

Date/ Time: July 10, 2024 at 6:00 PM

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: District Educational Support Center Media Center and Via Zoom

Committee Member Attendees:

Richard Tritschler, Ray Warco, Bob Priest, Michael Swiecicki, Mike McNally, Marion Johnson Payne, Daniel Clare

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Lou Ackerman, Carol Crutchfield, Wendy Cartledge, Alexander Marshall, Richard Geier

Turner & Townsend Heery Attendees:

David Waggoner, Jessica Killian, Mark Koll, Agustin Vargas, Ben Froemming

Other Attendees:

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

Meeting Minutes

Prior to the July 10, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 54 Presentation Materials; Public Comment Card; Draft Minutes from June 12, 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.

1. Mr. McNally called the meeting to order at 6:00 pm with the Pledge of Allegiance.
2. Mr. McNally confirmed with Mr. Oetting that there were no public comments.

Mr. Tritschler asked if a quorum is needed for any vote that is taking place.

Mr. Oetting responded by saying that there should be a quorum.

Mr. McNally asked what the minimum requirement would be in a group of seven (7) members.

Mr. Tritschler stated four (4) is currently the minimum as of right now. If a person is added to the CLOC committee it would then be a minimum of five (5).
3. Mr. McNally asked for a motion to approve the 2019 Referendum meeting minutes from June 12, 2024.

Mr. Priest asked to please amend the minutes to capture the CLOC Chair and Vice Chair selections for the 2019 Bond Referendum.

Mr. McNally asked for a motion to amend and approve the 2019 Referendum meeting minutes from June 12, 2024. Mr. Tritschler made a motion to amend and approve the meeting minutes and Mr. Warco seconded the motion. The approved meeting minutes will be posted on the CLOC website.

4. Project Updates:

Mr. Vargas 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. The South Parking lot is scheduled for paving the week of July 8, 2024. The Baseball and Softball fields are 90% complete. The Baseball and Softball Concessions, Football Concessions, and restrooms are scheduled for Substantial Completion the week of July 22, 2024. Dominion site lighting will not be on site until July due to internal delays from Dominion. South parking Lot scope has a conflict with underground utilities; JE Dunn is revising their proposal to address review comments; The work will add 14 calendar days to the Substantial Completion.

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 70% 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; 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 toward substantial completion. MCRES camera commissioning documents are scheduled to be received in July 2024. The emergency generator installation is complete. MCRECC camera commissioning documents are scheduled to be received in July 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 June 2024; Camera installations are 99% complete; Camera and intrusion Alarm completion is scheduled to occur in July 2024.

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

Mr. McNally asked if there is any scope at Mr. Marshall's assigned schools that will not be complete by the end of the summer break.

Mr. Marshall responded by saying one item is the commissioning documents for the cameras at MCRES. At OES everything is on schedule to be completed the first week kids return to school.

Mr. Vargas asked if there were any further questions. None were received.

Mr. Vargas proceeded to present the project updates for Mr. Summers.

Hilton Head Island Early Childhood Center (HHIECC) – SGA|NW and TTC

Mr. Vargas reported on HHIECC, which is being reported under budget and on schedule. Camera installations are making good progress and are scheduled to be completed in July 2024. PA/Intercom installations are 85% complete; Completion and Owner training are scheduled to occur in July 2024. The new generator is scheduled to arrive the last week of August 12, 2024.

Mr. McNally spoke on the previous month's update on generators saying that at the last meeting the generator at this location was shown as arriving in June and the current report now states the delivery will be in August. Mr. McNally asked if this was a set date that would not shift any further.

Mr. Vargas responded by saying that Mr. Summers received a notification from the manufacturer, and they stated that there had been a delay in production. Right now, this is the tentative time frame for generator to arrive as set forth by the manufacturer.

Mr. McNally had no further questions.

Bluffton Elementary School (BLES) and Bluffton Early Childhood Center (BLECC) – JCS and MBK

Mr. Vargas reported on BLES and BLECC, which are on schedule and under budget. At BLES, all work has been completed. At BLECC, 95% of the staff have received owner training for new systems; the Remaining BLECC staff training will be done by District IT staff. Emergency power is to be provided from the generator located at BLES; Tie-in will take place in July 2024.

Red Cedar Elementary School (RCES) – CCA and Charles Perry Partners, Inc. (CPPI)

Mr. Vargas reported on RCES, which is under budget and on schedule. Installation of the remaining technology cabling in the “D” wing was completed in June 2024. Installation of the security cameras is approximately 80% complete; Remaining security cameras are scheduled to be completed in July 2024. Safety/Security and Technology/Infrastructure scope is scheduled for completion in July 2024. The generator is scheduled to ship on July 24, 2024.

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

Mr. Vargas reported on RRA, which is under budget and on schedule. Technology cabling was completed in June 2024. The Athletics concessions building dry-in took place in June 2024; Roof installations are scheduled to be completed in July 2024.

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

Mr. Vargas reported on HHIMS, which is under budget and on schedule. Renovations of the 700 Classroom Wing, punch list items have been corrected. Renovations for the 600 Classroom Wing and Cafeteria began in June 2024. OSF is scheduled for final inspection in December 2024. The emergency generator has been delivered to the site; Tie-in is scheduled to occur in July 2024.

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

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

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

Mr. Warco asked for clarification on which piece of equipment BLES and BLECC were going to be sharing.

Mr. Vargas clarified that this was the emergency generator due to the proximity of the schools to one another.

Mr. Vargas asked if there were any further questions. None were received.

Mr. Vargas 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 safety check passed; Security spot check is being coordinated to occur in July 2024. Allied

Universal System commissioning is scheduled for completion in July 2024. Camera system completion is pending the installation of one camera and commissioning to finalize.

Mossy Oaks Elementary School (MOES) – QAP and TTC

Mr. Koll reported on MOES, which is under budget and on schedule. PA/Intercom Staff training will be coordinated to occur when staff return from Summer Break 2024. Camera installations are ongoing and system completion is scheduled to occur in July 2024. Emergency generator tie-in is complete; OSF final inspection is being coordinated.

Port Royal Elementary School (PRES) – CCA and Ajax

Mr. Koll reported on PRES, which is under budget and on schedule. Allied Universal security cameras completion is ongoing. Camera System completion is pending the installation of two cameras and commissioning to finalize; Completion is scheduled to occur in July 2024.

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 July 2024; a Spot check will be coordinated after the 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. Koll reported on BMS, which is under budget and on schedule. Commissioning of the Audio Enhancement and Allied Universal Systems is ongoing. The prefabricated restroom is pending installation of the water meter from BJWSA; BJWSA is requesting correction to the work; The Meter will be installed upon completion of site corrections in July 2024. The emergency generator tie-in is complete; OSF inspection is being coordinated.

Beaufort High School (BHS) – LS3P and TTC

Mr. Koll reported on BHS, which is under budget and on schedule. The prefabricated practice field restroom structure is on-site; the Force main installation is completed. Final electrical connections will be made once the final switchgear component arrives in August 2024. Practice field restroom construction is scheduled to be completed in Q3 2024.

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

Mr. Koll reported on WBECHS, which is under budget and behind schedule. The Emergency generator is onsite; Final connections and testing is scheduled to occur in July 2024. CPPI continues to experience issues with providing pay applications with required

supportive documentation. This is resulting in delayed payments to the subcontractors and delays in finishing the remaining items; the District is preparing a Notice to Cure.

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

Mr. McNally wanted clarification that the issue reported regarding payment applications was between the contractor and the subcontractor.

Mr. Koll responded by saying this is correct.

Mr. McNally asked if the subcontractor had come up to Mr. Koll as the District PM with this issue.

Mr. Koll stated that there have been multiple meetings with CPPI and the District to rectify the payment applications and assist CPPI in making the needed corrections. As of late, the subcontractors have copied the District in legal letters that have been sent to CPPI regarding payment. In order to resolve the issue, CPPI has agreed to pay the subcontractors ahead of getting their payment applications corrected and resubmitted to the District for approval and payment.

Mr. McNally asked if there have been any liens put in place against CPPI.

Mr. Koll responded by saying the discussions of liens being placed against CPPI have stopped due to CPPI paying the subcontractor the outstanding balance.

Mr. McNally stated that the subcontractors must understand how payment applications are processed at the District and what is required for payment to be released.

Mr. Oetting responded by saying that this issue is particular to CPPI and that they have not been able to grasp what is needed to process a payment application successfully like the other contractors have.

Mr. Vargas added that there have been discussions with the subcontractors in this particular situation about how the payment application process is done at the District and why CPPI has had issues with getting their invoicing through. Mr. Vargas has clarified that the District is working with CPPI to help them get through this issue so they can be made current on all of their invoices.

Mr. Warco asked a separate question regarding Mossy Oaks and wanted clarification as to what is needed for the OSF Inspection to take place.

Mr. Koll responded by saying that everything is in place and that the only thing remaining is the OSF inspection which is scheduled to take place on July 25th for the emergency generator.

Mr. Vargas asked if there were any further questions. None were received.

Mr. Vargas provided 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 and Camera System completion are scheduled to occur in July 2024. The emergency generator startup is complete. Camera System completion missing data drops were installed, Allied Universal is scheduled to finish the system in July 2024.

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 July 2024. Access controls are in place; Programming is scheduled to be finalized in July 2024. PA/Intercom system spot check is complete; Additional items have been priced out and a proposal is being reviewed. Emergency generator startup is scheduled to occur in July 2024.

Broad River Elementary School (BRES) - LS3P and TTC

Mr. Vargas reported on BRES, which is under budget and on schedule. Intrusion alarm system training is scheduled for final commissioning in July 2024. TTC is working on compiling closeout documents from subcontractors.

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

Mr. Vargas reported on JSES, which is under budget and on schedule. Camera system and Access controls completion is scheduled to occur in July 2024. PA/Intercom security spot check is complete; Proposal is scheduled to be received in July 2024 and work is scheduled to be completed in July for a security spot recheck.

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; Adjustments are being made in July 2024 to finalize commissioning. Access controls are in place; Programming is scheduled to finalize in July 2024.

Whale Branch Elementary School (WBES) – CCA and CCI

Mr. Vargas reported on WBES, which is under budget and on schedule. PA/Intercom corrections are outstanding; Site visit is being coordinated with CCI to address corrections to exterior components that remain unaddressed.

Whale Branch Middle School (WBMS) – CCA and CCI

Mr. Vargas reported on WBMS, which is under budget and on schedule. PA/Intercom corrections are outstanding; a Site visit is being coordinated with CCI to address corrections to exterior components that remain unaddressed.

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

Mr. Vargas reported on BLMS, which is under budget and on schedule. PA/Intercom Commissioning is complete; Security spot check is being coordinated to occur in July 2024. Camera and Access Controls installation is 75% complete; system completion is scheduled to occur in July 2024. Generator installation and startup is scheduled to occur the week of July 18, 2024.

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

Mr. Trischler asked if the same company doing the camera systems was also responsible for the PA/Intercom installations.

Mr. Vargas stated that Cameras, Access Controls, and Intrusion are installed by Allied Universal. Regarding PA/ Intercom, there are three (3) subcontractors Bridgetek, Sound Systems and More and A3 Communications doing the installations.

Mr. Trischler asked Mr. Marshall if the water meter that was needed at Robert Small was Beaufort Jasper Water and Sewer Authority (BJWSA).

Mr. Marshall responded by saying this is correct. The only hold up is the completion of Phase 2 scope, after which BJWSA will install the meter.

Mr. McNally asked if any of the 2019 Bond Referendum projects end up underbudget, what happens to the money that is left over from the project.

Mr. Geier responded by saying that the money stays in the 2019 Bond Referendum fund.

Mr. McNally asked for clarification for projects such as HHIMS and OES which are being shown as the last projects closing out. Can any remaining funds in the 2019 Bond Referendum be used to help cover any remaining costs for these projects.

Mr. Vargas responded by saying that as we closeout the projects, the remaining funds can be used at these locations should the need arise. However, the funds can only be used for 2019 Bond Referendum Scope.

Mr. McNally asked if any of the remaining funds will be used to pay Design Consultants.

Mr. Geier responded by stating that until all bills are paid, and all projects are closed out, the money that was designated to them will not leave the 2019 Bond Referendum account.

Mr. Vargas stated that all the Design Consultant fees are accounted for through the end of the 2019 Bond Referendum.

5. Mr. Vargas provided the Project Closeout updates. Thirty (30) project closeouts remain. One hundred ninety (190) financial commitments have been completed to date.

Mr. Vargas reiterated 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, HHIMS is scheduled for final OSF inspection in December 2024 and OES will be pending the installation of the generator.

Mr. Priest asked Mr. Oetting when the District is forecasting for everything to be closed out completely for the 2019 Bond Referendum.

Mr. Oetting responded by saying that closeout will be in Q1 2025. It might be January or February of 2025.

No further questions were received on project closeouts.

6. Mr. Vargas provided the Financial Update, which is being reported with a “green” traffic light. Standard monthly Financial Reports have been distributed. As of June 30, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$374,038,407.00 (99.56%). The Total Remaining Funds to Commit (including Contingency) total \$1,671,594.00 (0.44%). Contingency Activity in June 2024 included \$10,000 in savings returned and \$541,829 in contingency used. The remaining available contingency is \$129,105.
7. Mr. Vargas presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of June 30, 2024, total \$326.50 Million. The total forecasted expenditures through June 30, 2024, was \$373.90 Million. The payments made in June 2024 totaled \$6.16 million compared to the forecasted figure of \$1.33 Million.

Mr. Trischler asked what the contingency used in June was for.

Mr. Vargas stated that there were three items. First one being Hilton Head Island High School, which was related to the field house and the extension of the existing fire lines. Second item was Hilton Head Island Middle School for the fee adjustment to LS3P based on the GMP value for the project. And the last item was the staffing cost for the District to until the end of December 2024.

Mr. Clare asked if expecting any more fee adjustments from the Architects?

Mr. Vargas stated that we are still expecting more adjustments from the Architects.

No further questions were asked on Cash Flow and Financial Updates

8. Mr. Vargas had no updates for Community Outreach.
9. Mr. Vargas 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 May 31, 2024, meeting.

The Finance Sub-Committee comments were:

- i) In relation to the soft landing, Mr. Warco asked Mr. Vargas if he expects to return additional cost savings to the program contingency that are currently being held at the project level?

Mr. Vargas 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 different from last month's six (6) and this month totaling four (4) projects.
- 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.

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

Mr. Oetting stated that it will be at the District Educational Support Center. **(Note: Location for the Board meeting has been relocated to take place at the Hilton Head Island Middle School Media Center.)**

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

Mr. Vargas responded by saying that the District will be supporting him and are currently working on the reports for Mr. McNally to share with the Board of Education.

Mr. Oetting added that a training session for the new CLOC members is to be scheduled. Mr. Oetting also shared that Dr. Rodriguez has also interviewed David Trail who will be joining the CLOC in August 2024.

Mr. Warco stated that he talked with Dr. Rodriguez, and he was looking for one more member to add to the CLOC, this is in addition to David Trail.

Mr. Oetting asked the CLOC if they would prefer to wait to do the training when all CLOC members have been selected or proceed and do a separate training for anyone who may be added later.

Mr. McNally asked for the group to regroup at the following CLOC meeting in August to see if there is a possibility that Dr. Rodriguez could add a new CLOC member before the September 2024 meeting.

Mr. McNally brought up the 2024 CLOC Workshop for Project Manager "Hindsight Reports"

Mr. Vargas updated the CLOC and mentioned that a workshop date be coordinated in October 2024 for this workshop to take place.

Mr. McNally thought that would be a great idea and suggested that other stakeholders from District are welcome to join to be able to understand what lessons learned have been captured through the lifespan of the 2019 Bond Referendum Program.

15. Mr. McNally discussed the date for the next CLOC meeting. The group agreed on holding the meeting on August 14, 2024, at the District Education Support Center at 6PM in the Media Center.
16. Mr. McNally asked if there were any more items to discuss. No further questions were asked. A motion was made by Mr. Trischler to adjourn the meeting and seconded by Mr. Warco. The meeting was adjourned at 6:55 PM.