

MINUTES
BOARD OF WATER SUPPLY
June 24, 2021

The Board of Water Supply, County of Kaua‘i, met in regular meeting **via remote** in Lihu'e on Thursday, May 20, 2021. Vice Chair Kurt Akamine called the meeting to order at 10:02 a.m. The following Board members were present:

BOARD: Ms. Julie Simonton
Mr. Lawrence Dill
Mr. Troy Tanigawa
Mr. Elesther Calipjo

EXCUSED: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Mr. Ka'aina Hull

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

STAFF: Manager & Chief Engineer Mark Knoff
Deputy Manager-Engineer Judith Hayducsko
Mr. Steven Kyono, Board Advisor
Mr. Valentino Reyna
Mrs. Jonell Kaohelaulii
Mrs. Mary-jane Akuna
Mr. Marcelino Soliz
Mr. Jaspreet Banwait
Mr. Michael Hinazumi
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, July 22, 2021 – 10:00 a.m. via Tele-Conference

There were five (5) callers from the public who joined in the meeting.

APPROVAL OF AGENDA

Board Member Dill moved to approve the Agenda; seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

APPROVAL OF MEETING MINUTES

a) Regular Board Meeting – May 20, 2021

Board Member Dill moved to approve the Regular Board Meeting minutes of May 20, 2021 seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

PUBLIC TESTIMONY

There were no registered testimonies received by email or by phone.

During the beginning of the meeting, there were five (5) callers from the public who joined in the meeting.

After the correspondence agenda item, the department had (eleven) 11 callers attend the meeting via teleconference, all attendees were silent.

CORRESPONDENCE

1. The Department received correspondence from Mr. Allan Reitow, Field Representative from the Nature Conservancy for the Kauai Watershed Alliance presenting the KWA progress report.

Presentation was made by the following:

Chipper Wichman, President National Tropical Botanical Garden

Allan Rietow, Field Representative The Nature Conservancy

Lucas Behnke, Director Kauai Terrestrial Program

The alliance also shared a brief thank you provided by Kaua`i Alliance Member, Mr. Arryl Kaneshiro.

“I was hoping to make this meeting but need to attend the Kauai Police Departments 94th Police Recruit Class Graduation. I wanted to personally thank the Department of Water and the Board for their continuous support of the Kauai Watershed Alliance. I have been a part of KWA for approximately 12 years and have been fortunate to see many of our projects and priorities materialize with the help of your funding. Thank you again for all of the support.” – Arryl Kaneshiro

OLD BUSINESS

CONSENT CALENDAR

1. Manager’s Report No. 21-26 Discussion and Possible Action on Proposed Board Policy Board Policy 1, Health and Safety
2. Manager’s Report No. 21-27 Discussion and Possible Action to Rescind Board Policy Board Policy 5, Subdivision Approval
3. Manager’s Report No. 21-28 Discussion and Possible Action to Rescind Board Policy Board Policy 6, Mainline Extension Plan – Engineering Costs
4. Manager’s Report No. 21-29 Discussion and Possible Action to Rescind Board Policy Board Policy 7, Water for Contract Construction of Water Projects
5. Manager’s Report No. 21-30 Discussion and Possible Action on Proposed Board Policy Board Policy 9, Meter Reading, and Rendering of Bills
6. Manager’s Report No. 21-31 Discussion and Possible Action on Proposed Board Policy Board Policy 16, Reports - Out-of-State Travel
7. Manager’s Report No. 21-32 Discussion and Possible Action on Proposed Board Policy Board Policy 17, Payment of Communication Devices
8. Manager’s Report No. 21-33 Discussion and Possible Action on Proposed Board Policy Board Policy 22, Budget and Contract Award Process

Manager Knoff gave a brief explanation on these board policies. The recommendation were to rescind Board Policies 5, 6 and 7 while Board Policies 1, 9, 16, 17 and 22 included proposed amendments for the Board’s consideration.

Board Member Dill moved to approve Manager’s Report No. 21-26 Discussion and Possible Action on Proposed Board Policy Board Policy 1, Health and Safety, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

Board Member Dill moved to approve Manager’s Report No. 21-27 Discussion and Possible Action to Rescind Board Policy Board Policy 5, Subdivision Approval, Health and Safety, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

Board Member Dill moved to approve Manager's Report No. 21-28 Discussion and Possible Action to Rescind Board Policy Board Policy 6, Mainline Extension Plan – Engineering Costs, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

Board Member Dill moved to approve Manager's Report No. 21-29 Discussion and Possible Action to Rescind Board Policy Board Policy 7, Water for Contract Construction of Water Projects.

Board Member Dill moved to approve Manager's Report No. 21-30 Discussion and Possible Action on Proposed Board Policy Board Policy 9, Meter Reading, and Rendering of Bills.

Board Member Dill moved to approve Manager's Report No. 21-31 Discussion and Possible Action on Proposed Board Policy Board Policy 16, Reports - Out-of-State Travel, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

Board Member Dill moved to approve Manager's Report No. 21-32 Discussion and Possible Action on Proposed Board Policy Board Policy 17, Payment of Communication Devices, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

Board Member Dill moved to approve Manager's Report No. 21-33 Discussion and Possible Action on Proposed Board Policy Board Policy 22, Budget and Contract Award Process, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

NEW BUSINESS:

1. Manager's Report No. 21-34 - Discussion and Possible Action for Indemnification for PaperCut for HP software and hardware between the Board of Water Supply, County of Kaua'i and Xerox

Board Member Dill moved to approve Manager's Report No. 21-34 Discussion and Possible Action for Indemnification for PaperCut for HP software and hardware between the Board of Water Supply, County of Kaua'i and Xerox, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

2. Manager's Report No. 21-35 - Discussion and Possible Action for Indemnification for PaperCut for Xerox and Ricoh software and hardware between the Board of Water Supply, County of Kaua'i and Xerox

Board Member Hull moved to approve Manager's Report No. 21-35 Discussion and Possible Action for Indemnification for PaperCut for Xerox and Ricoh software and hardware between the Board of Water Supply, County of Kaua'i and Xerox, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

3. Manager's Report No. 21-36 – Discussion and Possible Action to Approve a Capital Expenditure to Replace the Batteries in the 2011 Nissan Leaf SV in the amount of \$11,020.45

DISCUSSION:

Larry inquired if this quote includes the cost of battery disposal. Manager Knoff responded, yes. The battery is returned to the dealer for proper disposal.

Board Member Dill moved to approve Manager's Report No. 21-36, Discussion and Possible Action to Approve a Capital Expenditure to Replace the Batteries in the 2011 Nissan Leaf SV in the amount of \$11,020.45 seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

4. Manager's Report No. 21-37 - Discussion and Possible Action on the Fourth Amendment to Contract No. 651, 2019-PROF-1, A.1 Special Counsel Services with Ashford & Wriston, LLP in the amount of \$40,000.00

Board Member Dill moved to approve Manager's Report No. 21-37 Discussion and Possible Action on the Fourth Amendment to Contract No. 651, 2019-PROF-1, A.1 Special Counsel Services with Ashford & Wriston, LLP in the amount of \$40,000.00, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

5. Manager's Report No. 21-38 - Discussion and Possible Action on the Department of Water's Organizational Restructuring and Converting Administrative Position

Board Member Dill moved to approve Manager's Report No. 21-38 Discussion and Possible Action on the Department of Water's Organizational Restructuring and Converting Administrative Position, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

STAFF REPORTS:

1. Statement of Revenues and Expenditures
 - a. May Monthly Summary Budget
 - b. Accounts Receivable Aging Summary
2. Public Relations Activities
3. Operational Activities
4. Manager and Chief Engineer

DUSCUSSION:

Board member Simonton recommended that Manager Knoff work with the Deputy County Attorney to draft a proposal on a policy to allow the Manager to provide legislative testimony.

Board member Dill agreed with Ms. Simonton's recommendation and added that understands that there is a small timeframe in submitting testimonies and is okay if the Manager receives adequate consultation with the Chair before submitting testimony. He is also open to discussing this further into detail as an agenda item when appropriate.

All reports received.

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

1. Board Policy – Delegation to the Manager for Legislative Actions
2. Budget Resolution for the acceptance and expenditure of grant monies from the State of Hawaii Appropriations Act of 2019 – ACT 40, SLH 2019 in the amount of \$ 4,500,000.00 for the following projects:
 - Kalaheo-Lawai-Omao Water System
 - Kilauea Water System
 - Waimea-Kekaha Water System
3. Budget Resolution for the acceptance and expenditure of grant monies from the State of Hawaii Appropriations Act of 2020 – ACT 6, SLH 2020 in the amount of \$ 9,500,000.00 for the following projects:
 - Kalaheo-Lawai-Omao Water System
 - Kilauea Water System
 - Waimea-Kekaha Water System

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Department of Water’s Supplemental Budget for Fiscal Year 2022 (*August*)
2. Discussion and Possible Action to establish Fiscal Policies and Procedures
3. Manager’s Report No. 17-29 - Discussion and Possible Action on the Financial Management Planning and Water Rate Study for the Department of Water for Fiscal Year 2022 through Fiscal Year 2026
4. Department of Water Performance Audit
5. Baseyard Master Plan Workshop

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).

There was no executive session held during this meeting.

ADJOURNMENT

Board Member Tanigawa moved to Adjourn the Regular Board meeting at 11:30 a.m., seconded by Mr. Dill, with no objections, motion carried with 4 Ayes.

Respectfully submitted,

Mary-jane Akuna

Mary-jane Akuna
Private Secretary

Approved,

Julie

Julie Simonton
Secretary, Board of Water Supply

Signature: 

Email: makuna@kauaiwater.org

Signature: 
Julie Simonton (Jul 29, 2021 14:19 HST)

Email: jsimonton@kauaiwater.org

06-24-21 RBM Minutes - Final

Final Audit Report

2021-07-30

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