

MINUTES
BOARD OF WATER SUPPLY
Thursday, September 23, 2021

The Board of Water Supply, County of Kaua‘i, met in a regular meeting **via remote** in Līhu'e on Thursday, September 23, 2021. Chairman Gregory Kamm called the meeting to order at 10:08 a.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair (entered at 11:03 a.m.)*
Mr. Kaaina Hull
Ms. Julie Simonton
Mr. Troy Tanigawa

EXCUSED: Mr. Lester Calipjo
Mr. Lawrence Dill

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

STAFF: Manager & Chief Engineer Mark Knoff
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Mr. Michael Hinazumi
Mrs. Jonell Kaohelaulii
Mr. Valentino Reyna
Mr. Marcelino Soliz
Ms. Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, October 21, 2021 – 10:00 a.m. via Tele-Conference

Prior to the approval of the agenda, Chair Kamm requested that Item 2 under New Business, Discussion and Adoption of Resolution No. 22-04 Farewell to Keith Aoki, be moved to the beginning of the meeting.

APPROVAL OF AGENDA

Board member Simonton moved to approve the agenda, as amended, to take Item 2 under New Business as the first item on the agenda, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

NEW BUSINESS:

2. Manager’s Report No. 22-26 Discussion and Adoption of Resolution No. 22-04 Farewell to Keith Aoki (Retiree), Civil Engineer VI, Engineering Division

Manager Knoff read Resolution No. 22-04 into the record, followed by presentation of the resolution.

Board member Hull moved to approve Manager's Report No. 22-26, seconded by Troy Tanigawa; with no objections, motion carried with 4 Ayes.

APPROVAL OF MEETING MINUTES

1. Special Board Meeting – August 16, 2021 (1:30 p.m.)
2. Special Board Meeting – August 16, 2021 (2:00 p.m.)
3. Executive Session Meeting – August 16, 2021
4. Regular Board Meeting – August 26, 2021
5. Executive Session Meeting – August 26, 2021
6. Regular Board Meeting – August 30, 2021 (continued from August 26, 2021)
7. Executive Session Meeting – August 30, 2021 (continued from August 26, 2021)

Board Member Hull moved to approve Board Meeting minutes 1 through 7, seconded by Mr. Hull; with no objections, motion carried with 6 Ayes.

PUBLIC TESTIMONY

There was one (1) registered testimony received via email. Mr. Tristan Gonzales of Goodfellow Bros. read his email testimony into the record (on file).

There were three (3) callers from the public who joined in the meeting.

CORRESPONDENCE

1. From Tristan Gonzales, Kaua'i Assistant Regional Manager, Goodfellow Bros. re: Contractor Pay Application Approval Process, Change Order Requests and Response, Request for Equitable Adjustment

CONSENT CALENDAR

1. Manager's Report No. 22-20 Discussion and Possible Action on Proposed Changes to Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement
2. Manager's Report No. 22-21 Discussion and Possible Action on Proposed Changes to Board Policy 28, Inter-Fund Transfer
3. Manager's Report No. 22-22 Discussion and Possible Action on Proposed Changes to Board Policy 29, Categorization & Funding of Capital Projects
4. Manager's Report No. 22-23 Discussion and Possible Action on Proposed Changes to Board Policy 30, Delegation of Responsibility for Rights of Entry
5. Manager's Report No. 22-24 Discussion and Possible Action on Proposed Changes to Board Policy 31, Reserve Fund

Manager Knoff explained that these are existing policies that have been revised for form and clarification, and to remove any redundancies; there are no substantive changes to these policies.

Board member Hull moved to approve Consent Calendar items 1 through 5, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

NEW BUSINESS

1. Manager's Report No. 22-25 Discussion and Possible Action on a Memorandum of Understanding between the Employees Retirement System of the State of Hawai'i and the Department of Water, County of Kaua'i for the Governmental Accounting Standards Board

Statement No. 68, “Accounting and Financial Reporting for Pensions” Financial Statement for FY Ending June 2021 through 2026

Manager Knoff explained that there is a new ERS requirement to gather accounting and financial reporting for pensions by state and government employees. To comply with this, the Department will be partnering with other organizations in order to reduce costs. This MOU will substantially reduce department fees and will eliminate the need for the department to go out and procure these services. Overall, it is a much more cost-effective and efficient way to collect the information the department is required to report.

Board member Tanigawa moved to approve Manager’s Report No. 22-25, seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.

STAFF REPORTS

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

Assistant Waterworks Controller Marcelino Soliz provided a summary of the Fiscal report.

2. Public Relations Activities

Information and Educational Specialist Jonell Kaohelaulii provided a summary of the Public Relations report.

3. Operational Activities

Chief of Water Operations Val Reyna provided a summary of the Operations report submitted.

4. Manager and Chief Engineer

Manager Mark Knoff provided a summary of the Manager’s Update submitted.

TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETINGS

1. Discussion and Possible Action on Proposed Board Policies
2. Quarterly Staff reports (Engineering, Water Quality, I.T., County Attorney)

Manager Knoff noted that there are four (4) Board Policies that have not yet been evaluated, but once they have gone through these last four, all of the policies will have been updated and the Board can start the next calendar year with a clean slate of policies.

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. 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
2. Department of Water Performance Audit
3. Baseyard Master Plan Workshop

Chair Kamm noted that the Baseyard Master Plan Workshop has been on the agenda long before he was on the Board and asked whether that was actually going to happen. Manager Knoff stated that he is aware that a master plan has been put together, but it’s more of a look at future

planning for what facilities and resources the organization will need based on the number of personnel and how operations are conducted. Workshop may not be the correct term for it.

Vice Chair Akamine entered the meeting at 11:02 a.m.

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 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 Recruitment Incentives for the Manager and Chief Engineer position.
2. 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 correspondence from Goodfellow Bros. regarding Contractor Pay Application Approval Process, Change Order Requests and Response, Request for Equitable Adjustment.

Vice Chair moved to go into executive session, and to invite the Manager and Chief Engineer to participate as a resource, seconded by Mr. Hull; with no objections, motion carried with 5 Ayes.

The board resumed in open session at 11:45 a.m.

Vice Chair Akamine moved to ratify actions taken in Executive Session, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

ADJOURNMENT

Board member Simonton moved to adjourn the Regular Board meeting at 11:47 a.m., seconded by Mr. Hull; with no objections, motion carried 5:0.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton

Julie Simonton (Oct 27, 2021 07:29 HST)

Julie Simonton
Secretary, Board of Water Supply

09-23-21 RBM Minutes (Open Session) DRAFT

Final Audit Report

2021-10-27

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