

MINUTES
BOARD OF WATER SUPPLY
March 25, 2021

The Board of Water Supply, County of Kaua‘i, met in regular meeting **via remote** in Līhu'e on Thursday, March 25, 2021. Chair 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*
Ms. Julie Simonton
Mr. Lawrence Dill
Mr. Ka'aina Hull
Mr. Troy Tanigawa (*joined @ approx. 10:25 a.m.*)
Mr. Elesther Calipjo

EXCUSED: None

Quorum was achieved with **6** members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Mr. Steve Kyono, Board Advisor
Mrs. Jonell Kaohelauii
Mrs. Marites Yano
Deputy County Attorney Mahealani M. Krafft
Mr. Jason Fujinaka
Ms. Jenny Paleracio
Mrs. Peggy Yoshioka

Mr. Carl Arume
Mr. Valentino Reyna
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Mr. Lenny Camat
Mrs. Amy Kitosuka
Mrs. Kristl Castillo-Gray

ANNOUNCEMENTS

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

APPROVAL OF AGENDA

Ms. Simonton moved to approve the Agenda; seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

APPROVAL OF MEETING MINUTES

a) Regular Board Meeting – February 25, 2021

Ms. Simonton moved to approve the Regular Board Meeting minutes of February 25, 2021; seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

b) Executive Session – February 25, 2021

Ms. Simonton moved to approve the Executive Session minutes of February 25, 2021; seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

PUBLIC TESTIMONY

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

CORRESPONDENCE

1. There were no correspondence received by email or by phone.

OLD BUSINESS

NEW BUSINESS

1. Manager’s Report No. 21-19 – Discussion and Adoption of Resolution No. 21-03 (3/21), Employee of the Year, Lenny Camat, Operations Division

Mr. Dill moved to approve Manager’s Report No. 21-19; seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.

2. Manager's Report No. 21-20 – Discussion and Adoption of Resolution No. 21-04 (3/21), Employee of the Year, Amy Kiyotsuka, Operations Division

Mr. Dill moved to approve Manager's Report No. 21-20; seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.

3. Resolution NO. 21-05 (3/21), Farewell to Edith "Edie" Ignacio Neumiller (Retiree), Commission Support Clerk, Administration Division

Mr. Dill moved to approve Resolution No. 21-05; seconded by Ms. Simonton; with no objections, motion carried with 7 Ayes.

4. Draft Budget for Fiscal Year 2021-2022
 - a) Fiscal Year 2021-2022 – Draft Operating Budget
 - b) Fiscal Year 2021-2022 – Draft Capital Outlay Budget

Mr. Dill asked that this be presented by the DOW's Waterworks Controller, Ms. Marites Yano and recommends passing this item to the Finance Committee.

Marites Yano gave a brief overview of the DOW's proposed budget and pointed out a few of the highlights such as the different funding, the decline in the comparative water usage as well as the estimated state grants based on the encumbrance of the DOW's projects.

Overall, the DOW's projected revenue is \$43.6 million for fiscal year 2021-2022.

Mr. Dill motioned to move the proposed Fiscal Year 2021-2022 operating and capital outlay budgeted to the finance committee for review and recommendation; seconded by Ms. Simonton; with no objections, motion was carried with 7 ayes.

STAFF REPORTS:

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

Mr. Dill had a question on page 194, the DOW's Monthly Budget Summary vs. Actual as of 2/28/2021. The numbers for non-operating revenue are unusual. Tess explained that federal grants, contributions, and state grants are based on the completion of the project. The discrepancy is because the DOW has not received all the funds until there is a submittal for reimbursement.

Mr. Dill asked if this will be closed at the end of the fiscal year. Ms. Yano replied no, because some of the projects are still in progress.

2. Public Relations Activities

3. Operational Activities

The DOW reported 1,175,353 million gallons on non-revenue water due to flushing and reported leaks for this month. Mr. Reyna pointed out that the incident on Kahuna Road was one of them and was also a headline in the local newspaper. Mr. Reyna gave kudos to the DOW employees who did not give up in fining the leak.

Mr. Reyna also reported that Operations' overtime increased 10% which is the highest since 2016.

Mr. Dill inquired on the leak on Kahuna Road and if Mr. Reyna would recommend any training or equipment that is needed to locate leaks such as these.

Mr. Reyna explained that the DOW is adequately supplied with leak detection equipment. The Kahuna Road experience gave the Operations' team the opportunity to learn from their mistakes and predetermined intuitions.

4. Manager and Chief Engineer

Mr. Dill inquired if there is a policy for the department to submit testimony or delegating the Manager to do this.

Manager Knoff explained that the Mayor's office receives a copy of the DOW' testimony.

In addition to the Manager and Chief Engineer's reports, Mark spoke about changes in the structure of the windows for customer service on the ground floor of the DOW office as well as his plans to do something similar upstairs on the Administration floor.

All reports received.

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Department of Water Performance Audit (Update)
2. Table of Organization Workshop
3. Discussion and Possible Action to establish Fiscal Policies and Procedures
4. Baseyard Master Plan Workshop
5. Report of the Finance Committee of the Kaua'i County Board of Water Supply (April 2021)
Draft Budget for Fiscal Year 2021-2022
 - a. Fiscal Year 2021 - 2022 – Draft Operating Budget
 - b. Fiscal Year 2021 - 2022 – Draft Capital Outlay Budget

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

Ms. Simonton moved to Adjourn the Regular Board meeting at 11:20 a.m., seconded by Mr. Dill, with no objections, motion carried with 7 Ayes.

Respectfully submitted,



Mary-jane Akuna
Private Secretary

Approved,



Julie Simonton (Apr 28, 2021 13:00 HST)

Julie Simonton
Secretary, Board of Water Supply






RBM 3-25-21 Final

Final Audit Report

2021-04-28

Created:	2021-04-28
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