

MEETING MINUTES  
BOARD OF WATER SUPPLY  
Thursday, July 23, 2015

The Board of Water Supply, County of Kaua'i, met in regular meeting at the Board Conference Room in Lihu'e on Thursday, July 23, 2015. Chair Sherman Shiraishi called the meeting to order at 10:08 a.m. The following Board members were present:

BOARD: Mr. Sherman Shiraishi, *Chair*  
Mr. Clyde Nakaya, *Vice Chair*  
Ms. Laurie Ho  
Mr. Michael Dahilig

EXCUSED: Mr. Hugh Strom  
Mr. Larry Dill

Quorum was achieved with 4 members present at the time of roll call.

STAFF: Mr. Kirk Saiki  
Mr. Dustin Moises  
Mr. Keith Aoki  
Ms. Kim Tamaoka  
Ms. Sandi Nadatani-Mendez  
Mr. Val Reyna  
Mr. Carl Arume  
Mr. Eddie Doi  
Ms. Regina Flores  
Mr. Chris Nakamura  
Ms. Fay Tateishi  
Ms. Anne Parrott  
Ms. Kierstyn Oshita, Admin. Intern  
Ms. Mj Akuna  
Deputy County Attorney, Andrea Suzuki

GUESTS: Mr. Carlos Rivera, SVO  
Mr. Hall Parrott, Private Citizen

**ACCEPTANCE OF AGENDA**

Mr. Nakaya moved to approve the Agenda as circulated; seconded by Ms. Ho; with no objections; motion carried with 4 ayes.

**MINUTES**

**Review and approval:**

Regular Board Meeting – June 18, 2015

Mr. Dahilig moved to approve as amended the Regular Board Meeting Minutes for June 18, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

**Review and approval of Transcripts:**

Finance Committee Meeting – March 19, 2015

Mr. Dahilig moved to approve as amended the Regular Board Meeting Minutes for June 18, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Finance Committee Meeting – March 25, 2015 – *Recessed*

Mr. Dahilig moved to approve as amended the Finance Committee Meeting Minutes for March 25, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Finance Committee Meeting – April 1, 2015 – *Recessed*

Mr. Dahilig moved to approve as amended the Finance Committee Meeting Minutes for April 1, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Finance Committee Meeting – April 7, 2015 – *Recessed*

Mr. Dahilig moved to approve as amended the Finance Committee Meeting Minutes for April 7, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Finance Committee Meeting – May 28, 2015

Mr. Dahilig moved to approve as amended the Finance Committee Meeting Minutes for May 28, 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Committee of the Whole Meeting – December 22, 2011

Mr. Dahilig moved to approve the Committee of the Whole Meeting Minutes for December 22, 2011; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Committee of the Whole Meeting – January 26, 2012

Mr. Dahilig moved to approve the Committee of the Whole Meeting Minutes for January 26, 2012; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Committee of the Whole Meeting – February 23, 2012

Mr. Dahilig moved to approve the Committee of the Whole Meeting Minutes for February 23, 2012; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Committee of the Whole Meeting – March 22, 2012

Mr. Dahilig moved to approve the Committee of the Whole Meeting Minutes for March 22, 2012; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Committee of the Whole Meeting – April 26, 2012

Mr. Dahilig moved to approve the Committee of the Whole Meeting Minutes for April 26, 2012; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

**E. CORRESPONDENCE**

1. Correspondence from Ms. Malia Finazzo-Krueger regarding Ke Kula Pono, LLC, Class IV Zoning Permit Z-IV-2015-01, Use Permit U-2015-01, TMK: 4-2-009:018, dated June 16, 2015

Chair Shiraishi mentioned that Ms. Malia Finazzo-Krueger recently requested to appear before the Board at the August meeting because she could not be at today's meeting.

Mr. Dahilig moved to receive the correspondence from Ms. Malia Finazzo-Krueger regarding Ke Kula Pono, LLC, Class IV Zoning Permit Z-IV-2015-01, Use Permit U-2015-01, TMK: 4-2-009:018, dated June 16, 2015 and refer to the Manager to respond. This correspondence will be placed on the August 20<sup>th</sup> Board agenda; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

2. Correspondence from KMH LLP regarding Department of Water Audit for year ended June 30, 2015, dated July 2, 2015

Mr. Dahilig moved to receive the Correspondence from KMH LLP regarding Department of Water Audit for year ended June 30, 2015, dated July 2, 2015; seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

**F. BOARD COMMITTEE REPORTS**

None.

**G. OLD BUSINESS**

1. Manager's Report No. 15-42 - Discussion and Possible Action on Board Policy 17, Payment of Communication Devices

**BACKGROUND:**

Manager Saiki recommend that the Board approve Option 1, the proposed Revisions of Board Policy No. 17. (Option 1: The DOW will have a set preliminary baseline for issuance of communications devices and to use the most up-to-date technology. The DOW will work to create a more detailed and structured SOP for staff.) Policy No. 17 updates from telephones to cell phones, pagers and iPads.

**DISCUSSION:**

Mr. Dahilig asked the following question for clarification: Who has the ability to reimburse to pay for all communication devices? He would like to include an IT on the list for server maintenance.

Mr. Dahilig moved to approve Manager's Report No. 15-42 - Board Policy 17, Payment of Communication Devices and to include one (1) IT person on the list; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

**H. NEW BUSINESS**

1. Discussion and Receipt of the American Water Works Association, Anaheim, CA Conference Reports (*June 7 – 10, 2015*)
  - a. Report from Kaua'i Board of Water Supply Chair, Sherman Shiraishi
  - b. Report from Kaua'i Board of Water Supply Member, Larry Dill
  - c. Report from Kaua'i Board of Water Supply Member, Michael Dahilig

Mr. Nakaya moved to Receive for the Record Mr. Dahilig's AWWA report; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Mr. Nakaya moved to receive the American Water Works Association, Anaheim, CA Conference Reports (*June 7 – 10, 2015*) from Chair Shiraishi, Mr. Dill and Mr. Dahilig AWWA reports; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

2. Manager's Report No. 11-28 – Discussion and Possible Action on Former Approved Rules for Part 5, FRC

Chair Shiraishi took up both Manager's Report No. 11-28 - Discussion and Possible Action on Former Approved Rules for Part 5, FRC and Manager's Report No. 15-43 – Discussion and Possible Action on Part 4, Section VII FRC to be integrated with Part 5, FRC for discussion at the same time. Language in Manager's Report 11-18 has been incorporated in Manager's Report No. 15-43.

Ms. Ho moved to Receive for the Record Manager's Report No. 11-28 Discussion and Possible Action on Former Approved Rules for Part 5, FRC; seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

3. Manager's Report No. 15-43 – Discussion and Possible Action on Part 4, Section VII FRC to be integrated with Part 5, FRC

Ms. Ho moved to Receive for the Record Manager's Report No. 15-43 - Discussion and Possible Action on Part 4, Section VII FRC to be integrated with Part 5, FRC; seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

Mr. Dahilig moved to approve and to forward the correct revised rules for FRC to the Small Business Regulatory Review Board for comments as contained in Manager's Report No. 15-43 - Part 4, Section VII FRC to be integrated with Part 5, FRC; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

4. Manager's Report No. 16-01 - Discussion and Possible Action on Use and Occupancy Agreement (UOA) No. 237 and a Memorandum of Agreement (MOA) with the State of Hawaii for Job No. 11-10, Water Plan 2020 No. K-18, 8-inch Water Main Replacement along Halewili Road (Kaumuali'i Highway to Haku Hale Street) Kalāheo, Kaua'i, Hawai'i

**BACKGROUND:**

Civil Engineer VI, Mr. Keith Aoki explained that the State is requiring the Department of Water (DOW) enter into a Use and Occupancy Agreement (UOA) with the State when the DOW installs new facilities in the State Right of Way.

If the DOW gets the State's approval to abandon the existing waterlines in the Right of Way in association with the project, the State requires a MOA that allows the DOW to abandon the waterline.

The Board is requested to approve the indemnity agreements.

**DISCUSSION:**

Chair Shiraishi is okay with the indemnity clause but has a concern with the Department getting hit with a big expense for the pipe removal in the future plus 10%.

Mr. Aoki said as far as he knows, this was the first time the Department entered into an agreement like this.

Construction Project Management Officer, Mr. Dustin Moises added, in the past UOAs were never done but the Department has done MOAs.

Chair Shiraishi asked when pipes were abandoned in place in the past, was there a clause that required the Department to pay for future expenses and removal of the pipes?

From Mr. Moises experience, he recommended that if the Department did not enter into the agreement and had to remove all of the pipes from every single project, the cost would outweigh the future risk of one of the projects that had to be removed.

Manager Saiki mentioned the only time the higher pipeline would be taken out would be if a sewer drain had to be put in across the road, then they would cut out a section of the pipe.

Mr. Shiraishi noted in the agreement that the Department would pay for the removal of the pipe. Manager Saiki also added that the Department would pay for the disposal of the pipe.

Mr. Moises commented that the location where the Department thought at some point they would have to remove the pipe, we decided to put a temporary line during construction; the new pipe would be in the same trench.

Deputy County Attorney, Andrea Suzuki mentioned that a small portion of the agreements were negotiated. The Department has the burden of proving that it is not the Department's problem.

Mr. Nakaya moved to approve Manager's Report No. 16-01 - Discussion and Possible Action on Use and Occupancy Agreement (UOA) No. 237 and a Memorandum of Agreement (MOA) with the State of Hawaii for Job No. 11-10, Water Plan 2020 No. K-18, 8-inch Water Main Replacement along Halewili Road (Kaumuali'i Highway to Haku Hale Street) Kalāheo, Kaua'i, Hawai'i; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

5. Manager's Report No. 16-02 - Budget Resolution No. 16-01 (07/15), Budget for Fiscal Year 2015-16

**BACKGROUND:**

Manager Saiki recommended that the Board approve Resolution No. 16-01, DOW Operating & Capital Budget for FY 2015-2016.

**DISCUSSION:**

Mr. Dahilig asked what was approved at the prior fiscal year that allows expenditures before the resolution to be signed off? Why approve the resolution at the next FY? Is the resolution necessary to expend funds? If appropriations were expended, before the resolution started, without the resolution, was that proper?

Mr. Dahilig's interpretation was that any obligations that were signed off before the resolution is signed, that technically there is no budget.

Chair Shiraishi recalled the budget was approved before the Board in June.

Manager Saiki was not sure why the resolution did not come before the last fiscal year?

Accountant III, Ms. Anne Parrott commented that Mr. Dahilig was correct and that the resolution should have been done in the June meeting. This is a goal for next year and yes, the Department is not in compliance. This can be remedied by passing the resolution today.

Mr. Dahilig moved to approve Resolution 16-01 and to adopt the Department's Budget from July 1, 2015 to June 30, 2016 and to ratify and approve any expenses since July 1<sup>st</sup> on the approval of Manager's Report No. 16-02 - Budget Resolution No. 16-01 (07/15), Budget for Fiscal Year 2015-16; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

6. Manager's Report No. 16-03 - Discussion and Possible Action on the Supplemental Agreement on Job No. 02-15, WK28, Wailua Houselots Main Replacement – Phase I

**BACKGROUND:**

Manager Saiki recommended that the Board approve the Supplemental Loan Agreement No. 1.

Mr. Nakaya moved to approve Manager's Report No. 16-03 - Discussion and Possible Action on the Supplemental Agreement on Job No. 02-15, WK28, Wailua Houseslots Main Replacement – Phase I; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

7. Manager's Report No. 16-04 – Discussion and Possible Action for the transfer of funds in the amount of \$129,525.00 from the construction budget to the design budget for Job No. 13-05 Water Plan 2020 Project No. WKK-09, Kolo Road Main Replacement for Contract No. 579 for additional design services

**BACKGROUND:**

Mr. Aoki explained that the project was designed in the past for the State. The State didn't follow through with the construction because the construction budget was over budget. In negotiating with the consultant, the Department got a low price for design.

The State is requiring the Department to complete a Use and Occupancy Agreement for the project which is an unforeseen expense and additional design funds are needed to complete the work. The project was also allocated State funding of \$1.3M; construction allocation was \$1.15M and plans and design allocation was \$150,000.

Due to the allocated funds from the State the Department is requesting that the Board approve the transfer of funds in the amount of \$129,525.00 from the Water Utility Fund (Kōloa Road Main Replacement Construction) to Water Utility Fund (Kōloa Road Main Replacement Design) for additional design services if needed, including the Use and Occupancy Agreement. The balance of the funds for this project will leave adequate funds to complete the construction work, including contingency.

Mr. Dahilig moved to approve Manager's Report No. 16-04 – Discussion and Possible Action for the transfer of funds in the amount of \$129,525.00 from the construction budget to the design budget for Job No. 13-05 Water Plan 2020 Project No. WKK-09, Kolo Road Main Replacement for Contract No. 579 for additional design services; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

8. Manager's Report No. 16-05 - Discussion and Possible Action on a Memorandum of Agreement (MOA) with the Department of Public Works, County of Kaua'i (DPW) for Job No. 12-01, 2020 No. H-05 Pipeline Replacement along Weke, 'Anae, Mahimahi and He'e Roads, Hanalei, Hawai'i

**BACKGROUND:**

Manager Saiki recommended that the Board enter into a MOA with the County of Kaua'i, Department of Public Works to abandon the old waterlines in place when the new waterlines are installed.

**DISCUSSION:**

Mr. Dahilig inquired if interagency agreements don't require indemnification and if the Department needs the Board's consent? Deputy County Attorney, Andrea Suzuki clarified that this requires a cost possibility.

Mr. Dahilig moved to approve Manager's Report No. 16-05 - Discussion and Possible Action on a Memorandum of Agreement (MOA) with the Department of Public Works, County of Kaua'i (DPW) for Job No. 12-01, 2020 No. H-05 Pipeline Replacement along Weke, 'Anae, Mahimahi and He'e Roads, Hanalei, Hawai'i; seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

9. Manager's Report No. 16-06 - Discussion and Possible Action on a Memorandum of Agreement (MOA) with the Department of Public Works, County of Kaua'i (DPW) for Job No. 13-05 Water Plan 2020 Project No. WKK-09, Kolo Road Main Replacement, Kilauea, Kaua'i, Hawai'i

Mr. Nakaya moved to approve Manager's Report No. 16-06 - Discussion and Possible Action on a Memorandum of Agreement (MOA) with the Department of Public Works, County of Kaua'i (DPW) for Job No. 13-05 Water Plan 2020 Project No. WKK-09, Kolo Road Main Replacement, Kilauea, Kaua'i, Hawai'i; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

10. Manager's Report No. 16-07 – Discussion and Possible Action to approve additional funds to the design budget for Job No. 15-7, WP2020 #HE-1 and #HE-10, Water System Reorganization (Hanapepe-Eleele Connecting Pipeline)

**BACKGROUND:**

Manager Saiki reported the Department is recommending the Board approve additional funds for this project.

**DISCUSSION:**

Mr. Aoki explained the reason for the additional funds to complete the negotiations. An estimate amount for design was budgeted for the current year and a consultant was selected. During the negotiations, the estimated amount for design was too low (due to a rough estimate). Estimated cost of construction needed = \$4M (low end). The Department estimates include past design costs for similar projects. A rough estimate could be based on approximately 10% construction cost or by cost per foot.

Mr. Dahilig inquired if a similar project would cost more? Is the Department dealing with under budgeting? Mr. Aoki added an SMA permit was not expected.

Mr. Dahilig moved to approve Manager's Report No. 16-07 – Discussion and Possible Action to approve additional funds to the design budget for Job No. 15-7, WP2020 #HE-1 and #HE-10, Water System Reorganization (Hanapepe-Eleele Connecting Pipeline); seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

11. Discussion and Possible Action on the Review of the Manager and Chief Engineer's Goals and Responsibilities for Fiscal Year January 2015-June 2015

Chair Shiraiishi ordered to defer discussion until Executive Session, Item J.1; with no objections.

**I. STAFF REPORTS**

**MONTHLY**

1. Discussion and Receipt of the Kaua'i County Water Department's Statement of Revenues and Expenditures
  - a. June Monthly Summary Budget

**BACKGROUND:**

Accountant IV, Ms. Fay Tateishi presented the Fiscal reports to the Board.

Mr. Dahilig moved to receive the Kaua'i County Water Department's Statement of Revenues and Expenditures; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

2. Discussion and Receipt of the Report by the Public Relations Specialist on Public Relations Activities

**BACKGROUND:**

Public Relations Specialist, Ms. Kimberly Tamaoka highlighted the following:

1. DOW had a featured article in Midweek newspaper recently.
2. Completed Project Wet Workshop on O'ahu and to continue working with Project Wet with the State.

Mr. Nakaya moved to receive the Report by the Public Relations Specialist on Public Relations Activities; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

3. Discussion and Receipt of the Chief of Operation's Summary Report on Operational Activities

**BACKGROUND:**

Chief of Operations, Mr. Val Reyna reported on the following highlights:

1. Overtime (OT) for June was 400 hours higher than normal.
2. Leak Repair Graph – Higher than normal from May to June.
3. Unbilled Water – Still above 20% due to fires, unauthorized usage of water, leaks & flushing water. Operations is currently working with the Fire Department to allow the use of a web link which shows the fire fighter's usage water.

Chair Shiraishi inquired on the status of the Kalāheo emergency generator. Mr. Reyna is investigating the correlations between the capacitors, self-starters and all interconnections. He received a recommendation to install a variable frequency drive to allow the voltage to go as low as possible so that the generator can connect with the field. This is not affecting service in the Kalāheo area and all the wells are in service.

Mr. Nakaya moved to receive the Chief of Operation's Summary Report on Operational Activities; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

4. Discussion and Receipt of the Manager and Chief Engineer's Monthly Update Regarding Activities of Note of the DOW

**BACKGROUND:**

Manager Saiki highlighted the following:

1. Contract Awarded/Extension/ Amendments –  
Change Order No. 1 for Contract No. 598 to Oasis Water Systems, Inc. to Troubleshoot and Replace Broken Parts for Job No. 15-2 Piwai Well No. 3 Upper Omao, Kaua'i, Hawai'i in the amount of \$34,425.00.  
Change Order No. 1 for Contract No. 599 to Oasis Water Systems, Inc. to Troubleshoot and Replace Broken Parts for Job No. 15-3 Kilohana Well B Repair, Kilohana, Kaua'i, Hawai'i in the amount of \$22,158.57.
2. Personnel Matters – *Update*  
Pipe Fitter Helper – Filled in July  
CE V – To start in Design in August  
Project Manager – Waiting for referred list of eligible for Construction Management Division.

Mr. Nakaya asked what "*DHR reviewing re-description request*" meant for Fiscal. Manager Saiki said this meant when the reallocations and the Table of Organization changed – DHR is still working on the request.

3. Quarterly Updates – (April – June 2015)  
Water Quality Report, Item #3 – Reviving the main break monitoring program to check water quality.
4. Manager's 2015 ACE 15 Conference Report
5. Warrant Voucher Report (report format will remain the same)

Mr. Nakaya moved to Receive for the Record the Warrant Vouchers report; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

The Warrant Voucher report format was changed and can be printed with the new accounting system. The Board did not indicate any changes to the report presented.



Chair Shiraishi commented on the Water Quality report, Item #3... *“Main break monitoring program is currently being revived. The plan in place now is that Operations or Engineering informs the Lab of major breaks .... May need to remind Operations of our availability to help as they seem to have gotten away from that.”*

Manager Saiki said this has not been a problem but the Lab should be more involved with the major main breaks by taking water samples which is being done now. Previously, Operations were not reminded which has now been revived.

Mr. Nakaya moved to receive the Manager and Chief Engineer’s Monthly Update Regarding Activities of Note of the DOW; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

a. Report of the BAB pay down as of June 2015

Mr. Nakaya moved to receive the Report of the BAB pay down as of June 2015; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

**QUARTERLY** *(April – June 2015)*

1. Discussion and Receipt of the DOW’s Quarterly Project Status Update
  - a. Construction Management (CM) Division Status

**BACKGROUND:**

Mr. Moises highlighted the following:

1. Līhu’e Baseyard Improvements – The new building is six (6) months ahead of schedule. Staff could be moving in by next summer.
2. Kolo Road project – is in construction.
3. Halewili project – RFP was put out on Monday advertising construction.
4. Water Plan 2020 – is in an upswing the next 12 months.
5. CM is understaffed which is a big issue – See Staffing Update. CM’s re-descriptions has been in DHR for two (2) years. A DHR response was received; sent through an administrative review process which was denied. DHR did not provide adequate reasons for the denial but there is nothing more Mr. Moises can do at this point.
6. All administrative procedures have been exhausted. Mr. Moises wants to post entry level positions which may get filled quicker that you will see a Manager’s Report on the matter in August since the TO has to be approved by the Board even though a downgrade. Construction positions get paid more than licensed engineers (a catch 22 situation). From being with the DOW for 10 years, there has never been more than three (3) engineers on average in the entire design and construction divisions combined. Without administrative assistance, understaffing may not get better which is the function of the Department to get staff to complete Water Plan 2020 projects. The problem to attract and retain staff has reached epidemic proportions despite efforts to increase the applicant pool. The Department haven’t been able to hire new staff, and when new staff start, they leave shortly after so retainage is a problem. It’s just a matter of time before more staff leaves from burnout, whether himself or others.

**DISCUSSION:**

Chair Shiraishi questioned if the Board should be addressing the understaffing issue. Understaffing has been an issue since being on the Board. Mr. Moises mentioned that he and Mr. Aoki need to finish projects.

Deputy County Attorney, Andrea Suzuki mentioned that in the past the Board may have written a letter to the administration.

Mr. Moises provided a brief description on the improvements on Haleko Road for the sewer line for the new building which will be in five (5) phases. By mid-August to September Haleko Road intersection will be detoured during improvements.

Mr. Dahilig moved to receive the Quarterly Project Status Update for the Construction Management Division; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

a. Engineering Division Design Status

**BACKGROUND:**

Mr. Aoki highlighted the following:

1. Designs were completed recently and going out to construction bid.
2. More designs will be completed by the end of the calendar year.
3. Private development projects dropped; only 13 new projects submitted for review the past quarter.

**DISCUSSION:**

Mr. Nakaya inquired on the north shore design project, the Kilauea Tank. The Percent Completion dropped in March from 97% to 60%. Mr. Aoki said this project will be redesigned which was proposed in the budget.

Ms. Ho moved to receive the Quarterly Project Status Update for the Engineering Division; seconded by Mr. Nakaya; with no objections, motion carried with 4 ayes.

b. Water Resources & Planning Division Status

**BACKGROUND:**

Chief of Water Resources, Mr. Eddie Doi acknowledged Civil Engineer III, Ms. Regina Flores who worked well with staff in compiling the WR&P status report for the Board.

Mr. Nakaya moved to receive the Quarterly Project Status Update for the Water Resources & Planning Division; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

**K. TOPICS FOR NEXT WATER BOARD MEETING (August 2015)**

1. Discussion and Possible Action on the DOW's FY15-16 Supplemental Budget.
2. Discussion and Possible Action on the Department of Water's Understaffing

Chair Shiraishi inquired if the DHR should be present at the August meeting.

**DISCUSSION:**

Ms. Parrott commented that in her other government experience, the job rating criteria was known to the managers. Job descriptions should be based on the manager's knowledge of job duties since the manager understands the job better than DHR. Her manager is not aware of what the job rating criteria is (diversity, complexity, and decision making). Normally this is spelled out which Ms. Parrott has not seen here.

Mr. Moises received a letter from DHR which basically stated that their criteria to make a position higher would not be disclosed. If the criteria is known, it could be used to raise a position by DOW. He said he could provide a copy of the memo to the Board. Ms. Parrott agreed that this is a problem for DHR.

Chair Shiraishi commented that the Departments should be cooperative to fill the positions. He was willing to try to help the Department to get the position filled. This would be discussed at the next Agenda Meeting. Chair Shiraishi asked whether it was pay that was too low for the staff?

Manager Saiki and Mr. Moises said the pay is too low but the time to hire also takes too long so there are many variables affecting staffing.

**L. TOPICS FOR FUTURE WATER BOARD MEETINGS**

1. Discussion and Possible Action of Proposed Delegation of a Meter Restriction Board Policy No. 30
2. Discussion and Possible Action relating to Providing Water Service Outside of the Water Zone

Mr. Dahilig read the Executive Session language.

**J. EXECUTIVE SESSION**

*Pursuant to H.R.S. §92-7(a), the Board finds it necessary to hold an executive session on the agenda items on Hokulei Village because the executive session was not anticipated in advance. Any such executive session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).*

**NEW BUSINESS:**

11. Discussion and Possible Action on the Review of the Manager and Chief Engineer's Goals and Responsibilities for Fiscal Year 2014-2015

*1. Pursuant to Hawaii Revised Statutes Sections 92-4, 92-5(a)(2), and County Charter Section 3.07(E), the purpose of this executive session with the Board of Water is to discuss matters pertaining to the job performance evaluation of the Manager and Chief Engineer. This session pertains to the Manager and Chief Engineer's job performance evaluation where consideration of matters affecting privacy will be involved; if the Manager requests an open meeting, an open meeting shall be held. (Deferred to the August Board meeting)*

At 11:27 a.m., Mr. Dill moved to go into Executive Session; seconded by Ms. Ho; with no objections, motion carried with 4 ayes at Roll Call (LH, CN, MD, SS).

**M. UPCOMING EVENTS**

1. DOW Make a Splash Water Festival *(September 24, 2015)*
2. HWWA Hawaii Section, Honolulu, HI *(October 14-16, 2015)*
3. AWWA/Hawai'i Section Hawai'i Water Environment Association 2016 Pacific Water Conference, Honolulu, HI *(February 2-6, 2016)*

**N. NEXT WATER BOARD MEETING**

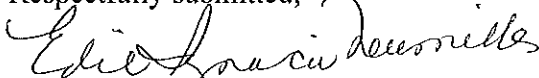
1. Thursday, August 20, 2015, 10:00 a.m.
2. Thursday, September 17, 2015, 10:00 a.m.
3. Thursday, October 22, 2015, 10:00 a.m.
4. Thursday, November 19, 2015, 10:00 a.m.
5. Thursday, December 17, 2015, 10:00 a.m.

At 12:09 p.m., Chair Shiraishi called the meeting back to order.

**O. ADJOURNMENT**

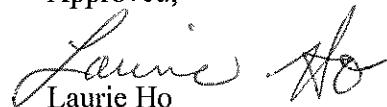
Mr. Dahilig moved to adjourn the Regular Board Meeting at 12:09 p.m.; seconded by Ms. Ho; with no objections, motion carried with 4 ayes.

Respectfully submitted,



Edie Ignacio Neumiller  
Commission Support Clerk

Approved,



Laurie Ho  
Secretary – Board of Water Supply