

MINUTES
BOARD OF WATER SUPPLY
Thursday, February 15, 2024

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, February 15, 2024 Vice Chair Julie Simonton called the meeting to order at 9:40 a.m. The following Board members were present:

BOARD:

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

EXCUSED:

Mr. Larry Dill

Chair Shigemoto felt it necessary to vacate as Chair during the meeting. Pursuant to Board Rules and Robert's Rules of Procedure, Vice-Chair Simonton presided over the meeting.

Quorum was achieved with 6 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, March 21, 2024

APPROVAL OF AGENDA

Board member Akamine moved to amend the agenda to move New Business Item 5. to follow staff reports and to request an executive session for the purposes of conferring with our attorney over legal matters, seconded by Mr. Hull; with no objections, motion carried with 6 Ayes.

MEETING MINUTES

1. Regular Board Meeting – January 25, 2024
2. Executive Session – January 25, 2024

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

None received.

NEW BUSINESS

1. Discussion and Adoption of Resolution No. 24-05 2023 Employee of the Year Jeffery Silva, Operations Division

Chief of Operations Ryan Smith read Resolution No. 24-05 into the record.

2. Discussion and Adoption of Resolution No. 24-06 2023 Employee of the Year, Jonelle Taira-Kakutani, Fiscal Division

Deputy Manager Michael Hinazumi read Resolution No. 24-06 into the record

Board member Akamine moved to adopt Resolution Nos. 24-05 and 24-06, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

3. Manager's Report No. 24-07 Discussion and Possible Action for Adoption of Budget Resolution No. 24-07 for the acceptance and expenditure of grant monies from the State of Hawai'i Appropriations Act of 2021 – Act 88, SLH 2021 in the amount of \$2,600,000.00 for the Kapa'a Homesteads Well No. 4

Engineering Division Head Jason Kagimoto provided a summary of the Manager's Report submitted, acknowledging Representative Nakamura and Senator Kouchi for helping them get this funding. This project will help to support some of the projects they are supporting such as Mahelona Hospital and Kapaa Elementary School and Kapaa High School.

Board member Hull asked outside of the legislators' projects, are there inadequate infrastructure areas in Kapaa that this will free up water meter availability. Mr. Kagimoto stated yes, this additional source will help alleviate the current meter restriction in that area. Though they haven't completed the pump capacity testing yet, but they anticipate being able to remove or reduce those meter restrictions. Other areas that have meter restrictions will have to be evaluated on a case-by-case basis depending on the size of a development and location of the system. In response to Board member Tanigawa, Mr. Kagimoto explained that this project has gone out for bid and the qualification proposals are due tomorrow. Because it is a design-build, they are looking at a two-to-three-year timeframe.

Board member Akamine moved to approve Manager's Report No. 24-07, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

4. Manager's Report No. 24-08 Discussion and Possible Action on acceptance of certain terms and conditions as stated in the Service Agreement (XiO, Inc.)

Chief of Operations Ryan Smith provided a summary of the Manager's Report submitted, noting that the attorney has approved to form and legality and the CPO has approved, but the Board needs to approve the specific indemnities that are included in the agreement.

Board member Hull moved to approve Manager's Report No. 24-08, seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes.

STAFF REPORTS

1. Fiscal:
 - a. Monthly dashboard
 - b. Budget Report for January 2024

Waterworks Controller Renee Yado provided an overview of the Monthly dashboard and Budget Report for January 2024, pointing out that the overall Net Income year-to-date is at \$2.7 million, thought that may change depending on the outcome of Manager's Report 24-09.

2. Operations – Monthly dashboard

Chief of Operations Ryan Smith provided an overview of the Monthly dashboard submitted and provided an update on the transponder replacements. They are expecting another 1,152 to arrive next week with the larger order of 3,840 to arrive in approximately 3 weeks which totals 5,760. This will help take care of a big chunk of the 9,000 we currently have to replace, and a subsequent order will be placed for the rest. In response to Vice-Chair Simonton Mr. Smith stated these are primarily residential.

3. Engineering – Monthly dashboard

Engineering Division Head Jason Kagimoto provided an overview of the Monthly dashboard submitted, noting that the new Engineering Permit Clerk will start on February 16, which is good for Engineering but will also impact another division as it is an internal hire. He provided an update on the CIP Project Highlights, noting that bids for the Weke, Anae, Mahimahi and He'e Roads Water Main Replacement opens for bid on March 22. They have been coordinating with State DOT, County Public Works Engineering who have projects they are working on in that area.

Manager Tait thanked Engineering and Operations for assisting Fiscal with the transponders, and for spending a huge amount of time out in the field with consultants and contractors for the EPA mandated Lead and Copper Rule Revision activities.

Board member Tanigawa asked what the anticipated duration for the Weke, Anae, Mahimahi and He'e Roads Water Main Replacement to which Mr. Kagimoto stated approximately 2 years with site work anticipated to begin around January of next year.

Mr. Kagimoto provided an overview of the Water Resources and Planning section, highlighting the big manpower push for the LCRR for which they are tentatively scheduled to do field work on the last week of each month for the next 5 months. There is a large amount of pre-work and coordination to be done before the field work even commences which they have been receiving a lot of help from the Microlab and Administration staff and are extremely grateful for. Manager Tait added that this work for the LCRR is in addition to the normal work these staff members usually do.

Board member Hull recalled a previous discussion they had regarding the Lahaina fires and some of the pipes melting because they were PVC. He asked if DOW has any transmission lines that are PVC to which Mr. Kagimoto stated that the current standard is to use ductile iron, but in areas that have a high-ground water table, they look into using PVC because of corrosion issues. Mr. Hull stated as we designate high-hazard fire areas, will there be any analysis done to determine if we can eventually replace any PVC pipes in those high-hazard fire areas. Mr. Kagimoto stated that is a good question that requires further discussion and as these areas are identified, DOW can incorporate that into their plans. The WSIP does have a climate change section that they can incorporate some of these updated studies into. Manager Tait asked if there is a significant amount of PVC that are larger diameter transmission lines, as he recalls most of them are smaller. Mr. Hinazumi stated we don't have too many larger diameter mains; however, we do have PVC and high-density polyethylene pipes in critical infrastructure areas. As part of the Critical Infrastructure Task Force, they are looking into those issues.

4. Administration:

a. Monthly dashboard

Manager Tait provided an overview of the Monthly dashboard submitted, noting overtime continues as we are still only 50% staffed, and are also assisting other divisions with their projects.

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

Public Information Specialist Ani Turner provided an overview of the PR Report submitted and a brief update on PR activities.

c. Human Resources – updates on Personnel Vacancies

d. Information Technology – Monthly update

Information Technology Manager Wayne Takabayashi provided an update on the IT Corrective Action Plan noting that we have new infrastructure to protect us from both our old operating systems and have updated user administration to limit privileges. Security Awareness should be able to launch soon. He has been talking to our counterparts at County as well as in Honolulu who have shared information on their plans, which we are going to follow.

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

The meeting recessed at 10:30 a.m.

The meeting reconvened at 10:32 a.m.

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

1. Discussion and Receipt of the Department of Water’s (DOW) Draft Audit Financial Statements and Independent Auditor’s Report for Fiscal Year 2023

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

NEW BUSINESS (continued)

5. Manager’s Report No. 24-09 Discussion and Possible Action to consider amending the Department of Water, County of Kauai, Rules and Regulations, Part 2 for Water Service Connection, Part 4 for the Furnishing of Water Service in the County of Kauai and Board Policy No. 9 titled, “Meter Reading and Rendering of Bills.”

Vice-Chair Simonton requested to consult with the Board’s legal counsel on this item in Executive Session.

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) §92-4(a) and §92-5(a)(4) the purpose of this executive session are to consult with the Board’s attorney on this matter as it pertains to the Board’s powers, duties, privileges, immunities, and liabilities as it relates to:

Manager’s Report No. 24-09 Discussion and Possible Action to consider amending the Department of Water, County of Kauai, Rules and Regulations, Part 2 for Water Service Connection, Part 4 for the Furnishing of Water Service in the County of Kauai and Board Policy No. 9 titled, “Meter Reading and Rendering of Bills.”

The Board entered into Executive Session at 10:35 a.m.

The Board resumed in open session at 11:34 a.m.


In accordance with Act 19 Relating to Public Agency Meetings, Vice-Chair Simonton reported that the Board consulted with the Board's attorney on the Board's legal authority on the Department's billing practices.

Board member Tanigawa moved to refer Manager's Report 24-09 to the Rules Committee, seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes.

ADJOURNMENT

The meeting was adjourned at 11:37 a.m.

Respectfully submitted,



Cherisse Zaima
Commission Support Clerk