

MINUTES
BOARD OF WATER SUPPLY
Thursday, April 20, 2023

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, April 20, 2023. Chair Kurt Akamine called the meeting to order at 9:36 a.m. The following Board members were present:

Prior to the Call to Order, the Board welcomed new member Micah Finnila. Manager Tait introduced the newly selected Waterworks Controller, Renee Yadao.

BOARD:

Mr. Kurt Akamine, *Chair*
Ms. Julie Simonton, *Vice Chair*
Ms. Micah Finnila
Mr. Ka'aina Hull
Mr. Larry Dill
Mr. Troy Tanigawa

EXCUSED:

Mr. Tom Shigemoto

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

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, May 18, 2023

APPROVAL OF AGENDA

The agenda was approved with no objections.

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – March 16, 2023
2. Executive Session – March 16, 2023

The meeting minutes were received for the record.

PUBLIC TESTIMONY

Remote public member Jackie Hanberg stated that in the minutes of a prior meeting there were plans to add a quarter-million-gallon tank in upper Wailua Homesteads and she was wondering if the residential unit limit will be increased upon completion of that tank. Chair Akamine thanked Ms. Hanberg for her question and noted that staff will obtain her contact information and provide a response.

NEW BUSINESS

1. *Manager's Report No. 23-27*: Discussion and Possible Action to execute an annual Use and Occupancy Permit No. 874 between the State of Hawai'i and the Board of Water Supply, County of Kaua'i for non-trenching maintenance, inspection and other uses and activities within the State Highway Right of Way, Kaua'i, Hawai'i.

Board member Simonton moved to defer Manager's Report No. 23-27 to the May 18, 2023 Regular meeting, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes. (Board member Dill recused)

2. Manager's Report No. 23-28: Discussion and Possible Action to execute the County of Kaua'i-Vehicle Registration Division, Statement of Fact Homemade Trailer form.

Assistant Chief of Operations Ryan Smith explained that this is not the first time they've made their own homemade trailer, but it is the first time since the Department of Motor Vehicles updated their forms in 2019. They added a new cause which requires Board approval.

Board member Simonton moved to approve Manager's Report No. 23-28, seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

3. Manager's Report No. 23-29: Discussion and Possible Action to Approve a Grant of Easement from TITL, Inc. dba Wailua Shopping Plaza TMK (4) 4-1-005:009

Project Management Officer Scott Suga provided a summary of Manager's Report No. 23-29.

Board member Dill moved to approve Manager's Report No. 23-29, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

4. Progress Update and Next Steps for the Kauai Water Use and Development Plan
(Information only; non-action item)

Acting Engineering Division Chief Jason Kagimoto provided an overview of what would be presented. Amanda Tanaka and Amanda Miyahara of Fukunaga and Associates provided a power point presentation outlining the Water Use and Development Plan background, objectives and key tasks, and next steps.

Board member Dill stated a significant amount of information for this plan would be included in the latest County General Plan update and asked Board member Hull what the date of the most recent update is and when is the next one anticipated. Mr. Hull stated that 2018 was the most recent update, and the General Plan time horizons fluctuate between 10 to 20 years. Mr. Dill noted that earlier in the presentation there was a focus on groundwater, but then surface water was touched on further into the presentation. He asked for elaboration on how they are including looking at surface water in this effort. Amanda stated that the source information for surface water should be coming from the Board of Water, but she understands that the staffing issues have resulted in that data being somewhat limited. Additionally, the agriculture demand projections should come from the Agriculture Water Use and Development Plan. Manager Tait clarified that they are unable to provide a regular, consistent update without all the necessary data. They compared the 2000 GP to the 2018 GP, but ideally everything would be coordinated, and information provided in the correct sequence.

Ms. Simonton asked once this gets finalized and adopted, how does this get used by the Board and the Department, noting this is a high-level overview and not a day-to-day tool. Amanda stated this will help to focus future efforts if there is an area that approaches the sensitive criteria mentioned. She mentioned the importance of the Planning Department being involved and noted they will be meeting with them as well.

Mr. Akamine asked when they anticipate this being ready for adoption. They are hoping to be done soon, noting they will be working on the immediate next steps of meeting with stakeholders, provide a briefing to CWRM and then hold public meetings. The goal for the pre-

final is the end of this year before going to CWRM for adoption. In response to Mr. Akamine, Amanda stated the stakeholders are people involved in important agriculture as well as landowners such as Grove Farm.

STAFF REPORTS

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

Information and Educational Specialist Jonell Kaohelaulii provided a summary of the PR staff report submitted. She highlighted that last month they coordinated their first Project Wet facilitator training for the year, which requires a mandatory 6-to-8-hour training period. She thanked the Project Wet Honolulu team in partnership with City & County of Honolulu Storm Water Branch, who enabled DOW to provide the first 3 hours of training online as well as send the Kauai team members to Honolulu to take advantage of the in-person training there.

2. Fiscal

- a. Monthly service dashboard
- b. Budget Report for March 2023

Accountant III Anne Parrot provided a brief overview of the monthly dashboard and Budget Report submitted. She noted that with the new County software they were unable to do accurate payroll entries, but Terri is working through it very quickly and they should be up to date next month. Manager Tait thanked Anne for including the recap of each division which helps the Board get a quick snapshot of how each division is doing. He commended Anne, Terri and Jonelle in Fiscal for the workload they've taken on without the assistance of the normal staffing numbers.

3. Operations – Monthly service dashboard and highlights

Chief of Operations Val Reyna provided an overview of the monthly service dashboard submitted, highlighting the leak detection deployment areas based on concerns raised at the last meeting regarding water loss. He noted that the loggers and correlators they installed detected leaks that had not surfaced which helped them identify leaks they would not have otherwise known about. Most of the losses are a result of those types of leaks that have not surfaced. Mr. Reyna also noted the Monthly Water Audit Chart is different this month as it no longer shows percentages for their water losses, but rather shows volume per connection. He added that they will likely be modifying their chart to correlate with CWRM's requirements in using the key performance indicators that CWRM, DOH, EPA, and AWWA is supporting.

Mr. Reyna stated he has been in contact with the CWRM coordinator who looked at comparisons statewide in all 4 counties; Kauai falls within the norm. Ms. Simonton stated she appreciates that they have started to chase the leaks.

Mr. Dill asked for clarification on what the number under Water loss for April 2022 represents to which Mr. Reyna stated it represents total systems gallons for that month. Mr. Dill then asked to clarify that the dollar amount below that corresponds to that loss. Mr. Reyna stated yes but pointed out that these losses are the simple differences between produced and billed, but non-revenue losses such as flushing, and leaks need to be considered.

4. Engineering – Monthly Service dashboard and highlights

Prior to the presentation of the monthly dashboard, Acting Engineering Division Chief Jason Kagimoto recognized one of the new advancements that recently occurred in Engineering. He noted that Regina Flores has recently obtained her Professional Engineering license and has been reallocated to a CE IV and has been pitching in to TA to the Water Resources and Planning Section Head. Mr. Kagimoto added that Engineering has helpful and supportive team members that do whatever is required to get things done.

Mr. Kagimoto noted that they were recently able to fill the Program Support Assistant I position and are looking to interview a Civil Engineer V within the Project Management Section as well as looking for a qualified candidate for the Water Microbiologist position. The overtime expenditures reflect the amount of work needed to be done with the limited staff they have.

They have not been able to adequately quantify the average response time for their various applications, permits and requests, but Mr. Kagimoto will be working with Regina to try and come up with a way to present the data to the Board. However, he noted that they have been able to keep up with the different customer requests, and Margie Mills has done an excellent job in taking the lead in getting a better database for our backflow and determining who should have backflows, or who have backflows that need to be tested.

Mr. Dill noted that they have completed twice as many building permits as they have received and asked to clarify that its due to the back log. Mr. Kagimoto explained that prior to the dashboards they were manually tracking the permits daily. The information in the dashboard shows 4 months of data for building permits completed; however, they do not include the data for the permits received in those 4 months because they were not previously keeping track of those. That is part of the reason the numbers are skewed, but it is also due to the fact that they are catching up.

5. Manager and Chief Engineer – administration monthly dashboard, update on monthly activities, and required communications to the Board

Manager Tait provided an overview of the monthly Administration service dashboard, noting that Admin. is about 40% vacant, but like Engineering many people are getting things done without worrying about their titles or rate of pay or duties. He takes responsibility for any overtime increases, adding that the objective is to achieve an adequate turnaround time for these projects and process and performance rather than worrying about who does what.

Ms. Finnilla commended the staff for stepping up and taking the time to help, noting the challenges with working on something that isn't necessarily your role. She asked that with the number of vacant positions we have, is there anyone assisting with the process and are they providing daily updates? Manager Tait stated that there have been extensive discussions over the last 18 months about the current hiring process DOW goes through with COK DHR. As an example, he discussed a recent recruitment that took 3 months to receive the candidates from COK DHR and took DOW only 4 days to interview and select. Mr. Akamine noted Ms. Finnilla's expertise with HR and feels it would be helpful for her to discuss with Joe some of those challenges and potential opportunities.

QUARTERLY REPORTS

1. Build America Bond – Statement of Expenditures

Accountant III Anne Parrot provided a summary of the BAB Statement that was submitted. She

2. Claims Settled by Department of Water

Deputy County Attorney stated no claims

3. Engineering – updates on quarterly accomplishments, Water Plan 2020 Construction Project status, and IDIQ service contracts

Acting Engineering Division Chief Jason Kagimoto provided an overview of the Quarterly Report submitted. Mr. Tanigawa asked what the period of performance is for the the Weke, Anae, Mahimahi and Hee main replacements contract to which Mr. Kagimoto stated groundwork will likely start during the 4th quarter of 2024. He noted that they have been coordinating with Public Works staff as well as State DOT staff.

4. Information Technology – updates of quarterly accomplishments, business process improvements, and IT issues and timelines

IT Manager Wayne Takabayashi provided an overview of the Quarterly Report submitted. Mr. Takabayashi introduced IT's new team member Scott Fujimoto who joined DOW in February. He noted that Scott has been able to address some issues that weren't addressed prior, and his expertise is with active directory, Windows user management and some network engineering.

Mr. Takabayashi discussed working with Public Works' Wastewater team to provide them with a consumption export that alleviates the need for them to manually enter their 600 customers. There are some minor issues that should be fixed quickly.

IT is looking at the different issues DOW experiences and ways to prevent those issues from recurring. Some of those issues have caused interdivisional friction so hopefully solving some of the problems will help remedy that as well.

Mr. Dill asked when the Great Plains issue will be resolved and whether the Board will receive timely information in order to do budget work for the next fiscal year. Mr. Takabayashi stated the 2 listed vendors eliminated themselves so they are in the process of looking for new vendors. Anne Parrot stated for clarification that the Great Plains issue should not affect the Board's formulation of the budget, but will be an issue when its time to input the budget in July.

Chair Akamine expressed appreciation for the work staff has done to make the reports useful to the Board, and acknowledged that there is a lot of work that staff needs to do to present this information in a way that makes sense.

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

1. Project Overview and Progress Update on the DOW's Water System Investment Plan

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

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 this agenda item:
2. Discussion on the Water Treatment and Delivery Agreement

The Board invited Manager Tait and Deputy Manager Michael Hinazumi into Executive Session as Resources

The Board entered into Executive Session at 11:13 a.m.

The Board resumed in open session at 11:49 a.m.

ADJOURNMENT

The meeting was adjourned at 11:49 p.m.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk