



Requirements to Testify at Water Board Meetings

(Board Meetings are scheduled the 2nd Thursday of each month, but may be subject to change; therefore, please verify with staff on the Board Meeting dates or check our website at kauaiwater.org under Board Meetings/Agendas)

- I. Written requests to testify at Water Board Meetings and supporting information are due by the 15th of each month in order to be on the following month's Board Meeting Agenda. Anything that comes after the 15th will automatically be on the following month's Board Meeting Agenda. *This enables the DOW staff to have ample time to research a request and compile a written Board Report for the Board Meeting Agenda that is sent to the Board Members ahead of the Board Meeting date. It also gives some time to research the matter to see if the request could be instead resolved at departmental level.*
 - A. State in detail specifically what project or matter you will be testifying about.
 1. Project Name(s)
 2. Project Tax Map Key No.
 3. State the background of the project.
 4. State the requested outcome.
 5. Attach any type of written supporting information that would help to clarify your request (documentation, maps, etc.)
 - B. Note that the written request submitted to testify at a Board Meeting needs to be the basis of the testimony at the Board Meeting. Staff will do research based on the initial written request and submit a written report to the Board. If there are any situation changes, please inform the DOW and the request will be deferred.
 - C. Supporting Information
 1. All backup submittals also need to all be submitted with the request to testify by the 15th of the month in order to be on the following month's Board Meeting Agenda.
 - a. If any backup submittals are submitted after the 15th of the month or at the Water Board Meeting, the request will be automatically deferred to the following Board Meeting.
 - b. This is to ensure that the Board and DOW staff have ample time to review the submittals and possibly do more needed research.
 2. If an agenda item is deferred to the next Board Meeting and the applicant needs or wants to submit additional information to the Board, the information shall be submitted at least two weeks prior to the next Board Meeting.
- II. You will be notified by phone to confirm your request to testify and to inform you at which Board Meeting you would be able to address the Board. For any questions, please call the Water Board Secretary at 245-5408.