

Date: May 8, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Hilton Head Island Middle School Media Center and Via Zoom

Committee Member Attendees:

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

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Lou Ackerman, Carol Crutchfield, Freddie Lawton, Tim Summers, Alexander Marshall, Richard Geier

Turner & Townsend Heery Attendees:

Robert Corbin, David Waggoner, Mark Koll, Agustin Vargas, Ben Froemming

Other Attendees:

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

Meeting Minutes

1. Prior to the May 8, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 52 Presentation Materials; Public Comment Card; Draft Minutes from the April 10, 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 with the Pledge of Allegiance.
3. Mr. Tritschler confirmed with Mr. Oetting that there were no public comments.
4. Mr. Tritschler announced that the 2019 Bond Referendum CLOC would be holding their election to select the new CLOC Chair and a new Vice Chair. Mr. Tritschler asked if there were any nominations.

Mr. Warco nominated the Vice Chair Mr. McNally to be the new Chair of the CLOC. The motion was seconded by Mr. Clare.

Mrs. Payne inquired as to how long this term would be for.

Mr. Tritschler responded by saying that this nomination is solely for the 2019 Bond Referendum term. A separate election will be held to select the Chair and Vice Chair of the 2023 Bond Referendum CLOC.

Mr. Tritschler announced that Mr. McNally became the new Chair for the 2019 Bond Referendum CLOC.

Mr. Tritschler proceeded to the nomination of Vice Chair for the 2019 Bond Referendum CLOC.

Mr. Clare nominated Ray Warco for vice chair. Mrs. Payne seconded the nomination.

Mr. Tritschler asked if anyone was opposed to the nomination. There were no objections. Mr. Tritschler announced that Mr. Warco had been selected as the Vice Chair for the 2019 Bond Referendum CLOC.

5. Mr. Tritschler asked for a motion to approve the draft meeting minutes from the April 10, 2024 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. Mr. Corbin took a moment to introduce a new member of the Project Management Staff, Mr. Ben Froemming. Mr. Corbin stated that Mr. Froemming is a Project Manager with Turner & Townsend Heery.
7. 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 but with a red light on the Phase 2 schedule. The remaining Phase 2 is scheduled to be completed in mid-June 2024. Baseball and Softball dugouts masonry work is complete, and the fields are scheduled for completion in June 2024. The concessions for Baseball, Softball, and Football are scheduled for completion in June 2024; Football concessions water service will be ready in May 2024. On April 23, 2024, LS3P issued a Substantial Completion Notice Letter to J.E. Dunn that in their opinion, J.E. Dunn had not reached Substantial Completion for Phase 2 by the contractual date of April 23, 2024; This Notice Letter included formal notice that the Owner intends to pursue liquidated damages at the rate of \$750 per calendar day until Substantial Completion has been achieved.

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, Access Controls, and Camera systems are scheduled for installation in Q2 2024. Structure cabling patch matrix is scheduled for submittal in May 2024. The generator is scheduled to arrive in October 2024; Installation is scheduled for completion in November 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. The emergency generator has arrived; Switchgear components from the manufacturer are pending receipt; Temporary measures are being put in place while permanent switchgear components arrive. MCRECC camera commissioning documents are scheduled to be received in May 2024. Emergency generator is operational; Electrical engineer inspection is scheduled to occur in May 2024.

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 May 2024; Camera installations are 90% complete. The remaining work is related to the installation of the exterior cameras. Athletic fields prefabricated restroom building OSF deficiencies have been addressed and are in use.

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

Mr. Warco asked for clarification regarding RSLA. Mr. Warco wanted to understand if the delay is related to the demolition of the old facility, or if the delay was related to something else.

Mr. Marshall responded by saying that the delay is related to the site restoration. This includes the new Ball Fields, Athletic Buildings and Dugouts.

Mr. Corbin added that the demolition of the old facility was a part of Phase 2 and the demo has been completed. Phase 2 had a substantial completion date that was missed, the Architect sent a formal notice to JE Dunn letting them know that the Substantial Completion date was missed under their contractual obligation.

Mr. Warco asked if JE Dunn has addressed the delays.

Mr. Marshall responded by saying JE Dunn has provided a new recovery schedule. It is currently being vetted. Currently the schedule shows Substantial Completion in mid-June 2024.

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 tie in and connections were 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. The 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. At BLECC, Installation of technology cabling was completed in April 2024. Safety/Security and Technology/ Infrastructure scope was completed in April 2024. Owner training of the new system is being coordinated to take place in May 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 remaining technology cabling in “D” wing is scheduled to occur in May 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 generator is scheduled to arrive June 5, 2024.

River Ridge Academy (RRA) – JCS, CPPI, and MBK

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 early May 2024. Athletics underground utilities have begun; Building footings and foundations were completed in April 2024; Exterior CMU walls are ahead of schedule and are beginning to go up in late April 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 OSF overhead inspection took place on 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. The emergency generator has been delivered to the site; Tie-in is scheduled to occur in May 2024.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. Camera testing took place in April 2024 and punch list items have been corrected. PA/Intercom spot check was complete in April 2024 and no issues were noted. New Fieldhouse: Foundations were completed in April 2024; Exterior CMU walls are scheduled to begin in May 2024; Construction is scheduled for completion in October 2024.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Security spot check took place in April 2024 and no issues were noted. Staff training is being coordinated to take place in May 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.

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

Coosa Elementary School (CES) – LS3P and TTC

Mr. Koll reported on CES, which is under budget and on schedule. PA/Intercom system functionality spot check is being coordinated. Security spot check and owner training to occur after spot check is completed. Allied Universal System installations are complete, Commissioning is ongoing.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. PA/Intercom system security spot check is being coordinated. Allied Universal System commissioning is ongoing. Emergency generator final connections and start up is scheduled to occur during Summer Break 2024; OSF final inspection is being coordinated to occur in June 2024.

Port Royal Elementary School (PRES) – CCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. PA/Intercom system security spot check passed, and owner training is being coordinated; Allied Universal System installations are complete; Commissioning is ongoing.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Koll reported on PVES, which is under budget and on schedule. PA/Intercom is scheduled for commissioning in May 2024; Spot check will be coordinated after commissioning report is received. Cameras and Access Controls installation are scheduled for completion in June 2024. 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. Koll reported on BMS, which is under budget and on schedule. Network cutover is complete. Commissioning of the Audio Enhancement and Allied Universal Systems and owner training is ongoing. Prefabricated restroom is pending installation of the water meter from BJWSA; installation is scheduled to occur in May 2024. The generator is scheduled to arrive in May 2024, generator installation is being coordinated to occur during Summer Break 2024.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll 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. Koll reported on WBECHS, which is under budget and on schedule. Closeout of the low voltage systems is ongoing. The emergency generator is scheduled to arrive in May 2024; Final connections and testing is scheduled to occur during Summer Break 2024. Batting cages installations are complete.

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 Commissioning walkthrough took place during spring break 2024. Access controls completion is scheduled to occur in May 2024. Emergency generator installation is complete; startup is scheduled to occur in May 2024.

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 to be addressed in May 2024. Emergency generator is scheduled to arrive in May 2024; Startup is scheduled to occur in June 2024. Final installation of switchgear components is scheduled to occur in May 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 complete, spot re-check is scheduled to occur in May 2024. Remaining camera installation corrections are complete.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera commissioning walkthrough took place during Spring Break 2024 to verify camera system completion. Access controls completion is scheduled to occur in May 2024. Emergency generator is in place; Final installation of switchgear components is scheduled to occur in early May 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; Verification of functionality is scheduled to occur in May 2024. 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. Camera installation is complete; PA/Intercom spot check occurred in April; additional corrections are needed from Bridgetek; Follow up spot check is being coordinated to occur the week of May 13, 2024.

Whale Branch Middle School (WBMS) – CCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. Camera installation is complete; PA/Intercom spot check occurred in April; additional corrections are needed from Bridgetek; Follow up spot check is being coordinated to occur the week of May 13, 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 ongoing; Office/Admin Staff training is being coordinated to occur once commissioning is complete. Camera and Access Controls Installation continues to progress and is scheduled for completion in Q2 2024. Generator is in place; Generator installation and startup is scheduled for completion in Summer Break 2024. Reprogramming of ITC panels is necessary to finish PA/Intercom system commissioning.

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 (30) project closeouts remain. One hundred ninety (190) financial commitments have been completed to date.

Mr. Corbin reiterated that Project Managers know the importance of closing out the 2019 Bond Referendum quickly and the teams are working closely to get through the issues that are being encountered with the Safety/Security Scopes.

Following the conclusion of project closeouts, Mr. Corbin asked if there were any questions.

Mr. Clare asked about the project closeout table provided and whether the projects listed through Q2 would be closed out by the end of June 2024

Mr. Corbin stated that there is a substantial portion of the projects that are slated for completion by the end Q2. This is the best forecast we currently have and while the log displays projects that may have missed a target date, the comments give more information as to the best prediction of when the projects will be completed.

Mr. Corbin added that the 2019 Bond Referendum Projects are still forecasted for completion by the end of 2024. Mr. Corbin did clarify that there are two projects that are shown for close out in Q1 2025, these two projects are HHIMS and OES. The team will work diligently to have those two projects close out in Q4, 2024 if possible.

No further questions were received on project closeouts.

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 April 30, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$373,226,125.00 (99.34%). The Total Remaining Funds to Commit (including Contingency) total \$2,483,876.00 (0.66%). Contingency Activity in April 2024 included \$656,061.00 in savings returned and \$776,547.00 in contingency used. The remaining available contingency is \$826,734.00. 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. Priest asked what is the definition of “Total Remaining Funds to Commit”?

Mr. Corbin responded by saying these are funds for remaining project activity such as technology purchases to complete the job.

Mr. Priest asked for confirmation that this is money that is expected to be spent.

Mr. Corbin replied by saying this is correct.

10. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of April 30, 2024, total \$316,531,271.00. The total forecasted expenditures through April 30, 2024, was \$370.87 million. The payments made in April 2024 totaled \$3.16 million compared to the forecasted figure of \$2.28 million.
11. Mr. Corbin reported on the Community Outreach. A groundbreaking ceremony was held on May 8th, 2024, for the 2023 Bond Referendum Project for the Hilton Head Island High School Rebuild and Renovations. Through funding from the 2019 Bond Referendum, the advanced design was able to take place which made it possible to expedite the start date of construction for this project.
12. Mr. Corbin turned the meeting over to Mr. Tritschler for the CLOC Sub-Committee Reports/Updates.

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

Mr. Warco provided a report from the Finance Sub-Committee for financial information received at the April 10, 2024 meeting.

The Finance Sub-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.

- iii) Mr. Warco reported on the 519 report that was prepared by the District. The CLOC Finance team has concluded that everything looked good after cross-referencing project numbers. No issues were reported.

- iv) Mr. Warco asked the District if they would provide an opinion based upon the status of the contingencies in the CLOC Finance committee meeting minutes. The Sub-Committee would like to see the savings opportunities for each project, so that the Sub-Committee can determine that the remaining contingencies are adequate to cover the overages that the Sub-Committee is reporting on. Mr. Warco is requesting a meeting with the District for them to demonstrate that there will be no concerns with being short on funding to complete the 2019 Program.

Mrs. Payne asked what kind of expectation the Finance Sub-Committee has as far as the request that is being made.

Mr. Warco replied that the Finance Sub-Committee wants to see where the project savings are coming from and whether there will be enough funds left over to cover the remaining work for the 2019 Bond Referendum Program.

Mr. Corbin added that he will prepare for the meeting with the CLOC Finance Sub-Committee to go over the request and will contact Mr. Warco when ready.

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

Mr. Corbin stated that there is a quarterly update due to the Board by the CLOC Chair. Currently the report is tentatively scheduled to take place at the May 21, 2024 Board meeting at Hilton Head Island Middle School. However, at the meeting it was asked if the group agreed that the reports need to fall back into a sequence. This would mean the report would need to occur in July 2024.

Mr. Warco asked if the Quarterly Update by the CLOC was requested by the Board.

Mr. Oetting responded by saying the Board has not requested a Quarterly Update, the report has always been provided by the CLOC following the end of each quarter.

Mr. Geier suggested it may be best to do the Quarterly Update at the August 6, 2024 Board meeting.

Mr. Corbin added that he will add to the following month's meeting materials a reminder that the Quarterly Board Update by the CLOC Chair is to occur on August 6, 2024.

The attending CLOC members agreed.

15. Mr. Corbin discussed the date for the next CLOC meeting. The group discussed the possibility of holding the meeting on June 12, 2024, at River Ridge Academy at 6pm.

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

No further questions were asked. The meeting was adjourned.