

Friends of The Volcano School of Arts & Sciences

Meeting Minutes

November 5, 2020

4:30 PM

Zoom

APPROVED MINUTES

4:00PM Document Review:

Directors Present: Mara Saltzman, Jeffrey Mermel, Aubrey Hawk, Matt Luera, Melissa Fletcher

Directors Absent:

Guests/Members Present: Lynn Melena, Tamar DeFries

4:30PM Meeting

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

Directors absent:

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

Call to order: Ian Cole called the meeting to order at 4:31PM.

Welcome/announcements:

Minutes from October 1, 2020: **Melissa Fletcher motioned to accept the minutes; seconded by Jeffrey Mermel; no further discussion; all in favor (8); none opposed.**

Financials: Financials consisting of 9/30/2020 Profit & Loss by Class, Balance Sheet, Kitchen GIA summary and Fund Balances summary were presented.

There are two draw downs in progress: DAGS & the CPI. Out of the CPI (out of the 12 million), we asked for \$37,000 approximately.

David Goodman motioned to accept financials; Lorna Larsen-Jeyte seconded; no further discussion; **all in favor (8); none opposed.**

Vote to acknowledge the most recent bank statement is postponed to next month: follow up in December.

\$4,578 in donations for covid-19 relief for families have come in. Approximately half has been expended. Donations are still being accepted. Checks can be made out to Friends to The Volcano School of Arts & Sciences with a notation for covid relief and mailed or delivered to the school.

The MOU between school and FVSAS needs to be updated. It expired at the end of June. Role of school employees has been reduced in project management due to Tamar DeFries role. The MOU is being worked on now and is for the entire 2020-2021 year. FVSAS will review the new MOU and then vote.

Procurement Policy: Revision is still being worked on. Legal review might be necessary.

Construction Committee: Committee met Monday 11/2/2020. Addendum with the construction committee notes are attached.

Aubrey Hawk had dropped a letter off to the neighbors about construction. Relations seem pleasant regarding construction. There is community support for the school.

Nominations Committee: FVSAS is looking for someone with commercial construction experience to serve on the board.

Legal Council: Mr. D. O'Connor has been vetted and is interested in being an attorney for FVSAS, if a need arises.

Unfinished Business: Last month, FVSAS talked about a Board self-assessment and a Board training. A Board self-assessment is needed to plan for a board training. Materials from the Governing Board training are available, if needed. Aubrey Hawk is drafting the self-assessment questionnaire.

Conflict of Interest disclosures are coming in at this point in time.

Next meeting date/time: December 3rd, 2020 at 4PM for document review & at 4:30PM for the meeting.

Motion to adjourn: **Matt Luera motioned to adjourn at 5:12 PM; Lorna Larsen-Jeyte seconded; all in favor (8); none opposed.**

Minutes respectfully submitted by

Mara Saltzman

FVSAS Secretary

November 5, 2020 Draft/unapproved

December 3, 2020 approved minutes

Addendum:

FVSAS/VSAS Board Meeting
Construction Notes (Subject to Change)
November 2, 2020 (for November 5, 2020)

Civil Construction. See Construction Tracking & Photo Journal

Pay Application No. 1

1. Pay Application No. 1 submitted to the Construction Committee on October 1, 2020 for review.
2. The Construction Committee approved Pay Application No. 1 on October 6, 2020. 3. Civil Construction notarized approved Pay Application No. 1 on October 9, 2020. 4. Civil Construction transmitted notarized approved Pay Application No. 1 on October 12, 2020.
5. Pay Application No. 1 submitted for payment on October 13, 2020.
6. DAGS requested construction photos on October 15, 2020.
7. Photos submitted to DAGS on October 16, 2020.

Phase Two Quote/Proposal

Under review.

Integral Consulting, Inc. Finalizing final letter per email dated October 22, 2020. Inquired about soil disposal at landfill. Civil Construction submitted required paper to Solid Waste and is waiting for the issuance of consent to proceed, as of October 26, 2020. Solid Waste contacted Civil Construction that consent to proceed will be forthcoming the week of November 1, 2020.

Engineering Partners. Scope of Work will not include gym and “historical” building. Standard Terms and Conditions being negotiated. Meeting scheduled for Thursday, November 5, 2020 at 10:30 am.

Phase II Building Permit Update

Per Brian Funai via email on October 5, 2020:

“The Building Division accepted the plans so that is a step ahead of their last action. However, they are saying that the submitted site plan is not consistent with the previously approved Plan Approval site plan. We understood that the PA was going to cover the temporary facilities also, but it appears that they are now requiring a new PA for that also. Planning has not been as flexible recently, so it may have been ok but not now. Based on their comments, we need to submit a new Plan Approval application for the temporary facilities.”

Final Plan Approval should have included the following language (or similar):

“The applicant is permitted to use one portable classroom and one State Department of Health-certified mobile kitchen for up to three (3) years from the effective date of this Plan Approval. A time extension for this condition shall not be granted unless all of the roadway improvements to Haunani Road have been

completed or the Planning Commission has granted an amendment to the Use Permit to allow for the continued use of temporary portable structures prior to implementing Condition 14.” – Maija Jackson, DPW (via email on March 15, 2019)

Zendo Kern is in the process of starting the conversation between Maija Jackson and “Jaz” at DPW per email on October 26, 2020. Per Zendo Kern, the above statement from Maija Jackson at DPW was “more of an agreement based on our conversations and the emails”.

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. Per Lee Stoll via email on October 19, 2020:

“I just wanted to alert you that the repairs have all been made to the Volcano School trailer by Keaa Service.”

The portable kitchen trailer will be stored at Keaa Service until a safe entrance and roadway is completed at the Keakealani Campus (construction site), so the trailer can be transported safely on campus and stored.