

Friends of The Volcano School of Arts & Sciences

Meeting Minutes

September 3, 2020

4:00 PM

Meeting in Zoom

APPROVED MINUTES

4:00PM optional document review:

Directors Present: Mara Saltzman, Matt Luera, Aubrey Hawk (stepped out), Jeffrey Mermel, Lorna Larsen-Jeyte, Ian Cole, Melissa Fletcher

Directors Absent: Kalima Kinney (ex-officio) excused, David Goodman

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

4:30PM meeting:

Directors Present: Mara Saltzman, Matt Luera, Aubrey Hawk, Jeffrey Mermel, Lorna Larsen-Jeyte, Ian Cole, Melissa Fletcher, Aubrey Hawk, David Goodman

Directors Absent: Kalima Kinney (ex-officio) excused

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

Call to order: Ian Cole called the meeting to order at 4:33PM.

Welcome/announcements: none.

Minutes from 8/6/2020: **Lorna moved to accept minutes with grammatical corrections; Aubrey seconded the motion;** no further discussion; **all in favor (7); none opposed.**

Financials: Financials consisting of 7/31/2020 Profit & Loss by Class, Balance Sheet, Kitchen GIA summary and Fund Balances summary were presented by Ted Pirsig.

Mara Saltzman motioned to accept the financials; Lorna seconded the motion; all in favor (7); none opposed.

The board is requesting a monthly email or packaged teamwork notice with all monthly documents in one place prior to the meeting. Monthly documents can be flagged by Lynn Melena in teamwork, including unapproved financials and unapproved minutes. The board prefers an email with the documents.

Committees Reports

Procurement Policy: The committee is still working on the procurement policy revision. Lynn Melena and Melissa Fletcher are on the procurement policy sub-committee.

Construction Committee: Construction notes are here as an addendum. Contracts are being worked on. The portable classroom in storage at OVR needs to be moved to Keakealani. Documentation for a change order for the portable classroom installation needs to comply with GIA that paid for it.

Nominations:

Lorna Larsen-Jeyte motioned to have Ian Cole stay on as Director, Jeffrey Mermel seconded the motion; no further discussion; all in favor (7); Ian Cole abstained (1).

Mara Saltzman motioned to have Ian Cole continue on as Chairperson of FVSAS; Matt Luera seconded; no further discussion; all in favor (7); Ian Cole abstained (1).

Unfinished Business: A thank you letter went out for the large donation to FVSAS, which can be used for operation expenses. This can be put in unrestricted funds for operating expenses. Ted Pirsig saw no reason why it couldn't be used for paying for an attorney.

For acquiring legal counsel for FVSAS, a letter was drafted and sent to a number of attorneys recommended to FVSAS. FVSAS has not received a response. Contract law expertise, New Market tax Credits knowledge, and grant expertise would be ideal.

Jeffrey reminded the board that Kalima suggested, at our August meeting, a Board training or a board retreat. Kalima Kinney suggested that we start with a self evaluation and then a survey. Jeffrey asked the Directors to be on the lookout for these items coming.

Next meeting date/time: October 1, 2020 is the next board meeting with document review at 4:00PM and the meeting at 4:30PM, which will occur right before the Governing Board meeting at 6:00PM.

E-votes will occur this month for contracts.

Motion to adjourn: **Ian Cole motioned to adjourn at 5:24PM; Matt Luera seconded the motion; all in favor (8); none opposed.**

Minutes respectfully submitted by

Mara Saltzman

FVSAS Secretary

September 3, 2020 Draft/unapproved

October 1, 2020 approved

Addendum:

FVSAS/VSAS Board Meeting

Construction Notes

September 3, 2020

Grubbing/Grading Permit. The Grubbing/Grading Permit was issued on August 19, 2020. See Attached.

Civil Construction. Civil Construction picked up the Grubbing/Grading Permit from Engineering Partners. Construction mobilization is in process:

- Fencing arrived on September 1, 2020;
- Surveying will occur the week of August 31, 2020; and
- Construction Best Management Practices (BMP) and safety measures are being prepared.

Civil Construction, RND Consulting, LLC (Reggie Domingo), EPI, and SWD met at the Keakealani Campus on Friday, August 28, 2020 to walk-through the project site. After completing their walk-through at the Keakealani Campus, the construction team moved to the Old Volcano Road Campus to assess the Portable Classroom. The information gathered will help to finalize the Phase Two (installation of Portable Kitchen and Classroom) fee proposal.

Kokua Geotech LLC. The soil report was received on Thursday, August 20, 2020. See attached Report.

Integral Consulting, Inc. Post-excavation and stockpile sample collection occurred on August 7, 2020 (see attached photos). Integral Consulting, Inc. estimated project completion at 2 months from post-excavation and stockpile sample collection.

Engineering Partners. Temporary Structure Permit Application executed by FVSAS on July 7, 2020. DPW informed EPI/FVSAS on July 31, 2020 that Architect Kelly Wilson determined the Temporary Classroom and Kitchen will require Building Permit(s) with Full Plans from the respective Engineers. Engineering Partners responded to DPW's request on July 31, 2020 and expects a response from DPW in 3 to 4 weeks (week of September 7, 2020). Response revolves around the Portable Kitchen and its ability to be permitted. Engineering Partners picked up the grubbing/grading permit on August 19, 2020. Fee proposal received on July 20, 2020 is under review. Seth Warner Design LLC provided a fee proposal on August 16, 2020. A cross comparison is underway and review process with Engineering Partners and Seth Warner to begin on August 21, 2020.

Seth Warner Design LLC. Provided a fee proposal on August 16, 2020, which is under review and cross comparison.

Mobile/Portable Kitchen. FVSAS was notified on August 7, 2020 by Lee Stoll of U.S. Mobile Kitchens that the Mobile/Portable Kitchen would arrive at the Port of Hilo via Matson the week of August 17, 2020. U.S. Mobile Kitchens arranged for transport from port to campus with Keaau Service on August 26, 2020. Civil Construction met Keaau Service on the day of transport at Matson to find unfortunate damaged sustained to the Mobile/Portable Kitchen while in transit. Damage included (see attached photos):

- undercarriage jacks in the rear
- rear lower back area
- scrapes on passenger side (yellow scrapes)
- door damage, will not open and close, broken lock

- additional scrapes

Lee Stoll immediately responded to an email detailing the damage. Lee Stoll and Tamar deFries connected via Zoom on August 28, 2020 to discuss next steps. Lee Stoll stated that "we will get jacks replaced and repair/align the door and latch on the gooseneck". On September 1, 2020, Lee Stoll via email shared that he "heard back from Matson and their claims department—I will be pursuing that avenue first to see if things can get resolved—I will keep you posted on my progress there. I have also let Barb at Keaau Service know to hold on transport until further Notice."

The Mobile/Portable Kitchen remains in Matson's possession.