

Date: June 12, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: River Ridge Academy Media Center and Via Zoom

Committee Member Attendees:

Richard Tritschler, Ray Warco, Bob Priest, Michael Swiecicki, Mike McNally

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Lou Ackerman, Carol Crutchfield, Tim Summers, Alexander Marshall, Richard Geier, Jennifer Hamblin

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 June 12, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 53 Presentation Materials; Public Comment Card; Draft Minutes from the May 8, 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. McNally opened with the Pledge of Allegiance.
3. Mr. McNally confirmed with Mr. Oetting that there were no public comments.
4. Mr. McNally asked for clarification on page 8 of the meeting minutes where it stated the two projects that will be closed out in Q1 2025.

Mr. Corbin stated that the two projects that will be closed out in Q1 2025 are Hilton Head Island Middle School and Okatie Elementary School. However, there is an opportunity to potentially close these projects towards the end of 2024.

5. Mr. McNally asked for a motion to change and approve the 2019 Referendum meeting minutes from May 8, 2024. Mr. Tritschler made a motion to change the meeting minutes and Mr. Warco seconded the motion. The approved meeting minutes will be posted to the CLOC website.

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 but with a red light on the Phase 2 schedule. The remaining Phase 2 is scheduled to be completed in June 2024; One parking lot remains to be paved; The concessions for Baseball, Softball, and Football are scheduled for completion after the water meter installation; QC items will be addressed for the field installations; Dominion site lighting will not be on site until July due to internal delays from Dominion.

Mr. Warco asked for clarification that all that remains is the site restoration and that construction has been completed.

Mr. Marshall concluded that this is the case.

Mr. Priest asked how the payment for LD's would be handled.

Mr. Marshall responded that the contractor will receive a deductive amendment based on the final value for LD's and the damages will be deducted from the final payment application.

Mr. Priest asked Mr. Corbin what the return of the LD's do for the forecast of the remaining 2019 Referendum Funds.

Mr. Corbin replied by saying that the return will add funds to the bottom line which would improve the forecast.

Mr. Corbin added that this is not being tracked in the forecasts until the final figure materializes.

Mr. Priest asked if there is a rough estimate for what we forecast for the LD's to be once the work is completed.

Mr. Marshall said that this could possibly be near \$35K ±.

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 is 50% complete. Access Controls, and Camera systems are scheduled for installation at the end of July 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 July 2024. The emergency generator is in place; Waiting on the arrival of one electrical subpanel; Temporary measures are in place until permanent switchgear components arrive. MCRECC camera commissioning documents are scheduled to be received in July 2024. Emergency generator is complete.

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 June 2024; Athletic fields prefabricated restroom building is complete and is in use. Camera system is pending the installation of five data drops to complete the system installation and finalize the commissioning of cameras.

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

Mr. McNally asked Mr. Marshall if he foresaw the Robert Smalls Leadership Academy contractor would miss the Substantial Completion date causing a red traffic light and how this developed.

Mr. Marshall responded by saying this was a combination of multiple factors. Looking back, the original schedule was aggressive and contributed to the missed milestones during Phase 2.

Mr. McNally added that based on the last meeting minutes you are expecting the project to be complete at the end of the month.

Mr. Marshall responded by saying that the actual facilities are complete. What remains is the site restoration.

Mr. Oetting added one item for which we did not get enough warning was the Asbestos abatement which initially was scheduled to complete at the end of December 2023 did not finalize until February 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. Camera installations are approximately 70% complete. PA/Intercom is progressing and is scheduled for completion in June 2024. The new generator is scheduled to arrive the last week of July 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, Owner training of the new PA system has been scheduled to take place the week of June 10, 2024. Emergency power to be provided from generator located at BLES; Tie-in will take place during Summer Break 2024.

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 the “D” wing is 40% complete. Installation of the security cameras and exterior door contacts is progressing and scheduled to be completed in June 2024. Safety/Security and Technology/Infrastructure scope is scheduled for completion in July 2024. The generator is scheduled to arrive June 28, 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 70% complete; Single mode fiber installation is complete; cable testing has begun. Athletics underground utilities, building footings and foundations were completed; Exterior CMU walls are complete; Roof installation is 0% complete.

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 June 6, 2024; TTC is addressing the punch list items. Renovations for the 600 Classroom wing and Cafeteria will commence in June 2024. The emergency generator has been delivered to the site; Tie-in is scheduled to occur during Summer Break 2024.

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

Mr. Summers reported on HHIHS, which is under budget and on schedule. New Fieldhouse: Exterior CMU walls are complete; Interior CMU walls are complete; Roof steel installation has begun; Construction is scheduled for completion in October 2024. Ticket booth is scheduled to arrive the week of July 8, 2024.

Bluffton High School (BLHS) – JCS and MBK

Mr. Summers reported on BLHS, which is under budget and on schedule. Staff training is being coordinated to take place when the new administration is in place. This will be the last construction update report for this project; Remaining activities will be reported in project closeouts.

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

Mr. Tritschler asked if we would be noting the change in the delivery of the generators.

Mr. Corbin stated that the change will be made for next month's meeting.

Mr. Corbin turned the meeting over to Mr. Froemming for updates on Mr. Koll's projects.

Coosa Elementary School (CES) – LS3P and TTC

Mr. Froemming reported on CES, which is under budget and on schedule. PA/Intercom system functionality spot check is being coordinated. Allied Universal System installations are complete, Commissioning is ongoing. PA/Intercom subcontractor needs to address issues with strobes and audio; Spot recheck will be coordinated prior to scheduling safety check; Camera completion is pending the installation of one camera and commissioning to finalize CCTV systems; Completion is scheduled to occur in June 2024.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Froemming reported on MOES, which is under budget and on schedule. PA/Intercom safety spot check is complete; Staff training will be coordinated to occur when staff return from Summer Break. Camera installations are ongoing and system completion is scheduled to occur in June 2024. Emergency generator final connections and start up is scheduled to occur in June 2024.

Port Royal Elementary School (PRES) – CCA and Ajax

Mr. Froemming reported on PRES, which is under budget and on schedule. PA/Intercom system security spot check passed, and owner training is complete; Allied Universal security cameras completion is pending the installation of two cameras and commissioning to finalize the CCTV system; Completion is scheduled to occur in June 2024.

Pritchardville Elementary School (PVES) – JCS and TTC

Mr. Froemming reported on PVES, which is under budget and on schedule. PA/Intercom is scheduled for commissioning in June 2024; Spot check will be coordinated after commissioning report is received. Cameras and Access Controls installation 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. Froemming reported on BMS, which is under budget and on schedule. Commissioning of the Audio Enhancement and Allied Universal Systems is ongoing. Prefabricated restroom is pending installation of the water meter from BJWSA; BJWSA is requesting as-built plans documentation from the subcontractors prior to proceeding with the meter installation; TTC is working with subcontractors to issue requested documents. The generator's final connections and testing is scheduled to occur during Summer Break 2024.

Beaufort High School (BHS) – LS3P and TTC

Mr. Froemming reported on BHS, which is under budget and on schedule. The prefabricated structure is on-site; Force main installation is scheduled for completion in June 2024. Practice field restrooms construction is scheduled to be complete in Q3 2024.

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

Mr. Froemming reported on WBECHS, which is under budget and on schedule. Closeout of the low voltage systems is ongoing. The emergency generator is on site; 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. Access controls completion is scheduled to occur in June 2024. The completion of the camera system is pending the installation of four data drops; Generator startup has been rescheduled to occur in June 2024 due to conflict with school activities.

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

Mr. Vargas reported on SHES, which is under budget and on schedule. Camera system and Access controls completion is scheduled to occur in June 2024. Emergency generator startup is scheduled to occur in June 2024. The camera system completion is pending the installation of missing biscuit jacks; PA/Intercom system spot check is complete; PA/Intercom additional items have been requested and contractor is pricing additions prior to rescheduling spot checks.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. PA/Intercom system spot recheck is complete. Staff Training will be scheduled to occur once staff returns from the Summer Break. The contractor is working on collecting as-built plans from subcontractors; Intrusion alarm system training is being coordinated.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera system completion is scheduled to occur in June 2024. Access controls completion is scheduled to occur in July 2024. Emergency generator startup is complete. PA/Intercom security spot check resulted in additional items; Contractor is pricing additions prior to rescheduling security spot check.

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

Mr. Vargas reported on JJDECC, which is under budget and on schedule. Camera installation verifications identified the need for additional data drops to complete the system; Additions are scheduled to occur in June 2024. Access controls completion is scheduled to occur in July 2024. Emergency generator startup is complete.

Whale Branch Elementary School (WBES) – CCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. PA/Intercom corrections are scheduled to take place in June 2024; Spot recheck will be coordinated after correction of those items.

Whale Branch Middle School (WBMS) – CCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. PA/Intercom corrections are scheduled to take place in June 2024; Spot recheck will be coordinated after correction of those items.

Bluffton Middle School (BLMS) – SGA|NW and TTC

Mr. Vargas reported on BLMS, which is under budget and on schedule. PA/Intercom Commissioning is scheduled for completion in June 2024; Office/Admin staff training will be coordinated to occur at the beginning of the school year. Camera and Access Controls Installation is 75% complete; system completion is scheduled to occur in June 2024. Generator is in place; Generator installation and startup is scheduled to occur the week of July 18, 2024.

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.

7. 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 team is working to get the two projects to close out in Q1 2025 or prior to the end of Q4 2024, which are HHIMS and OES.

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

Mr. Swiecicki asked when the project is closed out if there is a follow-up to discuss items to improve on as well as Lessons Learned to avoid past mistakes.

Mr. Oetting responded by saying that this is done in the Fall but it is not particularly done for each of the projects. There is a review with the Architects, Contractors and Project Managers to gather feedback from the projects; In addition a Lessons Learned workshop is facilitated in September/October of each year to discuss these Lessons Learned.

Mr. Corbin added that this is usually done right after the Summer crunch as the Lessons Learned are better captured right after the execution of the work.

No further questions were received on project closeouts.

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 May 31, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$373,483,958 (99.41%). The Total Remaining Funds to Commit (including Contingency) total \$2,226,043 (0.59%). Contingency Activity in May 2024 included \$1,823 in savings returned and \$167,623 in contingency used. The remaining available contingency is \$660,935. 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.
9. Mr. Corbin presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of May 31, 2024, total \$320,343,665. The total forecasted expenditures through May 31, 2024, was \$372.56 million. The payments made in May 2024 totaled \$3.8 million compared to the forecasted figure of \$1.7 million.
10. 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 which was possible due to the Advanced Design for the Rebuild and Renovations. On May 16, 2024, a project overview and update were provided to the Student Improvement Council (SIC); Information provided to attendees included scope, phasing plan and schedule.
11. Mr. Corbin turned the meeting over to Mr. McNally for the CLOC Sub-Committee Reports/Updates.

Mr. McNally 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 30, 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 six (6) 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. The contractors are sending in inadequate pay apps without additional backup and or inaccurate calculations. So therefore, they must resubmit for review again and once everything is correct it will continue to get paid.

- 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 wanted 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 and the Finance Sub-Committee met with the District to go over the overages and see where the project savings are coming from. What the Finance Sub-Committee did not take into account was the return in savings that were coming from multiple projects which were being captured in the 2019 Bond Referendum Program Contingency Log which confirms that there are no overages.

14. Mr. McNally reported on forward-looking items.

There is a Quarterly Update due to the Board by the CLOC Chair. Currently the report is tentatively scheduled to take place at the August 6, 2024 Board Meeting.

Mr. McNally asked if the District would be willing to assist in the preparation of the report.

Mr. Corbin responded by saying that the District would be willing to support him. Mr. Corbin suggested that with the target of giving the report at the August 6, 2024, Board Meeting, the goal is to capture data through the end of the Q2 2024 which can be reviewed in July 2024 to review the data and make sure that what is being reported is accurate.

Mr. Warco asked where the August 6th Board meeting was going to be held.

Mr. Corbin stated that there hasn't been any confirmation on the location, once the location is confirmed, the location will be shared with the CLOC.

15. Mr. Corbin discussed the date for the next CLOC meeting. The group agreed on holding the meeting on July 10, 2024, at the District Education Support Center at 6pm.

16. Mr. Corbin turned the meeting over to Mr. McNally for the 2023 Bond Referendum CLOC Organizational Items.

Mr. McNally stated that he would like to elect the committee members for the 2023 Bond Referendum. Mr. McNally would like to make a motion to nominate Mr. Warco as Chairman of the 2023 Bond Referendum CLOC committee and Mr. Tritschler as Vice Chairman. Mr. Priest seconded the motion. All CLOC members approved.

Mr. Oetting asked for clarification if these nominations were both for the 2019 and 2023 Bond Referendum Programs.

Mr. McNally clarified that he would be finishing the 2019 Bond Referendum CLOC committee as the CLOC Chairman and the ongoing nominations are for the 2023 Bond Referendum Program.

Mr. McNally added that he would like to be part of the Project Sub-Committee. Mr. McNally asked if there was anyone else interested in being a part of the Project Sub-Committee.

Mr. Swiecicki responded that he would join the Project Sub-Committee.

Mr. Warco stated that there are currently four Finance Sub-Committee members and there is a possibility that some of the members may want to get reassigned to other Sub-Committees. However, this will need to be done at a different time when those members are present at the CLOC meeting.

Mr. Oetting stated that Derrick Coaxum and Kim Flemming will no longer be a part of the CLOC, and the Superintendent is in the process of choosing two candidates to fill the vacancies.

17. Mr. McNally brought up one last item regarding some suggestions for the CLOC and the District looking back to the 2019 Bond Referendum Program.

Mr. McNally suggested that each of the District Project Managers compile a report for each of the projects explaining the type of project, the budgets, scopes and schedules. The challenges and the solutions to tackle the challenges. Next have the project managers present a “Hindsight Report” to recap on things that could be done to improve on issues that were seen through the 2019 Bond Referendum Program so that past mistakes are not repeated. Possible suggestions to improve on issues regarding Long Lead item delays as well as Supply Chain issues. One suggestion made may be buying items in bulk, and has anyone looked into this, would this be beneficial.

Mr. Priest added that maybe the District can do a quarterly check on each of the projects to capture issues and work on solutions.

Mr. Oetting reiterated that there is a yearly Lessons Learned that is conducted after the Summer Break which is when the bulk of the work is completed. This Lessons Learned is when we go through the issues encountered, solutions put in place, and suggestions to avoid repeating past mistakes. We can invite the CLOC members or bring in the Lessons Learned Debrief to the CLOC once this is conducted in the Fall. This suggestion is being made as doing this debrief in the Summer time is not an ideal use of resources being that this is the busiest season with most of the work being executed while Children and Staff are out of the Facilities.

Mr. Priest asked if a yearly Lessons Learned is sufficient.

Mr. Corbin added that the Lessons Learned is a high Level recap of the year, but this highlights the issues encountered, the solutions, and future suggestions to improve processes and future Programs. The Operations Department meets on a weekly basis to

discuss ongoing issues and to discuss solutions at the Staff meetings or at the Project Manager meetings.

Mr. Oetting reiterated that the Lessons Learned Session typically takes a two day period in which the team meets for approximately 10 hours to go over the Lessons Learned.

Mr. McNally asked if there could be a special meeting or workshop with the Project Managers so that each can recap on their projects. This way the CLOC can ask questions and exchange information to come up suggestions to better the 2023 Bond Referendum Program and future Referendums.

Mr. Oetting added that the District could do a complete recap of the 2019 Bond Referendum Lessons Learned in October 2024. Mr. Oetting is open to suggestions from the CLOC as to how the recap can be done for the CLOC.

Mr. Corbin added that these discussions can be revisited at the following CLOC meeting. The team will look into the request and discuss further.

18. Mr. McNally asked if there were any more items to discuss.

No further questions were asked. The meeting was adjourned.