

MINUTES
BOARD OF WATER SUPPLY
Thursday June 15, 2023

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Lihu'e on Thursday, June 15, 2023. Chair Kurt Akamine called the meeting to order at 9:33 a.m. The following Board members were present:

BOARD:

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

EXCUSED:

Mr. Larry Dill
Ms. Micah Finnila
Mr. Tom Shigemoto

Quorum was achieved with 4 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, July 20, 2023

APPROVAL OF AGENDA

The agenda was approved with no objections.

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – May 19, 2023

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

None

NEW BUSINESS

1. *Manager's Report No. 23-31* Discussion and Possible Action on the Fourth Change Order to Contract No. 688, Job No. 17-10, WP2020 KW-07, Paua Valley Tank No. 1 Rehabilitation Project, Kekaha, Kaua'i, Hawai'i with Earthworks Pacific, Inc. for additional construction funding in the amount of \$32,899.55.

Board member Simonton moved to approve Manager's Report No. 23-31, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

STAFF REPORTS

1. Fiscal:
 - a. Updated Goals and Objectives
 - b. Monthly dashboard
 - c. Budget Report for May 2023

Waterworks Controller Renee Yadao provided an update on Fiscal's Goals and Objectives as well as a summary of the Fiscal Division Dashboard and Monthly Budget Report. She reported the recent hire of an Accountant IV, and a CSR I with the Assistant Waterworks Controller, Accountant II, and a summer intern to start on July 3. There are 3 unfilled positions: CSR I, Accountant II, and Account Clerk.

Ms. Yadao stated that current overall revenues are below budget; however, she noted that the previous budget was much more aggressive than what she would have budgeted for. The 2024 proposed budget is more in line with actual revenues. Manager Tait added that Ms. Yadao is making corrections to what was historically done, and working toward improvements moving forward.

2. Operations – Monthly dashboard

Assistant Chief of Operations Ryan Smith provided a summary of the Operations monthly dashboard, highlighting the addition of a new Pipefitter Helper in May and will have more interviews coming up in July. They also made a selection for Water Investigator I. Their current Water Service Investigator was able to do 24 leak investigations in May, 9 of which required additional investigation. Manager Tait added that similar to Fiscal, Operations is making great efforts to hire and recruit. Board member Hull commented that he is aware DOW has been having challenges with COK DHR and asked if they were able to resolve that. Manager Tait stated it's still a challenge, but they are doing the best they can. They are headed in the right direction, but the time it takes to go through the process is lengthy.

Vice-Chair Simonton recognized and expressed her appreciation and gratitude for all staff who haven't received their appropriate pay increases yet continue to work hard to keep the Department going.

3. Engineering – Monthly dashboard

Engineering Project Manager Scott Suga provided a summary of the Engineering monthly dashboard highlighting the progress of the Kukuilono Tank demo, Paua Tank Valley Rehab project, the Kalaheo Water Systems Improvement project, and the Kilauea MCC project. Engineering is still challenged with staffing, though they are currently in the process of hiring a Microbiologist and will have a summer intern. Finding Civil Engineers remains a challenge.

4. Administration:

- a. Monthly dashboard
- b. Public Relations – updates on Public Notices & Announcements, Community Outreach & Education, and Upcoming Events
- c. Human Resources – updates on Personnel Vacancies
- d. Information Technology – updates on Corrective Action Plan

Manager Tait provided an overview of the Administration Division sections, noting that Administration also has staffing needs with 3 or 4 vacancies in Admin. Support. They are focused on core business sections such as Ops, IT and Engineering first before focusing on the Admin. vacancies.

Board member Hull expressed frustration in going through union negotiations, which are driven by the State, where they manage to keep the salaries at a level that does not put a big ding in the budget, but then months later they have to go to Council to say that because of that they are unable to fill these vacancies. Manager Tait stated that DOW's issue is not about whether they can do it, but rather whether they are allowed to do it. He noted that he was part of the process years ago when Honolulu Board of Water went through the same thing and has asked COK DHR why the positions cannot be brought up commensurate to Honolulu BWS; he was told it is not

DOW's call. Mr. Hull asked if there was another option given DOW's semi-autonomy to which Mr. Tait explained that he thinks others are in agreement with him, noting that HGEA is 100 percent behind him, but COK DHR will not allow them to move in the direction DOW feels is appropriate. COK DHR currently tells DOW who is or is not qualified for Water positions, which Mr. Tait takes issue with that as none of their staff have any Water background.

5. Manager and Chief Engineer – Required communications to the Board, and update of Department activities

Manager Tait provided a summary of the current Corrective Action Plan and its current status.

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

1. Report from Manager and Chief Engineer – Manager's DOW Performance Audit

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

1. Water Systems Investment Plan Briefing (July)

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).

ADJOURNMENT

The meeting was adjourned at 10:05 a.m.

Respectfully submitted,



Cherisse Zaima
Commission Support Clerk