

# Committee of the Whole Meeting

August 18, 2011  
9:00 a.m.

Committee Members Present: Daryl Kaneshiro, *Chair*, Raymond McCormick, Randall Nishimura, Clyde Nakaya, Roy Oyama

Absent and/or Excused: Michael Dahilig, Larry Dill

Staff Present: David Craddick, William Eddy, Marites Yano, Deputy County Attorney Andrea Suzuki, Faith Shiramizu, Gregg Fujikawa, Val Reyna, Keith Aoki, Aaron Zambo

Chair Kaneshiro called the meeting to order at 9:40 a.m. Quorum was confirmed.

## **ACCEPTANCE OF AGENDA**

Mr. Nishimura moved to accept the agenda as presented, seconded by Mr. Oyama; by a unanimous vote, motion was carried.

## **MEETING MINUTES**

Committee of the Whole Meeting - June 21, 2011

Recessed Committee of the Whole Meeting – June 23, 2011

Recessed Committee of the Whole Meeting – June 27, 2011

Mr. Oyama moved to accept the minutes as circulated, seconded by Mr. McCormick; by a unanimous vote, motion was carried.

## **OLD BUSINESS**

### a. **Goals for the Manager**

The latest update to the Goals for the Manager was a morale indication satisfaction survey with the Department's employees. The 5 questions pertained to the Kauai Department of Water's leadership and 6 questions referring to job satisfaction and a comments section. We have surveyed the whole department and the people who report to the Manager.

Manager Craddick passed out the results of this tally sheet survey to the Board Members.

## **DISCUSSION**

Mr. Nishimura asked if this survey seems to be a fair representation, if so this is a good starting point whether you agree with the actual numbers or not. It gives the Manager a base point to move forward.

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Manager Craddick expressed that these results were shared with the staff during the monthly meeting and is already taking action on these issues. We started by separating three groups, Operations and two groups from the office and with the results, each group gave 10 suggestions of how leadership can be improved.

Mr. Nishimura said that with this starting point, a small movement would be good for the first fiscal year. Mr. Nishimura moved to use tally sheet titled KDOW Employee Satisfaction Survey dated June 2011 as a measurement tool for improving employee morale for fiscal year 2011-2012, seconded by Mr. Oyama; by a unanimous vote, motion was carried.

Manager Craddick had the Board Members and Staff refer to the BAB Spend Down in the Reports section. The spreadsheet and graph shows the funds being spent before encumbering it. The numbers on the left of the 2010 Bond Encumbrance and Spend Down Status are all actual amounts and the other side are projected amounts. The encumbered to date column is shown with change orders, etc. By December, Manager Craddick stated that our funds encumbered would be at \$39 Million and Maka Ridge is out for bid on September 1<sup>st</sup>.

Mr. Nishimura stated that in June, we would be at about \$50 Million according to this chart. Mr. Moises said it is all depended on finishing the designs so realistically it would be about \$45 Million by next June.

Mr. Nishimura proposed \$39 Million by December 2011 for the bond float and a target of \$45M by June 2012.

Out of the 25 Performance indicators, Mr. Nishimura suggested it would be more appropriate to take 1, 6, 7, 13, 19, and 23 to work on from the handout (Performance Indicators Kauai BWS). Since these indices are delegated to staff, would it be more appropriate to have the staff provide the manager the raw data? Manager Craddick said the staff already has the graph all they need to do is put the data in. With the switch over in our accounting system, we will not get the correct reliable figures until February or March of next year. We will be able to get data on the highest unaccounted water; we will probably be able to track water loss for each individual system. Mr. Nishimura expressed that if we can focus on these 6 indicators, but to make sure the staff focuses on their primary job duties first.

Police Dispatch does not give proper reporting and we are looking at a call center. On average we get about 10 calls per week. With the set up charge for the call center there may be a set up charge of \$1,000 or \$2,000.

Mr. Nishimura moved to move the Goals for the Manager to the full board, seconded by Mr. Oyama; by a unanimous vote, motion was carried.

At 10:05 am, Chair Kaneshiro adjourned the Committee of the Whole meeting.

mjg