

Date: April 10, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Beaufort County School District Media Center and Via Zoom

Committee Member Attendees:

Richard Tritschler, Ray Warco, Daniel Clare, Michael McNally, Marion Johnson Payne, Ron Groteluschen, Derrick Coaxum, Bob Priest, Michael Swiecicki

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Jennifer Hamblin, Lou Ackerman, Carol Crutchfield, Freddie Lawton, Tim Summers, Alexander Marshall

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Agustin Vargas

Other Attendees:

Halie Cooler, Olivier, Inc.
Todd Hill, Stage Front

Meeting Minutes

1. Prior to the April 10, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 51 Presentation Materials; Public Comment Card; Draft Minutes from the March 13, 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. Tritschler opened by stating that Mr. McNally who is the CLOC Vice-Chair would oversee the meeting, however due to some issues with Mr. McNally not being able to speak, Mr. Tritschler would be speaking on Mr. McNally's behalf.
3. Mr. Tritschler followed with the Pledge of Allegiance.
4. Mr. Tritschler addressed the new CLOC Members joining the meeting. The new members joining are Mr. Bob Priest and Mr. Mike Swiecicki. Following the introduction of Mr. Priest and Mr. Swiecicki everyone in the room introduced themselves.
5. Dr. Rodriguez made a brief appearance at the meeting to thank the CLOC Members for their volunteer hours and investing in the oversight of the 2019 Bond Referendum Program as well as the 2023 Bond Referendum Program. Dr. Rodriguez requested that at the next meeting in May, the CLOC Members go through the Officer Election process
6. Mr. Corbin confirmed with Mr. Oetting that there were no public comments.

7. Mr. Corbin assisted Mr. Tritschler briefly and asked for a motion to approve the draft meeting minutes from the March 13th meeting. A motion was made by Mr. Warco and seconded by Mr. Tritschler. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

8. 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. Mr. Marshall relayed that currently the contractor is working on the Phase 2 Site Restoration; JE Dunn and the District PM are continuing to monitor progress of site contractor daily to meet the Substantial Completion date of April 23, 2024. Mr. Marshall is anticipating the parking lot is going to be available come April 23rd.

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. PA/Intercom system has begun. Access Controls are scheduled to begin in May 2024. The generator is scheduled to arrive in October 2024.

MC Riley Elementary School (MCRES) & MC Riley Early Childhood Center (MCRECC) – Caplea Coe Architects, Inc. (CCA) 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. MCRES camera commissioning documents are scheduled to be received in May 2024. Emergency generator has arrived; Switchgear components from the manufacturer are pending receipt. MCRECC camera commissioning documents are scheduled to receive in May 2024. Emergency generator is operational.

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 system commission is scheduled for completion in April 2024; Camera installations are 90% complete; interior cameras commissioning documents will be received later this week. The remaining work is related to the installation of the exterior cameras. Athletic fields prefabricated restroom building OSF deficiencies have been addressed; Building will be available for use starting on April 22, 2024.

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. Mechanical equipment is in place; Tie in and connections are scheduled to be completed in April 2024. Camera installation is scheduled to begin in April 2024. PA/ Intercom is progressing and is scheduled for completion in June 2024. 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) – CCA and Charles Perry Partners, Inc. (CPPI)

Mr. Summers reported on RCES, which is under budget and on schedule. Installation of technology cabling is pending the single mode fiber connections; Completion is scheduled to occur in April 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. Installation of technology cabling is pending the single mode fiber connections; Completion is scheduled to occur in April 2024. Athletics pre-construction meeting is complete; Underground utilities have begun; Building footings and foundations have begun.

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 and Cafeteria will commence in June 2024. The locker rooms renovation has begun due to the short summer and scheduling. Emergency generator has shipped, and arrival is scheduled to occur in April 2024.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Camera installation is complete, and testing is scheduled to commence in April 2024. PA/ Intercom

spot check is complete; Security spot check is being coordinated to occur in April 2024. New Fieldhouse: Footings are complete; Foundations is scheduled to begin in April 2024; Construction is scheduled to finish in October 2024.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Inview monitors installation is complete. Spot check is complete; Security spot check is being coordinated to occur in April 2024. Staff training will be coordinated after the security spot check is complete.

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

Mr. Warco asked a question about Hilton Head Island Middle School regarding the 700 and 600 classroom wings to clarify if the scope was to renovate the interior and keeping the building envelope and structure as is.

Mr. Summers responded by saying this is correct.

Mr. Tritschler asked if there will be a list created to show the generators that are outstanding or if there is a sub note that would report on the status.

Mr. Corbin responded by saying that each school slide has the arrival or ship date of the generators if the project includes a generator that has not yet been received.

No questions were received on Mr. Summer's project updates.

Mr. Corbin stated that Mr. Koll was unable to attend and turned the project updated over to Mr. Vargas.

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 to happen after strobe issues are resolved and should occur over the week of Spring Break. Security spot check and owner training to occur after spot check is completed. Allied Universal System installations are complete, Commissioning in ongoing.

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 passed, and security spot check is being coordinated. Allied Universal System installations are complete; Commissioning is ongoing. 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 passed, and security spot check is being coordinated; Allied Universal System installations are complete; Commissioning is ongoing.

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 has begun. Installation and commissioning of low voltage systems are scheduled for completion in June 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. Commissioning of the Audio Enhancement and Allied Universal Systems and owner training will occur once the network switchover is complete. Prefabricated restroom is pending installation of water meter from the BJWSA. 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. Prefabricated structure is on-site; Practice field restrooms construction is scheduled to be complete in Q3 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 is complete. The emergency generator is scheduled to arrive in April; Final connections and testing is scheduled to occur during Spring Break 2024. Batting cages installations are ongoing; Delays with construction materials occurred; Completion is now scheduled to occur in April 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; Commissioning walkthrough is being coordinated to occur during spring break 2024 to verify camera system completion. Access controls are pending power supply installations; Installations are scheduled to occur in May 2024. Emergency generator

installation is scheduled to occur during Spring Break 2024. PA/ Intercom teacher training is being coordinated.

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 punch list items are scheduled for completion the week of April 8, 2024. Emergency generator is scheduled to arrive on April 29, 2024; Final installation of switchgear components is scheduled to occur in May 2024. Camera commissioning walkthrough is being coordinated to occur during spring break 2024 to verify camera system completion.

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 complete, spot re-check is scheduled to occur in April 2024. Remaining camera installation corrections are being coordinated to occur in April 2024.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera commissioning walkthrough is being coordinated to occur during Spring Break 2024 to verify camera system completion. Access controls are pending power supply installation; Installations are scheduled to occur in May 2024. Emergency generator is in place; Final installation of switchgear components is scheduled to occur in May 2024. PA/Intercom system spot check punch list items are scheduled to be addressed in April 2024.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Camera commissioning walkthrough is being coordinated to occur during spring break 2024 to verify camera system completion. Access controls are pending power supply installation; Installations are scheduled to occur in May 2024. Emergency generator is in place; Final installation of switchgear components is scheduled to occur in May 2024. PA/ Intercom teacher training is being coordinated.

Whale Branch Elementary School (WBES) – CCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. The contractor has a few punch list items remaining related to PA/ Intercom and one camera; Punch list completion is scheduled to occur in April 2024. PA/ Intercom spot check is being coordinated to occur in April 2024.

Whale Branch Middle School (WBMS) – CCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. The contractor has a few punch list items remaining related to PA/ Intercom and one camera; Punch list completion is scheduled to occur in April 2024. PA/ Intercom spot check is being coordinated to occur in April 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 spring break and commissioning completion is scheduled to after reprogramming is complete. Camera and Access Controls Installation continues to progress and is scheduled for completion in Q2 2024. Bi-Directional Amplifier (BDA) installation is complete. Generator is scheduled to arrive on April 11, 2024; Generator installation is scheduled for completion in June 2024. Reprogramming of ITC panels is necessary to finish PA/ Intercom system commissioning; Reprogramming is scheduled to occur the week of Spring Break. Owner training with occur the week after spring break 2024.

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

Mr. Tritschler asked a question on behalf of Mr. McNally as to whether the spot checks are part of the work under contract.

Mr. Vargas responded by saying yes that is part of the scope. We are also doing them to verify that the subcontractor has completed the work properly.

Mr. Tritschler asked another question for Mr. McNally regarding the reprogramming at Bluffton Middle School and whether this is a cost the manufacturer is going to cover.

Mr. Vargas stated that the manufacturer is going to cover the cost due to the product being sent incorrectly. We're working with the manufacturer to resolve this issue.

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

9. Mr. Corbin provided the Project Closeout updates. Thirty (30) project closeouts remain. One hundred eighty-four (184) financial commitments have been completed to date.

Mr. Clare asked about the project closeout table provided and if we at the end of the first quarter or the beginning of the second quarter of 2024?

Mr. Corbin stated that we are at the beginning of the second quarter.

Mr. Clare stated that being that this is the case, we are behind the target project closeout timeline for projects listed on slide 35.

Mr. Corbin responded by saying that Mr. Clare's observation is correct. Projects listed on slide 35 have updated comments regarding status of each project closeout.

Mr. Clare asked if work has been completed for the projects that are showing a target closeout of Q1 2024 or prior?

Mr. Oetting replied by saying that after the holiday season, a lot of the work was behind scheduled with the PA/Intercom sub-contractors which is most of the work that remains. Over the last few months, the District has been working closely with the PA/Intercom sub-contractors to streamline the process to assist in getting the projects finished and closed out.

Mr. Vargas added that streamlining of the projects is something that we have started to help with to get these projects completed. We implemented the spot checks to verify that the work was in place due to contractors reporting incorrect information on multiple occasions and wanting to closeout projects prior to completing all work. The District's IT Department and Operations have been holding weekly meetings with the contractors to get things back on track. The same process is being implemented with the security camera sub-contractors to get them to finish their projects.

Mr. Oetting shared that with the current progress being made, there is a possibility a lot of the projects will be caught up by the end of the Summer. Mr. Oetting also mentioned that the Q2 2024 projects on the closeout list have a possibility of not being complete during Q2 2024.

Mr. Tritschler asked about the projects on the list shown for closeout in Q1 2025 with a note that shows a potential closeout in Q4 2024, how confident is the District that the work may closeout in Q4 2024.

Mr. Summers responded by saying that the Hilton Head Island Middle School project is showing a target date of Q1 2025 due to the need to keep the existing building systems operational until OSF does their final inspection which would then allow for the existing systems to be demolished. This process could affect a Q4 2024 completion and have the project roll over into Q1 2025. Hence why the closeout shows a target date of Q1 2025.

Mr. Claire asked if the current Project Managers on the 2019 Bond Referendum Program will be managing the 2023 Bond Referendum Projects and whether this could pose some issues with work overload as projects overlap.

Mr. Corbin responded by stating that the same Project Managers will be used to manage the 2023 Bond Referendum Program. Mr. Corbin reiterated that Project Managers know the importance of closing out the 2019 Bond Referendum as soon as possible.

10. Mr. Corbin provided the Financial Update, which is being reported with a "green" traffic light. Standard monthly Financial Reports have been distributed. As of March 31, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$373,098,631.00 (99.30%). The Total Remaining Funds to Commit (including Contingency) total \$2,611,370.00 (0.70%). Contingency Activity in March 2024 included \$64,615.00 in savings returned and \$0.00 in contingency used. The remaining available contingency is \$947,220.00. Mr. Corbin added that analysis of remaining funds, scope and forecasts is still indicating a "soft landing" where all scope will be completed with current funds.

Mr. Corbin asked if there were any questions.

Mr. Tritschler asked how much more of the \$947,220 remaining in Contingency needs to be committed to specific projects or other financial commitments or has everything been put under a commitment.

Mr. Corbin responded by saying financial commitments remain and will require use of the remaining Contingency. Items that remain are primarily related to Contractor final cost of work adjustments for prior GMP's and Architectural fee adjustments based on final cost of works.

11. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of March 31, 2024, total \$313,414,406.00. The total forecasted expenditures through March 31, 2024, was \$368.58 million. The payments made in March 2024 totaled \$3.9 million compared to the forecasted figure of \$3.4 million.
12. Mr. Corbin shared that there was recent news to share for Community Outreach. The District is coordinating a groundbreaking for Hilton Head Island High School. Tentative date is May 8, 2024. Additional details will be provided as soon as possible.
13. Mr. Corbin turned the meeting over to Mr. Tritschler for the CLOC Sub-Committee Reports/Updates.

Mr. Tritschler 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 for financial information received at the March 13, 2024 meeting. The Finance Committee comments were:

- 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.

Mr. Warco asked if the District was holding up any payments to the contractors?

Mr. Corbin responded by saying that the District is not holding up any payments.

14. Mr. Tritschler asked Mr. Corbin if there were any forward-looking items?

Mr. Corbin had no forward-looking items.

15. Mr. Corbin discussed the date for the next CLOC meeting. The group discussed the possibility to hold the meeting on May 8, 2024, at Hilton Head Island High School if the Groundbreaking Ceremony is held on that date. If the Groundbreaking Ceremony does not take place on this date, the group agreed to meet at the District Office. Additional details for the May CLOC meeting will be provided as soon as possible.

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

No further questions were asked. The meeting was adjourned.