

MINUTES
BOARD OF WATER SUPPLY
February 25, 2021

The Board of Water Supply, County of Kaua'i, met in regular meeting **via remote** in Līhu'e on Thursday, February 25, 2021. Chair Gregory Kamm called the meeting to order at 10:07 a.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Ms. Julie Simonton
Mr. Lawrence Dill
Mr. Ka'aina Hull
Mr. Troy Tanigawa (*joined @ approx. 10:20 a.m.*)

EXCUSED: Mr. Elesther Calipjo

Quorum was achieved with 5 members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Mr. Steve Kyono, Board Advisor
Mrs. Jonell Kaohelaulii
Mrs. Marites Yano
Deputy County Attorney Mahealani Krafft

Mr. Carl Arume
Mr. Val Reyna
Mrs. Mary-jane Akuna
Mr. Jas Banwait

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, March 25, 2021 – 10:00 a.m. via Tele-Conference

APPROVAL OF AGENDA

Mr. Akamine moved to approve the Agenda; seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

APPROVAL OF MEETING MINUTES

a) Regular Board Meeting – January 21, 2021

Mr. Akamine moved to approve the Regular Board Meeting minutes of January 21, 2021; seconded by Mr. Simonton; with no objections, motion carried with 5 Ayes.

b) Special Board Meeting – February 8, 2021

Ms. Simonton moved to approve the Special Board Meeting minutes of February 8, 2021; seconded by Mr. Akamine; with no objections, motion carried with 5 Ayes.

c) Executive Session – January 21, 2021

Ms. Simonton moved to approve the Executive Session minutes of January 21, 2021; seconded by Mr. Akamine; with no objections, motion carried with 5 Ayes.

d) Executive Session – February 8, 2021

Ms. Simonton moved to approve the Executive Session minutes of February 8, 2021; seconded by Mr. Akamine; with no objections, motion carried with 5 Ayes.

PUBLIC TESTIMONY

1. Testimony from Mr. Jeffrey Lindner, President A Kula Hawai'i regarding Water Service for Fire Protection dated February 16, 2021

This was a written testimony regarding Mr. Lindner's fire flow issues and his Correspondence dated January 22, 202 (see Correspondence). Chair Kamm requested a second response from the Department regarding other questions asked in Mr. Lindner's February 16, 2021 testimony which will be followed up by Manager Knoff.

This would be based on Rule Part 2, Subsection 9 on how this issue is calculated based in Mr. Lindner's rebate claim.

There were no other registered testimonies received by email or by phone.

CORRESPONDENCE

1. Correspondence from Mr. Jeffrey Linder, President A Kula Hawai'i regarding Kula Water Bill Leak dated January 22, 2021

BACKGROUND:

Waterworks Controller, Mrs. Marites Yano sent a response letter to Mr. Lindner and a copy was also sent to the Board members on Tuesday, February 23, 2021 regarding the calculations on his claim.

OLD BUSINESS

1. Manager's Report No. 20-41 - Waiahi Surface Water Treatment Plant Renovation Construction Cost Progress Report (*Update*)

BACKGROUND:

Manager Knoff mentioned there were no invoices received from Grove Farm. The Department is waiting on a response regarding the construction on the Waiahi Surface Water Treatment Plant. He sent a letter to Grove Farm for clarification on items on the proposed construction. A response is pending from Grove Farm.

Received / No update

2. Discussion and Possible Action on the hiring of Manager and Chief Engineer (deferred December 17, 2020)

Discussed in Executive Session. (See comments under Executive Session).

STAFF REPORTS

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

BACKGROUND:

Waterworks Controller Mrs. Marites Yano noted that the incorrect month (December 2020) on the Summary Budget should be January 2021. Mrs. Yano summarized the following:

1. YTD Budget & Actual Expenses Summary
2. Revenues: Water Sales up \$1.7M
3. Highlighted:
 - a. Upcoming Great Plains will be implemented live on April 12, 2021.
 - b. Updated Depreciation Study by consultants will be provided to the Board members once finalized. The study changes the current methodology of calculations of the depreciation of the utility plant assets. This creates a lifetime adjustment that affects the Department's financial statements.
 - c. Currently working on the Operating & Capital budgets for FY 2021-2022. Finance Committee meetings are planned for April.

Received

2. Public Relations Activities

BACKGROUND:

Information & Education Specialist Mrs. Jonell Kaohelaulii shared the following:

1. The Annual Community Outreach Fix-a-Leak Week will be on March 15 - 19, 2021; an Environmental Protection Act's national water sense program that promotes water conservation.

Received

3. Operational Activities

BACKGROUND:

Chief of Operations Mr. Valentino Reyna highlighted the following:

1. Operations Personnel Hours (Yearly) – Represents the past 5 years & current year. Regular hours are on track to be higher than the past 5 years. Time off is lower than the previous 5 years (due to the pandemic). Overtime hours –highest the past 6 years.
2. Monthly Water Audit & Water Losses (January 2020 – December 2020)

Received

4. Manager and Chief Engineer

BACKGROUND:

Manager Knoff highlighted the following items:

1. SECOND AMENDMENT TO CONTRACT NO. 685, JOB NO. 19-01, ISLAND-WIDE VULNERABILITY AND RESILIENCY JOB ASSESSMENT WITH BROWN AND CALDWELL FOR A CONTRACT TIME EXTENSION OF 305 CALENDAR DAYS WITH NO ADDITIONAL FUNDING (Page 90) – The extension contract date (5 years) aligns with the Emergency Response Plan date. No change in the contract amount.
2. Board Advisor's Report by Steve Kyono (Page 92)
3. Personnel Matters (new dashboard) (Page 93) – Department has been actively recruiting positions. Total Vacant = 26; Actively Recruiting = 12

Received

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Department of Water Performance Audit (Update)
2. Table of Organization Workshop
3. Discussion and Possible Action to establish Fiscal Policies and Procedures
4. Baseyard Master Plan Workshop
5. Employee of the Year Resolutions (*March 2021*)
6. Draft Budget for Fiscal Year 2021-2022 (*March 2021*)
 - a. Fiscal Year 2021 - 2022 – Draft Operating Budget
 - b. Fiscal Year 2021 - 2022 – Draft Capital Outlay Budget

Ms. Simonton read the Executive Session language and moved to go into Executive Session at 10:33 a.m. and will return to Regular Session; seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes, Roll Call: GK, JS, AK, LD, KH, TT

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).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2), the purpose of this Executive Session is for the Board to consider the hiring of a Manager and Chief Engineer where consideration of matters affecting

privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held, as it relates to this agenda item:

Discussion and Possible Action on the hiring of Manager and Chief Engineer (deferred December 17, 2020)
Chair Kamm reconvened the Regular Board meeting at 11:29 a.m.

OLD BUSINESS (cont'd)

1. Discussion and Possible Action on the hiring of Manager and Chief Engineer (deferred December 17, 2020)

After Executive Session:

Mr. Akamine moved to adopt the decisions by the Board in Executive Session regarding Old Business No. 2 Discussion and Possible Action on the hiring of Manager and Chief Engineer (deferred December 17, 2020); seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

ADJOURNMENT

Ms. Simonton moved to Adjourn the Regular Board meeting at 11:32 a.m., seconded by Mr. Dill, with no objections, motion carried with 6 Ayes.

Respectfully submitted,



Edith Ignacio Neumiller
Commission Support Clerk

Approved,



Julie Simonton
Secretary, Board of Water Supply






RBM 2-25-21 Final

Final Audit Report

2021-03-26

Created:	2021-03-26
By:	Edith Ignacio-Neumiller (eineumiller@kauaiwater.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAACzYQmeQ-kA4FAeWOW3DRZY7JxtJq4KgB

"RBM 2-25-21 Final" History

-  Document created by Edith Ignacio-Neumiller (eineumiller@kauaiwater.org)
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