

MINUTES
BOARD OF WATER SUPPLY
Thursday, October 19, 2023

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, October 19, 2023. Vice-Chair Simonton called the meeting to order at 9:32 a.m. The following Board members were present:

BOARD:

Ms. Julie Simonton, *Vice Chair*
Mr. Tom Shigemoto
Ms. Micah Finnill
Mr. Larry Dill
Mr. Ka'aina Hull
Mr. Troy Tanigawa

EXCUSED:

Mr. Kurt Akamine, *Chair*

Quorum was achieved with 6 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, November 16, 2023

APPROVAL OF AGENDA

The agenda was approved with no objections.

MEETING MINUTES

1. Regular Board Meeting – September 21, 2023

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

None

NEW BUSINESS

1. Manager's Report No. 24-01 Discussion and Adoption of Resolution No. 24-01, Safe Drinking Water State Revolving Fund (DWSRF) Pro-Fi Loan of \$5M for SFY 2024 for Kaua'i Board of Water Supply (Board)

Project Management Officer Scott Suga provided a summary of the Manager's Report submitted. In response to Board member Dill, Deputy Manager Hinazumi explained that the Pro-Fi Loan allows them to identify a number of projects that would expend funds within a fiscal year. Those projects need to qualify under the State Drinking Water Revolving Fund, which would be non-expansion, system maintenance, or system improvement. DOW submitted a list of all of the qualifying projects to DOH, and anticipate spending approximately \$5 million within the next fiscal year.

Board member Hull noted the County Council recently adopted a resolution to encourage the Board of Water Supply to look at catchment systems, and while it is implemented on the Big Island, there are considerable concerns about safe drinking water being compromised through catchment systems on Kauai. Would this fund apply to what we would be looking at in the future regarding this? Mr. Hinazumi stated he needs to double check with DOH, but noted this Safe Drinking Water Revolving Fund is for maintenance and upgrades of the existing water systems.

Mr. Hull added that if catchment systems were ever implemented, it would take considerable catchment enforcement resources and asked to clarify that this fund could NOT be used for employment or staffing purposes. Mr. Hinazumi stated he would research it but does not believe that qualifies.

Board member Dill asked to clarify that this loan would be for expenditures only in Fiscal Year 24 and requested a report from the Department at the end of the Fiscal Year to show how the \$5 million was spent.

Board member Dill moved to approve Manager's Report No. 24-01, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

2. Manager's Report No. 24-02 Discussion and Possible Action to execute an annual Use and Occupancy Permit No. 886 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.

Acting Operation Division Chief Ryan Smith provided a summary of the Manager's Report submitted. He noted that this is a continuation of the existing UOP that was previously approved earlier this year to continue to perform maintenance on our State Highway Right-of-Ways.

Board member Shigemoto moved to approve Manager's Report No. 24-02, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

3. Manager's Report No. 24-03 Discussion and Possible Action on acceptance of certain terms and conditions as stated in master services agreement (DOXIM dba Utilitec)

Waterworks Controller Renee Yadao provided a summary of the Manager's Report submitted.

Board member Dill moved to approve Manager's Report No. 24-03, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

4. Manager's Report No. 24-04 Discussion and Possible Action on acceptance of certain terms and conditions as stated in software subscription agreement (LeaseQuery)

Waterworks Controller Renee Yadao provided a summary of the Manager's Report submitted.

Board member Dill moved to approve Manager's Report No. 24-04, seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

5. Discussion and Adoption of Resolution No. 24-02, Mahalo to Participants and Partners of the 2023 Make a Splash with Project WET Water Festival

Information and Education Specialist Jonell Kaohelaulii provided a summary of Resolution No. 24-02.

Board member Tanigawa moved to adopt Resolution No. 24-02, seconded by Mr. Dill; with no objections, motion carried with 6 Ayes.

6. Discussion and Possible Action on Manager's Annual Evaluation timeline, process, and Criteria

Vice-Chair Simonton thanked Board member Finnilla for the time and work she put into researching this item and creating a presentation. Due to the absence of Chair Akamine and Manager Joe Tait, Ms. Simonton requested this item be deferred to the November 16, 2023 meeting.

Board member Tanigawa moved to defer New Business Item 6. to the November 16, 2023 meeting, seconded by Mr. Shigemoto; with no objections, motion carried with 6 Ayes.

STAFF REPORTS

1. Fiscal:
 - a. Monthly dashboard
 - b. Budget Report for September 2023
 - c. Quarterly BAB Statement

Waterworks Controller Renee Yadao provided an overview of the Fiscal monthly dashboard, Budget Report for September 2023, and Quarterly BAB Statement. She happily announced that the Fiscal Division is now fully staffed.

2. Operations – Monthly dashboard

Assistant Chief of Operations Ryan Smith provided an overview of the Operations Division monthly dashboard, highlighting that they completed interviews for Plant Electrician Helper, which they have made a selection for and are very excited about hiring. They are currently heavily recruiting for Pipefitter Helper and Electronics Tradesperson. Effective October 16, the Meter section now has 3 personnel and are mainly focusing on large meter repairs, which takes an immense amount of coordination. Leak detection is on-going with the leak investigators, which is only a 2-person crew, but no major leaks to report.

Vice-Chair Simonton asked what is being used to detect leaks to which Mr. Smith explained they use listening devices and correlators, and deployable mics that can be placed on a valve head or hydrant. She asked if there has been any progress in technologies to help detect leaks that they may not have invested in yet. Mr. Smith stated they have budgeted for new equipment to update the correlators and the guys are really good at keeping on top of what new technologies may be available.

Board member Hull asked if it is all complaint-based to which Mr. Smith explained some are, but there are also some pre-emptive measures as well. Board member Tanigawa asked once they get a call how long does it take for a crew to be dispatched. Mr. Smith stated it depends on the severity of the leak and the time of day. After-hours calls usually take between 30-60 minutes depending on the location, but during working hours it could be as quick as 5 minutes depending on whether they are currently on a job. Board member Dill asked how areas for preemptive work are prioritized. Mr. Smith explained that they do a monthly report comparing the billing data versus what is being produced in the wells, and based on any discrepancies in that report, the crew is sent out to those noted areas. Mr. Dill asked what the strategy is to prioritize areas on larger systems such as Kekaha-Waimea to which Mr. Smith explained that areas where there is sandy, rocky, or volcanic soil, or areas that flow into a ditch or stream are prioritized.

3. Engineering – Monthly dashboard

Project Management Officer Scott Suga provided a summary of the Engineering Division monthly Dashboard noting that they are still short-staffed but did interview a CE I candidate. Mr. Suga provided updates on the projects listed. Board member Dill referenced the Hanalei project and requested that DOW coordinates with State DOT as there is highway work

happening at the same time. Mr. Suga stated he has meeting scheduled with State DOT to discuss options and will continue to do so. DOW has had similar coordination meetings with Public Works. He could set up meetings for all 3 departments to be at the table as each departments' projects may coincide.

4. Administration:
 - a. Monthly dashboard

Deputy Manager Michael Hinazumi provided a summary of the Administration Division monthly dashboard noting that he and the Manager are currently working on reorganizing the Administration division and continue to face recruitment challenges. Board member Finnilla asked if the recruitment challenges are due to the lack of applicants or the pay and whether DHR is posting recruitments sufficiently to which Mr. Hinazumi stated that while DHR does a good job at posting the positions, the candidate pool is limited and even though we offer good benefits, they do not outweigh the lower salary.

Board member Hull asked if the Department has discussed with the Governor's office regarding hiring staff under the Housing Emergency Proclamation, which some State agencies have been looking to utilize to hire quicker, and avoiding much of the red tape, but still bringing them in under civil service status. He knows at least one State agency has utilized this proclamation to hire and feels it is worth looking into.

- b. Public Relations – updates on Public Notices & Announcements, Community Outreach & Education, and Upcoming Events
 - c. Human Resources – updates on Personnel Vacancies
 - d. Information Technology – Monthly update
5. Manager and Chief Engineer – Required communications to the Board, and update of Department activities

TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING:

1. Discussion and Possible action to determine criteria for Annual Evaluation of the Manager and Chief Engineer

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

1. Water Systems Investment Plan Briefing (*July/August*)
2. CIP Update

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).

Pursuant to Hawai'i Revised Statutes (HRS) Sections 92-4, 92-5(a)(3), and 92-5(a)(4), the purpose of this Executive Session is to deliberate on the acquisition of public property, specifically, property identified by tax map key: 4-3-018-001 and 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 they relate to this agenda item.

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

The Board resumed in open session at 10:31 a.m.

In accordance with Act 19 Relating to Public Agency Meetings, Vice-Chair Simonton reported that the Board was provided updates on the Department's current IT challenges, and anticipate additional updates moving forward. No action was taken in Executive Session

ADJOURNMENT

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk