

The Friends of Volcano School of Arts & Sciences
Keakealani Campus
August 6, 2019
4:00 PM

APPROVED MINUTES

Directors Present: Jeffrey Mermel, Mara Saltzman, Matt Luera, Lorna Larsen-Jeyte, Aubrey Hawk, Kalima Kinney, Melissa Fletcher, Ian Cole

Directors Absent: David Goodman

Guests/Members Present: Seth Warner, Tamar Defries, Ted Pirsig

Call to order: Jeffrey Mermel called the meeting to order at 4:11PM.

Welcome/announcements: There was a construction meeting earlier today.

Minutes from July 11, 2019: **Lorna Larsen Jeyte motioned to accept the minutes; Matt Luera seconded; all in favor, none opposed** (Ian Cole and Melissa Fletcher were not present).

Financials: This is not Treasurer's Report because Treasurer is not present. FVSAS checking account at Central Pacific Bank is now getting .6% interest. On behalf of the Treasurer, Ted Pirsig proposed that FVSAS close the saving account and move the money to checking as the savings account only gets .02% interest. **Matt Luera motioned to close savings and move money to checking; Lorna Larsen-Jeyte seconded;** No further discussion; **all in favor; none opposed** (Ian Cole not present yet).

As of June 30, FVSAS had a total of \$152,434 cash in the two bank accounts. Kitchen GIA has a balance but it is encumbered. Unrestricted funds for 2019-2020 sheet represents two years of rent because of payment and billing cycle. As of July 1, 2019, FVSAS is switching back from cash-based accounting to accrual-based accounting. As it was not precisely clear which funds were unrestricted, it is better to assume they were all restricted. \$59,601 on hand is reserved for final payment of portable classrooms purchased two years ago from the original \$619 GIA. A Director requested to have breakdown of expenditures for the GIAs in Teamwork.com; there are currently spreadsheets that answer this question in Teamwork.com.

Ted Pirsig asked if FVSAS wants to adopt a budget for unrestricted funds. As of June 30, FVSAS has zero in unrestricted funds.

Matt Luera motioned to accept the proposed budget presented by Ted Pirsig on behalf of the Treasurer; Lorna Larsen-Jeyte seconded; no further discussion; **one abstained** (Melissa Fletcher); **5 yes** (Ian Cole not present yet).

MOU Between the School and FVSAS: The MOU proposal was distributed and will require a vote next meeting. The Project Charter will require a revision due to phasing of the construction: phases need revision. The fees as part of the MOU will likely be paid out of building funds, not unrestricted funds, and will be paid quarterly.

Pacific Growth Associates Presentation: Tamar Defries said the Preschool GIA bid documents for site prep (grubbing and grading; draining; system sumps; water system-fire hydrant; fencing for construction) went out for circulation; advertisement goes out on 19th; August 30th is the final day for bidders to submit questions to EPI; bid due date is September 16.

ADA compliance was removed at this point during grubbing and grading to keep costs down; ADA compliance will have to be addressed later once new buildings go up. Neighbors will be notified about grubbing and grading due to potential noise. The work times will be 7:30-3:30.

Archaeological monitoring is required under our EA and a geo survey is required so engineers can understand soil and plan for construction. Permitting is a cost. These three items will cost approximately \$75,000.

FVSAS has money reserved to install the portable classroom but not to move it. Electrical and ADA will be some additional cost. The restroom in the current middle school building will be closed temporarily while it is ADA fitted. The portable will be given a maximum of three years approval by the county.

The 12 million may be released as soon as three months from now but it will likely take up to a year. FVSAS is aiming to have full build-out permit approved within three months so that FVSAS is ready in the event funds are released soon. If the 12 million is released in approximately 90 days, installation of more expensive building phase will begin.

The kitchen is being installed by Civil Construction; septic may be added to that contract, depending on available funds. The Kitchen cost is approximately \$49,999 and the septic will cost approximately \$120,000, which includes grease traps. The Atherton grant will cover \$50,000 so the difference needs to be addressed. The current middle school building will have its restrooms temporarily removed and leach field filled and will be connected to a new septic system.

A permit might not be required for mobile kitchen. If a permit is required it will need to meet the Atherton grant deadline. There is the possibility to buy some of the septic components (equipment) for the kitchen with the Atherton \$50,000. The septic approval process needs to be addressed now.

If CDBG funds are obtained they need to be used for a completely separate phase of construction, otherwise federal requirements such as the Davis-Bacon Act will apply to the entire project and raise costs enormously.

The 12 million might be subjected to payroll rules and audits, increasing costs. That may cost a couple hundred thousand off the project.

The two locations considered for the portables are the admin building pad and the parking area in the far corner (not the multipurpose building).

If enough funds are left after other construction under the 12 million CIP, the pad for the multipurpose building could be poured, and some kind of canopy tent put up until the remainder of funding comes in.

Multi-purpose building, if funded by CDBG, should be done as a separate project as it will trigger federal Davis-Bacon law and much higher construction cost per square foot.

There are not many facilities for high winds/hurricane sheltering and FVSAS is looking into building a community high winds shelter.

FVSAS is now in good position for New Market Tax Credits with the 12 million CIP and will be reaching out to more foundations for funding.

Seth Warner will be working with VSAS community about product and color selections.

Tamar Defries suggests making a decision on the bids within 48 hours of opening the sealed bids. The bids come in closed. Certain people can be notified and if they are interested, they may come in to pick up materials at EPI. 19th-30th of August is the window in which potential bidders can ask questions. Bids should not leave the location. Tamar advised FVSAS on the scoring and announcement process. Press release of announcement goes out after contractor is contacted. It would be important for EPI to be present during opening of bids to provide an objective analysis; to determine if bids have addressed everything in the drawings.

The FVSAS Construction Committee will be meeting at Engineering Partners on Wednesday, September 18, 2019 to open bids. Bids be opened and scored on September 18th (will be an all day commitment).

Bidding closes September 16th.

Mara and Kalima will put advertisement calling for bids up on school and FVSAS websites on August 19th. This is the date advertisement goes public and bidders can go to EPI to pick up hardcopies. Tamar Defries will send those interested the advertisement/invitation to bid.

Kalima Kinney and Ted Pirsig will put together a confidentiality agreement for vetters.

Harvest Festival: The owner of Winery passed away last week. Harvest Festival will proceed. VSAS and FVSAS will organize an acknowledgement. September 8th 4-7PM.

Aubrey will send Mara the press release for Harvest Festival to put on FVSAS facebook page.

Next meeting date/time: The regular September 12th meeting of the full FVSAS board is now moved to Thursday, September 19th, 4:00PM, which will include the board going into executive session to discuss and vote on the Construction Committee's recommendations of a contractor.

Motion to adjourn: **Ian Cole motioned to adjourn at 6:10PM; Jeffrey Mermel seconded; all in favor; none opposed.**

Minutes respectfully submitted by

Mara Saltzman

FVSAS Secretary

Draft August 6, 2019

Approved October 2, 2019