

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, March 21, 2024

The Board of Water Supply, County of Kaua‘i, met in a regular meeting in Līhu‘e on Thursday, March 21, 2024. Chair Tom Shigemoto called the meeting to order at 9:43 a.m. The following Board members were present:

**BOARD:**

Mr. Tom Shigemoto, *Chair*  
Ms. Julie Simonton, *Vice Chair*  
Mr. Ka‘aina Hull  
Mr. Troy Tanigawa

**EXCUSED:**

Mr. Kurt Akamine  
Mr. Larry Dill  
Ms. Micah Finnila

Quorum was achieved with 4 members present at Roll Call.

**ANNOUNCEMENTS**

Scheduled Public Hearing: Monday, April 8, 2024  
Next Scheduled Board Meeting: Thursday, April 18, 2024 – 9:30 a.m.

**APPROVAL OF AGENDA**

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

**MEETING MINUTES**

1. Regular Board Meeting – February 15, 2024
2. Executive Session – February 15, 2024
3. Rules Committee Meeting – February 22, 2024
4. Special Board Meeting – February 22, 2024

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

**PUBLIC TESTIMONY**

None received.

**NEW BUSINESS**

1. *Manager’s Report No. 24-09* Discussion and Possible Action on Utility Agreement No. 2430 with the State of Hawai‘i Department of Transportation, Highways Division (DOT-Highways) for the Kuamoo Road Emergency Slope Stabilization, Project No. 580A-01-24M

Engineering Division Head Jason Kagimoto provided a summary of the Manager’s Report submitted. **Vice-Chair Simonton moved to approve Manager’s Report No. 24-09, seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.**

2. *Manager’s Report No. 24-10* Discussion and Possible Action on Construction Contract Award to Hawaiian Dredging Construction Company, Inc. Job No. 02-14, WP2020 WK-08, Kapa‘a Homesteads 325’ Tanks, Two 0.5 MG Tanks, Package B – Tanks Package, Kapa‘a, Kaua‘i, Hawai‘i

Engineering Division Head Jason Kagimoto provided a summary of the Manager’s Report submitted.

Vice-Chair Simonton asked whether there are any contingency funds for this contract to which Mr. Kagimoto replied no, not at this time.

In response to Board member Hull, Mr. Kagimoto stated that this is a 900-day contract, and they anticipate the Notice to Proceed will happen in May or June. Mr. Hull asked if this will serve a substandard area to which Mr. Kagimoto explained this addresses a portion of those issues along with an adjacent well at the site that they will be contracting within this fiscal year as well. Mr. Hull stated that it may be difficult to do so but feels an assessment of how many water meters these large-scale CIP projects free up would help them better understand what will be available as that is always a big question when addressing the housing crisis.

**Vice-Chair Simonton moved to approve Manager’s Report No. 24-10, seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.**

3. Manager’s Report No. 24-11 Discussion and Possible Action on the Approval of the Department of Water’s (DOW)’s Supplemental Operating and Capital Budgets Appropriations for Fiscal Year 2024

Waterworks Controller Renee Yadao provided a summary of the Manager’s Report submitted. Board member Hull stated his preference to have the Finance Committee Chair present before the Board makes a decision on the Supplemental Budget.

**Board member Hull moved to defer Manager’s Report No. 24-11 to the April 18, 2024 meeting, seconded by Ms. Simonton; with no objections, motion carried with 4 Ayes.**

4. Manager’s Report No. 24-12 Discussion and Receipt of the Department of Water’s (DOW)’s Financial Statements and Independent Auditor’s Report for the Fiscal Year Ended June 30, 2023.

Board member Hull asked if there is an anticipated date when the Board will be going over the rate study. Mr. Kagimoto explained that the Department is still in the discussion stage with the most recent evaluation being that there may be interest in something taking effect as of January 2025. They are proposing to include the FRC rate study discussion as part of the CIP prioritization public meetings planned to be held this summer. Manager Tait agreed that there needs to be extensive public outreach regarding the rates and the board needs to be communicated with frequently along the way no matter what model they decide to follow. Mr. Hull reiterated that he feels it is not appropriate for a 500 square foot cottage to be paying the same FRC rate as a 10,000 square foot mansion with a swimming pool, so the sooner the Department can get those FRC amendments to the Board, the better.

**Board member Hull moved to receive and approve Manager’s Report No. 24-12 as it relates only to the DOW’s Financial Statements, seconded by Ms. Simonton; with no objections, motion carried with 4 Ayes.**

**Board member Hull moved to defer the remainder of Manager’s Report No. 24-12 as it relates to the DOW’s independent Auditor’s Report, seconded by Ms. Simonton; with no objections, motion carried with 4 Ayes.**

## **STAFF REPORTS**

1. Fiscal:
  - a. Monthly dashboard
  - b. Budget Report for February 2024

Waterworks Controller Renee Yado provided an overview of the Monthly dashboard and Budget Report for February 2024. Board member Hull referenced the hazard pay arbitration issues on Maui and asked if the department is monitoring that and setting aside some funds in anticipation of that arbitration being granted. Ms. Yadao stated they are aware of it but are not aware of the liability and how much DOW would end up paying and have not set anything aside yet. However, Fiscal is aware and will pay out whatever we may owe.

## 2. Operations – Monthly dashboard

Chief of Operations Ryan Smith provided an overview of the Monthly dashboard submitted highlighting that they will be interviewing a Pipefitter Helper in early April. The Hanapepe-Eleele transponder change-out is complete and 3,840 meters should be arriving in about 3 weeks.

## 3. Engineering – Monthly dashboard

Engineering Division Head Jason Kagimoto provided an overview of the Monthly dashboard submitted, noting that overtime continues to increase due to the amount of projects and existing manpower shortages. He provided a summary of the CIP Project highlights and Water Resources and Planning Project updates. Mr. Kagimoto pointed out that Engineering has quite a lot of work to coordinate with updating the Water Use and Development Plan, the Water Systems Improvement Plan, and the Lead and Copper Rule Revisions all during the same time frame. It is a huge team effort involving all divisions and the assistance is greatly appreciated.

Board member Hull asked for clarification on the UH CTAHR Experimental Station tank. Mr. Kagimoto explained that the tank is located at UH's Experimental facility that is part of their Tropical Agricultural program to study invasive species, environmental management, etc. It's a project that has been 20 years in the making and is a big community need.

In response to Chair Shigemoto, Mr. Kagimoto provided information on what the field work for the Lead and Copper Rule Revisions entails.

### Administration:

#### a. Monthly dashboard

Manager Tait provided an overview of the Monthly dashboard submitted, noting that Administration continues to operate at 50% staffing with priority being given to Engineering and Operations for assisting with critical projects.

#### b. Public Relations – updates on Public Notices & Announcements, Community Outreach & Education, and Upcoming Events

Public Information Specialist Ani Turner provided an overview of the PR Report submitted and a brief update on PR activities. She highlighted that the Department participated in career day at King Kaumualii Elementary School. The Operations division brought over some of their heavy equipment to showcase job duties of Pipefitters and Heavy Equipment Operators, showing the kids how they find pipes underground, how to listen for water underground, etc. They discussed with the 4<sup>th</sup> graders the potential careers at the Department of Water. Some of the questions from the 4<sup>th</sup> graders were what the salaries are, what are the benefits and what is required to obtain those jobs. The Operations division had a great time engaging with the kids and Principal Jason Yoshida was very grateful for DOW's participation. DOW provided County HR with over 800 giveaway items with DOW's logo for participation in the Annual Waimea Town Celebration. We are in the middle of Fix-A-Leak week where we encourage homeowners to hunt for leaks indoors and in their irrigations systems. A facilitator training was put on by the State Coordinator for Project Wet, which resulted in 6 new Project Wet facilitators being certified.

In response to Chair Shigemoto, Ms. Turner further explained that Water Sense is a federal program and a toilet or any product with a Water Sense label indicates that it meets Water Sense standards that will save over 20% of water when used. Ms. Turner also stated that they the Department tries to be a part of career days for all grades to engage with the community, for staff to showcase what they

do, and to allow the students to participate in hand-on activities. The students really enjoy the Operations division presentations because it involves the big machines. They also go to the high schools to showcase the variety of jobs that are available at the Department of Water, not all of which require attending a 4-year college.

c. Human Resources – updates on Personnel Vacancies

d. Information Technology – Monthly update

Information Technology Manager Wayne Takabayashi provided an update on the IT Corrective Action Plan explaining what the different colored text signifies.

4. Manager and Chief Engineer – Required communications to the Board, and update of Department activities

Manager Tait noted the recent loss of a DOW team member who passed away in an automobile accident. It continues to be a tough time for the staff.

The suggestion program that was recently revamped and reinstated has delivered about 13 suggestions in the last couple of months, most of which revolved around efficiency and communication.

Cartegraph training has been completed which will transform the Department in database asset management, and we have completed days of CPR training.

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

1. Quarterly Updates

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

1. CIP Update

2. Discussion and Possible Action on Department of Water’s DRAFT Proposed Operating and Capital Budgets for FY 2024-2025

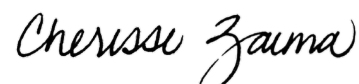
**EXECUTIVE SESSION:**

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**

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,



Cherisse Zaima  
Commission Support Clerk