

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

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

Directors Absent:

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

Call to order: Ian Cole called the meeting to order at 4:35PM.

Evotes from July 2022:

July 13, 2022: **Jeffrey Mermel moved to accept for Friends' (FVSAS) Officer signature on the attached final lease between the Friends of VSAS and the Roman Catholic Church (for site at St. Theresa's in Mt. View); motion seconded by Lorna Larsen-Jeyte; discussion points are in email thread; all in favor (8); none opposed.**

July 30, 2022: **David Goodman motioned to accept and pay the General Liability insurance quote for the school site at St. Theresa's church in Mt. View; Jeffrey Mermel seconded the motion; ; discussion points are in email thread; all in favor (8); none opposed.**

Minutes from July 7, 2022: (replace with construction minutes for public view).

Matt Luera motioned to approve the July 7, 2022 minutes; Ian Cole seconded the motion; in favor (6); 1 abstain (Melissa); 1 Officer absent; none opposed.

Financials:

David Goodman reviewed and approved the 6/30/2022 bank statement and reconciliation.

Accord form for insurance for site at St. Theresa is being worked on currently.

The audit to begin August 29, 2022.

VSAS Governing board approved to allow accounts payable to offset accounts receivable for years 2018-2021 for the agreement between FVSAS and VSAS.

David Goodman motioned to accept the August 4, 2022 financials as presented; Aubrey Hawk seconded; in favor (7); 1 Officer absent; none opposed.

Construction Committee: Photo journal being shared by Lance from Civil Construction and Tamar DeFries. Pest treatment done to the kitchen trailer prior to arrival on campus. EPI to

complete some forms for permitting. FVSAS can expect a quote for removal of the redwood tank.

Construction committee is working on the document for master build/design build to prepare for the next bid. Each building will have a permit, as opposed to permitting for multiple buildings at once. The strategy to be least disruptive to the campus will be planned. However, CIP funds do not require a bid process. We are following FVSAS procurement policy. Final designs need to be completed with architectural and engineering.

CIP Funding will be coming through VSAS; VSAS will process checks for contractors. FVSAS holds the assets. This is part of the Memorandum of Agreement (MOA) between FVSAS and VSAS. Phase II needs to be incorporated into the MOA.

Tamar DeFries spoke of the extras Lance from Civil Construction did regarding the moving of the Peter Lee plaque and the landscaping: They also worked weekends to make the beginning-of-school-year deadline.

Melissa Fletcher motioned to accept the construction Minutes; Matt Luera seconded; in favor (7); 1 abstain (Jeffrey).

Melissa Fletcher and Aubrey Hawk have joined the nominations committee.

Aubrey Hawk mentioned ways to present KKL campus improvements to the media/community. Aubrey talked about a collaboration between Volcano organizations, perhaps a weekend celebration, and getting the school involved.

Unfinished Business:

Board Retreat tabled.

Next Meeting Date/Time: September 1, 2022 at 4:30PM.

Motion to adjourn: Aubrey Hawk motioned to adjourn at 5:48pm; Matt Luera seconded the motion; all in favor (8); none opposed.

Minutes respectfully submitted by
Mara Saltzman
FVSAS Secretary

August 4, 2022 Draft/unapproved

Approved September 1, 2022

Addendum

**FVSAS/VSAS Board Meeting
Construction Notes (Subject to Change)**

July 2022 (for August 4, 2022 Meeting)

Civil Construction

Construction Update.

- Tree (staff requested, confirm if staff is still interested)
 - Patch Cement (along the curbing, punch list item)
 - HELCO/Electrical Remaining Work (budgeted, punch list item)
 - Electrical, Water, and Sewage Mount/Ties for Kitchen Trailer (budgeted, punch list item)
 - Portable Grease Trap (quote)
 - Water Tank (quote)
 - Gas Tank/Installation (quote)
 - Internet/Cable (owner requested/approved, change order requested)
 - Towing Cost for Kitchen Trailer (owner request/approved, change order requested)
 - Ant Treatment for Kitchen Trailer (owner request/approved, change order requested)
- See attachment titled "July 2022 Photo Journal" (Attachment No. 1_ July 2022 Photo Journal).

Engineering Partners (EPI)

Request for Status of Electrical Plans via TDS on July 7, 2022: Is there an update on where the electrical plans are located within DPW? The electrical inspection has been completed and is ready to sign-off when the plans are received. The building inspector is also on standby.

EPI Response via Brian Funai on July 7, 2022: The Building Plan Reviewer, Kelly Wilson, advises that the building clerks need to process the incoming revised electrical plans and turn them over in the EPIC system for review. We have sent a request to the clerks and will follow up. This is the usual bottleneck because they are so backed up.

However, if you or someone from the school can call or go to the counter in person to inquire with them about the status of the revision, they will call it up while on the phone with you and can very likely do that as you speak with them. Otherwise, they will tell us that they will get to it when they can. The Permit Number to ask about the revision is: A2020-BH01089_MGT.

EPI Update Response via Brian Funai on July 8, 2022: The County Building Clerks advised that the plans are now available for the electrical and building reviewer to review. We have been in contact with them and this is what they have been waiting for so will send a quick note to both reviewers. We also paid the \$641 review fee for the revision.

EPI DPW Update/Question via Brian Funai on July 11, 2022: With the Bdg Inspector signed off as Final per attached, will he be issuing a Certificate of Occupancy?

Lance Oliveira Response on July 11, 2022: Hi Brian, plumbing inspection passed, electrical inspection passed but where still waiting on county to approve the plans before he can sign off on electrical after electrical signs off I can call final inspection thanks again! Follow-up on Secondary Overhead/Underground Installation via TDS on July 19, 2022: Reconfirming that you

are in receipt of the attached document. See Attachment No. 2. Brian Funai response on July 19, 2022: Received for our record and thank you.

EPI email via Brian Funai on July 19 and July 20, 2022: Lance advised that the septic system report needed to be accepted by DOH to close out the permit but they have not done that because they were awaiting our report. I should have followed up with this earlier after our email below but we were awaiting to get it back with DOE signature and lost track. I recall discussion previously but I believe this is something Kalima can sign as the tenant? Please have signed and return as soon as possible. We will deliver report to DOH and try to expedite review. I was informed by Oren that we also need the attached Signatory and Certification Statement form signed as well. This is for closing the existing cesspool. We had a similar form signed earlier by Corey Shibata of DOE but we need another for backfilling. I believe there was discussion that Kalima could also sign these forms as the tenant. If that is possible, please sign,

update information and return a digital copy as soon as possible. Please confirm that you've received. TDS Response on July 20, 2022: Attached are the executed IWS and UIC forms. See Attachment No. 3.

Request for Status of the Grading Permit and IWS/UI via TDS on July 26, 2022: Checking-in on the Grading Permit and IWS/UIC. I think these are the last items for the COO?

Brian Funai response on July 26, 2022: I know we submitted last week so will check on status.

The grading permit was submitted for renewal since it just expired. We expect it to be approved quickly since it is a renewal and was previously approved.

We submitted the IWS last week and will follow up to make sure it is expedited. We are submitting the UIC tomorrow but don't believe that is required for the CofO.