

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, July 28, 2022

The Board of Water Supply, County of Kaua‘i, met in a regular meeting in Līhu'e on Thursday, July 28, 2022. Chair Julie Simonton called the meeting to order at 9:36 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 (remote)*  
Mr. Kurt Akamine, *Secretary*  
Mr. Tom Shigemoto  
Mr. Lawrence Dill (*entered at 9:41 a.m.*)

**EXCUSED:**

Mr. Ka‘aina Hull

Quorum was achieved with 4 members present at Roll Call.

**STAFF:**

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

Civil Engineer Dustin Moises  
Waterworks Controller Marites Yano  
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, August 25, 2022 – 9:30 a.m.

**APPROVAL OF AGENDA**

The agenda was approved with no objections.

**APPROVAL OF MEETING MINUTES**

1. Regular Board Meeting – June 23, 2022
2. Executive Session – June 23, 2022

The meeting minutes were approved with no objections.

**PUBLIC TESTIMONY**

No public testimony was received.

**STAFF REPORTS**

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

Waterworks Controller Marites Yano provided an overview of the Fiscal Report submitted. She noted that due to a technical issue they were unable to print out their Summary report; however Ms. Yano verbally read that information into the record.

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.

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.

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

Manager Tait provided examples of dashboards that the department will use to provide information to the board and establish measurable benchmarks. Civil Engineer Dustin Moises and Information and Education Specialist Jonell Kaohelaulii provided an explanation of how the dashboard will work and what type of information will be provided. Manager Tait asked the Board to provide the department with some feedback as to what information they would like to see and how they would like it presented noting that the Board needs to dictate that, not the staff. In response to Board Member Dill Manager Tait stated there are industry standards that the department will be following.

### **QUARTERLY REPORTS**

1. Build America Bond – Statement of Expenditures

Waterworks Controller Marites Yano provided an overview of the BAB Statement of Expenditures submitted. Board Member Shigemoto pointed out that the header shows FY 2010-2012 to which Ms. Yano stated they will make the correction to the date.

In response to Chair Simonton Ms. Yano stated that whether this money is spent now or later, the interest paid remains the same.

2. Claims Settled by Department of Water

There were no claims settled this month. Board Member Dill asked if any outstanding claims could be listed in this report in the future.

3. Engineering – updates on quarterly accomplishments, Water Plan 2020 Construction Project status, and Supplemental Support Services

Civil Engineer Michael Hinazumi provided an overview of the Engineering Quarterly Report submitted.

Board Member Shigemoto stated that when he worked for the County the Water Department would receive any and all building permit applications even if they did not impact the water systems at all and asked if they are still receiving those types of applications for review. Mr. Hinazumi stated for the most part, yes. He added that they generally don't review it if it doesn't affect the structure. However, things like sheds and garages or anything that might change the use of the facility has to be reviewed. Mr. Shigemoto asked if permits are screened prior to it being forwarded to the Water Department as it does not make sense to him that DOW needs to review things like rock walls, etc. He asked to clarify that the number of building permit applications listed does not necessarily mean it pertains to DOW's requirements to which Mr. Hinazumi affirmed.

Board Member Dill referenced the Water System Investment Plan noting that it was mentioned that it would include updates to the manner in which we calculate the Facilities Reserve Charge. Mr. Hinazumi stated it will take into account the projects that will be part of the Water Systems Investment Plan and will also include proposals for adjustments. Mr. Dill stated the importance of bringing those proposals to the Board early to allow them time to look at how to arrive at a new methodology and not just provided an update for information. Mr. Hinazumi stated that they are planning to have a consultant come in, likely at the September meeting, to provide an explanation on an FRC based on today's methodology as well as an updated methodology.

Mr. Shigemoto asked if the Water System Investment Plan is based on Water Plan 2020 to which Mr. Hinazumi explained that Water Plan 2020 has accomplished 45% of the projects that were identified, and the Water System Investment Plan will continue to work with the remaining projects under Water Plan 2020 as well as identifying changes and determining project priorities.

Mr. Shigemoto stated that during his confirmation at Council one of the members asked about contamination in Hanamaulu noting that this Council member had stated that quite a few residences in the Hanamaulu triangle had been experiencing some problems with their water lines. He asked if the Department could shed some light on that. Mr. Hinazumi explained that a portion of the residents are experiencing some bacterial growth in their water line and the department has done extended testing and research on our water system to the effect that the Department of Health has issued statements that DOW's water is in compliance. For DOW's own monitoring and additional confidence they have temporarily increased some of the testing.

Chair Simonton noted that should a Council member have a technical question, having that discussion with a Board member may not be the best way to get that information. She asked if there is a system in place for them to obtain that type of information. Manager Tait stated that Council members can reach out to him, and any type of policy questions will be brought to the Board. Anything technical are handled by staff, and in concert with the Mayor's office who receive the same calls.

#### 4. Information Technology – updates on Business Process Improvements and IT Issues and Timelines

Information Technology Specialist Wayne Takabayashi provided an overview of the I.T. Quarterly Report submitted, highlighting the billing practice partnership between DOW and DPW, and the reactivation of the IT Steering Committee.

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

#### 1. Supplemental Budget for Fiscal Year 2023

2. Retirement Resolutions

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

1. Facility Improvement Program including discussion regarding Base Yard Improvements
2. 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. Manager's Report No. 20-53 Discussion and Possible Action on correspondence from Grove Farm regarding Grove Farm's Request for Revenue Requirement Shortfall.

The Board entered into Executive Session at 10:44 a.m.

The Board resumed in Open Session at 11:45 a.m.

**ADJOURNMENT**

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

*Cherisse Zaima*

Cherisse Zaima  
Commission Support Clerk

Approved,

*kurt akamine*  
[kurt akamine \(Sep 1, 2022 13:10 HST\)](#)

Kurt Akamine  
Secretary, Board of Water Supply

# 07-28-22 RBM Open Session Minutes for signature

Final Audit Report

2022-09-01

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