

**Date/ Time:** August 14, 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, David Trail, Michael Swiecicki, Mike McNally, Marion Johnson Payne, Daniel Clare

**Beaufort County School District (BCSD) Representatives Present:**

Robert Oetting, Lou Ackerman, Cindy Phillips, Jennifer Hamblin, Wendy Cartledge, Alexander Marshall, Richard Geier, Tim Summers

**Turner & Townsend Heery Attendees:**

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

**Other Attendees:**

Halie Cooler, Olivier, Inc.

Daivd Hamilton, Charles Perry Partners, Inc.

**Meeting Minutes**

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Prior to the August 14, 2024, CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 55 Presentation Materials; Public Comment Card; Draft Minutes from July 10, 2024, 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 introduced Mr. David Trail to the meeting attendees. Mr. Trail is a liaison Government and External Relations Director and Community Plans and Liaison Officer for Marine Corps Air Station (MCAS) Beaufort. Served over 12 years on active duty as a Marine Corps Judge Advocate and since 2021 has been serving as the Reserve Marine Corps Staff Judge Advocate supporting MCAS Beaufort.

Following Mr. Trail's introduction, the meeting attendees introduced themselves.

Mr. Corbin initiated the introductions for a new member of the Turner & Townsend Heery Staff.

Ms. Killian introduced herself. Ms. Killian is the Project Management Director for the Carolinas and will work with Mr. Vargas and Mr. Corbin in the management of the 2019 and 2023 Bond Referendum Programs.

3. Mr. McNally confirmed with Mr. Oetting that there were no public comments.

4. Mr. McNally asked for a motion to approve the 2019 Referendum meeting minutes from July 10, 2024.

Mrs. Johnson Payne made a motion to approve the meeting minutes and Mr. Warco seconded the motion. The approved meeting minutes will be posted on the CLOC website.

5. Mr. McNally Turned the meeting over to Col. Geier to go over the Bond Process.

Board Vice-Chair, Col. Geier, and Cindy Phillips with the District's Finance Department went over the process of issuing a Bond Anticipation Note (BAN) and Bond Sales.

There will be a follow-up from Finance to the CLOC to answer any questions related to the Bond.

6. 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. Baseball & Softball: Owner training is scheduled for week of August 5, 2024. Baseball/Softball Concessions, Football Concessions and Restrooms are scheduled to reach Substantial Completion the week of August 12, 2024; Baseball water meter and irrigation water meter are scheduled to be installed the week of August 12, 2024.

**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 nearing completion. Access Controls and Camera systems are scheduled to be completed in Q4 2024. The generator is scheduled to arrive in October 2024; Installation is scheduled for completion in November 2024.

Mr. Vargas added to the discussions by explaining that the Project Managers are working closely with the District's IT Department, Construction Manager's, Cameras/Access Control's/Intrusion Alarm Subcontractor and Stage Front. There has been a request for a recovery schedule to expedite the completion of the Cameras/Access Control's/Intrusion Alarm scope.

Mr. Vargas explained that a lot of the project updates contain similar information regarding the completion of the scope, and there is anticipation that the physical construction will be complete at some locations in the coming reports. This is not considering closeout documentation and financial closeout.

**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 camera systems and Access Controls are scheduled to be completed in Q4 2024. MCRES camera systems and Access Controls are scheduled to be completed in Q4 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 completed; Camera installations are 99% complete; Camera and intrusion Alarm is scheduled to be completed in Q4 2024.

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

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

Mr. Vargas asked Mr. Summers to provide 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 65% complete and are scheduled to be completed in August 2024. PA/Intercom installations are 95% complete; Completion and Owner training are scheduled to occur in August 2024. The new generator is scheduled to ship on August 19, 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 for new systems is complete. Emergency power is to be provided from the generator located at BLES; Tie-in will take place in August 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 the security cameras is approximately 95% complete; Remaining security cameras are scheduled to be completed in August 2024. Network cutover to the new system is scheduled to occur the week of August 5, 2024. The generator is scheduled to ship on August 12, 2024.

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

Mr. Summers reported on RRA, which is under budget and on schedule. Technology cabling was completed in July 2024. The Athletics concessions building dry-in took place in July 2024; Remaining scope is scheduled to be completed in September 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, punch list items have been corrected. Renovations of the Cafeteria and Locker Room have been completed. OSF is scheduled for final inspection in December 2024. The emergency generator has been delivered to the site; Tie-in is scheduled to occur during winter 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 and interior CMU walls are complete; Roof installation has begun; Construction is scheduled for completion in October 2024. The ticket booth building has been installed and ready for use.

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

No questions were received on Mr. Summers' project updates.

Mr. Vargas asked Mr. Koll to provide 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; Staff and teacher training is being scheduled to occur in August 2024. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls.

**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 in August 2024. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls. 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. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls.

**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 August 2024; Spot check will be coordinated after the commissioning report is received. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls. The emergency generator is scheduled to arrive on August 26, 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 now complete; OSF Final Inspection occurred on July 30, 2024. The emergency generator tie-in is complete; OSF inspection is being coordinated for August 2024.

**Beaufort High School (BHS) – LS3P and TTC**

Mr. Koll reported on BHS, which is under budget and on schedule. Practice Field Restrooms: Final electrical connections will be made once the final switchgear component arrives in August 2024; Construction is scheduled for completion 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 occurred in July 2024; OSF Final Inspection is being coordinated. Due to issues with payment applications, the District issued a Notice to Cure to CPPI in July 2024; Written response from CPPI to the Notice To Cure is to be received in August 2024; Corrections for four prior WBECHS payment applications were received in July 2024 and have been approved and processed for payment.

Mr. Vargas noted that the Notice to Cure was issued on July 23, 2024 and a written response from CPPI was received on July 29, 2024. The District reviewed the response and the requested documents and a response to CPPI from the District letting them know the Notice to Cure was fulfilled was issued on August 6, 2024.

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

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

Mr. Vargas asked Mr. Froemming to provide updates on his projects.

**Lady's Island Elementary (LIES) – MPS and Ajax**

Mr. Froemming reported on LIES, which is under budget and on schedule. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls.

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

Mr. Froemming reported on SHES, which is under budget and on schedule. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls. Emergency generator startup is scheduled to occur on August 7, 2024. PA/ Intercom security check adds are scheduled to occur in August 2024; Staff training will be coordinated once adds are completed.

**Broad River Elementary School (BRES) - LS3P and TTC**

Mr. Froemming reported on BRES, which is under budget and on schedule. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls.

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

Mr. Froemming reported on JSES, which is under budget and on schedule. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls. PA/Intercom security spot check additions are scheduled to occur in August 2024; Staff training will be coordinated once additions are completed.

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

Mr. Froemming reported on JJDECC, which is under budget and on schedule. District has requested and updated schedule from Allied Universal for completion of remaining cameras and access controls.

**Whale Branch Elementary School (WBES) – CCA and CCI**

Mr. Froemming reported on WBES, which is under budget and on schedule. PA/Intercom corrections are outstanding; CCI is working with Bridgetek to address corrections to exterior components that remain unaddressed.

**Whale Branch Middle School (WBMS) – CCA and CCI**

Mr. Froemming reported on WBMS, which is under budget and on schedule. PA/Intercom corrections are outstanding; CCI is working with Bridgetek to address corrections to exterior components that remain unaddressed.

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

Mr. Froemming reported on BLMS, which is under budget and on schedule. PA/Intercom Owner training is scheduled to occur on August 6, 2024; PA/Intercom Staff training is scheduled to occur on August 9, 2024. District has requested an updated schedule from Allied Universal for completion of remaining cameras and access control scope. Generator startup is complete.

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

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

7. Mr. Vargas provided the Project Closeout updates. Thirty (30) project closeouts remain. One hundred ninety-four (194) 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 on the remaining portions of scope as previously stated to begin closing out projects in the 2019 Bond Referendum Program.

8. Mr. Vargas provided the Financial Update, which is being reported with a “green” traffic light. Standard monthly Financial Reports have been distributed. As of July 31, 2024, the Current Budget remains at \$375,710,000. The Paid and Committed Funds total \$374,157,390 (99.59%). The Total Remaining Funds to Commit (including Contingency) total \$1,552,610 (0.41%). Contingency Activity in July 2024 included \$123,561 in savings returned and \$130,013 in contingency used. The remaining available contingency is \$122,653.

Mr. Tritschler asked if the remaining funds to commit were sufficient to cover the remaining costs that the District is forecasting.

Mr. Corbin responded by saying that this was the case.

No further questions were received.

9. Mr. Vargas presented the Cash Flow Projections vs. Actual Expenditures slides. The Referendum funds paid as of July 31, 2024, total \$332.55 Million. The total forecasted expenditures through July 31, 2024, was \$374.68 Million. The payments made in July 2024 totaled \$6.05 million compared to the forecasted figure of \$0.78 Million.
10. Mr. Vargas had no updates for Community Outreach.
11. 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. McNally took a moment to inquire about the roster for each of the Sub-Committees. The Finance Sub-Committee is made up of four members, these members are: Ray Warco (Finance Sub-Committee Chair), Rich Tritschler, Dan Clare and Bob Priest. The Project Committee is made up of Mike McNally (Project Sub-Committee Chair), Marion Johnson Payne and Mike Swiecicki.

Mr. Trail stepped up to take over the position of the Communications Committee Chair as the Communications Committee currently has no members/Chair.

Mr. McNally requested that the Project Sub-Committee coordinate with District personnel the site visits for Hilton Head Island Middle School and Hilton Head Island High School prior to the next CLOC meeting. The request is for this site visit to occur sometime between 1PM and 3PM at a date that is to be coordinated.

Mr. Warco provided a report from the Finance Sub-Committee for financial information received at the July 31, 2024 meeting with a financial date through June 30, 2024.

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 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.

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

The new CLOC member training and Hindsight Report has been scheduled to take place on Wednesday October 9, 2024. The time and location will be coordinated, and further details will be shared with all once finalized.

The current options for the location of the training and Hindsight Report include the District Office, Okatie Elementary School and one of the schools at the Hilton Head Island campus.

13. Mr. McNally discussed the date for the next CLOC meeting. The group agreed on holding the meeting on September 11, 2024, at Okatie Elementary School at 6:00PM in the Media Center. Mr. Marshall is to do a follow-up to confirm that space is available for the meeting to take place at this location.

14. Mr. McNally asked if there were any more items to discuss. No further questions were asked. A motion was made by Mr. Warco to adjourn the meeting and seconded by Mr. Trischler. The meeting was adjourned.