

Committee Meetings

September 16, 2010

Board Present: Chair Randall Nishimura, Ian Costa, Dee Crowell, Raymond McCormick, Roy Oyama. *Absent and excused: Donald Fujimoto, Leland Kahawai*

Staff Present: David Craddick, William Eddy, Keith Aoki, Gregg Fujikawa, Keith Fujimoto, Faith Shiramizu, Marites Yano, DOW Deputy County Attorney Andrea Suzuki and Board's Deputy County Attorney Amy Esaki.

FINANCE COMMITTEE MEETING:

Finance Committee Chair Roy Oyama called the meeting to order at about 10:05 a.m. Chair Nishimura recused himself from voting on this item.

Re: Claims Payable (as of August 31, 2010)

WATER UTILITY FUND:.....	\$1,095,560.30
BOND FUND:.....	\$ 20,476.13
FRC FUND:	\$ 30,386.80
BOND BAB:	\$ 342,214.55
TOTAL:.....	<u>\$1,487,637.78</u>

Mr. Costa moved that the claims be approved for payment, seconded by Mr. McCormick; by a unanimous vote; motion was carried.

The Finance Committee was duly adjourned at about 10:05 a.m.

COMMITTEE OF THE WHOLE MEETING:

Chair Nishimura called the meeting to order at about 10:06 a.m.

Re: Performance Evaluation of the Manager and Chief Engineer

Chair Nishimura asked Manager Craddick if he would like to go into Executive Session or waive that right; however, as there was a letter that Manager Craddick would need to review, Chair Nishimura suggested that this be dealt with in Executive Session.

Pursuant to Haw. Rev. Stat §§92-4 and 92-5(a)(2), the purpose of this executive session is to consider the Job Performance Evaluation of the Department of Water's Manager and Chief Engineer. This deliberation involves matters affecting the privacy of the Manager and Chief Engineer. If the individual concerned requests an open meeting, an opening meeting shall be held.

Mr. Costa moved to go into Executive Session, seconded by Mr. Oyama; by a unanimous vote; motion was carried.

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At the conclusion of the Executive Session, the Committee of the Whole was called back to order at about 10:38 a.m. With no further comments from Manager Craddick, Mr. Crowell moved to send the Performance Evaluation of the Manager and Chief Engineer to the full Board for a vote, seconded by Mr. Oyama; by a unanimous vote; motion was carried.

Re: *Manager's Report No. 11-17 – Request Board Approval of the Proposed Revised Organizational Chart to organize for future operations.*

BACKGROUND

In order to better plan for the future, the Department of Water has proposed reorganizational revisions to the Organizational Chart.

The changes include;

1. Controller EM-5 to Chief Financial Officer EM-7. Changes to the responsibility include Human Resource and Safety supervisory responsibility and meter repair.
2. Deletion of Chief of Operations EM-5 and making it into two jobs Chief of Distribution EM-5 and Chief of Plant Operations EM-5.
3. Changing the EM-7 from 2020 Plan implementer to in charge of both engineering sections. No change in pay level.
4. Change to the Human Resources Officer SR-24 to Human Resources and Safety Officer, SR-26.

DISCUSSION

Chair Nishimura reported that one of the Manager's goals was to look at his long term vision for staffing and the adoption of a proposed organizational chart.

Manager Craddick requested the Board adopt the organizational chart for long term planning. Manager Craddick noted that HR will now be getting credit and recognition for training and safety responsibilities. Upon query from Chair Nishimura if the Commission Support Clerk position will remain as well as the Private Secretary position, Manager Craddick indicated it would be left that way for now.

Upon query from Chair Nishimura why there was not an organizational chart for Water Resources and Planning, Mr. Fujikawa felt it was because there were no changes in his division. Manager Craddick was requested to provide an overall organizational chart, including all divisions, whether there were changes or not.

Chair Nishimura has heard that procurement is increasing and taking up more staff resources, and wondered if this is because of Water Plan 2020. Upon query from Chair Nishimura if there was enough support from County Purchasing, Mr. K. Fujimoto indicated that DOW had never requested assistance. Ms. Shiramizu noted that she once asked for help and was notified that DOW is on its own; she felt it would be helpful if the DOW had its own procurement person. Mr. Costa suggested revisiting establishing a good relationship with County Purchasing. Ms. Esaki indicated that, because the DOW is semi-autonomous, this has not been visited. The three CPOs are Manager

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Craddick, the Council Chair, and Mr. Wallace Rezendes, and each one has their own purchasing functions. Manager Craddick felt that a \$20 million volume would not justify it, but \$60 million in contracts certainly does make more procurement work but it is relatively short term.

Upon query from Chair Nishimura if a procurement position may be needed at least part-time, if not full time, Mr. K. Fujimoto indicated that interpretation of the purchasing rules is time consuming. Manager Craddick also indicated that a lot of Deputy Eddy's time is spent on procurement, i.e., equipment, emergency jobs, etc. Upon query from Chair Nishimura, Manager Craddick felt that some of the load would be taken off Deputy Eddy when the Operations Chiefs are hired. Mr. K. Fujimoto noted that on the project management side, it is really an issue, as it takes from their day to day duties, e.g., Ms. Shiramizu's RFP.

Upon query from Chair Nishimura if one person has this as a specialty, Mr. K. Fujimoto stated it procedurally needs to be done; technically they can do it, but the challenge is administratively. Manager Craddick will talk to staff to see how this would best fit in and add it in now to the organizational chart. Manager Craddick did not want to pay an EM 7. Chair Nishimura indicated that he was not suggesting it be an EM 7 or which SR level, but if the Manager is contemplating adding this position to the chart, he would need to determine if it would fall under Finance, Engineering, Administration, Deputy, etc.

Mr. D. Fujimoto felt that procurement is a challenge. The procurement person would try to establish a template to make it easier, but the template is always a "moving target". Maybe a consulting firm would do the template and the project people do the procurement. Each procurement is a stand alone, and more than one person might be needed. It would be very advantageous for the project people to understand the whole process. Mr. D. Fujimoto also indicated that the County procurement people are extremely busy and that DOW would have to "stand in line", so this route would be a longer process.

Mr. Crowell moved to defer this item to the October meeting, seconded by Mr. Oyama.

Chair Nishimura reiterated that Manager Craddick include WRP in the revised organizational chart and provide clarification on the Operations charts.

With no further discussion; by a unanimous vote; motion was carried.

There being no further business, the Committee meetings were duly adjourned at 10:55 a.m.

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