

**Date/ Time:** August 14, 2024 at 6:00PM

**Purpose:** Citizen-Led Oversight Committee (CLOC) Meeting

**Location:** District Educational Support Center Media Center and Via Zoom

**Committee Member Attendees:**

Richard Tritschler, Ray Warco, Michael Swiecicki, Mike McNally, Marion Johnson Payne, Daniel Clare, David Trail

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

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

**Turner & Townsend Heery Attendees:**

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

**Other Attendees:**

Halie Cooler, Olivier, Inc.  
David Hamilton, Charles Perry Partners Inc.

**Meeting Minutes**

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1. Prior to the August 14, 2024 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 06 Presentation Materials; Public Comment Card; July 10, 2024 Draft Meeting Minutes; 2023 Bond Referendum Financial Summary Report; 2023 Bond Referendum Project Level Financial Reports; Cashflow Projections vs Actuals
2. Mr. Warco confirmed with Mr. Oetting that there were no public comments.
3. Mr. Warco asked for a motion to approve the draft meeting minutes from the July 10, 2024 meeting.

A motion was made by Mr. McNally and seconded by Mrs. Payne. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

4. Mr. Vargas 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. Mr. Vargas asked if there was a preference to remove the acronyms or keep them in.

Mr. Corbin suggested they be left in.

Mr. Warco Concurred.

## 5. Project Updates:

Mr. Vargas 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. 100% Construction Documents (CD's) were issued to the District and TTC on July 27, 2024. Security review with BCSD Director of Security and the Bluffton Police Department has been completed. TTC is preparing the Guaranteed Maximum Price (GMP) Proposal that is scheduled to be submitted to the District for review in early September 2024. Board approval of TTC's GMP Amendment is scheduled to be received in October 2024. Civil permits are ongoing; Site permit is scheduled to be received in November 2024.

### **New Early Learning Center – (Hord Coplan Macht/TBD)**

Mr. Marshall reported that the New Early Learning Center's is under budget and on schedule. AIA agreement has been signed by the architect and is being routing for internal approvals and signature. Project kickoff meeting was held in July 2024. Request For Proposals (RFP) 25-004 for Construction Management at Risk Services was issued on July 31, 2024; Proposals are due by 4:00PM on August 29, 2024. Programming and Community Meetings are in the process of being coordinated.

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

Mr. Marshall reported on BCHS, which is being reported under budget and on schedule. Mr. Marshall reported the project has been completed and closeouts have begun. This will be the last report of this scope.

### **May River High School (MRHS) – QAP and TTC**

Mr. Marshall reported on MRHS, which is being reported under budget and on schedule. 95% CD's have been issued to BCSD and TTC for review. BCSD continues to work on equipment specifications to be provided to the Design team and TTC. 100% CD's are scheduled to be issued the week of August 19, 2024. Land Disturbance Permit is scheduled to be received in December 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 projects.

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

**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.

**Phase 1** Contractual substantial completion date is June 19, 2026; Site work unforeseen issues with existing underground domestic water piping has resulted in the need for redesign of domestic water service is scheduled to be completed in September 2024.

**Phase 1A** includes the construction of a 3-story classroom addition (approximately 144,000 SF) and a mechanical support building; Installation of aggregate piers is scheduled to start in July 2024. Foundations are scheduled to start in August 2024.

**Phase 1B** includes selective demolition and initial renovations of the “D” wing (Music & Art); Scope includes group restroom improvements, modifications of corridor walls and finishes. Phase 1B construction is scheduled to commence in June 2025.

**Phase 2** includes the Demolition of “B” and “C” wing (Academic Spaces); Construction of a new cafeteria and CTE addition; Remaining renovations/improvements for the “D” wing; New parking lot and courtyard. CD’s began in June 2024 and are scheduled to be completed prior to the end of December 2024. Interim review of 100% CD’s is scheduled to occur before December 2024. GMP proposal is scheduled to be received in Q1 2025.

**Phase 3** includes the renovation of both existing gymnasiums, existing JROTC and existing cafeteria. CD’s began in June 2024 and are scheduled to be completed prior to the end of December 2024. CD’s are 60% complete; Progress review meeting is being coordinated to take place with school staff; 100% CD’s are scheduled to be completed by December 2024. Proposal is scheduled to be received in Q1 2025.

**Phase 4** includes the renovation of the existing Performance Arts Center (PAC). DD’s are scheduled to begin in July 2024. GMP Proposal is scheduled to be received in Q1 2025.

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

Mr. Warco asked Mr. Summers as to why trees had been removed around the site.

Mr. Summers explained that this was being done to prepare the site for the road to be expanded as part of Phase 1B. The scope related to the road expansion is being planned to take place in the Summer of 2025.

Mr. Vargas asked if there were any further questions.

No further questions were received on Mr. Summers’ project updates.

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

**Technology Warehouse & Imaging Center (JCS and Shoreline Construction & Development, LLC)**

Mr. Koll reported on the Technology Warehouse & Imaging Center which is under budget and on schedule. The DD’s cost estimate was received and Shoreline is working on providing an estimate for the Services. The completion of the CD’s is scheduled to occur in Q4 2024.

**New Lady's Island Middle School – (Quackenbush Architects and Planners/TBD)**

Mr. Koll reported that the New Lady's Island Middle School's is under budget and on schedule. The agreement with Quackenbush Architects and Planners (QAP) has been signed by the architect and is being routing for internal approvals and signature. QAP continued to work on Programming services in July 2024; Community input meetings are scheduled for Saturday August 17, 2024 (SHES Media Center 11:00AM; LIES Media Center 2:00PM; and CES Media Center 4:00PM). Schematic Design (SD) has commenced; SD submittal to the District is scheduled to be received by November 27, 2024. Request For Proposals (RFP) 25-004 for Construction Management at Risk Services was issued on July 31, 2024; Proposals are due by 4:00PM on August 29, 2024.

Mr. Corbin noted that the District has put out a Request for Proposals (RFP) for Construction Management at Risk Services - Lady's Island Middle School and Early Childhood Center in Bluffton to which he added that responses are due on August 29, 2024 at 4:00PM.

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.

**Safety/Security Improvements**

Mr. Froemming reported the Safety/Security Improvements. JSES Walkthrough with District Security Personnel is being scheduled to occur in August to get final input on positioning of Cameras. RSLA Revisions to Design Intent Documents are complete; Work is scheduled to begin once JE Dunn completes the Phase 2 work related to the 2019 Bond Referendum. HHIMS TTC Amendment No. 23 for the Safety/Security Scope has been fully executed; Construction commenced on July 24, 2024; Work is scheduled to be completed by September 30, 2024. BHS Shop drawings are being revised to include changes per walkthrough with District Security Department Personnel.

Mr. Vargas added that the projects listed were part of a pilot program. This is to test different conditions through some of the sites to gather feedback that will later be compiled into a Lessons Learned report. This will help the District develop a plan for the full program roll out for Safety/Security in 2025.

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.

Mr. Vargas provided updates on Mr. Lawton's School Furniture Replacement projects.

## **School Furniture Replacements**

### **Mossy Oaks Elementary School (MOES):**

Mr. Vargas reported the furniture replacements are under budget and on schedule. 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 Fall Semester 2024.

### **Port Royal Elementary School (PRES):**

Mr. Vargas reported the furniture replacements are under budget and on schedule. 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 Fall Semester 2024.

### **Joseph S. Shanklin Elementary School (JSES):**

Mr. Vargas reported the furniture replacements are under budget and on schedule. 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 Fall Semester 2024.

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

Mr. Tritschler asked what the District does with the old furniture that is being taken out of schools and replaced with new.

Mr. Vargas responded by saying that there are instances when the furniture may be salvaged depending on the condition and sent to schools with a need for that type of furnishing, in other cases the furniture has been placed on GovDeals to have people bid on the furniture and purchase, but to date no one has put a bid on the furniture auctioned on GovDeals. In other instances, depending on the condition of the furniture, it may need to be discarded if the furniture is in a condition that poses a risk to using it.

Mr. Tritschler clarified his question and asked if the teachers have been given a chance to test out the furniture that is being purchased to gather their feedback prior to spending funds.

Mr. Vargas explained that he would work on getting a response for Mr. Tritschler and a follow-up will be given at the following CLOC meeting.

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

## **6. 2023 Bond Referendum Financial Reports and Summary**

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 \$439,035,000. The Paid and Committed Funds total \$104,952,114 (23.91%). The Total Remaining Funds to Commit (including Contingency) total \$334,082,886 (76.09%). No Contingency Activity was reported in July 2024. The remaining available contingency is \$11,500,000.

Mr. Corbin added that at the previous Operations Committee there was a request to add the project lever contingencies. Hence why the financial report through the end of July is showing the original project level contingencies and the current project level contingencies.

Mr. Vargas asked if there were any questions.

No questions were received.

**7. 2023 Bond Referendum Cash Flow Projections vs. Actual:**

The Referendum funds paid as of July 31, 2024, total \$0.53 Million. The total forecasted expenditures through July 31, 2024, was \$2.11 Million.

Mr. Vargas asked if there were any questions.

No questions were received.

**8. 2023 Bond Referendum Community Outreach:**

Mr. Vargas shared that a Minority/Women Business Enterprise and Local Vendor workshop took place on July 24, 2024. This included representatives from all of the CM firms working with the District, District and Turner & Townsend Heery staff, and local vendors.

Mr. Vargas shared that approximately 12 companies attended the workshop looking for Subcontractor work.

Mr. Vargas also shared that there is an outreach event scheduled for the New Lady's Island Middle School Replacement that is scheduled to take place on August 17, 2024.

This includes three sessions:

St. Helena Elementary School Media Center (Start Time 11:00AM)  
Lady's Island Elementary School Media Center (Start Time 2:00PM)  
Coosa Elementary School Media Center (Start Time 4:00PM)

Mr. Tritschler asked as to how the event was broadcasted.

Mr. Koll responded by saying that the meetings have been advertised by the Principals and the School Improvement Council's at each of the schools.

Mr. Tritschler asked if the District had considered broadcasting via radio, newspaper, and other media ads.

Mr. Oetting responded by saying that being that there is such a short time frame between the time of the CLOC meeting and when the event will take place. When input from the neighboring community is requested, there will be communications to ask for the input. As of now, the feedback requested is coming from the parents of children who will attend Lady's Island Middle School when the new facility is built.

Mr. Warco asked how the District will maintain control of community requests that may cause cost overruns.

Mr. Koll responded by saying that the meeting will be moderated by the Architects and that the selections are predetermined to keep focus on what is being requested as input from the community.

Mr. Vargas added that the Architects have created boards to gather feedback on what the public is seeking for the spaces to look and feel like.

Mr. Oetting and Mr. Summers both commented that the input would be similar to how HHHS was done where the public went around the room with sticky notes/stickers to vote on what they felt was most important to them when it came to the look/feel/concepts for the spaces.

No further questions were asked.

**9. Feedback on Q2 2024 CLOC Board Update (August 13, 2024):**

Mr. McNally reported that the presentation to the Board of Education (BoE) was welcomed positively. The presentation included the description of each of the CLOC members and their backgrounds, the status of a few selected projects as well as a recap on the state of the finances for the 2019 Bond Referendum as well as the 2023 Bond Referendum Program.

Mr. McNally added by saying the BoE expressed their appreciation for everything the CLOC has done to date and their efforts to maintain oversight of the Referendum Programs in all of their aspects.

No further feedback was received.

**10. 2023 Bond Referendum 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 reiterated 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 proceeded with his report from the Finance Sub-Committee updates.

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 2023 Bond Referendum budget totals to \$439,035,000 million. Mr. Warco explained that the 513 report shows multiple tabs, one for each of the projects. The Finance Sub-Committee cross analyzed the report to make sure that all the projects add up to the total 2023 Bond Referendum Budget, the findings showed that everything matched.

The Finance Sub-Committee reported the total contingency which currently sits at \$25.5M, this includes Program contingency, Project contingency and Design Contingency.

Mr. Warco asked if there were any questions on the reports.

No questions were received

**11. 2023 Bond Referendum Forward Looking Items and Events:**

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.

12. Mr. Warco 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.
13. Mr. Warco asked if there were any more items to discuss. No further questions were asked. A motion was made by Mrs. Payne to adjourn the meeting and seconded by Mr. Warco. The meeting was adjourned.