

**Friends of The Volcano School of Arts & Sciences**

**Meeting Minutes**

**October 1, 2020**

**4:30 PM**

**Zoom**

**APPROVED MINUTES**

**4:00PM Document Review**

Directors Present: Melissa Fletcher, Mara Saltzman, Jeffrey Mermel, Aubrey Hawk, Lorna Larsen-Jeyte

Directors Absent: David Goodman, Ian Cole, Kalima Kinney, Matt Luera

Guests/Members Present: Lynn Melena, Tamar DeFries

**4:30 Meeting**

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

Directors absent:

Members/Guests present: Lynn Melena, Tamar De Fries, Ted Pirsig

Call to order: Ian Cole called the meeting to order at 4:32PM.

Welcome/announcements:

Minutes from September 3, 2020: **Aubrey Hawk motioned to approve the minutes; Lorna Larsen Jeyte seconded the motion; all in favor (8); none opposed.**

Financials: Financials consisting of 8/31/2020 Profit and Loss by Class, Balance Sheet, Kitchen GIA Report and Fund Summary were presented.

**David Goodman motioned to accept the financials; Melissa Fletcher seconded the motion; all in favor (8); none opposed.**

**Ian Cole motioned to acknowledge that the bank statement from August 31, 2020 and bank reconciliation presented tonight have been reviewed and approved; David Goodman seconded the motion; no further discussion; all in favor (8); none opposed.**

Construction Report: We are awaiting contracts. The engineer Mark Grant left EPI and we are awaiting for the Phase II contract.

The construction notes were provided this week and are attached here as an addendum.

Billing from Seth Warner requires a modification to his contract for work on kitchen compliance and classrooms.

Aubrey Hawk is working on a letter about construction to the three adjacent neighbors: a phone call may do. The broader neighbors will be notified as well, in some form. Aubrey may consult with Melissa Fletcher or Tamar DeFries about the details and timeline.

Board Training: We are going to use a typical board self-assessment questionnaire to start, with some open-ended questions for Directors to identify needs. Aubrey will assist Jeffrey and Kalima in pulling this together.

Nominations Committee Report:

**Mara motioned to extend Jeffrey Mermel two more years as Director; Aubrey Hawk seconded; 7 in favor; Jeffrey Mermel abstained; none opposed.**

**Mara Saltzman motioned to have Jeffrey Mermel continue on as Vice-Chair of FVSAS; Ian Cole seconded the motion; 7 in favor; Jeffrey Mermel abstained; none opposed.**

New Market Tax Credits: Tamar has been communicating with Wells Fargo. The investor is paying the cost of FVSAS' attorney for this process. FVSAS will be reviewed closely by the local counsel, and this will include review/markup of construction documents, insurance documents, lease documents, reviewing of bylaws etc. The process is expected to be completed by March.

New Business: FVSAS is seeking legal council for general purposes.

Whether we need to sign an annual conflict of interest disclosure will be addressed and automatic document signing may be used.

Next meeting date/time: November 5, 2020 at 4pm document review & at 4:30pm for the meeting.

Motion to adjourn: **Ian Cole motioned to adjourn; Lorna Larsen-Jeyte seconded the motion; all in favor (8); none opposed.**

Minutes respectfully submitted by  
Mara Saltzman  
FVSAS Secretary

October 1, 2020 Draft/unapproved

November 5, 2020 Approved

## **Addendum**

### **FVSAS/VSAS Board Meeting**

**Construction Notes (Subject to Change)**

**September 29, 2020 (for October 1, 2020)**

**Civil Construction. Civil Construction is waiting for missing survey points from EPI.**

Waterlines were missing elevations. EPI stated that "they should be a minimum of two foot". Civil Construction requested said instruction in writing from EPI. The drainline will be under the waterline. Civil Construction has requested EPI to come on site and shoot points, along with moving the benchmarks to the back (behind the building) from the front road. In the meantime, Civil Construction is installing additional fencing and will begin rough grade. Per Silvia Barber from Integral, Civil Construction can "mobilization for the overall construction."

"The answer is yes, just do not disturb the stockpile. We are just responding today to some questions from WM, it always takes some back and forth with them, but after this the waste profile should be issued soon."

Civil Construction provided its billing information to the County Solid Waste Division.

#### Pay Application

Civil Construction has submitted a revised Pay Application No. 1 on September 28, 2020 at 10:34 pm, which is now under review. This current Pay Application received is a result of three reviews and revisions submitted to Reggie Domingo, Project Manager/Estimator that were submitted to Civil Construction on September 21, 22, and 28, 2020.

NOTE: All final revised documents require review and approval from FVSAS. Documents are not in final content when provided to FVSAS for final review and approval. Only after approval are documents deemed final in form and content.

#### Phase Two Quote/Proposal

Civil Construction submitted a response on September 28, 2020 at 11:18 pm to the "Phase Two" (horizontal work related to the installation of the portable classroom and kitchen) fourth round of comments/revisions sent to Civil Construction on September 21, 2020. First round of comments sent on September 4, 2020 (e.g. seeking clarification on certain line items, such as "mobilization"). Second round of comments occurred via teleconference on September 9, 2020 (e.g. adjusting pay rate). Third round of comments occurred on September 11, 2020 (e.g. removal of additional bond, as the project is already bonded, as contracted). Fourth round of comments/revisions occurred on September 21, 2020 (e.g. tree removal/relocation from budget and terms, as approved/permission granted). Original quote proposal cost was \$1,195,570.18 (dated on September 3, 2020). Current quote received is \$1,050,067.07 (dated on September 21, 2020).

The September 28, 2020, Civil Construction response relates directly to terms/items 2, 5, and 6, as Civil Construction is seeking additional discussion on these specific "terms of work". The revised changes sent to Civil Construction were done so, because the Geotech Survey was provided on August 20, 2020 AND any additional work must have "an Owner's approval". Therefore, the terms in items 2, 5, and 6 were revised and provided to Civil Construction on September 22, 2020, as outlined below.

#### Item/Terms

No. 2 stated, "All quotes and prices are based on the information received and plans provided for bidding purposes only. No soil reports were provided with the assumption the existing ground can be excavated easy. Any presence clinker / boulder will mean additional excavation time."

No. 2 revised, "All quotes and prices are based on the information received and plans provided for bidding purposes only. Any presence clinker / boulder will mean additional excavation time." Revision removed sentence, "No soil reports were provided with the assumption the existing ground can be excavated easy," because the Geotechnical Engineering Exploration was provided to Civil Construction on August 20, 2020.

No. 5 stated, "Where compaction is required and the material excavated is unsuitable for

compaction, any cost of replacing that material or improving it to be acceptable will be charged as an extra."

No. 5 revised, "Where compaction is required and the material excavated is unsuitable for compaction, any cost of replacing that material or improving it to be acceptable will be charged as an extra, upon Owner approval."

Revision added "upon Owner approval" to the sentence, because a potential increase in cost was indicated in the sentence.

No. 6 stated, "If compaction requirements cannot be met due to weather conditions, we reserve the right to suspend work until such compaction. Boring log were not provided."

No. 6 revised, "If compaction requirements cannot be met due to weather conditions, we reserve the right to suspend work until such compaction conditions are conducive to compaction. The Owner will be immediately notified, if work is suspended with clear explanation."

Revisions included addition and subtraction of language. Removal of "Boring log were not provided", because the Geotechnical Engineering Exploration work included borings. Added language that compaction must continue once "compaction conditions are conducive" and that the "owner must be immediately notified, if work is suspended and clear explanation provided". Civil Construction has agreed to 23 of the 26 revisions. The only remaining three (3) items are outlined above.

**NOTE: All final revised documents require review and approval from FVSAS. Documents are not in final content when provided to FVSAS for final review and approval. Only after approval are documents deemed final in form and content.**

Integral Consulting, Inc. Silvia Barber responded to email dated September 14, 2020 requesting update on "next steps" related to "soil removal" and ability for Civil Construction to begin mobilizing on September 17, 2020. Response below.

"I think you are referring to mobilization for the overall construction. The answer is yes, just do not disturb the stockpile.

We are just responding today to some questions from WM, it always takes some back and forth with them, but after this the waste profile should be issued soon.

Do you know if Lance provided billing info to County Solid Waste Division?"

Update request emailed to Silvia Barber on September 29, 2020.

Engineering Partners. Mark Grant is no longer with EPI. His last day was on Friday, September 25, 2020. EPI notified FVSAS on September 29, 2020, because a follow-up email related to a teleconference on September 9, 2020, that produced a revised Schedule of Work to EPI's proposal/quote was sent out on September 28, 2020. Brian Funai and Yen Wen Fang will be FVSAS point of contacts. Brian Funai provided additional comments on September 29, 2020 to the Scope of Work, which is currently under review. Upon final draft of the Scope of Work, the Tasks and Terms Sections will need to be reviewed and revised accordingly.

Disability and Communication Access Board (DCAB)

On September 28, 2020, DCAB acknowledged a "review response – amended documents received" from EPI.

"Thank you for sending your Amended Document Review Response. Your project status in now AMENDED and in the queue. All deficiencies are required to be addressed before the final document review is issued."

Seth Warner Design LLC. Provided a fee proposal on August 16, 2020, which is still under review and cross comparison. The final draft work is not expected until after the EPI proposal/quote is approved by FVSAS.

Mobile/Portable Kitchen. No further updates. The Mobile/Portable Kitchen remains in Matson's possession. Inquiry sent on September 29, 2020 to Lee Stoll of U.S. Mobile Kitchens.