of a lighting fixture and completion will occur once materials arrive on site.

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 reported on HHIECC, which is being reported under budget and on schedule. Installation of technology cabling has been completed. Safety/ Security and Technology/Infrastructure scope is on schedule to complete in June 2024. A new generator 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 has been completed. Safety/ security and Technology/ Infrastructure scope is on schedule to be completed in June 2024. Emergency power to be provided from generator located at BLES.

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 is progressing and scheduled to be completed in May 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 scheduled to be completed in March 2024. Athletics: Impact fees have been paid to BJWSA; a Pre-Construction meeting is scheduled to take place on March 14, 2024.

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

Mr. Summers reported on HHIMS, which is under budget and on schedule. Renovations of the 700 Classroom Wing are progressing on scheduled; OSF Overhead inspection is scheduled for April 24, 2024; OSF final inspection is scheduled for June 6, 2024.

Renovations for the 600 Classroom wing, Cafeteria and locker rooms will commence in June 2024. Emergency generator is scheduled to be shipped on March 15, 2024.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Camera installations are progressing and scheduled to be completed in April 2024. New Fieldhouse: Permit from SCDHEC was received in February 2024; Construction began on February 26, 2024, and is scheduled to finish in October 2024. PM is confirming the shipping date for the ticket booth.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Infoview monitors installation is scheduled to be completed in April 2024; Commissioning of system will begin in May 2024. Final Owner training will occur after commissioning of Infoview monitors.

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 shared that Mr. Koll is attending the A4LE Conference and asked Mr. Vargas to provide updates for Mr. Koll's projects.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Vargas reported on CES, which is under budget and on schedule. PA/Intercom system functionality spot check is being coordinated; Owner training is scheduled to occur after spot check is completed.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Vargas reported on MOES, which is under budget and on schedule. PA/Intercom system functionality spot check took place on March 7, 2024; Owner training is scheduled to occur after correction of spot check punch list items. Emergency generator final connections and start up is scheduled to occur during Spring Break 2024.

Port Royal Elementary School (PRES) – CCA and Ajax

Mr. Vargas reported on PRES, which is under budget and on schedule. PA/Intercom system functionality spot check took place on March 6, 2024; Owner training is scheduled to occur after correction of spot check punch list items.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Vargas reported on PVES, which is under budget and on schedule. PA/Intercom, Cameras, Access Controls installations are scheduled to begin in March 2024. The emergency generator is scheduled to arrive in August 2024.

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

Mr. Vargas reported on BMS, which is under budget and on schedule. Network cutover is being coordinated to occur during Spring Break 2024. The generator is scheduled to arrive in April 2024, generator installation is being coordinated to occur during Spring Break 2024.

Beaufort High School (BHS) – LS3P and TTC

Mr. Vargas reported on BHS, which is under budget and on schedule. Punchlist items are complete; Closeout is in progress. 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. Vargas reported on WBECHS, which is under budget and on schedule. PA/Intercom system functionality spot check took place on March 6, 2024; Owner training is currently being scheduled. Emergency generator is scheduled to ship in March 2024; Final connections and testing is scheduled to occur during Spring Break 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 asked Mr. Vargas to provide 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 complete; System Commissioning is ongoing. 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 taking place 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. PA/Intercom system spot checks are scheduled to occur in March 2024. Emergency generator is scheduled to arrive in late March 2024.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. PA/Intercom system spot check punch list items are scheduled to be addressed the week on March 11, 2024.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera installation is complete; System commissioning is ongoing. Emergency generator has arrived; installation is scheduled for completion in March 2024. PA/Intercom system spot check punch list items are scheduled to be addressed the week of March 11, 2024.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Camera installation is complete; System commissioning is ongoing. The emergency generator has arrived; Installation is scheduled for completion in March 2024. PA/Intercom spot check took place and deficiencies are being corrected to move towards teacher training in April 2024.

Whale Branch Elementary School (WBES) – CCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. The contractor is addressing punch list items that were incomplete; Completion of items is scheduled to occur in March 2024.

Whale Branch Middle School (WBMS) – CCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. The contractor is addressing punch list items that were incomplete; Completion of items is scheduled to occur in March 2024.

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 is complete; Test results have been received and are ongoing review. PA/Intercom Commissioning completion is scheduled to occur the week of March 11, 2024. Camera and Access Controls Installation continues to progress and is scheduled for completion in Q2 2024. Bi-Directional Amplifier (BDA) installation is complete; Commissioning report is pending receipt. 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.

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

Mr. Tritschler asked about the spot checks and if all of the equipment is being tested and checked.

Mr. Vargas responded by saying that the testing is just doing samples throughout the facilities. The tests check for functionality in classrooms, admin areas, common areas and corridors. Testing of the systems at the exterior of the facilities is also taking place to test the exterior speakers and strobes. After spot checks are completed, a security spot check is conducted with the IT department and the Security department prior to advancing with teacher training. When teacher training takes place, the full system is tested and every piece of equipment is checked to ensure functionality.

Mr. Clare asked a question regarding the generators and ensuring the contractors have sufficient manpower to place and tie in all the generators that are being installed.

Mr. Vargas replied by saying that contractors have the schedules staggered to ensure that the generator installs do not encounter labor shortage issues. The way contractors have scheduled generator installations, crews are mobilizing from site to site sequentially without a lag in the install process therefore meeting their schedules.

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

7. Mr. Corbin provided the Project Closeout updates. Thirty-two (32) project closeouts remain. One hundred eighty-five (185) financial commitments have been completed to date.

Mr. Barber commented on the project closeouts and asked if all projects would be closed out in Q4 2024.

Mr. Corbin responded by saying the closeout schedule indicates most of the projects will be closed out prior to the end of this year. However, there are two projects which may go into Q1 2025.

Mr. Clare requested for the project closeout table to be rearranged to display projects and their target closeout dates in sequential order.

Mr. Corbin responded by saying this will be addressed in the next monthly update.

Mr. Warco asked when a decision will be made on the Adult Education project.

Mr. Corbin replied to Mr. Warco by saying this question would be best for Mr. Oetting to answer.

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 February 29, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$373,117,754.00 (99.31%). The Total Remaining Funds to Commit (including Contingency) total \$2,592,246.00 (0.69%). Contingency Activity in February 2024 included \$496,114.00 in savings returned and \$7,490.00 in contingency used. The remaining available contingency is \$882,605.00.

Mr. Corbin added that many of the activities that remain are associated with the project close-out and the final cost of the work. Each of the CM firms have issued a Guaranteed Maximum Price (GMP), that included contingency and allowances within the project. At the end of the project, the CM's will be able to return unspent funds that remain.

The last remaining items are designer fee adjustments which are based on a percentage of the cost of work.

9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of February 29, 2024, total \$309,479,902.00. The total forecasted expenditures through February 29, 2024, was \$365.18 million. The payments made in February 2024 totaled \$8.04 million compared to the forecasted figure of \$4.64 million.
10. Mr. Corbin shared that there were no Community Outreach activities to report.
11. 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 the same from last month's totaling four (4) projects.
- iii) Mr. Warco stated that results from the audits the District has 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. Warco asked if it would be possible to obtain additional details to support the forecasted "soft landing" at the end of the 2019 Bond Referendum Program.

Mr. Corbin stated that this request will need to be reviewed with Mr. Oetting. Mr. Corbin will do a follow-up with Mr. Oetting next week and will then follow-up with Mr. Warco.

Mr. Barber suggested that instead of something being published, that the finance committee sit down with Mr. Corbin and Mr. Oetting to review the finance reports in detail.

12. Mr. Barber provided an update on the CLOC Year End Program Update to the Board that took place on March 5, 2024. The update was straight forward, and no significant questions came up during the meeting. Mr. Barber did reiterate that at this meeting he announced his intent to retire as the Chair of the CLOC.

Mr. Corbin added that at this meeting it was made known by the Board Members how instrumental the CLOC has been to the success of the 2019 Bond Referendum Program as well as the 2023 Bond Referendum Program being approved by the voters due to the confidence the CLOC instills in the community.

13. Mr. Corbin turned the meeting over to Mr. Barber to address the forward-looking items.

Mr. Corbin asked if there was an update on the 2023 Bond Referendum Program CLOC Members and who will continue with their volunteer services as well as who will become the new Chair of the CLOC.

Mr. Barber responded by saying that is something that the CLOC members need to discuss with Dr. Rodriguez. Mr. Barber suggested that an organizational item be placed on the next agenda to find out who will continue as well as their role and responsibility as a CLOC member.

14. Mr. Corbin discussed the date for the next CLOC meeting. A consensus was reached to hold the meeting on April 10, 2024 at the District Office in the Media Center.

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

No further questions were asked.

16. Mr. Barber adjourned the meeting.