

**Date/ Time:** March 12th, 2025 at 6:00PM

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

**Location:** Okatie Elementary School Media Center and Via Zoom

**Committee Member Attendees:**

Ray Warco, Richard Tritschler, Mike McNally, David trail, Marion Johnson Payne, Michael Swiecicki

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

Robert Oetting, Carol Crutchfield, Alexander Marshall, Tim Summers, Lou Ackerman, Richard Geier, Victor Ney

**Turner & Townsend Heery Attendees:**

Jessica Killian, Agustin Vargas, Mark Koll, Ben Froemming

**Other Attendees:**

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

**Meeting Minutes**

---

- Prior to the March 12, 2025, CLOC meeting, the following materials were distributed via email:
    - Meeting Agenda
    - Meeting No. 12 Presentation Materials
    - Public Comment Card
    - Draft Minutes from February 12, CLOC Meeting
    - Project Design and Construction Schedules
    - 2023 Bond Referendum Financial Summary Report
    - 2023 Bond Referendum Project Level Financial Reports
    - Cash Flow Projections vs Actuals
    - 2023 Bond Referendum Contingency Log
1. Mr. Warco called the meeting to order at 6:25 pm.
  2. Mr. Warco confirmed there were no public comments.
  3. Mr. Warco asked for a motion to approve the 2023 Bond Referendum February 12, 2025, meeting minutes.
    - Mrs. Payne asked for a correction on the date of the next meeting to be changed from March 2024 to March 2025. Mr. Vargas stated meeting minutes will be corrected.
    - Mrs. Payne made a motion to approve the amended meeting minutes and Mr. McNally seconded the motion. The approved minutes will be posted to the CLOC website.

**4. Glossary of Acronyms (Mr. Warco)**

- Mr. Warco asked if anyone had any questions about the acronyms.

**5. January 2025 Master Schedule Updates (Mr. Vargas)**

- Mr. Vargas stated that there are no updates to report on for the schedules.

**6. Project Updates****May River Elementary School (MRES) – Quackenbush Architects and Planners, LLC (QAP) and Thompson Turner Construction (TTC)  
Alexander Marshall, Project Manager**

- Reported under budget and a yellow light for the schedule.
- A permit from the Town of Bluffton is on hold until the Palmetto Bluff Property Owners Association (POA) encroachment negotiations are finalized
- Submittals are ongoing

**May River High School (MRHS) – Quackenbush Architects and Planners, LLC (QAP) and Thompson Turner Construction (TTC)  
Alexander Marshall, Project Manager**

- Reported under budget and on schedule
- Slab is scheduled to be poured in March 2025
- Sewer relocation and foundations are complete

**New Early Learning Center – Hord Coplan Macht (HCM) and McKnight Construction Co., Inc  
Alexander Marshall, Project Manager**

- Reported under budget and on schedule.
- SD's are scheduled to be received in Q2 2025
- Design team presented layout options in February; Designer is working on additional options that will be presented in March

**➤ Question on Mr. Marshalls Projects:**

- Mr. Warco asked about the status of the negotiations with the POA
  - Mr. Oetting responded that the latest proposal for the POA was submitted and reviewed by the board. The proposal was rejected at the March 4, 2025, board meeting. The district is waiting for a new proposal from the POA.
  - Mr. Geier added that the initial proposal was for a 10-million-dollar bond for future road improvements. The board rejected the proposal as a result as there is a consensus from the board that the road improvements are not something BCSD should be having to fund. The revised proposal was for a smaller figure, this was rejected as well. A traffic analysis is being conducted to solidify the conclusion that building an elementary at the May River campus should not be adding traffic to the area as the area served will be located within the confines of the New Riverside community.

- Mr. McNally asked for clarification as to why the construction is on hold.
  - Mr. Oetting responded by saying the district cannot get the last building permit from the town of Bluffton until the POA agrees to the encroachment. Without the encroachment the district cannot tie into their road.
- Mr. Tritschler asked if anyone has put thought into an eminent domain.
  - Mr. Oetting stated the district will consult with legal to get their input on this suggestion.
- Mr. Vargas asked if there were any further questions regarding Mr. Marshall's updates.
- No further questions were received.
- Mr. Vargas turned the meeting over to Mr. Summers for his project updates.

**Hilton Head Island High School (HHIHS) – Little Diversified Architectural Consulting, Inc. (LDA) and MB Kahn Construction Co., Inc. (MBK)**  
**Tim Summers, Project Manager**

- Reported under budget and on schedule
- **Phase 1:**
- contractual Substantial Completion date is June 19, 2026
- **Phase 1A: Construction of a 3-story classroom addition:**
  - Steel for phase 1A is complete
- **Phase 1B Includes selective demolition and initial renovations, Group restroom improvements, Modifications of corridor walls and finishes:**
  - Scheduled to commence in June 2025.
- **Phase 2 Demolition of the “B” and “C” wings (Academic Spaces); Construction of a new cafeteria and CTE addition; and remaining renovations/improvements to the “D” wing:**
  - Substantial Completion date is to be established in Q1 2025 when GMP proposal is approved.
- **Phase 3 renovation of both existing gymnasiums, existing JROTC and existing cafeteria:**
  - Substantial Completion date is to be established in Q1 2025 when GMP proposal is approved.
- **Phase 4 renovation of the existing Performance Arts Center (PAC):**
  - Substantial Completion date is to be established in Q1 2025 when GMP proposal is approved.
- Mr. Vargas asked if there were any questions regarding Mr. Summers' updates.

- No questions were received.
- Mr. Vargas turned the meeting over to Mr. Koll for his project updates

**Technology Warehouse & Imaging Center – Jumper Carter Sease (JCS) and Shoreline Construction**

**Mark Koll, Project Manager**

- Reported under budget and on schedule.
- Shorelines Amendment No 07 was approved at the February 18, 2025 Board meeting
- CM is working on submittals
- Construction schedule is being coordinated with delivery of prefab facility

**New Lady's Island Middle School (LIMS) – Quackenbush Architects (QAP) and Thompson Turner Construction (TTC)**

**Mark Koll, Project Manager**

- Reported under budget and on schedule.
- SD's reviewed comments have been issued to QAP; resubmittal is scheduled for March 2025
- Rezoning application to the City of Beaufort has been submitted

**Beaufort High School (BHS) – Jumper Carter Sease (JCS) and Thompson Turner Construction (TTC)**

**Mark Koll, Project Manager**

- Reported under budget and on schedule
- DD's are scheduled to be issued to TTC in March 2025
- TTC pricing is scheduled to be received in April 2025

**Port Royal Elementary School (PRES) - Jumper Carter Sease (JCS) and Thompson Turner Construction (TTC)**

**Mark Koll, Project Manager**

- Reported under budget and on schedule
- HVAC replacement in the art room is complete
- HVAC materials are on order and scheduled to arrive prior to summer break 2025; Installation is being coordinated to occur during summer 2025
- Mr. Vargas asked if there were any questions regarding Mr. Koll's updates.
- No questions were received.
- Mr. Vargas turned the meeting over to Mr. Froemming for his project updates

**Whale Branch Elementary School (WBES) – Jumper Carter Sease (JCS) and Ajax Building Co. (AJAX)****Ben Froemming, Project Manager**

- Reported under budget and on schedule
- HVAC installation is scheduled to occur during Summer 2025

**Safety/Security Improvements****Ben Froemming, Project Manager**

- Reported under budget and on schedule
- **JSES:** Boring is in progress
- **RSLA:** Boring is complete; Cabling is scheduled to begin in March 2025
- **BHS:** Boring is complete; Cabling is pending
- Mr. Vargas asked if there were any further questions regarding Mr. Froemming's updates.
- No further questions were received.

**School Furniture Replacements (Mr. Lawton)****Mossy Oaks Elementary School (MOES):**

- Reported under budget and on schedule.
- Phase 2 is scheduled to take place in Summer 2025

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

- Reported under budget and on schedule.
- Phase 2 is scheduled to take place in Summer 2025

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

- Reported under budget and on schedule.
- Phase 2 is scheduled to take place in Summer 2025

**➤ Questions on Project Updates**

- Mr. Swiecicki asked how extensive the process for closeout, punch list, and inspections is.
  - Mr. Summers stated that there are checks in place. One thing that is standard across the industry is the eleven-month warranty inspection which is done with the architects, contractors, and owner representatives at the eleventh month after construction to identify any issues that must be addressed before the one-year warranty expires on the project.
- Mr. Geier asked Mr. Summers to describe what it is that Office of School Facilities (OSF) does.
  - Mr. Summers explained that OSF is involved during all the stages of the project from design to close-out. OSF ensures that life safety is adhered to by the design and construction team. During the design phase they review the plans for compliance with life safety. Once a permit from OSF is issued,

during construction they will inspect the project to ensure that the construction team is adhering to the plans and that the construction put in place follows the building code.

- Mr. Froemming added that another tool that is used by the contractors and subcontractors is a deficiency log to note punch items that must be addressed to achieve closeout.
- Mr. Ney asked if there was a process in place to provide feedback amongst the team to ensure that everyone shares knowledge on current inspection procedures, issues that are occurring at job sites, and to share lessons learned.
  - Mr. Summers responded by saying that on a weekly basis the project management staff meets to discuss relevant issues.
  - Mr. Oetting added that Lessons Learned meetings are put together by Turner & Townsend Heery to bring up things that should be avoided, things that worked during the execution of the projects, this is held after the summer construction period with the project managers, contractors, as well as other district stakeholders including other departments outside of operations.
- Mr. Warco made a brief statement on a special report that was broadcast on National Public Radio (NPR) regarding CTE programs and how it was discussed that all the progressive school districts are adding CTE programs into their curriculum. Being that BCSD has made significant efforts to improve the CTE facilities through renovations and additions, Mr. Warco commended those who emphasized the importance of these programs within BCSD as well as the school board.
- Mr. Vargas asked if there were any further questions regarding project updates.
- No questions were received.

#### **7. 2023 Financial Reports and Summary (Mr. Vargas)**

- Reported with a “green” traffic light as of February 28, 2025, the Current Budget remains at \$439,035,000.
- The Paid and Committed Funds total \$182,549,700 (41.58%).
- The Total Remaining Funds to Commit (including Contingency) total \$256,485,300 (58.42%).
- Contingency used was \$188,494 and Savings returned was \$500,000
- The remaining available program contingency is \$11,724,872
- The original project level contingencies started at \$17,060,756
- The current project level contingencies total \$13,814,280

#### **8. 2023 Bond Referendum Cash Flow Projections vs. Actual (Mr. Vargas)**

- Referendum funds paid as of February 28, 2025, totaling \$19.18 Million.
- Total forecast expenditures through February 28, 2025, were \$20.98 Million.

**9. 2023 Bond Referendum Community Outreach (Mr. Vargas)**

- March 6, 2024, a hard hat tour of HHIHS was given as part of the A4LE (Association for Learning Environments) conference attended by architects, contractors, and school district staff from across South Carolina
- HHIHS topping out ceremony is scheduled to occur on March 18, 2025, at 1:00PM; Details will be shared once finalized

**10. 2023 Bond Referendum CLOC Sub-Committee Reports/Updates:****➤ Project Sub-Committee Updates (Mr. McNally)**

- Mr. McNally stated that there was nothing to report on.

**➤ Finance Sub-Committee updates (Mr. Warco)**

- Mr. Warco provided the Finance Sub-Committee report on the financial information received at the January 31, 2024, meeting
- The 2023 Bond Referendum budget totals \$439,035,000 million.
- The Finance Sub-Committee cross analyzed the 513 report to make sure that all the projects add up to the total 2023 Bond Referendum Budget and everything matched.
- The Finance Sub-Committee reported that the total contingency currently sits at approximately \$25 million, this includes Program contingency, Project contingency and Design Contingency.
- Mr. Warco addressed the analysis carried out 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 zero (0) projects.
- No questions were received.

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

- CLOC board update will be coordinated to occur on April 1, 2025

**12. 2023 Bond Referendum next meeting is scheduled for April 9, 2025, at Okatie Elementary School at 6:00PM in the Media Center if space is available.**

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

- No further items to discuss were brought up. A motion was made by Mr. Tritschler and seconded by Mrs. Payne. The meeting was adjourned at 7:04PM.