

MINUTES  
BOARD OF WATER SUPPLY  
**Thursday, November 18, 2021**

The Board of Water Supply, County of Kaua‘i, met in a regular meeting **via remote** in Līhu'e on Thursday, November 18, 2021. Chairman Gregory Kamm called the meeting to order at 10:01 a.m. The following Board members were present:

**BOARD:** Mr. Gregory Kamm, *Chair*  
Mr. Lester Calipjo (*left at 10:13 a.m.*)  
Mr. Kaaina Hull  
Ms. Julie Simonton  
Mr. Troy Tanigawa (*entered at 10:10 a.m.*)

**EXCUSED:** Mr. Kurt Akamine, *Vice Chair*  
Mr. Lawrence Dill

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

**STAFF:** Manager & Chief Engineer Joseph Tait  
Deputy Manager & Engineer Judith Hayducsko  
Mr. Jaspreet Banwait (remote)  
Mr. Michael Hinazumi  
Mrs. Jonell Kaohelaulii  
Mr. Valentino Reyna  
Mrs. Marites Yano  
Ms. Cherisse Zaima  
Deputy County Attorney Mahealani M. Krafft

**ANNOUNCEMENTS**

Next Scheduled Meeting: Thursday, December 23, 2021 – 10:00 a.m. via Tele-Conference

**APPROVAL OF AGENDA**

Board member Simonton moved to approve the agenda, seconded by Mr. Calipjo; with no objections, motion carried with 4 Ayes.

**APPROVAL OF MEETING MINUTES**

1. Regular Board Meeting – October 21, 2021

Board member Simonton moved to approve the Regular Board Meeting minutes for October 21, 2021, seconded by Mr. Calipjo; with no objections, motion carried with 4 Ayes.

**PUBLIC TESTIMONY**

There were no callers from the public joining the meeting.

**CONSENT CALENDAR**

1. Manager’s Report No. 22-43 Discussion and Possible Action to approve a Grant of Easement agreement from Kukui‘ula Development Company, LLC for Parcel CC West, Phase 2, Subdivision No. S-2020-11; TMK: (4) 2-6-019:0069, Kōloa, Kaua‘i, Hawai‘i.

Board member Hull moved to approve Manager's Report No. 22-43, seconded by Ms. Simonton; with no objections, motion carried with 4 Ayes.

## **NEW BUSINESS**

### 1. Election of Officers for 2022

Ms. Simonton made the following nominations for Board officers:

Julie Simonton – Chair

Gregory Kamm – Vice Chair

Kurt Akamine – Secretary

Though Board member Akamine was not present at the meeting, Ms. Simonton explained that she had spoken to him about this nomination, which he agreed to.

Board member Simonton moved to approve the following officers for 2022: Chair, Julie Simonton; Vice Chair – Gregory Kamm; Secretary – Kurt Akamine, seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.

## **STAFF REPORTS**

### 1. Statement of Revenues and Expenditures

#### a. October Monthly Summary Budget

#### b. Accounts Receivable Aging Summary

Waterworks Controller Marites Yano provided a summary of the Fiscal report. She added that the Annual Financial Audit report was intended to be included at this month's meeting, but a portion of the report was not available in time to meet the agenda posting due date. The annual audit report will be placed on the December Board meeting agenda.

### 2. Public Relations Activities

Information and Educational Specialist Jonell Kaohelaulii provided a summary of the Public Relations report. She highlighted that in lieu of the Annual Make-A-Splash festival this year, the department will be providing a Make-A-Splash In A Bag experience for fifth grade students. Each bag will include water educational activities, supplies, and conservation tools that students can use in the classroom or at home. They plan to distribute over 700 bags this year, with approximately 420 bags already distributed to date.

*Board member Tanigawa entered the meeting at 10:11 a.m.*

*Board member Calipjo exited the meeting at 10:13 a.m.*

### 3. Operational Activities

Chief of Water Operations Val Reyna provided a summary of the Operations report submitted.

### 4. Manager and Chief Engineer

Manager Joe Tait provided a summary of the Manager's Update submitted noting that a fleet maintenance program is currently in its developmental stage along with a few other programs.

In response to Chair Kamm's question regarding the tenth amendment to Contract No. 535 that does not include a dollar amount, Michael Hinazumi explained that most of the amendments are

time related due delays resulting from the COVID pandemic. This is why the amendment states “Contract Time Extension of 180 calendar days”, and reflects a \$0.00 dollar amount.

**TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETINGS**

1. Discussion and Receipt of the Department of Water’s Draft Audit Financial Statements and Independent Auditor’s Report by Accuity, Inc. for Fiscal Years July 1, 2020 – June 30, 2021
2. Manager and Chief Engineer Goals for Calendar Year 2022
3. Anticipated Retirements (3)

Manager Tait noted that all 3 retirements are from Operations. Mr. Val Reyna added that Operations is putting a heavy emphasis on recruitment, and they are working closely with HR to make sure they are able to adequately fill shift schedule and standby demands. They are also looking into trainee or apprentice positions, and currently allow cross-training. Mr. Reyna’s biggest concern is not having knowledgeable staff available during an emergency or unforeseen event. The objective for cross-training is to ensure there is more than one person with a specific skill set that can assist in these events. The intent of having a training or apprenticeship program is to allow less experienced employees to shadow more senior employees and receive hands-on training.

**TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:**

1. 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
2. Department of Water Performance Audit
3. 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 10:29 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 (Jan 3, 2022 14:38 HST)

Julie Simonton  
Secretary, Board of Water Supply






# 11-18-21 RBM Minutes Open Session - APPROVED pending signature

Final Audit Report

2022-01-04

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