

MINUTES
BOARD OF WATER SUPPLY
Thursday, June 23, 2022

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Lihu'e on Thursday, June 23, 2022. Chair Julie Simonton called the meeting to order at 9:35 a.m. The following Board members were present:

Prior to the Call to Order, an Oath of Office was given to new Board of Water Supply member Tom Shigemoto.

BOARD:

Ms. Julie Simonton, *Chair*
Mr. Greg Kamm, *Vice Chair*
Mr. Ka'aina Hull (*remote*)
Mr. Tom Shigemoto
Mr. Troy Tanigawa

EXCUSED:

Mr. Lawrence Dill
Mr. Kurt Akamine

Quorum was achieved with **5** members present at Roll Call.

STAFF:

Manager & Chief Engineer Joseph Tait
Commission Support Clerk Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft
Computer Systems Support Technician Darrel Acob
Deputy Manager Judith Hayducsko
Civil Engineer Michael Hinazumi

Civil Engineer Dustin Moises
Asst. Waterworks Controller Marcelino Soliz
Info. and Education Specialist Jonell Kaohelaulii
Chief of Operations Valentino Reyna
I.T. Specialist Wayne Takabayashi

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, June 23, 2022 – 9:30 a.m.

APPROVAL OF AGENDA

The agenda was approved with no objections.

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – April 28, 2022
2. Executive Session – April 28, 2022
3. Finance Committee Meeting – May 4, 2022
4. Finance Committee Meeting – May 6, 2022

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

No public testimony was received.

NEW BUSINESS:

1. Manager's Report No. 22-67 Discussion and Possible Action on the transfer of funds from Professional Services, I.T. to Rehabilitation and Replacement to purchase the replacement of the DOW servers

Information Technology Specialist Wayne Takabayashi provided a summary of Manager's Report No. 22-67, further explaining that the servers should be replaced withing a five-to-six-year timeframe, but our systems are about seven or eight years old. This along with the recurring issues the department has been facing is a good indicator that it is a good time to replace them.

Mr. Takabayashi stated they received a quote last December which was larger than the amount budgeted, and the vendor work really hard to keep the current quote's increase at 25%; the default numbers were in the range of 100% increase. He added that inflation and lead times have been astronomical in the last 6-months and waiting even another month could result in greater increases. The most recent quote shows the amount needed to replace the system would be in the range of \$330,000.

Chair Simonton asked what the line-item Managed Services includes to which Mr. Takabayashi explained it includes installation and testing as well as a migration component to have all DOW's software moved over in a more organized manner. In response to Vice Chair Kamm, Mr. Takabayashi explained that As-needed Professional Services includes restoring domain controllers that crash, moving logs and notices and untangle accounts that require permissions.

Board member Tom Shigemoto asked if there is a program in place to replace servers periodically or if all the servers are going to be replaced all at once. Mr. Takabayashi stated a program needs to be established to schedule server replacements every 5 or 6 years which was mentioned in the I.T. Strategic Plan and will need to be revisited. There is a SCADA system server that has recently been replaced in the last year or two but that is part of a different system. These servers are ones that run the office so it's critical that they be replaced.

Vice Chair Kamm moved to approve Manager's Report No. 22-67, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

STAFF REPORTS

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

Deputy Manager Judith Hayducsko provided an overview of the Fiscal Report submitted.

Vice Chair Kamm asked how many water shut-offs were done, and were those customers caught up and reconnected. Assistant Waterworks Controller Marcelino Soliz explained there is an average of 13 to 20 shut-offs per month. The billing staff have been educating customers about the extension of the rental and relief program administered by Hawaii Federal Credit Union, so things are starting to balance out as more people are utilizing the program to catch up on their arrears.

2. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education, Upcoming Events, and Project WET

Information and Education Specialist Jonell Kaohelaulii provided an overview of the PR Report submitted highlighting the replacement of the Blackboard Connect with Kauai County Alerts which provides a mass notification service that allows the department to provide text, email and voice messages during severe weather events as well as water service announcements. She noted that the program is very user-friendly and is GIS integrated.

3. Operational Activities – Monthly service dashboard & highlights, Monthly comparison of water produced, customer meter read, and water loss

Chief of Operations Val Reyna provided an overview of the Operations Report submitted noting that they have been following up on their work orders and have caught up with some, and have closed a lot, which has narrowed the gap between open and closed work orders.

Chair Simonton noted that 26 meters were installed/replaced in May, which is a little lower than previous months and asked if that was a result of staffing issues or meter parts. Mr. Reyna explained that it is related to meter parts and every week they delay ordering results in an exponential delay in receiving the necessary parts.

In response to questions Chair Simonton had at a previous meeting regarding the unaccounted for Anini water loss, Mr. Reyna stated that they did shut down the Anini source and a small leak was found and addressed. He pointed out that one of the reasons that it showed a large amount of apparent water loss in Anini is due to meter reading lag. He explained that Princeville Utilities read on a different day than DOW which causes a 4-day lag between readings. Consumption between those 4 days was not being provided in this report which should have been.

4. Manager and Chief Engineer – update on monthly activities, personnel matters, and required communications to the Board

Deputy Hayducsko provided a summary on current meter replacement implementation as well as the goals for a meter replacement program.

Chair Simonton asked if the meters are being read manually when a transponder goes down, or are estimates done. Ms. Hayducsko explained that it's a combination of both noting that the meter readers are doing manual reads on every single one. Because there are currently 1400 meters, and there is uncertainty as to when they will receive replacements, there has been discussion about alternating between manual reads and estimates on a monthly basis. Manager Tait added that it is a very heavy workload for our 4 meter readers to read the entire island at 22,000 to 24,000 accounts.

Manager Tait noted the next update will focus on what they learned at the AWWA Conference in San Antonio.

TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING: *(July)*

1. MCE Goals and Objectives for FY 2022-23
2. Discussion regarding Divisional Benchmarks & Dashboards

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Supplemental Budget for Fiscal Year 2023
2. Facility Improvement Program including discussion regarding Base Yard Improvements

3. Hanalei Satellite Base Yard MOA

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).

Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(4), the purpose of this Executive Session is for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to:

1. Goodfellow Bros.' Request for Reimbursements, Job No. 15-07, Reorganize Water System: Kaumuali'i Highway 16-Inch Main and Emergency Pump Connection, Hanapēpē Road 6-Inch Main Replacement, Job No. 15-07, Water Plan Project No. HE-01, HE-10, Hanapēpē, Kaua'i, Hawai'i
4. Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a)(2) and §92-5(a)(6), the purpose of this Executive Session is for the Board to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, 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; and to consider sensitive matters related to public safety or security.

The Board entered into Executive Session at 10:12 a.m.

The Board resumed in Open Session at 11:09 a.m.

ADJOURNMENT

The meeting was adjourned at 11:09 a.m.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk

Approved,

kurt akamine
kurt akamine (Jul 28, 2022 14:15 HST)

Kurt Akamine
Secretary, Board of Water Supply

06-23-22 RBM Open Session Minutes

Final Audit Report

2022-07-29

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