

**Friends of The Volcano School of Arts & Sciences**  
**Meeting Minutes**  
**April 9, 2020**  
**4:30 PM**  
**Zoom Remote Meeting**  
**APPROVED MINUTES**

Directors Present: Mara Saltzman, Kalima Kinney (ex-officio), Jeffrey Mermel, Lorna Larsen-Jeyte, Aubrey Hawk, Melissa Fletcher, David Goodman, Ian Cole, Matt Luera (joined late in meeting)

Directors Absent:

Guests/Members Present: Lynn Melena, Ted Pirsig, Seth Warner, Tamar DeFries

Call to order: Jeffrey Mermel called the meeting to order at 4:33 PM.

Minutes: Minutes from 3-12-2020 were presented by Secretary Mara Saltzman. **Aubrey Hawk motioned to approve March minutes;** there was a spelling correction made in DCAB; no further discussion; **Melissa Fletcher seconded; all in favor (7); none opposed.**

Financials: Financials consisting of 3/31/2020 Profit & Loss by Class was presented, along with 3/31/2020 Balance Sheet, 3/31/2020 Kitchen GIA Report, and 3/31/2020 Funds Summary. Spending on Kitchen GIA included bills from EPI and Trailer storage. Tamar's bill was paid from board-restricted building funds. Checking and savings listed on the last page shows the minuses for accounts payable.

**Melissa Fletcher motioned to approve the financials; David Goodman seconded;** no further discussion; **all in favor (7); none opposed.**

Ted Pirsig presented a capitalization policy with a \$5,000 threshold: "Any item costing over \$5,000 and with a useful life of over one year shall be considered a capital expense."

**David Goodman motioned to accept the capitalization policy presented by Ted Pirsig; Lorna seconded;** no further discussion; **all in favor (7); none opposed.**

Construction Update: Construction Committee minutes were sent out to the committee earlier and can now be sent to full board today. Lynn Melena will upload these minutes into Teamwork labeling it as Stage One. Scope presented included: Stage One contract, portable kitchen, portable classroom, and portable restroom. Space Options work authorization document was presented: it includes work to review the plans for the portable classrooms and portable kitchen, the additional walkways, and permitting requirements for accessibility. Space Options coming to look at the ongoing project would be an additional cost.

**Melissa motioned to accept the quote from Space Options; Lorna seconded;** no further discussion; **all in favor (7); none opposed.**

Tamar Defries presented the soil testing results that came back:

1. The only exceedance of Hawaii Dept. Of Health screening levels is in the soil around the building perimeter (the existing main school building): here total lead is above residential level, but below commercial/industrial. This is common around older buildings and is from lead paint on the exterior walls.
2. All other areas of the property do not have any analyte above screening levels.
3. Organochlorine pesticides, meaning the older termiticides, were all not detected across the entire property, including around the existing older building.

Lab results will be sent to the DOE.

Tamar Defries presented that NPDES has been approved and IWS (individual wastewater) has been approved. Permitting is moving forward. Grading and grubbing permit communication issue is being clarified by EPI now; then Zendo can follow up to get the grading and grubbing permit approved.

Next steps were presented by Tamar Defries. For the portable restroom and sink the plan is being revised. The plan will be ready on April 24, with structural, mechanical, and electrical. Then cost values can be looked at. The plan is to finalize and put in a permit for the portable classroom and kitchen by the end of May to have these in place by the beginning of the school year. Kalima Kinney stated that classrooms are more of a priority over the kitchen, if both cannot happen by the beginning of the school year.

Tamar Defries presented that additional parking has been placed in the plans to accommodate the portable buildings. Civil Construction will need to look at this and price this out, with additional walkways, electrical, handicap parking, and septic to support the kitchen. This septic will route into one of the final septic systems. The septic being installed in this stage will have a grease trap. Portable and temporary materials are being used for anything that will not be permanent. Kalima Kinney presented that the two unisex portable restrooms and sinks will be ADA accessible.

Tamar Defries presented that fire details have to be further addressed and may cause a delay: the kitchen's conventional oven needs to be addressed; anything with grease requires a type one of hood; the classroom fire alarm system can be repurposed. EPI's electrical team is looking at either overhead or underground lines.

Covid-19 has caused these types of restrooms to be hard to procure at this time. Seth Warner has been in touch with the vendor: it may take a few months. Space Options is vetting portable restroom options with DCAB.

EPI can stamp portable classroom and kitchen trailer drawings under their license. EPI will be in touch with the kitchen trailer manufacturer for this purpose. If manufacturer stamped drawings are available, we can use those or EPI can stamp.

Geotesting is starting.

These steps are going beyond the \$450K and we will begin using the 3 million.

The plans will be ready on April 24th, so the schedule of values conversation can start with Civil Construction. Construction is an essential business. Civil Construction does not foresee any delays with covid-19. With covid-19, the building permitting process will need to be figured out because some state workers from the permitting office are working from home.

Septic specs are going to be sent to Civil Construction soon.

Kalima Kinney responded to Representative Onishi's letter, in which he reached out to the FVSAS board and our school. Onishi would like to keep the project moving forward at this time.

Nominations:

**Ian Cole motioned to extend Mara Saltzman's term as Director for 2 years and extend her term as Secretary; Melissa Fletcher seconded; no discussion; all in favor (7); none opposed.**

**Mara Saltzman motioned to extend Melissa Fletcher's term as Director for 2 years; Lorna Larsen-Jeyte seconded; no further discussion; all in favor (7); none opposed.**

**The second Atherton Grant extension is a question for Tamar: Kalima Kinney will follow up.**

New Business: Kalima Kinney shared an idea for an alternate plan for VSAS' Walkfest and donations at this time. Xathe Serafin is spearheading Walkfest. GET tax is required for fundraisers. With donations, there is no GET tax. A portion of donations will go to helping the school families with relief efforts. GoFundMe may be used. **Mara Saltzman will work with Kalima Kinney to get information on this to Xathe Serafin.** Either FVSAS or the VSAS will distribute donations to families.

**David Goodman motioned to have FVSAS accept donations for Walkfest through GoFundMe, with specifics to be determined later; Lorna Larsen-Jeyte seconded; no further discussion; all in favor (7); none opposed.** Specifics will be clarified in an e-vote.

Next meeting date/time: May 14, 4:30PM remotely or at Keakealani (to be determined).

Motion to adjourn: **Mara Saltzman motioned to adjourn at 5:37 PM; Melissa Fletcher seconded; all in favor (7); none opposed.**

Minutes respectfully submitted by  
Mara Saltzman  
FVSAS Secretary  
April 9, 2020 Draft/unapproved  
Approved by e-vote May 2020