

SPECIAL MEETING MINUTES
BOARD OF WATER SUPPLY
Thursday, April 2, 2009

The Board of Water Supply, County of Kaua'i, met in special meeting at its office in Lihu'e on Thursday, April 2, 2009. Vice Chairperson Leland Kahawai called the meeting to order at about 8:05 a.m. The following were present and answered on roll call:

BOARD: Chair Leland Kahawai, Chairperson
Mr. Dee Crowell
Mr. Donald Fujimoto
Mr. Raymond McCormick
Mr. Randall Nishimura
Mr. Roy Oyama

Absent & Excused: Mr. Ian Costa

STAFF: Ms. Debra Togioka, DOW Human Resources Coordinator
County Attorney Al Castillo, Jr. (present at about 8:35 a.m.)
Deputy County Attorney Amy Esaki (present at about 8:15 a.m.)

At the request of the Board, Ms. Debra Togioka, DOW's Human Resources Coordinator, was present to assist the Board with the interview process. For the Board's information, she gave an overview of the interview process that is normally used for civil service recruitment. She also gave the Board a written interview outline on the step-by-step process.

County Attorney Castillo was present at the meeting at about 8:35 a.m.

Ms. Togioka informed the Board on the contents of the interview binder that they were given at this meeting. It included: 1) Special Board Meeting Agenda; 2) Manager Recruitment Ad, along with its benefits; 3) The 2 applicants' resumés, along with the results of some of their reference checks; 4) rating packet sheet, rating factor, and rating scale as used with civil service recruitment; and 5) copies of what can and cannot be asked at interviews as per the Hawaii Civil Rights Commission.

EXECUTIVE SESSION:

ES-2008-23 – Pursuant to Hawaii Revised Statutes Sections 92-5 and 92-5(a)(2), the purpose of this executive session is to consider matters that require confidentiality under state law, to wit, the selection of a new Manager and Chief Engineer for the Kauai Department of Water. The further purpose of this executive session is to meet with the Board's legal counsel on questions and issues relating to the Board's powers, duties, privileges and immunities and/or liabilities, claims and/or potential claims, as such powers, duties, privileges and immunities and/or liabilities, claims and/or potential claims, relate to the foregoing item and to take such action as the Board deems appropriate.

Mr. Nishimura moved to go into Executive Session at about 8:40 a.m. as stated above, seconded by Mr. Oyama. There was no public testimony. Motion was unanimously carried.

The Executive Session Meeting was adjourned and the Special Board Meeting called back to order at 8:55 a.m.

AGENDA

Mr. Nishimura moved to approve the Agenda, seconded by Mr. Oyama; motion was carried.

Re: Board Acceptance of Wynne Ushigome's Resignation as the Acting Manager and Chief Engineer

This matter was deferred to the end of this meeting.

Recess: 8:59 – 9:05 a.m.

EXECUTIVE SESSION

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Mr. Oyama moved to go into Executive Session again at about 9:06 a.m., as stated above, seconded by Mr. D. Fujimoto. There was no public testimony. Motion was unanimously carried.

The Executive Session Meeting was adjourned and the Special Board Meeting called back to order at 12:18 p.m.

Re: Board Approval of the Selection of the Manager and Chief Engineer

The Board was hoping to meet prior to the next Board Meeting in April to discuss this matter; however, conflicting schedules made it impossible.

Mr. Nishimura moved to defer this matter to the April 16, 2009 Regular Board Meeting, seconded by Mr. Oyama; motion was carried.

Re: Board Acceptance of Wynne Ushigome's Resignation as the Acting Manager and Chief Engineer

Mr. D. Fujimoto moved to accept Wynne Ushigome's resignation, seconded by Mr. Oyama.

Mr. Nishimura suggested that since that we may or may not have a new manager on board when Acting Manager Ushigome expressed as her last day that it may be wise to ask her to stay on board until the end of the month to provide some continuity. Chair Kahawai stated that he talked to Acting Manager Ushigome previously and she was willing to help and stay on board as long as the Board showed some distinct track towards finding a new manager.

The Board concurred that they wanted Acting Manager Ushigome to stay until April 30, 2009 if she was willing to do so, with the expectation that the Board may be ready to hire a new Manager by the end of this month. Chair Kahawai added that if Acting Manager Ushigome turns down the offer, then Gregg Fujikawa becomes the new Acting Manager.

Mr. Nishimura amended his motion to accept Acting Manager Ushigome's letter of resignation and that the Board Chair to ask Acting Manager Ushigome if she would extend her last day of work to April 30, 2009, seconded by Mr. Oyama.

Mr. D. Fujimoto stated that he had discussions with Acting Manager Ushigome and she was willing to stay on to assist the Department in the transition so he would want to give her the flexibility on how long she wants to stay because she did take on the Acting Manager position for 3 years, even if she did not want this position.

However, the Board decided to state a date and extend Acting Manager Ushigome's last day to April 30, 2009.

Both motions were carried.

ADJOURNMENT

There being no further business, Mr. Nishimura moved to adjourn the Special Board Meeting at 12:30 p.m., seconded by Mr. Crowell; motion was carried.

Respectfully submitted,

Rona Miura, Secretary

APPROVED:

Leland Kahawai, Chair
Board of Water Supply

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