

Date: May 8, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: Hilton Head Island High 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. 03 Presentation Materials; Public Comment Card; April 10, 2024 Draft Meeting Minutes; 2023 Bond Referendum Financial Summary Report; School Furniture Financial Report; HVAC Replacements Financial Report; Safety & Security Improvements Financial Report; MRES Financial Report; HHIHS Financial Report; Tech Warehouse & Imaging Center Financial Report; LIMS Financial Report; Right Choices Kitchen Financial Report; Riverview Charter Gym Financial Report; New ELC Financial Report; BHS CTE Financial Report; MRHS CTE Financial Report; BLHS CTE Financial Report; SHES Paving Financial Report; JJDECC Paving Financial Report; and BCHS Paving Financial Report.
2. Mr. Tritschler confirmed with Mr. Oetting that there were no public comments.
3. Mr. Tritschler stated that the 2023 Bond Referendum CLOC Organizational Items will need to be brought back at the next meeting to have the 2019 Bond Referendum Chair, Mr. McNally, present for the elections and nominations.
4. Mr. Tritschler asked for a motion to approve the draft meeting minutes from the April 10, 2024 meeting. A motion was made by Mrs. Payne and seconded by Mr. Warco. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

5. Mr. Corbin shared the BCSD Organizational Chart that was requested by the CLOC. Mr. Corbin went over the different department and personnel and what their roles are within the Program.

Mr. Corbin asked if there were any questions.

None were received.

6. Mr. Corbin briefed on the Glossary of Acronyms. This Glossary was brought forth to help the CLOC members understand the terminology that is often used in the reports and updates for the Program.
7. Mr. Corbin presented the Project List and Budget as requested by the CLOC to be shown at the start of the meeting on a single slide.

Mr. Priest asked what the Command Center project line item was for.

Mr. Oetting responded by saying that the Command Center would be a centralized location at the District Office where Senior Personnel can meet in the event of an emergency.

8. **Project Updates:**

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

May River Elementary School (MRES) – Quackenbush Architects and Planners, LLC (QAP) and Thompson Turner Construction (TTC)

Mr. Marshall reported on MRES, which is being reported under budget and on schedule. Design Development (DD's) documents cost estimate review follow-up discussions occurred on April 30th, 2024 with BCSD, Architect and CM. The report for the HVAC Geothermal well conductivity testing was received and after further review, the design team will explore the use of a traditional water source heat pump system that will use cooling towers and boilers. 50% Construction Documents (CD's) submittal is scheduled to be received in June 2024. Civil permits are ongoing; Site permit is scheduled to be received in November 2024.

Battery Creek High School (BCHS) – JCS and MBK Construction

Mr. Marshall reported on BCHS, which is being reported under budget and on schedule. Construction is scheduled to begin the week of May 13, 2024; Substantial completion is scheduled to be achieved in July 2024.

May River High School (MRHS) – QAP and TTC

Mr. Marshall reported on MRHS, which is being reported under budget and on schedule. CTE building and equipment are under review. QAP fee proposal for the remaining design services has been fully executed. DD's cost estimate is scheduled to be reviewed in May 2024. CD's are scheduled to begin in May 2024. Permitting has been submitted for land disturbance. BCSD CTE staff and MRHS leadership attended a review of Charleston County School District's (CCSD) Center for Advanced Studies site at West Ashley High School.

Mr. Corbin added that while at the budget review meeting with TTC, the budget is currently favorable.

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

Mr. Swiecicki asked what would constitute a red light on Budget and/or Scheduling.

Mr. Corbin responded by saying that prior to a project getting a red light in the budget and/or schedule, the project would need to receive a yellow light first. When a project has a yellow light, this means there are items of concern and action is to be taken. If there is a red light, this means that there is a major concern where something critical was missed and needs to be addressed.

No further questions were received about Mr. Marshall's projects. Mr. Corbin turned the meeting over to Mr. Summers for updates on his project.

Hilton Head Island High School (HHIHS) – Little Diversified Architecture (LDA) & MBK

Mr. Summers reported on HHIHS, which is being reported under budget and on schedule. Temporary entrance was completed in April 2024 and Phase 1 site work has begun. M.B. Kahn Amendment No 04 (Phase 1A and 1B) was approved by the Board on April 26, 2024 with a GMP of \$80,170,995 and a substantial completion date of June 19, 2026; Amendment No 04 superseded Amendment No 03 (Phase 1 Site Work). Phase 1A work includes selective demolition, foundation modifications between addition and existing building, plumbing modifications at group restrooms, steel, roofing, relocation of corridor walls and finishes. Phase 2 (Renovation of Existing "D" wing and ROTC) and Phase 3 (Renovation of Both Gyms): Design development commenced in April 2024. Phase 4 (Renovation of PAC): Design development is scheduled to begin in Q3 2024.

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

Mr. Swiecicki asked how a project gets selected or what generates a list of project needs.

Mr. Oetting responded by saying that the process begins with the District's 8% Capital Improvement Plan (CIP) List which is brought forth to the BCSD Operations Committee every year.

Mr. Swiecicki clarified that what he is asking is how are the needs determined at each of the locations.

Mr. Oetting stated that this varies from project to project.

The 2023 Bond Referendum Program was generated through multiple discussions with Administration, Staff and the Community.

Mr. Summers added that HHIHS went through multiple iterations of how the project would be completed. The teams then got together after receiving input from the Staff and

Community to determine how to be able to construct a new facility and renovate a portion of the building with very little real estate to work on. The team took into consideration time frames and what would be best to have a better schedule and a lower cost impact.

Mr. Oetting added that the Contractors were instrumental in issuing their recommendation as to how to Phase the work to reduce the impact on the occupants as reduce the time frame for the project.

Mr. Clare asked if there could be a slide to show the scope in detail. The request is to have each of the Phases shown with what the budget is per phase and a detailed scope.

Mr. Vargas stated that by doing this the report would be less cluttered.

Mr. Clare mentioned that being that this is a large project, there needs to be a better reporting format so that there is more clarity as to what is being accomplished at each Phase, and once again reiterated the budget per Phase and what the actual contract cost is once the Phase is awarded to the CM.

Mr. Corbin stated that the next update will include construction budget figures for each phase.

Mr. Warco suggested spreading the report into four tabs and split it up in the Financial Report as well as the project updates. Showing the budgets per Phase will make the reports easier to digest.

Mr. Oetting shared a concern with the CLOC that showing the financials in this manner may be a bit tricky. An example shared was, the Phase 1 figures were figures locked in because the work is in contract.

Mr. Clare added that while this was understood, the following Phases will need to show what is budgeted per Phase. Mr. Clare then added that in the reports it would be ideal to show all of this information in the reports so that there wouldn't need to be a need to go back into the Financial Report to pull out the budget information.

Mr. Corbin reiterated what was being asked and the reports will be updated for the next CLOC meeting to see if the request was captured correctly.

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

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

Technology Warehouse & Imaging Center – (JCS & Shoreline Const. & Development)

Mr. Koll reported the Technology Warehouse & Imaging Center is under budget and on schedule. Project kick-off occurred on April 25, 2024; Programming discussions took place. SD's are scheduled to begin in May 2024; CD's completion is scheduled for occur in Q4 2024.

New Early Learning Center – (TBD)

Mr. Koll reported that the New Early Learning Center's Request for Qualifications (RFQ 24-018) was issued on February 15, 2024. Proposals from interested Architectural Firms were received on March 20, 2024. Selection committee recommendations are scheduled to be brought to the May 7, 2024 Board meeting for approval.

New Lady's Island Middle School – (TBD)

Mr. Koll reported that the New Lady's Island Middle School's Request for Qualifications (RFQ 24-018) was issued on February 15, 2024. Proposals from interested Architectural Firms were received on March 20, 2024. Selection committee recommendations are scheduled to be brought to the May 7, 2024 Board meeting for approval.

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

Mr. Priest asked how many Architects were expected to respond to the RFQ for the New Early Learning Center and New Lady's Island Middle School.

Mr. Oetting stated that nine Architects submitted their proposals and one Architect was selected for each project.

Mr. Oetting added that the District puts out a solicitation for which the Architects need to submit their qualifications. The architects are then scored by a selection committee that is formed by BCSD who review the qualifications. Top rated firms are then invited to interview and the selection committee makes a recommendation for what firm to award the project to. By South Carolina State Law, design fees are negotiated after the selection is completed. If the District and the Architect can't come to an agreement on their fee, the District can opt to go for the second-best qualified Architect and repeat the negotiation process.

Mr. Priest asked how the negotiations take place if price can't be brought up.

Mr. Oetting clarified the fee is negotiated after the selection of the architect is made and the Architect is brought in for negotiations. Mr. Oetting shared that when the CM's submit their proposals, their proposals do include pricing which is taken into consideration when selecting a CM. Once again, reinstating that the process of selection is different for Architects vs. CM's.

Mr. Geier added that when Solicitations go out, there is due diligence done ahead of time to include the community and let them know that there are solicitations being put out to give equal opportunity to the community to submit their Solicitations. The committee that is put together by the District's Operations Department includes a School Principal, a community member, and District Office Personnel who vote on a weighted scoring model/matrix to select the Architect. The District takes time to make sure that the process is honest and transparent when selecting both Architects and CM's.

Mr. Corbin turned the meeting over to Mr. Vargus to provide updates on Safety/Security Improvement projects.

Safety/Security Improvements

Mr. Vargas reported the Safety/Security Improvements. JSES CD's have been issued to Ajax for Pricing, Ajax is scheduled to provide their GMP Proposal in May 2024. RSLA GMP Proposal is scheduled to be received in May 2024. HHIMS GMP Proposal from TTC has been received. BHS GMP Proposal from TTC is scheduled to be received in May 2024.

Mr. Corbin turned the meeting over to Mr. Lawton to provide updates on School Furniture Replacement projects.

School Furniture Replacements

Mossy Oaks Elementary School (MOES):

Mr. Lawton reported the furniture replacements are under budget and on schedule. Furniture for the 1st through 5th grade classrooms was delivered during Spring Break; Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted, Order is scheduled to be placed for equipment delivery during Summer Break 2024.

Port Royal Elementary School (PRES):

Mr. Lawton reported the furniture replacements are under budget and on schedule. Purchase Order for the 1st through 5th grade classrooms is being processed; Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted; Order is scheduled to be placed for equipment delivery during Summer Break 2024.

Joseph S. Shanklin Elementary School (JSES):

Mr. Lawton reported the furniture replacements are under budget and on schedule. Purchase Order 1st through 5th grade classrooms is being processed; Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted; Order is scheduled to be placed for equipment delivery during Summer Break 2024.

Following the conclusion of these updates, Mr. Corbin asked if there were any questions.

No questions were received.

9. 2023 Bond Referendum Financial Reports and Summary

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 \$439,035,000. The Paid and Committed Funds total \$94,443,194 (21.51%). The Total Remaining Funds to Commit (including Contingency) total \$344,591,806 (78.49%). Contingency Activity in April 2024 had nothing activity to report on. The remaining available contingency is \$11,500,000.

Mr. Tritschler asked if the total Program Contingency totaled \$11.5M and if there was Construction Contingency as well.

Mr. Corbin responded by saying that this is correct. The individual project financial reports show the construction contingency as well as a design contingency.

Mr. Corbin asked if there were any more questions.

No questions were received.

10. 2023 Bond Referendum Cash Flow Projections vs. Actual:

The Referendum funds paid as of April 30, 2024, total \$70,550.00. The total forecasted expenditures through April 30, 2024, was \$30,000. Mr. Corbin stated that the 2023 cash flow projections will be accurate throughout the whole 2023 referendum reporting period.

Mr. Corbin asked if there were any questions.

Mr. Clare asked for clarifications regarding the paid and committed through April 30th.

Mr. Corbin responded by saying this is both paid and committed. Mr. Corbin gave an example for HHIHS stating the latest GMP which was awarded for close to \$80.1M was taken into consideration, these are committed funds and as the project progresses some of those funds will begin to get paid off. Mr. Corbin also added that cash flow only shows funds paid not funds committed.

Mr. Clare asked for clarifications whether the District has paid \$70M to date.

Mr. Corbin and Mr. Oetting clarified that to date we have only paid \$70K.

Mr. Corbin asked if there were any other questions.

11. 2023 Bond Referendum Community Outreach:

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. 2023 Bond Referendum CLOC Sub-Committee Reports/Updates:

Mr. Corbin asked if there were any CLOC sub-committee reports/updates.

Mr. Warco stated that everything that has been reported on tonight has been through April 30th. The attached schedule shows everything that will be reported on for the 2023 Bond Referendum of \$439 million. The 519 schedule has all the projects on one page, the 513 schedule has different tabs for each project. The Finance Sub-Committee has made sure that all the projects add up to the total 2023 Bond Referendum Budget. The total contingency currently sits at \$28M.

Mr. Oetting asked if the CLOC Finance Sub-Committee was reporting on the Owner's contingency on Lou's 513 report.

Mr. Warco responded by saying these are the Contingencies shown on the 513 Financial Report tabs.

Mr. Corbin added that the tabs in the 513 report are at the project levels, and there is a Construction Contingency and Design Contingency. The \$11.5 million is the Program Contingency. The \$28M includes Program, Construction and Design Contingency.

13. 2023 Bond Referendum Forward Looking Items and Events:

Mr. Corbin stated on forward looking items and events. The quarterly board update by the CLOC chair on May 21st Board Meeting at Hilton Head Island Middle School will instead be presented at the August 6, 2024 Board meeting.

The next meeting will be held on June 12, 2024 at River Ridge Academy.

Mr. Tritschler asked if there were any more items to discuss.

No further items were brought up and the meeting was adjourned.