

MEETING MINUTES
BOARD OF WATER SUPPLY
Friday, July 28, 2017

The Board of Water Supply, County of Kaua'i, met in regular meeting at the Board Conference Room in Līhu'e on Friday, July 28, 2017. Chair Sherman Shiraishi called the meeting to order at 10:04 a.m. The following Board members were present:

BOARD: Mr. Sherman Shiraishi, *Chair*
Ms. Laurie Ho
Mr. Thomas Canute
Ms. Beth Tokioka
Mr. Michael Dahilig
Mr. Lawrence Dill

EXCUSED: Mr. Lyle Tabata

Quorum was achieved with 6 members present at the time of roll call.

STAFF: Mr. Kirk Saiki Ms. Marites Yano
Mr. Eddie Doi Ms. Sandi Nadatani-Mendez
Mr. Valentino Reyna Ms. MJ Akuna
Mr. Carl Arume Ms. Jonell Kaohelaulii
Mr. Keith Aoki Mr. Michael Hinazumi
Mr. Dustin Moises
Deputy County Attorney, Mahealani Krafft

GUEST(s) Mr. Hall Parrott, Private Citizen

ACCEPTANCE OF AGENDA

Mr. Dill moved to approved the Agenda as circulated; seconded by Mr. Dahilig; with no objections, motion carried with 6 ayes.

D. MEETING MINUTES
Review and approval of:

Regular Board Meeting – June 23, 2017

Ms. Ho moved to approve the Regular Board Meeting minutes of June 23, 2017; seconded by Ms. Tokioka; with no objections, motion carried with 6 ayes.

E. CORRESPONDENCE/ANNOUNCEMENTS
None.

F. BOARD COMMITTEE REPORTS
None.

G. OLD BUSINESS

1. Manager's Report No. 17-43 - Discussion and Possible Action on the Re-establishment of the Water Field Operations Superintendent – Position No. 2491

BACKGROUND:

Chief of Operations Mr. Reyna gave a history of when the Water Field Operations Superintendent position was created in 2009. This position was posted in 2011 but was never filled. In 2012, there was a change

in the Operations Division and the Assistant Chief of Operations was created. At that time, filling the Field Superintendent position was shelved. After five years, situations have changed and this position is needed back.

The counter part for the Field Superintendent is the existing Plant Superintendent position which is vacant. The Chief of Operations and the Assistant Chief of Operations have been performing the duties of the Field Operations Superintendent and Plant Superintendent.

Mr. Reyna requested approval to reinstate the Field Operations Superintendent position and fund it at 50% as it was approved in the budget for Fiscal Year 2017-2018.

DISCUSSION:

Mr. Dill asked what the current Table of Organization (TO) looks like. Mr. Reyna said the current TO consisted of 1) Administrative & Clerical who reports to the Chief of Operations and Assistant Chief of Operations, 2) Plant Section reports to the Assistant Chief of Operations with approximately 20 employees and 3) Field Section reports to the Chief of Operations with approximately 25-30 employees.

Ms. Tokioka inquired if Operations will continue to do more work in-house rather than with consultants? Mr. Reyna answered the plan is to do work in-house which have been service lateral installations related to an executive order from the Manager. The executive order has helped the engineers and Construction Management Division to process 180 service lateral installations requests from January 2016 to May 2017. This resulted in 180 less plan reviews by the engineers.

Mr. Canute asked why the Field Operations Superintendent position was difficult to fill in the past. Mr. Reyna explained this is a 24/7 position with paperwork involved vs. supervising a crew. If the position is posted, Manager Saiki added, there is no guarantee of applicants. He mentioned a concern because now there is a stand-by crew. Two Field Superintendents are also on a week-long stand-by every other week creating burn out. To assist the two supervisors, Mr. Reyna is now on stand-by as well. The new Field Operations Superintendent will be inserted into the rotation of three.

Mr. Dahilig wanted a clarification and thought this position was dollar funded but now it is being funded at 50% as another action from the last Board meeting regarding the 2017-2018 budget.

Mr. Dill mentioned from Mr. Reyna's report that "Funds for requested position is 50% funded in the approved budget for Fiscal year 2017-2018." Mr. Reyna made a correction from the last Board meeting that this position was dollar funded, but in fact was 50% funded in the 2017-2018 budget.

Deputy County Attorney Krafft further clarified that this position was eliminated in 2012. In 2014, the then Deputy County Attorney realized there was a procedural deficiency so the Board addressed the issue again to correct the procedural defect, essentially to reaffirm the 2012 Board decision to eliminate the position which included removing the position from the TO, so this position does not exist. Mr. Dahilig's concern was the 2018 budget had a line item for this position, which acts as creating the position again and an approval from the Board. He clarified that the line item re-establishes the position without a separate action. Deputy County Attorney Krafft disagreed. Mr. Dahilig disagreed with that assessment on how appropriations were created and need the funding. His understanding is if the Board consented to a position in the budget, even though the position was dollar funded, that position in the budget and is created (if this is what the rate from the County Attorney's office is). Mr. Dahilig asked what exactly is the Board acting on between the budget and this action.

Manager Saiki commented if the Manager's Report is not approved, the position could be taken off the budget. Mr. Dahilig wants Operations to get the position with the funding and was in favor of a motion. Chair Shiraishi clarified Manager's Report No. 17-43 as an effort to clean up any deficiency that might arise in the future (i.e. a paper trail). The position was abolished and the Department has now funded the position at 50%.

Mr. Dill moved to approve Manager's Report No. 17-43 - Discussion and Possible Action on the Re-establishment of the Water Field Operations Superintendent – Position No. 2491; seconded by Mr. Canute; with no objections, motion carried with 6 ayes.

H. NEW BUSINESS

1. Discussion and Receipt of the American Water Works Association (AWWA), Annual Conference Exposition Report (*June 12-15, 2017*)
 - a. Report from Kaua'i Board of Water Supply Member, Michael Dahilig

DISCUSSION:

Mr. Dahilig had the opportunity to attend this year's AWWA conference. He felt the conference was a bit disjointed because the venue stretched along several blocks, which made networking difficult. He was among only 10 people who attended the keynote address. The conference was more of a self-exploration exercise instead of networking with other people but he gained insight regarding policies that affect people.

The City of Baltimore used to do a self-reporting system for meter reading which they transitioned out of because customers had to call in how much water they used. This made meter reading difficult when checking the meters that were located in people's homes. This template is not recommended for the Department of Water (DOW) to follow.

Mr. Dahilig thanked the Board for allowing him to attend this conference.

Mr. Dahilig moved to receive the American Water Works Association, Annual Conference Exposition Report from Kaua'i Board of Water Supply Member, Michael Dahilig; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

- b. Report from Kaua'i Board of Water Supply Member, Lyle Tabata

Mr. Dahilig moved to receive the American Water Works Association, Annual Conference Exposition Report from Kaua'i Board of Water Supply Member, Lyle Tabata; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

2. Discussion and Possible Action by the Board to create an Audit Committee for the Scope of the Procurement on a Performance Audit for Professional Services for the Department of Water

BACKGROUND:

The Commission Support Clerk reminded the Board at the June Board meeting, Mr. Canute volunteered to be on the Audit Committee and Mr. Dahilig volunteered Mr. Tabata as Chair of the Audit Committee. Chair Shiraishi said he communicated with Mr. Tabata who did not object to being on the Audit Committee. Chair Shiraishi appointed Mr. Tabata as Chair and members Mr. Canute and Ms. Tokioka, and requested the Audit Committee to report back at the August 21st Board meeting.

Ms. Ho moved to approve Chair's appointment of Mr. Tabata as Audit Committee Chair & Audit Members: Ms. Tokioka & Mr. Tom Canute to create an Audit Committee for the Scope of the Procurement on a Performance Audit for Professional Services for the Department of Water; seconded by Ms. Tokioka; with no objections, motion carried with 6 ayes.

3. Manager's Report No. 18-54 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-05:007, WP2020 No. HE-10 Reorganize Water System: Hanapepe Road 6-Inch Main Replacement Hanapēpē -'Ele'ele Water System project, Hanapēpē, Kaua'i, Hawai'i

BACKGROUND:

Civil Engineer Mr. Aoki reported new water meters need to be installed and connected to existing plumbing on the Hanapēpē Road Main Replacement project. The Right of Entry is to move an existing meter out of the private property into the County Right of Way and/or for the Department to reconnect the plumbing after the meter is installed.

Mr. Dill moved to approve Manager's Report No. 18-54 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-05:007, WP2020 No. HE-10 Reorganize Water System: Hanapepe Road 6-Inch Main Replacement Hanapēpē -'Ele'ele Water System project, Hanapēpē, Kaua'i Hawai'i; seconded by Mr. Canute; with no objections; motion carried with 6 ayes.

4. Manager's Report No. 18-55 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-05:049, WP2020 No. HE-10 Reorganize Water System: Hanapēpē Road 6-Inch Main Replacement, Hanapēpē-'Ele'ele Water System project, Hanapēpē, Kaua'i, Hawai'i

Mr. Dill moved to approve Manager's Report No. 18-55 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-05:049, WP2020 No. HE-10 Reorganize Water System: Hanapēpē Road 6-Inch Main Replacement, Hanapēpē-'Ele'ele Water System project, Hanapēpē, Kaua'i, Hawai'i ; seconded by Mr. Canute; with no objections, motion carried with 6 ayes.

5. Manager's Report No. 18-56 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-10:037, WP2020 No. HE-10 Reorganize Water System: Hanapēpē Road 6-Inch Main Replacement Hanapēpē-'Ele'ele Water System project, Hanapēpē, Kaua'i, Hawai'i

Mr. Dill moved to approve Manager's Report No. 18-56 - Discussion and Possible Action to approve the Request for State Lands – Application Form to obtain a right of entry for construction related purposes on TMK: (4) 1-9-10:037, WP2020 No. HE-10 Reorganize Water System: Hanapēpē Road 6-Inch Main Replacement Hanapēpē-'Ele'ele Water System project, Hanapēpē, Kaua'i, Hawai'i; seconded by Mr. Canute; with no objections, motion carried with 6 ayes.

6. Manager's Report No. 18-57 - Discussion and Possible Action for the Board of Water Supply to join in the Petition for Subdivision, Designation of Restriction of Access Rights, and Cancellation of Portions of Easement and Easements; Joinders, Land Court of the State of Hawaii Application No. 1087, Puhi, Kaua'i, Hawai'i

DISCUSSION:

Mr. Dahilig asked if this was a time sensitive matter for the State to join in the petition and if a response is needed today? Mr. Aoki said the State is trying to close out their projects. Because there were moving parts with three (3) parties, Mr. Dahilig was unclear on whose rights the three parties are giving up.

Chair Shiraishi commented that DOW is giving up an easement in exchange for a Use and Occupancy Agreement (UOA).

At 10:36 a.m., Mr. Dahilig moved to go into Executive Session; seconded by Mr. Dill; with no objections, motion carried with 6 ayes.

J. EXECUTIVE SESSION

1. Pursuant to H.R.S. §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if 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), the Board did not anticipate, but deems it necessary, pursuant to §92-5(a)(4) to consult with its attorney on issues pertaining to the Board's rights, privileges, and obligations that the Board may incur or be responsible for as a consequence in agreeing to this agreement.

- a. *Manager's Report No. 18-57 - Discussion and Possible Action for the Board of Water Supply to join in the Petition for Subdivision, Designation of Restriction of Access Rights, and Cancellation of Portions of Easement and Easements; Joinders, Land Court of the State of Hawaii Application No. 1087, Puhi, Kaua'i, Hawai'i
(Add to Executive Session in August agenda.)*

At 10:48 a.m., Chair Shiraishi called the Regular Board meeting back to order.

The Board deferred Manager's Report 18-57 to the August Board meeting.

At 10:49 a.m., Mr. Dahilig exited the meeting.

At 10:51 a.m., Mr. Dahilig re-entered the meeting.

H. NEW BUSINESS (cont'd)

7. *Manager's Report No. 18-58 - Discussion and Possible Action for Board Approval on the Ninth Amendment to Contract No. 427, Job No. 02-14, WP2020 WK-08 Kapa'a Homesteads 325' Tanks – Two 0.5 Million Gallon (MG) Storage Tanks, Kapa'a, with Belt Collins Hawai'i for a time extension of 360 calendar days and expenditure of an additional \$160,149.00*

BACKGROUND:

The Kapa'a Homesteads 325' Tank drainage is being resolved and on the proposed Kapa'a Homesteads Well No. 4 project located on the same site. Originally a drain line was going to be along Kapahi Road to drain into the Tokashiki property. The property owner, after a lengthy discussion, was not willing to accept the additional water from the DOW site. An alternate drainage solution was needed but Mr. Aoki found another landowner on Ka'apuni Road that would accept the additional water from the DOW site. There would be more expense to design the drain line, update the permits, and revised the drain line study for the County because it is a different site.

Part of the ninth amendment would require the design consultant for the Kapa'a Homesteads Tank to separate the drainage part of the project into a separate construction drawings. The Department could

combine the separated set of design drawings with the Kapa'a Homesteads Well No. 4 plans to make one construction package. The review of the proposal for the amendment is reasonable and Mr. Aoki recommended approval.

DISCUSSION:

Chair Shiraishi asked if the Department should get acceptance from the owner on Ka'apuni Road before agreement for a contract extension. Spending money on the contract amendment and if the landowner changes their mind, will that money be wasted? Mr. Aoki said the State has funding for the Kapa'a Homesteads Well No. 4 which expires at the end of this fiscal year. He suggested if the Board would consider approving additional funds for the project, contingent on getting a written permission from the landowner (Godwin Esaki), before the money is expended due to the time frame. If the project is pushed back, it would take two months before an amendment can be executed. According to Mr. Aoki, a written agreement could be executed by next week. The Department already has a Right of Entry draft written which is with the Deputy County Attorney Krafft for legal review.

Chief of Construction Manager Mr. Moises noted that this project has been worked on for 15 years. The contract has two projects with one tank built in Makaleha and the 2nd phase was in Kapahi. One tank was built prior to this contract.

Ms. Tokioka noted the cumulative funding request is four times the original contract amount. She hoped the Department learned from this experience by avoiding many amendments and to separate contracts. Mr. Aoki agreed with Ms. Tokioka to avoid a lot of amendments in the future.

Timeline to execute the contract is by March 2018 and to complete construction before June 2018 for the well.

Mr. Canute moved to approve *Manager's Report No. 18-58* - Discussion and Possible Action for Board Approval on the Ninth Amendment to Contract No. 427, Job No. 02-14, WP2020 WK-08 Kapa'a Homesteads 325' Tanks – Two 0.5 Million Gallon (MG) Storage Tanks, Kapa'a, with Belt Collins Hawai'i for a time extension of 360 calendar days and expenditure of an additional \$160,149.00 based on the contingency on the Department obtaining, from the landowner, a written agreement to accept the drainage discharge; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

8. *Manager's Report No. 18-59* - Discussion and Possible Action on the Manager and Chief Engineer's Goals for FY17-18

BACKGROUND:

Manager Saiki pointed out that Step 2 were the goals from last year such as starting design or Preliminary Engineering Report's (PER) period to potentially getting them into construction. The following goals for divisions were mentioned:

Operations – The Department has an asset management program but concluded that the Department will need help to determine if there is a more suitable asset management program. The Department may come back to the Board for funding for an asset management program and a consultant for preventative maintenance.

Engineering - Completed six (6) projects last year out of the five (5) projects. The goal this year is four (4) projects.

Water Resources & Planning – Will evaluate and modify the Design Flow Standards.

DISCUSSION:

Chair Shiraishi discussed goals relating to Communications, which would be under Administration to improve communication top down from the Manager to the supervisors and rank and file as well as bottom up. Employee comments to the Chair suggest better communications and information from management would improve efficiency and morale. Ms. Ho asked how would this be measured.

The Manager's evaluation is usually discussed in August and done in executive session (to be completed by September/October). Mr. Canute asked if the performance appraisal is in line with the Manager's goals or in addition to other things? Chair Shiraishi commented part of the evaluation is to determine if the Manager obtained his goals. Ms. Tokioka mentioned the evaluation (form) is general and does not provide feedback based on the goals the Board sets. She was not sure if the Board has flexibility to create an instrument which would be a 360 evaluation and reflect the specific goals for the Manager.

Suggestions and additions to Manager's goals by the Board (in order of discussion):

Add to Admin.: Improve communication and morale from the Manager by being open to staff top down and vice versa. (Chair & BT)

Supply metrics; work on measurements to assist the Board; was the goal met? (LD)

Re-write "Outcomes." Provide more thought on the Outcomes (i.e., what is the benefit to the Department)? (LD)

Rename Outcome to "Desired Outcome" (TC)

Add to Admin: "Performance Audit" (BT)

Update Timeline – Some goals could be accomplished earlier in the year (BT)

Financially how much money is needed in times of disaster; what is a dollar value needed to survive. Is this considered a reserve? Possibly add to the Performance Audit? (LH)

Geographic Information Systems (GIS) - To see an operational plan and investments proposed by the end of this fiscal year that target investments hardware and software to upgrade asset management compatible with all county agencies. (MD)

Vision and Leadership – To see how the Manager will move forward with updates on Water Plan 2020, which is budgeted. Need to see results at the end of the Manager's evaluation. How will the Manager envision the operations of Department beyond 2020? (MD)

Chair Shiraishi reminded the Board to review the draft minutes when completed to make sure their comments on the Manager's goals are included for follow up with the Manager.

Ms. Tokioka moved to approve with modifications by the Board on the Manager's goals Manager's Report No. 18-59 - Discussion and Possible Action on the Manager and Chief Engineer's Goals for FY17-18; seconded by Mr. Dahilig; with no objections, motion carried with 6 ayes.

At 11:18 a.m., Chair Shiraishi exited the meeting and Vice Chair Ho conducted the meeting.

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:

Waterworks Controller Ms. Yano commented the end of the fiscal year was as of June 30, 2017 which reflects preliminary numbers. An audited financial statement will be done by the new Auditor's Accuity. A field audit will be done by August 28th.

DISCUSSION:

Mr. Dill asked why the fuel and utility was under budget at 22%? (Page 99 & 102)

At 11:20 a.m., Chair Shiraishi re-entered the meeting.

Mr. Reyna explained the fuel prices have been lower than budgeted and oil prices were also lower. The lowered the fuel consumption was the 2013 mandate from the Mayor regarding take home vehicles. Employees have decided not to take home their vehicles since they are taxed.

Ms. Yano mentioned the power cost adjustment for 2018 is zero and adjusted annually. Mr. Dill asked if the Department could adjust the automatic power cost to once a month? Under the rules, Ms. Yano commented the power cost is adjusted every year. The power cost adjustment involves the cost of pumping which is not under line item Fuel; it is under line item Utilities. When the power cost adjustment is calculated, the budget is also compared in the adjustment and the actual expenses. The power cost adjustment is under Revenues (Water Sales).

Mr. Dill suggested if the Department budgeted less, and the cost of the commodity increased during the year, the Department could adjust the billings with the automatic power cost adjustment on a monthly basis to recoup the cost.

Ms. Yano said by doing the power cost monthly, you would not see an average cost. It would be easier to see the average cost yearly based on a longer period of time. Mr. Canute and Mr. Dahilig did not agree on a monthly average basis because a month's average could be missed. Mr. Dill added KIUC adjusts their fuel cost every month.

At the request of Mr. Dill, Waterworks Controller Ms. Yano will prepare a report to evaluate adjusting the power cost adjustment either once a month or quarterly for the August Fiscal report. She will also check the Chart of Accounts the past two years for actuals.

Mr. Dill moved to receive the Kaua'i County Water Department's Statement of Revenues and Expenditures, a) June Monthly Summary Budget; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

1. Discussion and Receipt of the Report by the Information and Education Specialist on Public Relations Activities

DISCUSSION:

Chair Shiraishi has received emails on water interruptions and asked if this was an unusual month? Information Specialist Jonell Kaohelaulii said there were a few scheduled shut downs and emergency shut downs depending on the projects. There were some complaints from the public but they were resolved.

Mr. Canute moved to receive the Report by the Information and Education Specialist on Public Relations Activities; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

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

BACKGROUND:

Mr. Reyna mentioned overtime (OT) is stable and was down for June. In July OT will increase due to scheduled water shutdowns and unscheduled overnight interruptions. Mr. Dahilig asked when there are scheduled shutdowns, are schedules not adjusted to avoid OT?

Mr. Reyna said based on the United Public Workers (UPW) contract, a 30 day notice is required. Another question Mr. Dahilig asked was if Mr. Reyna considered the UPW contract before scheduling OT? Mr. Reyna said he will review the UPW contract but because lack of personnel, or rotation requirements with the Union scheduling for OT, this would be hard to do.

If there are anticipated shutdowns, Mr. Reyna could have a schedule to minimize OT, instead of defaulting to OT. Personnel could only work during nighttime shutdown and not their daytime schedule if there is a 30 day advance notice. In the past, there has not been 30 days' notice for anticipated shutdowns. At times when the schedule is given, it is unknown if the shutdown will happen or is cancelled for nighttime work. Operations works with Construction Management. Mr. Moises added the minimum time frame given to schedule shutdowns is two weeks but could be changed to four or five weeks' notice. There may be cancellations due to chlorination.

Mr. Dahilig explained OT should not be a regular practice but utilized only when needed. To the extent possible, the Department should work with the union to adjust schedules in anticipation of water shutdowns so as not to unnecessarily accrue OT costs. He suggested changing the Operations procedures to minimize this situation.

Chair Shiraishi asked Mr. Reyna to include research on the matter and report back to the Board on the OT matter.

Mr. Dahilig moved to receive and to include a research report by the Chief of Operations regarding the overtime issue on the Operation's Summary Report on Operational Activities; seconded by Mr. Canute; with no objections, motion carried with 6 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. Personnel Matters:
 - Sr. Clerk, Admin. – has been filled
 - CE V, Construction Management – list of eligible received
 - Inspector I & Inspector II – were posted
 - CE V, Engineering – selected candidate
 - CE V, Engineering – evaluating whether to fill the position
2. Claims Settled – There was one claim for \$130.20.

Ms. Tokioka 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 6 ayes.

a. Report of the BAB pay down as of June 2017

Ms. Tokioka moved to receive the Report of the BAB pay down as of June 2017; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

QUARTERLY (April – June 2017)

1. Discussion and Receipt of the DOW's Quarterly Project Status Update

a. Construction Management Division Status

BACKGROUND:

Mr. Moises highlighted the following:

1. Water Plan 2020 designs – Kapaia Haul Cane Road and Hanapēpē water lines were done.
2. Water Plan 2020 construction – Kōloa Well D Repairs is almost complete.
Halewili 8” Main Replacement - was paid final payment.
3. New building - contract is currently being closed out and off the books.
4. Request for Proposal (RFP) – 'Anini Waterline Phase II completed but construction and procurement was cancelled.
Kōloa Well A & B – procurement for construction; proposals are currently being reviewed. To be awarded in the next month.
5. Private Projects – One project for Certificate of Completion. Lots of time spent at Hanamā'ulu Triangle on site & off site and dealing with the control valve. There was a final connection last night with three shutdowns for one control valve and abandonment of the old control valve this morning.
6. Subdivisions - Eleele Habitat increment II, Kukui'ula and Puakea are coming up.
7. Preventive Maintenance (PM) software– awarded to PM Web and Notice To Proceed July 17th. Mr. Moises thanked Waterworks Information Technology Officer Jeff Mendez and Information Specialist Sandi Nadatani-Mendez for getting the PM software out to streamline procurement.
8. Staffing issues - CE III applicant will be interviewed next week and one staff member will be retiring the end of August. Mr. Moises has promoted a work-life balance in his division. Active projects had to be limited for one of the engineers because it was overwhelming. Overtime has been limited cost wise and health wise which has been the biggest struggle in Mr. Moises' division. Mr. Aoki and his team have done a good job of putting projects out. When projects hit construction, it is daily for a year with staffing requirements without working overtime. Developments may be delayed due to lack of staff. Otherwise his staff is doing well.

Mr. Canute moved to receive the DOW's Quarterly Project Status Update, a) Construction Management Division Status; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

b. Engineering Division Design Status

BACKGROUND:

Mr. Aoki provided highlights on the following:

1. Completed two designs this quarter and ready to turn it over to Mr. Moises. A few other designs are almost completed.
2. Private project reviews – There were 33 reviews this quarter (includes new and existing projects that are going through reviews). 13 out of 33 projects were submitted for first time review.

DISCUSSION:

Chair Shiraishi had a question on Executive Summary, No. 14, Grove Farm Tanks #1 & #2 and asked if this was still active. Mr. Aoki mentioned this project deferred construction to a later time. Chair said the reports are inconsistent because some reports say cancelled or turned over. Is there a difference?

Mr. Moises reports use the word “cancelled” as procurement or RFP got cancelled and the project got “shelved.” Mr. Aoki’s understanding is that a project is “deferred” or will be done eventually. Chief of Water Resources & Planning Mr. Doi uses “shelved” until other things come into play such as source or an immediate need for a tank.

c. Water Resources & Planning Division Status

Mr. Doi agreed with Mr. Dahilig’s comment on the GIS as a good idea to explore inter-county collaboration. He thanked the Board for allowing Civil Engineer Mr. Hinazumi who attended the ESRI conference recently. Mr. Hinazumi was able to gain knowledge about planning.

Mr. Canute moved to receive the DOW’s Quarterly Project Status Update, b) Engineer Division Design Status; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

BACKGROUND:

Mr. Canute moved to receive the DOW’s Quarterly Project Status Update, Water Resources & Planning Division Status; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

K. TOPICS FOR NEXT WATER BOARD MEETING (August 2017)

1. Discussion and Possible Action on Part 2 Rules and Regulation for Water Service Connection to address Landlord and/or Property Managers and Tenant issues
 - a. Section I – Definitions
 - b. Section III – Conservation Measures and Interruption of Water Supply
 - c. Section IV – Elevation Agreement, Pressure Controls
 - d. Section V – Application for Water Service and Service Connection
2. Annual Evaluation of the Department of Water’s Manager and Chief Engineer for Fiscal Year 2016-2017
3. Discussion and Possible Action on the Approval of the Department of Water’s Supplemental Budget for Fiscal Year (FY) 2017-2018
4. Discussion and Possible Action on the Procurement for a Performance Audit
5. *Manager’s Report No. 18-57* - Discussion and Possible Action for the Board of Water Supply to join in the Petition for Subdivision, Designation of Restriction of Access Rights, and Cancellation of Portions of Easement and Easements; Joinders, Land Court of the State of Hawaii Application No. 1087, Puhi, Kaua’i, Hawai’i

L. TOPICS FOR FUTURE WATER BOARD MEETINGS

1. Discussion and Possible Action on Proposed Board Policy for Delegating Routine Actions from the Water Board to the Department of Water’s Manager and Chief Engineer regarding Right of Entry
2. Workshop presentation regarding the Long Range Plan of the Department of Water’s former Administration Building
3. Discussion and Possible Action on Utility Agreement No. 2257 between the State of Hawai’i Department of Transportation and the Board of Water Supply, County of Kaua’i for the

upcoming Hanapēpē River Bridge, Kaumuali'i Highway, Route 50, HI STP SR50 (1) Project, Hanapēpē, Kaua'i Hawai'i Water System Improvements

4. Discussion and Possible Action on the Department of Water's Standard Operations Procedures as it relates to the Board of Water's Rules and Regulations
5. Discussion and Receipt of the Department of Water's Capital Improvement Projects (CIP) for the 2018 Legislative Session *(September)*

M. UPCOMING EVENTS

1. Project Wet – Make A Splash *(September 28, 2017)* Chair requested the Board to volunteer.
2. HWWA & HRWA Conference, Hawai'i, HI *(Kona, Hawai'i, November 1 – 3, 2017)*

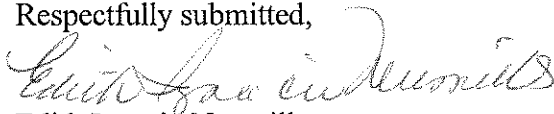
N. NEXT WATER BOARD MEETING

1. **Monday, August 21, 2017, 10:00 a.m.**
2. Friday, September 22, 2017, 10:00 a.m.
3. Friday, October 27, 2017, 10:00 a.m.
4. **Wednesday**, November 22, 2017, 10:00 a.m.
5. Friday, December 22, 2017, 10:00 a.m.

O. ADJOURNMENT

Mr. Dill moved to adjourn the Regular Board Meeting at 11:57 a.m.; seconded by Mr. Dahilig; with no objections, motion carried with 6 ayes.

Respectfully submitted,


Edith Ignacio Neumiller
Commission Support Clerk

Approved,


Beth Tokioka
Secretary – Board of Water Supply