

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

**Meeting Minutes**

**January 7, 2021**

**4:30 PM**

**Keakealani Campus**

**APPROVED MINUTES**

**Document Review at 4:00pm**

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

Directors Absent: Aubrey Hawk, Kalima Kinney

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

**Meeting 4:30PM:**

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

Directors absent: Aubrey Hawk

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

Call to order: Ian Cole called the meeting to order at 4:34PM.

Welcome/announcements:

Minutes from December 3, 2020: **Jeffrey Mermel motioned to accept the minutes from 12/3/2020 with typographical corrections;** no further discussion; **Matt Luera seconded the motion; all in favor (7); none opposed.**

Financials: Financials consisting of 11/30/2020 Profit & Loss by Class, Balance Sheet, Kitchen GIA summary and Fund Balances summary were presented.

**Lorna Larsen-Jeyte motioned to accept the financials from 11/30/2020; David Goodman seconded;** no further questions; **all in favor (7); none opposed.**

**David Goodman motioned to accept the bank statement for November, 2020; Ian Cole seconded the motion; all in favor (7); none opposed.**

School Principal's Report: A food service grant has allowed VSAS to expand food service and now a container is needed for storage through the school. The container is being funded through the grant to the school.

Procurement Policy Update: Suggestions have been made for the revision to the FVSAS policy. Research is still being conducted and the revision will require a FVSAS Board vote.

Construction update: See addendum.

**Ian Cole motioned to have EPI pull back drawings for permanent connections for the kitchen and to resubmit drawings for temporary gas, water, and waste for the kitchen; Jeffrey Mermel seconded the motion; no further discussion; all in favor (7); none opposed.**

Nominations Committee: nothing to share at this time.

Unfinished Business: Board training and questionnaire is tabled.

Old Business: Please use the FVSAS volunteer hours tracking sheet.

Next meeting date/time: February 4, 2021 4:00 PM for document review & 4:30 PM for the meeting.

Motion to adjourn: **Lorna Larsen-Jeyte motioned to adjourn; Matt Luera seconded the motion; all in favor (7); none opposed. \_**

Minutes respectfully submitted by  
Mara Saltzman, FVSAS Secretary  
Draft/unapproved January 7, 2021  
Approved February 4, 2021

**Addendum:**

FVSAS/VSAS Board Meeting  
Updated Construction Notes (Subject to Change)  
January 7, 2021 (for January 7, 2021)

**Civil Construction.** See attached: Construction Tracking and Photo Journal.

Change Order No. 3 has been executed by Civil Construction and FVSAS, as approved by the FVSAS Board on December 3, 2020. See document: AIA G701 CO NO. 3\_11092020\_Executed.

Pay Application No. 2

1. Civil Construction provided draft Pay Application No. 2 for review on November 16, 2020.
2. Pay Application No. 2 comments provided to Civil Construction on November 17, 20, and 24, 2020 with follow-up and additional comments on December 1 and 7, 2020.
3. Civil Construction provided photos on November 30, 2020 (as requested on November 17, 2020).
4. Civil Construction provided lien release on December 28, 2020 with Pay Application No. 2 (as requested on November 17, 2020).

5. Lien release comments transmitted on December 30, 2020.
6. Civil Construction provided Final Pay Application No. 2 for review with revised lien release.
7. Final Pay Application No. 2 submitted to Construction Committee for review, comments, and approval on January 4, 2021 with lien release and photos.
8. Construction Committee approved Final Pay Application No. 2 on January 4, 2021.
9. Final Pay Application No. 2 submitted for payment on January 7, 2021. See documents: Volcano School Phase 1- Pay App and Lien\_REV\_APPROVED\_010421 and FVSAS Construction Photo Journal\_010421.

**Integral Consulting, Inc.** Civil Construction completed two deliveries of the identified contaminated soil to the County of Hawaii, Department of Environmental Management, Solid Waste Division. The first load was delivered on January 6, 2021 (see attached document titled “DOEM\_SW\_D\_2290525”). The second load was delivered on January 7, 2021 (see attached document titled “DOEM\_SW\_D\_2290688”).

**Engineering Partners (EPI).** See attached: 2020-01-04\_Site Visit Observation Letter.

Phase II Building Permit. Per EPI on January 5, 2020, “We do not see how we can correct deficiencies in the trailer construction to meet building code without reconstructing the entire trailer. We even discussed building a structure around the trailer but that would not be feasible or practical.”

EPI provided said opinion, as DPW has reaffirmed its position dated July 31, 2020, “After reviewing your plans for a Temporary Classroom & Temporary Kitchen, it was determined by Architect Kelly Wilson, that Building Permit(s) are required for these structure(s) with Full Plans from the respective Engineers.”

EPI has recommended the following, “What this means is that we can delete the entire ramp structure at the kitchen trailer and make provisions to temporarily connect power, water and waste when needed. This can be in the form of an RV park-type monument that provides these utilities, such as a weather proof outlet, sewer cleanout and hose bibb. We will confirm if DCAB still has requirements for a trailer but we don’t believe they will have requirements for portable facilities. We will confirm the logistics of retrieving the plans, deleting the kitchen trailer work and resubmitting for just the classroom, which we believe is still permissible.”

**Seth Warner Design LLC.** No Update.

**Mobile/Portable Kitchen.** Civil Construction communicated that photos of Mobile/Portable Kitchen will be taken today (January 7, 2021) with any additional updates.