

**Friends of VSAS
Board Meeting Minutes
January 21, 2016
5:04 -6:04 PM
Keakealani Campus**

Call to order: The meeting was called to order by Board Chairperson Amalie Dorn at 5:04 PM

Board members present: Mara Saltzman, David Goodman, Amalie Dorn, Stephany Cecil, Ted Pirsig, Ian Cole, Lisa Canale, Lynn Morrison, and Kalima Cayir.

Board members absent: Joel Kelley

Guests: Boone Morrison and Satoshi Yabuki

Previous minutes: Mara Saltzman presented the minutes from December 17, 2015. **Ted Pirsig moved to accept minutes as amended with fixed typographical errors; Stephany Cecil seconded; vote was unanimous, none opposed.**

Project manager resignation: Amalie Dorn prepared a letter on behalf of FVSAS for Daryl Smith accepting Daryl's resignation and thanking Daryl for his volunteer Interim Project Manager Service. **Lynn Morrison moved to accept the letter; Ted Pirsig seconded; vote was unanimous, none opposed.**

Electronic-vote for Boone Morrison's forensic project review: **Ted Pirsig moved to accept Boone Morrison's proposal for a forensic project review; Stephany Cecil seconded, vote was unanimous, none opposed.**

Electronic-vote for Zendo Kern's work on the use permit redo: Zendo Kern was hoping to be here for this meeting tonight but was unable to attend. **Lisa Canale moved to contract Zendo Kern for up to \$5,000 for assistance with the use permit process; Ted Pirsig seconded; vote was unanimous, none opposed.**

Ho'okupa'a and Pacific Growth Associates:

Discussion:

Questions from FVSAS board members covered the background of Pacific Growth Associates (PGA) with Capital Improvement Projects (CIP) and Grant in Aid (GIA) projects; addressed the January to February timeline recommendations by PGA; and called for more information on New Market Tax Credits. PGA does have a background in securing funding for organizations through the GIA. PGA's recommended January-February 2016 timeline will not cause Friends of VSAS to owe more money to PGA if the timeline is not met. In that timeframe, Friends of VSAS is responsible to get certain documents to Ho'okupa'a/PGA. To bring about a better understanding of New Market Tax Credit (NMTC) in the school community, Tamir from PGA can come out to the campus and give a two hour workshop for friends on NMTC. There is a possibility to incorporate the Governing Board in this

workshop. Friends would have to pay for this workshop by PGA and there is also a possibility of inviting other charter schools. There is also a federal program available to help organizations create and fund energy efficient installations, known as GEMS.

Ho'okupa'a is asking for a retainer of \$3,000 with a total of \$12,565.44 for their work. Their proposal has gone up about \$2,000 because both the grant writer Donald Koepler's work and CIP got folded into the proposal. Ted Pirsig stated his understanding that both GIA grants are CIP types of GIA.

PGA proposal sales tax is listed as .4712% when it should be 4.17%. Lisa Canale will ask PGA why it is listed as 4.712 %.

PGA wants exclusive right to this agreement for 36 months. If Friends of VSAS should decide to submit the NMTC there is a separate contract with PGA having special terms for NMTC. If Friends of VSAS hires PGA but does not submit the NMTC, then Friends of VSAS will be prepared and ready to make a decision and submit it. In the PGA contract language, there are terms for either party to end the contract. If PGA introduces it then they have exclusive rights to represent Friends but if PGA does not come through, Friends of VSAS has no further obligation. It is Friends of VSAS' responsibility to contract with or to not contract with providers recommended by PGA.

The length of the Pacific Growth Associates contract: 36 month contract in scope of services is for the New Market Tax Credit while the contract for Pacific Growth Associates (PGA) is for 24 months of services, during which time Friends has 24 months to initiate new market tax credit.

Ted Pirsig moved to move forward with the contract with Pacific Growth Associates (PGA) pending correction with the tax; Stephany Cecil seconded; vote was unanimous, none opposed.

Forensic project review: Boone Morrison shared some of his findings, which will be summarized for Friends of VSAS in a report. Boone stated that the extent of architect Paul Morgan's work was schematics (sketches) only. A use permit was required even though the drawings were undeveloped because the anticipated Keakealani site was far greater than any prior usage of land. There is the likelihood that Friends' Use Permit will be rejected because of insufficient parking; the driveway does not comply with bus loading/unloading requirements; and the school property does not comply with fire marshal and truck turning requirements. A new traffic study was done. Boone Morrison is meeting next week with Engineering Partners.

Boone Morrison explained that the proper sequence in planning begins with programming (with impact); then schematic designs; then discussions with feedback; next, there needs to be agreement on the direction of design development; following that, drawings are tightened up with structure; cost is then figured out; and finally construction documents with calculations are generated, including engineering and architectural drawings and a book of written specifications noted by criteria.

Boone Morrison explained that to work out a new schematic could take one month and then it could be another 60 days to construction-ready documents. The step after that would be permitting: 5-6 months to be permit ready would be reasonable. Some level of the engineers' work that maybe preserved and we

need to find out which parts can be preserved. The Use Permit process takes a long time because there are so many agencies it goes through. The Environment Impact Study could still be preserved.

Project Manager Job Description: A Project manager job description needs to be written up. There is a draft in progress and the process is tabled for now.

Needs Assessment:

Discussion:

Lynn Morrison spoke about the purpose of a needs assessment. Lynn Morrison explained that if the schemas/sketches are not working and there are further cost issues, it is the perfect opportunity to revisit a needs assessment. Lynn Morrison explained that Environmental Impact Assessment (EIS) is essential and a needs assessment is a luxury. A Needs Assessment ensures that enough stakeholders have a voice and the voices are systematically analyzed. A needs assessment is not anecdotal nor is it based on single opinions. A Needs Assessment helps determine what people want, including teachers, students, families, support staff, and neighbors. The issue of contiguous structures or separate pods and the issue of how many bathrooms and where they should be can be sorted out with Needs Assessment data. Data is collected with focus groups and one to one interviews using systematic analysis. A Needs Assessment would take about 3 months depending on coordination with 5 to 6 weeks to collect data and 5 to 6 weeks to analyze the data. A ballpark cost is \$5000 to \$6,000, which would include a 15 to 20 hour literature review, covering literature about green schools that work.

This Needs Assessment could open up the Request for Proposal process up to a variety of architects and it could be used to guide the architects. There are environmental, pedagogical, logistic components to the project.

It was suggested that the current general design concept came out of community meetings and community input and starting over is not necessary. Instead, Friends can update what was already done, run it by stakeholders, and offer suggestions for changes.

Lisa Canale moved to green light Lynn Morrison to do a “needs assessment concept” and with that knowledge Lynn Morrison will come back with a scope of services and a cost estimate before Friends of VSAS agrees to proceed; Amalie Dorn seconded; 7 in favor, 1 abstain.

Moving of Buildings on the Old Volcano Road Campus:

Discussion:

There is a need to start the process in order to get bids for the movement of buildings and it is a pressing issue that a sub-committee can handle. There is the compliance issue with Kamehameha schools, specifically about property lines. To get the lease, the BIT building and one tent need to be moved.

Mara Saltzman moved to allow the formation of a subcommittee with Friends members (Lisa Canale, Kalima Cayir, Ian Cole, and someone from the Governing Board facilities sub-committee) to address the property line compliance issues and to propose new locations for structures that need to move; David Goodman seconded; vote was unanimous, none opposed.

Stephany Cecil requested a Treasurer's Report. David Goodman will email it out.

Mara Saltzman moved to adjourn at motion 6:04; Ted Pirsig seconded; vote was unanimous, none opposed.

Next meeting: 5:00 PM (before the Governing Board meeting held at 6:00 PM) in February.

Mara Saltzman,
Secretary

Amended and approved on 2-18-16