

MINUTES
BOARD OF WATER SUPPLY
Thursday, October 21, 2021

The Board of Water Supply, County of Kaua'i, met in a regular meeting **via remote** in Līhu'e on Thursday, October 21, 2021. Chairman Gregory Kamm called the meeting to order at 10:06 a.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Mr. Lester Calipjo
Ms. Julie Simonton
Mr. Troy Tanigawa (*entered at 10:10 a.m.*)

EXCUSED: Mr. Lawrence Dill
Mr. Kaaina Hull

Quorum was achieved with **4** members present at Roll Call.

STAFF: Manager & Chief Engineer Joseph Tait
Deputy Manager & Engineer Judith Hayducsko
Mr. Mark Knoff
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Mr. Michael Hinazumi
Mrs. Jonell Kaohelaulii
Mr. Valentino Reyna
Mr. Marcelino Soliz
Ms. Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Introduction of new Manager, Joseph Tait

Next Scheduled Meeting: Thursday, November 18, 2021 – 10:00 a.m. via Tele-Conference

Chair Kamm welcomed Joseph Tait to the Department of Water, and provided a brief bio.

APPROVAL OF AGENDA

Board member Simonton moved to approve the agenda, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – September 23, 2021
2. Executive Session Meeting – September 23, 2021

Vice Chair Akamine moved to approve the Regular Board Meeting minutes for September 23, 2021, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

PUBLIC TESTIMONY

There were three (4) callers from the public who joined in the meeting.

Mr. Brad Rockwell of the Kulana Homeowners Association expressed his appreciation to DOW staff, specifically Bekki Malapit, MJ Akuna, and the inspectors and crew that have been out at the sites for all their support.

CONSENT CALENDAR

1. *Manager's Report No. 22-27* Discussion and Possible Action on Proposed Changes to Board Policy 8, Charges for Department Labor and Equipment on Jobbing Work and Capital Projects by Department Personnel
2. *Manager's Report No. 22-28* Discussion and Possible Action to Rescind Board Policy 12, Retention Periods and Destruction of Records
3. *Manager's Report No. 22-29* Discussion and Possible Action to Rescind Board Policy 15, Payment of Claims and Disbursement of Funds
4. *Manager's Report No. 22-30* Discussion and Possible Action on Proposed Changes to Board Policy 19, Travel Allowance Excess Expenditures

Kulana Onsite

5. *Manager's Report No. 22-31* Discussion and Possible Action to approve the Conveyance of Water Facility from the Kulana Association of Apartment Owners, for the Kulana Subdivision Onsite Water System Phase 2; TMK: (4) 4-3-011:001; Kapaa, Kauai, Hawaii
6. *Manager's Report No. 22-32* Discussion and Possible Action to approve a Grant of Easement agreement from Kulana Association of Apartment Owners, for Kulana Subdivision Onsite Water System, Phase 2, S-99-49; TMK: (4) 4-3-011:001, Kapaa, Kaua'i, Hawai'i

Kulana Offsite

7. *Manager's Report No. 22-33* Discussion and Possible Action to approve the Conveyance of Water Facility from the Kulana Association of Apartment Owners, for the Kulana Subdivision Offsite Water System and 0.25 MG Tank; TMK: (4) 4-3-011:001 and (4) 4-4-003:089; Kapaa, Kauai, Hawai'i
8. *Manager's Report No. 22-34* Discussion and Possible Action to approve a Right of Entry Agreement with Kulana Association of Apartment Owners, for the Roadway Lot 21 (referred to as Kulana Place) of the Kulana Subdivision, S-99-49, TMK: (4) 4-3-011:001; Kapaa, Kauai, Hawai'i

Kulana Tank

9. *Manager's Report No. 22-35* Discussion and Possible Action to approve a Right of Entry Agreement with Kulana Association of Apartment Owners, for the Lot 8 (por.) of the Thronas Subdivision; TMK: (4) 4-4-003:089; Kapaa, Kauai, Hawaii

Kukui'ula Parcel E

10. *Manager's Report No. 22-36* Discussion and Possible Action to approve the Conveyance of Water Facility from Kukuiula Development Company, LLC for Parcel E, Subdivision No. S-2020-02; TMK: (4) 2-6-022:083 and 020, Koloa, Kaua'i, Hawai'i
11. *Manager's Report No. 22-37* Discussion and Possible Action to approve a Grant of Easement agreements from Kukuiula Development Company, LLC for Parcel E, Subdivision No. S-2020-02; TMK: (4) 2-6-022:083 and 020 (por.), Koloa, Kaua'i, Hawai'i

Kukui'ula Parcel G

12. Manager's Report No. 22-38 Discussion and Possible Action to approve a Grant of Easement agreement from Kukuiula Development Company, LLC for Parcel G, Subdivision No. S-2019-19; TMK: (4) 2-6-022:070, Koloa, Kaua'i, Hawai'i

Kukui'ula Parcel Kainani Villas

13. Manager's Report No. 22-39 Discussion and Possible Action to approve Grant of Easement agreements from Kukuiula Development Company, LLC for Kainani Phase 2, Subdivision No. S-2019-13; TMK: (4) 2-6-021:017, (4) 2-6-021:005 (por.) and (4) 2-6-021:016 (por.) Koloa, Kaua'i, Hawai'i

Vice Chair Akamine moved to approve Consent Calendar items 1 through 13, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

NEW BUSINESS

1. Manager's Report No. 22-40 Discussion and Adoption of Resolution No. 22-05 Imagine A Day Without Water

Chair Kamm read Resolution No. 22-05 into the record.

Information and Educational Specialist Jonell Kaohelaulii added that today, October 21, is the official day of Imagine A Day Without Water, and expressed her appreciation for the Board's support and acknowledgement of this national campaign.

Board Member Simonton moved to approve Manager's Report 22-40 Discussion and Adoption of Resolution No. 22-05 Imagine A Day Without Water, seconded by Mr. Tanigawa; without no objections, motion carried with 5 Ayes.

2. Manager's Report No. 22-41 Discussion and Possible Action to Request Board Approval for Indemnification for Zoom between the Board of Water Supply, County of Kaua'i and Zoom
3. Manager's Report No. 22-42 Discussion and Possible Action to Request Board Approval for Indemnification for Granicus between the Board of Water Supply, County of Kaua'i and Granicus

In reference to Manager's Report 22-41, Information Technology Manager Jas Banwait explained that the Board is currently using two different applications to conduct Board meetings. Teams for internal staff and Webex for the public to listen in as well as provide testimony. Zoom will allow us to combine both components into one meeting session. Manager's Report 22-42 is for Granicus, which will provide live streaming of the Board meetings, which will allow the public to view board meetings via video to comply with the upcoming Sunshine Law requirements.

Board member Simonton moved to approve Manager's Report Nos. 22-41 and 22-42, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

4. Board Meeting Dates for 2022

Board member Tanigawa moved to approve the Board Meeting Dates for 2022, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

STAFF REPORTS

1. Statement of Revenues and Expenditures
 - a. September Monthly Summary Budget
 - b. Accounts Receivable Aging Summary

Assistant Waterworks Controller Marcelino Soliz provided a summary of the Fiscal report.

2. Public Relations Activities
 - a. Video Presentation of EPA WaterSense 2021 Excellence Award

Information and Educational Specialist Jonell Kaohelaulii provided a summary of the Public Relations report. She highlighted that the Department's Education and Outreach Programs are being recognized by the Environmental Protection Agency (EPA) Water Sense Program for the 2021 Excellence Award. She explained that at the beginning of the pandemic last year, they had to readjust the way special events were coordinated in order to continue the education and outreach. A special Awards Ceremony was held on October 7, 2021 at the Water Smart Innovations Conference in Nevada where they announced 33 of this year's winners. Being unable to attend in person, a virtual presentation of the award was done by the Branch Chief of the EPA Water Sense Program.

A short video presentation of the award was played for the Board.

3. Operational Activities

Chief of Water Operations Val Reyna provided a summary of the Operations report submitted. He highlighted that the water loss for September is low at less than a million gallons, and in fact is less than half a million. This can be attributed to the low number of leaks in September.

4. Manager and Chief Engineer

Special Projects Engineer Mark Knoff provided a summary of the Manager's Update submitted, highlighting the previous correspondence sent by Michael Serpa, owner/developer of Kōloa Village project re: FRC Charge \$138,300 dated July 21, 2021. While he was still in the position of Manager & Chief Engineer, Mr. Knoff granted a waiver to the requirement of the FRC Rules and Regulations along with the return of the FRC fee credit based on the criteria noted in his Manager's update (on file). The Board had no objection to the Manager's action.

QUARTERLY REPORTS

1. Build America Bond

Special Projects Engineer Knoff explained that the BAB has not changed much, and the department is working on prioritizing projects.

2. Claims Settled by Department of Water

Deputy County Attorney Krafft noted that there were no claims settled this quarter, just 3 pending.

3. Engineering

Civil Engineer Michael Hinazumi provided a brief summary of the Engineering Quarterly Report submitted.

4. Information Technology

IT Manager Jas Banwait provided a brief summary of the IT Quarterly Report submitted.

TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETINGS

1. Election of Officers for 2022

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. DOW Draft Audit Financial Statements and Independent Auditor's Report for Fiscal Year Ending 2021
2. Manager and Chief Engineer Goals for Calendar Year 2022
3. Manager's Report No. 17-29 - Discussion and Possible Action on the Financial Management Planning and Water Rate Study for the Department of Water for Fiscal Year 2022 through Fiscal Year 2026
4. Department of Water Performance Audit
5. Baseyard Master Plan Workshop

EXECUTIVE SESSION:

Pursuant to Hawai'i Revised Statutes (HRS) §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 HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

ADJOURNMENT

Board member Simonton moved to adjourn the Regular Board meeting at 11:07 a.m., seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton
Julie Simonton (Nov 22, 2021 08:52 HST)

Julie Simonton
Secretary, Board of Water Supply






RBM (10-21-21) pending signature

Final Audit Report

2021-11-22

Created:	2021-11-22
By:	Cherisse Zaima (czaima@kauaiwater.org)
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-  Document created by Cherisse Zaima (czaima@kauaiwater.org)
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