

Friends of The Volcano School of Arts & Sciences
Meeting Minutes
July 7, 2022
4:30 PM
Zoom Virtual Meeting
APPROVED MINUTES

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

Directors Absent:

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

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

Minutes from June 2, 2022: **Jeffrey Mermel motioned to accept minutes as presented; Aubrey Hawk seconded the motion; no further discussion; all in favor (8); none opposed.**

Financials: David Goodman reviewed and approved the bank statement and reconciliation from May 31, 2022.

The board has decided to cancel the email accounts linked to the FVSAS website, which would have cost \$150 annually.

FVSAS may need to continue to have a credit card in FVSAS name with FVSAS Treasurer's name. A limit can be set on the credit card and approval process can be utilized. It was recommended to set a limit to \$1,000. The bank can temporarily increase the limit if needed.

David Goodman motioned to order a FVSAS debit card with \$1,000 limit; Ian Cole seconded the motion; no further discussion; all in favor (8); none opposed.

Jessica Roja presented the financials including the 5/31/22 Profit and Loss by Class, Balance Sheet, and Funds Summary.

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

There is currently a \$835 balance in the Pay It Forward fund; reimbursements went to Kim Miller for Pay It Forward purchases to help families.

Principal's Report: The St. Theresa's lease mark-up draft was presented to the FVSAS Board and discussed. Additional insurance costs were discussed. FVSAS is on track to finalize the lease by July 15, 2022.

An E-vote in July is proposed to finalize and approve the lease by July 15 (St. Theresa lease by July 15th; state lease soon after that). The insurance company may require a walk-through before finalization of the policy.

Potential property purchase and/or donation was discussed.

Committee Reports

Construction Committee: See addendum. Potential water tank repair or replacement was discussed; further discussion will be required. The mobile kitchen has arrived on campus. A Propane tank attachment (cage) or installation of a gas line for the mobile kitchen was discussed. **Tamar DeFries will contact the mobile kitchen manufacturer for a suggestion about the propane attachment. Tamar DeFries will be contacting Lance at Civil Construction about a few topics.**

Jeffrey Mermel thanked Tamar DeFries for all of her hard work on the project.

Fundraising/ Funds Development Committee: Aubrey Hawk is working on donation acknowledgement letters. Doing a possible Harvest Festival this year was discussed, and it was stated that it would be best not to plan for one this year. A spring festival was mentioned as an alternative to the Harvest Festival.

Nominations Committee: Bill Hamilton has been a great volunteer for the school. Bill submitted a board resignation letter and it has been accepted. There is currently a Board Director opening. Funds Development or project management experience may be board needs.

Old Business: Nothing further at this time. Board Retreat is tabled.

New Business: None at this time.

Next Meeting Date/Time: August 4, 2022 at 4:30PM in zoom, with possibility to meet in person.

Motion to adjourn: Aubrey Hawk motioned to adjourn at 6:00pm; Matt Luera seconded the motion; all in favor; none opposed. _

Minutes respectfully submitted by
Mara Saltzman
FVSAS Secretary

July 7, 2022 Draft/unapproved

Approved August 4, 2022

Addendum:

FVSAS/VSAS Board Meeting
Construction Notes (Subject to Change)
June 2022 (for July 7, 2022 Meeting)

Civil Construction

Construction Update. Upcoming scheduled work:

1. Plumbing Inspection scheduled for July 7, 2022.
2. Fire Inspection scheduled for July 18, 2022.
3. Sidewalk/Curb touch-up in preparation of asphaltting on July 11 and 12, 2022.
4. Completion of railings during the week of July 11, 2022.
5. Striping scheduled for July 14 and 15, 2022.
6. Building Inspector on standby.
7. Walkthrough tentatively planned for July 19, 2022.

See attachment titled “June 2022 Photo Journal” (Attachment No. 1_ June 2022 Photo Journal).

Engineering Partners (EPI)

EPI RFI Response received on June 3, 2022:

Hirayama: Site plan shows a “conduit from new communication junction box to the existing

communication rack. Please confirm the location of the existing communication rack.

EPI: The existing Communication Rack is the existing telecom equipment in the Admin Office. Please provide conduit to the Admin Office.

EPI RFI Response on June 7, 2022:

The design for this project was for the Portable Classroom to be served by WI-FI from the Admin building. No cables for telecom were provided in the design for the Portable Classroom.

The Conduits provided for in the design were intended for future proofing the design, if the school decided they wanted to hard wire the telecom to the portable classroom in the future.

Mike is asking for an additional conduit run to shorten the cable run needed and allow for the use of CAT-6 cable to the portable classroom. The image below shows a green highlighted run of conduit that exceeds 300’. This was designed primarily to get telecom cable across the street for the Future Buildings. As the Portable classroom was intended to be served by WI-FI.

The conduit that is being requested is the maroon line from the top of the Admin Building to the Telecom handhole. This shortens the run to the Portable classroom, as the maroon dashed line is already provided for. This doesn’t affect the existing design for the Future Buildings, and will allow the type of cable used to be a less expensive option for the portable building.

The FA conduit cannot be shared by the Telecom cable, but there can be additional conduit in the

same trench that can be for the telecom to the Portable Classroom.

Meeting Results from Monday, June 20, 2022:

See attached sketch for new conduit as discussed today. We've clarified where the new conduit for the com cable would be needed as requested by Michael/Kilauea PC. It can be direct buried in the trench already open for other conduit and does not need to be in concrete jacket since it will end at the new handhole before the roadway. This new com conduit should not hold up installation of any concrete jacketed conduit.

As discussed, we highly recommend that contractor and electrician coordinate with our office to also have the same goal of getting the classroom trailer ready by the school's need date. Knowing that there will be electrical equipment that will likely not arrive in time, we suggest that contractor/electrician plan to do what they can as far ahead of time for electrical installation. In addition, we suggest that the trailer can be made operational with temporary installations and be connected to the electrical system of the existing building. This temporary installation will have to be removed and the new equipment installed later, when HELCO schedule necessitates their work to occur. Depending on what equipment is delayed, we can discuss with the contractor/electrician the following:

Options:

1. Everything is on time, and we can meet the date.
2. HELCO can't meet the date with the new transformer.
3. Electrical Equipment that is back ordered (waiting on confirmation of date) and can't arrive and be installed by date.
4. Both the HELCO transformer and Electrical Equipment are late.

Please also see Addendum No. 3 Civil drawing that indicates information for the monument. This was transmitted along with the Addendum No. 3 Electrical drawing that referred to the monument.

See Attachment(s):

- Attachment No. 2_2022-06-20 Com Conduit
- Attachment No. 3_2021-02-12 VSAS PH2 Mechanical Add3 S County Comment Revisions 2022-02-08 Full
- Attachment No. 4_2021-02-26 VSAS PH2 Plumbing Add3 NS
- Attachment No. 5_2021-02-26 VSAS PH2 Plumbing Add3 S
- Attachment No. 6_2021-10-06 VSAS PH2 Civil Add3 S

We believe it is possible to get the trailer up and running with:

1. Electrician and EPI Electrical team to coordinate the installation of a temporary connection between the classroom trailer and existing building electrical system. A

simple “splice can” or junction box would need to be installed next to the existing electrical equipment so that the electrician can make a tie-in to the existing power system. There would be a cost to this as setting up a temporary connection and removing it later as this was not in the electrician’s scope of work.

2. EPI to provide sketches and drawings to clarify revisions.
3. Completion of all work in the trailer. Although we have not received a full report of progress but understand that it is ongoing, this should be possible as it is unrelated to delayed electrical work.
4. Contractor and electrician to contact building and electrical inspectors in advance to make sure that inspections happen on a timely manner (i.e. as soon as possible). Please be aware that all inspections need to be requested through the DPW EPIC system but contractor should be familiar with it by now.
5. EPI and electrician to continue to coordinate with HELCO to schedule final connection.

Additions:

- 1) the electrician is placing the cable conduit
- 2) the pour will start and work through the weekend
- 3) electrician will work directly with EPI
- 4) ADA restrooms need to be relocated

HELCO Proposal received via EPI on June 24, 2022.

See Attachment(s):

- Attachment No. 7_Proposal - Volcano School of Arts