

**Friends of The Volcano School of Arts & Sciences**  
**Meeting Minutes**  
**August 5, 2021**  
**4:30 PM**  
**Zoom Virtual Meeting**  
**APPROVED MINUTES**

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

Directors Absent: Ian Cole (excused), Bill Hamilton, Kalima Kinney (ex officio)

Guests/Members Present: Lynn Melena, Jessica Rojas, Tamar DeFries

Call to order: Jeffrey Mermel called the meeting to order at 4:32PM.

Welcome/announcements:

Minutes from July 1, 2021: Minutes were presented by Mara Saltzman. **Aubrey Hawk motioned to approve minutes as presented; Melissa Fletcher seconded the motion; all in favor (7); none opposed.**

Financials: Financials consisting of 6/30/21 Profit & Loss by Class, Balance Sheet, Kitchen GIA report, Funds summary were presented by Jessica Rojas

Fiscal audits conducted by Carbonaro CPAs & Management Group for VSAS and FVSAS will take place simultaneously in September 2021.

David Goodman reviewed and approved 6/30/21 the bank statement and reconciliation.

Jesisca Roja reports that only \$4,588.81 was expended of the Atherton Grant. The balance is reflected in deferred revenue in the financial report. The Atherton Grant is extended from 11/17/20 to 11/17/2022 with a progress report deadline on 11/17/21 and final report deadline on 12/17/22.

Covid relief fund shows a small balance of \$318. Jessica Roja will follow up with Kim Miller at VSAS.

A check related to the MOU with VSAS was voided, which was held pending receiving CIP funds.

A Board designed-restriction can set profit aside and allow money to be redesignated for a different purpose. Sometimes, donors restrict how money is spent. The Board can elect to restrict funds and change the restriction if not designated by a donor.

The tracking donor-restricted funds was discussed. Fundraising generically, as opposed to allowing future donors to get specific with how money will be used, will allow the FVSAS Board to have more control over how money is spent. Tracking board Director donations as a way of demonstrating our commitment to the school to possible grantors was discussed. The donations towards EnviraPod shipping and travel across the island for educational purposes can be designated as such in the future.

Fundraising for shipping the EnviraPod was discussed. On August 10, the shippers are picking up the EnviraPod in New York. Aubrey Hawk and a team have created a brochure about the EnviraPod and have identified potential donors. A goal of \$5,000 was set: The Governing Board and FVSAS board need to raise \$3,000 more. Board Directors were encouraged to contribute financially to the shipping of the EnviraPod. Aubrey Hawk stated that Directors will receive an email requesting donations.

**David motioned to accept the 6/30/21 financials as presented, Melissa Fletcher seconded; all in favor (7); none opposed.**

**The lease between FVSAS and VSAS needs to be updated with the change in the annual fee. Jessica Roja can create a draft lease based on the last lease, with an extension for one year to carry the agreement through to the fiscal year of 2022. Jessica Rojas will work with Kalima Kinney on the lease.**

Construction Committee: See Addendum.

Tamar DeFries will be on island tomorrow to meet with EPI. FVSAS Directors/Members, Civil Construction, and Tamar DeFries will do a site walk-through at 11AM.

Temporary electrical, until permitting comes through, is not possible at this time. The septic tank shipping was discussed.

CIP money is now available for drawdown. CIP money is being sent to VSAS. Future procurement for the construction project will go through VSAS.

Unfinished Business/Board Training: Board training is tentatively scheduled for Saturday September 25, 2021.

New Business: none

Next meeting date/time: September 2, 2021 at 4:30PM

Motion to adjourn: Lorna Larsen-Jeyte motioned to adjourn, Matt Luera seconded; all in favor (7); none opposed.

Minutes respectfully submitted by  
Mara Saltzman  
FVSAS Secretary  
August 5, 2021 Draft/unapproved  
September 2, 2021 Approved

**Addendum:**

FVSAS/VSAS Board Meeting  
Updated Construction Notes (Subject to Change)  
July 31, 2021 (for August 5, 2021)

**Civil Construction. Construction Update:**

**Septic Tank:** Permission to proceed was granted by FVSAS on July 1, 2021 to allow Civil Construction to proceed with the 4,000 Gallon Septic Tank (includes all the piping and other miscellaneous materials to complete the installation) at an estimated cost of \$56,000. Civil Construction contacted the vendor to proceed. The vendor advised Civil Construction that “it will take approximately 4 months for the septic tank to be onsite” on July 21, 2021 via email.

Civil Construction requested an alternative DOH approved option from EPI via Tamar deFries on July 21, 2021. On July 22, 2021, EPI responded that “Oren of our Civil team was copied on the email for some input”. Oren responded on July 22, 2021, “The only other manufacturer that has a 4,000 gal. septic tank and is approved by the DOH I believe is Jensen Precast”.

On July 23, 2021, Civil Construction via RNC Consulting, LLC (Reggie Domingo Project Management/Estimator) responded, “We will get with our Jensen supplier”.

**Portable Classroom:** On June 29, 2021, at 5:55 pm, Civil Construction responded to Tamar deFries that the portable classroom move is tentatively scheduled for Monday, July 5, 2021. The move of the portable classroom was completed on Monday, July 5, 2021, at 4:49 pm. See photos below.





Civil Construction via Tamar deFries requested EPI to provide the necessary information to Civil Construction to “stake the portable classroom” on Monday, July 26, 2021. EPI responded to Civil Construction at 11:51 am, “Can you please contact Oren of our office to coordinate staking of portable classroom. I checked with Alex Kalawe who schedules our survey crew and he advises that they can’t get out there immediately but they can next week. We will set up a similar proposal to the previous staking project and will get that over to you shortly. Please let us know if you need other points staked out besides what’s needed for the classroom.”

On July 28, 2021, at 2:26 pm, EPI responded to Civil Construction with a proposal, “Please see attached proposal for your review. If everything looks acceptable, please sign and return with check for retainer. Our Civil/Land survey team has been alerted to this and says that they can send the survey team out next week. Please coordinate with Oren Hironaka of our office for scheduling”.

**Engineering Partners (EPI). Permit Update:**

Per request, Brian Funai of EPI provided the following VSAS Keakealani Campus Phase Two permit timeline below on Monday, July 26, 2021, at 4:28 pm:

1. Building Permit set submitted, withdrawn at suggestion by DPW to EPI/Seth Warner to submit Temporary Building Permit 6/9/2020.
2. DCAB Review Submittal 6/22/20.
3. Temporary Building Permit Submitted 7/14/20.
4. Grading Permit Approval SHPD 7/14/20.
5. Grading Permit Approval DPW 8/20/20.
6. Temporary Building Permit Rejected 7/31/20.

7. Building Permit Submitted 9/15/20.
8. Kitchen: A2020-BH01088.
9. Classroom: A2020-BH01089.
10. DCAB Approval 10/2/20.
11. Comments Received from Planning Regarding Site Plan not matching original Plan Approval 10/5/20
12. Final Plan Approval Revision Received from Planning 12/2/20.
13. Resubmitted w/ Kitchen Trailer Removed 02/26/21.
14. Awaiting Reviews by Structure, Building with Fire Rejection Comments.

**Seth Warner Design LLC.** No update.

**CIP Release.** See attached letter submitted on March 9, 2021 with attachments.

On June 15, 2021 @ 2:52PM, Cuyler Otsuka, Specialist, Executive Administrative Assistant, Office of the Governor, emailed Department of Budget and Finance, “Please see the attached documents. Because the original letter to the State Public Charter School Commission was dated April 30, 2021, we changed the date and had Governor wet sign the letter instead (scanned here as part 3).”

On June 15, 2021 @ 4:38PM, Department of Budget and Finance forwarded email from C. Otsuka to Kalima Kinney with the following message, “Attached is an approved CIP request, AA #21-0460, under the State Public Charter School Commission for the Volcano School of Arts and Sciences, Construction of Entire Campus, Hawai‘i, project signed by the Governor.”

See attached documents:

2103068-EDN-SPCSC-CIP\_Volcano School of Arts and Sciences (part 1) – signed  
2103068-EDN-SPCSC-CIP\_Volcano School of Arts and Sciences (part 2) – signed  
2103068-EDN-SPCSC-CIP\_Volcano School of Arts and Sciences (part 3) - signed