

MINUTES
BOARD OF WATER SUPPLY
Thursday, November 17, 2022

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, November 17, 2022. Chair Julie Simonton called the meeting to order at 9:37 a.m. The following Board members were present:

BOARD:

Ms. Julie Simonton, *Chair*
Mr. Gregory Kamm, *Vice Chair*
Mr. Tom Shigemoto
Mr. Ka'aina Hull

EXCUSED:

Mr. Kurt Akamine
Mr. Larry Dill

Quorum was achieved with 4 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, December 15, 2022 – 9:30 a.m.

APPROVAL OF AGENDA

The agenda was approved with no objections.

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – October 27, 2022
2. Executive Session – October 27, 2022

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

No public testimony was received.

NEW BUSINESS

1. *Manager's Report No. 23-06* Discussion and Possible Action to approve the right-of-entry agreement from Paul R. Cassidy, Jr. and Carroll S. Taylor, Co-Trustees under the Will and of the Estate of Mary N. Lucas; TMK: (4) 5-2-021:022, Kilauea, Kauai, Hawaii

Program Management Officer Scott Suga provided an overview of Manager's Report No. 23-06 that was submitted.

Board member Shigemoto moved to approve Manager's Report No. 23-06, seconded by Mr. Kamm; with no objections, motion carried with 4 Ayes.

2. *Manager's Report No. 23-07* Discussion and Possible Action on a Determination pursuant to Hawaii Revised Statutes Ch. 201M; the Repeal of Part 1, Rules of Administrative Practice and Procedure, Section III Officers and Their Duties, subsection 1 Chairperson, paragraph b, subparagraph 2; the Repeal of Part 1, Rules of Administrative Practice and Procedure, Section III Officers and Their Duties, subsection 3 Secretary, paragraphs b, c. and d; and confirmation that the administrative functions covered in these Rules are delegated to and shall remain with Department personnel.

Deputy County Attorney Mahealani Krafft stated that this is proposed for action in December noting that though a public hearing notice is not required under HRS §91-3, this will allow the public a month's time to review and provided testimony. She provided an overview of the proposed rule repeals listed in Manager's Report No. 23-06, which she noted are to remove unnecessary actions not required by Sunshine Law, and to remove some of the duties listed under Board Secretary which are currently being done by the Department's Commission Support Clerk.

Board member Shigemoto moved to defer Manager's report No. 23-06 to the December 15, 2022 meeting, seconded by Mr. Kamm; with no objections, motion carried with 4 Ayes.

3. *Manager's Report No. 23-08 Discussion and Possible Action on Manager and Chief Engineer's Proposed Goals for 2023*
 - a. Review and Discussion

Manager Joe Tait stated that these are for the board's review and consideration between now and the next meeting to provide opinions and suggestions, similar to what was done last year. Based upon the Board's feedback, he will adjust and finalize these goals for review and possible approval at the next meeting.

Board member Hull stated that over the next few years he wants to see the Manager take steps to address the island's infrastructure crisis especially in the Lihue area through facility improvements and policy changes.

In response to Manager's Tait's mention of the Department's Water System Investment Plan that has been recently implemented, Ms. Simonton expressed the importance of ensuring our data is accurate and comprehensive. She commented that she has experience with hydraulic water modeling and is excited that the Department is moving in that direction as it will tell them a lot about their system.

Board member Hull moved to defer Manager's Report No. 23-09 to the December 15, 2022 meeting, seconded by Mr. Shigemoto; with no objections, motion carried with 4 Ayes.

4. *Election of Board Officers for 2023:*
 - b. Chair, Vice Chair and Secretary
 - c. Rules Committee Chair and members
 - d. Finance Committee Chair and members

Board member Hull moved to elect Kurt Akamine as Chair, Julie Simonton as Vice Chair, and Tom Shigemoto as Secretary of the Board for 2023; and to elect Ka'aina Hull as Chair of the Rules Committee with Mr. Tanigawa and Ms. Simonton as members; and to elect Larry Dill as Chair of the Finance Committee with Ka'aina Hull and Tom Shigemoto as members, seconded by Mr. Shigemoto; with no objections, motion carried with 4 Ayes.

STAFF REPORTS

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

Assistant Waterworks Controller Marcelino Soliz provided an overview of the October Fiscal Report submitted. Manager Tait asked that future reports include comparisons for pre-Covid meter consumption

2. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education, Upcoming Events, and Project WET

Information Specialist Terrilyn Amorin provided an overview of the Public Relations report submitted. Board member Shigemoto praised the Department for receiving the EPA WaterSense Excellence Award for two consecutive years. Manager Tait added that very few utilities in the country receive multiple awards in the same category, explaining that it's nationally recognized by the government.

3. Operational Activities – Monthly service dashboard & highlights, Monthly comparison of water produced, customer meter read, and water loss

Chief of Operations Val Reyna provided an overview of the Operations Report submitted highlighting October's non-revenue water was lower than the previous month. He also noted that the Koloa Well A Replacement has received 3 bids and they will be requesting additional funds for this well at a future board meeting. Board member Shigemoto asked approximately how much more funds with they be requesting to which Mr. Reyna replied about \$170,000.

Vice Chair Kamm if it would make sense to purchase and store replacement pumps or motors. Mr. Reyna explained that if they store them long-term, by the time they need them they could be obsolete. Also, there is a lack of warehouse space in which to store these large parts. Mr. Shigemoto asked if the Department has emergency generators in the event a pump goes down to which Mr. Reyna replied yes. He added that they have been replacing the emergency generators regularly which are trailer-mounted and can be transported where-needed, as-needed. Manager Tait noted that DOW has assisted with loaning emergency generators to the Department of Public Works.

In response to Chair Simonton, Mr. Reyna stated that the Fuel Master system that is replacing the GasBoy is moving forward and its set to be installed sometime in December or January.

4. Manager and Chief Engineer – update on monthly activities, personnel matters, and required communications to the Board

Manager Joe Tait thanked Terrilyn and Jonell for handling the details of the memorial service luncheon held on November 7 for several members of our DOW 'ohana that recently passed away. Planning Department and Mayor's office staff attended as many of them worked with DOW family member, Ferdinand Mariano.

Marcelino Soliz has accepted the position of Program Manager for the meter replacement program as he is familiar with the billing issues as a result of the meter failures as well as his familiarity with the inventory and recurring shipping issues along with processing the payments for the purchasing of the meters.

Manager Tait noted that of great concern is the shortage of staff in engineering and fiscal though they have recently made some hires in Operations.

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

1. Discussion and Possible Action on Manager and Chief Engineer Goals for Calendar Year 2023

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

2. DOW Draft Audit Financial Statements and Independent Auditor’s Report for Fiscal Year Ending 2022
3. Update regarding DOW’s Water System Investment Plan
4. Report from Manager and Chief Engineer – Manager’s DOW Performance Audit
5. Updates on various DOW Programs identified in December, 2021-22

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 Hawaii Revised Statutes §92-4 and §92-5(a)(4) the purpose of this Executive Session is 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:

KIA`I WAI O WAI`ALE`ALE v. DEPARTMENT OF WATER, COUNTY OF KAUA`I, Civ. No.5CC 18-1-0063 and SCAP 20-000487

2. Pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(2) the purpose of this Executive Session is to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held:

Annual Job Performance Evaluation for the Manager and Chief Engineer

The Board invited Manager Tait into Executive Session as a resource for Item 1., and to be called back in for Item 2 following Board discussion.

The Board entered into Executive Session at 10:34 a.m.

The Board resumed in open session at 11:38 a.m.

ADJOURNMENT

The meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk

Approved,

kurt akamine
kurt akamine (Dec 20, 2022 14:00 HST)

Kurt Akamine
Secretary, Board of Water Supply

11-17-22 RBM Open Session Minutes

Final Audit Report

2022-12-21

Created:	2022-12-19
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