

MINUTES  
BOARD OF WATER SUPPLY  
**Thursday, October 27, 2022**

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, October 27, 2022. Chair Julie Simonton called the meeting to order at 9:37 a.m. The following Board members were present:

**BOARD:**

Ms. Julie Simonton, *Chair* (remote)  
Mr. Gregory Kamm, *Vice Chair*  
Mr. Lawrence Dill (remote)  
Mr. Troy Tanigawa (remote)  
Mr. Ka'aina Hull (*entered at 10:07 a.m.*) (remote)

**EXCUSED:**

Mr. Kurt Akamine  
Mr. Tom Shigemoto

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

**ANNOUNCEMENTS**

Next Scheduled Meeting: Thursday, November 17, 2022 – 9:30 a.m.

**APPROVAL OF AGENDA**

**The agenda was approved with no objections.**

**APPROVAL OF MEETING MINUTES**

1. Finance Committee Meeting – September 19, 2022
2. Regular Board Meeting – September 22, 2022

**The meeting minutes were approved with no objections.**

**PUBLIC TESTIMONY**

No public testimony was received.

**NEW BUSINESS**

1. Discussion and Adoption of Resolution No. 23-03, Mahalo to Participants and Partners of the 2022 Make-A-Splash with Project WET Water Festival

**Board member Dill moved to approve Resolution No. 23-03, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.**

**STAFF REPORTS**

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

Assistant Waterworks Controller Marcelino Soliz provided an overview of the August Fiscal Report submitted. He noted that the September report did not make the posting date and was being presented as an addition to the staff reports. He provided an overview of the September report.

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 Public Relations 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 noting there were no hydrants hit for the month of September.

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

Manager Joe Tait provided an overview of the Manager’s Update submitted. He invited Civil Engineer Dustin Moises and Information and Education Specialist Jonell Kaohelaulii to go over the Division dashboards that will now be included in the Manager’s updates each month. Board member Dill requested the data be presented in graph format rather than tables as a graph view will allow for comparison of the numbers more easily.

**Board member Ka‘aina Hull entered the meeting.**

**QUARTERLY REPORTS:**

1. Build America Bond – Statement of Expenditures  
The Statement of Expenditures was not available.
2. Claims Settled by Department of Water  
There were no claims this quarter.
3. Engineering  
Acting Deputy Manager Michael Hinazumi provided an overview of the Engineering report submitted. Vice Chair Kamm asked whether the decrease in building permit applications has increased the approval output to which Mr. Hinazumi explained that Engineering is still experiencing staffing shortages which continues to be a challenge. He stated that the average time for permit approval is roughly three weeks for standard type permits, and approximately 30-60 days for more complex types.
4. Information Technology  
IT Specialist V Wayne Takabayashi provided an overview of the IT report submitted.

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

1. Election of Officers for 2023
2. Update on Department Organizational Charts

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

1. DOW Draft Audit Financial Statements and Independent Auditor’s Report for Fiscal Year Ending 2022
2. Manager and Chief Engineer Goals for Calendar Year 2023

3. Update regarding DOW's Water System Investment Plan
4. Report from Manager and Chief Engineer – Manager's DOW Performance Audit
5. Updates on various DOW Programs identified in December, 2021-22

**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 Hawaii Revised Statutes §92-4 and §92-5(a)(2) the purpose of this Executive Session is 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:

Annual Job Performance Evaluation for the Manager and Chief Engineer

2. Pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) the purpose of this Executive Session is to consult with the Board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities:

Supreme Court Ruling – KIA'I WAI O WAI'ALE'ALE

The Board invited Manager Joseph Tait and Acting Deputy Manager Michael Hinazumi to participate in the Executive Session.

The Board entered into Executive Session at 10:26 a.m.

The Board resumed in open session at 11:49 a.m.

**ADJOURNMENT**

The meeting was adjourned at 11:49 a.m.

Respectfully submitted,

*Cherisse Zaima*

Cherisse Zaima  
Commission Support Clerk

Approved,

*kurt akamine*  
kurt akamine (Nov 21, 2022 16:07 HST)

Kurt Akamine  
Secretary, Board of Water Supply


# 10-27-22 RBM Open Session Minutes

Final Audit Report


2022-11-22

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