

MINUTES
BOARD OF WATER SUPPLY
Thursday, February 20, 2025

The Board of Water Supply, County of Kaua‘i, met in a regular meeting in Lihu'e on Thursday, February 20, 2025. Chair Julie Simonton called the meeting to order at 9:37 a.m. The following Board members were present:

BOARD:

Ms. Julie Simonton, *Chair*
Ms. Micah Finnila
Mr. Ka‘aina Hull
Mr. Troy Tanigawa

EXCUSED:

Mr. Tom Shigemoto, *Vice-Chair*
Mr. Kurt Akamine

Quorum was achieved with 4 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Board Meeting: Thursday, March 20, 2025 – 9:30 a.m.

APPROVAL OF AGENDA

The agenda was approved with no objections

MEETING MINUTES

1. Regular Board Meeting – January 23, 2025

The minutes of the January 23, 2025 regular meeting were received for the record

PUBLIC TESTIMONY

None

NEW BUSINESS

1. *Manager’s Report No. 25-22* Discussion and Possible Action to reappropriate certain budget line items to other line-item budgets for the purpose of compliance with the Temporary Hazard Pay (THP) settlements between the County of Kaua‘i and United Public Workers (UPW) for Bargaining Unit 01 and Hawai‘i Government Employees Association (HGEA) for Bargaining Units 02, 03, 04, 13, and 15.

Vice-Chair Simonton asked what impact this will have on the line items that were defunded to which Waterworks Controller Renee Yadao explained that there was additional budget available in each division, which was used to support this settlement payout. Vice-Chair Simonton expressed concern that it will impact things like Operations being able to purchase supplies and equipment for repairs and such. Ms. Yadao noted that the Pro-Fi loans Jason Kagimoto assisted in securing have helped with funding, which allowed for available budget.

Board member Hull asked if we would be able to utilize DOW’s emergency fund for this considering it was not planned when the budget was initially approved. Ms. Yadao stated the Emergency Fund is reserved for things like natural disasters, so this would not qualify. Mr. Hull pointed out that this settlement applies to work that was done during the emergency declaration resulting from the COVID-19 pandemic. Ms. Yadao offered to look into it but noted that this is an after the fact payout that falls outside of the emergency event. Mr. Hull stated that it is worth

looking into noting that funding for one of our pump stations was drawn from the Emergency Fund 4 years after the related flood event, to which Ms. Yadao clarified that it was for equipment. There was further discussion on recent emergency events and how overtime work was funded in those instances.

Vice-Chair Simonton asked if the Manager's Report could be modified to include a caveat that DOW will consult with legal to determine if the Emergency Fund can be used for this payout, and if so, that would be the funding method approved by the Board. Deputy County Attorney Laura Essenberg advised that if the Board wishes to take action that differs from what it presented in this Manager's Report, that it be deferred to the next board meeting, so the public has a chance to view the new information on the next agenda and is allowed the opportunity to provide testimony. Commission Support Clerk Cherisse Zaima clarified that should the Board choose to defer this item to the March meeting, the payouts to the employees have to be held until the Board's approval takes effect.

Mr. Hull stated that his recommendation would be to approve this item as is but requested that the Department look further into whether or not it would be legal and feasible to use the Emergency Fund, and if so, the Board could then request a reconsideration at the March meeting to discuss whether or not to shift this line item to the emergency fund. Ms. Yadao stated that she would like some clear guidance on how the Emergency Fund would be replenished in the event they do use it for these payouts.

Board member Hull moved to approve Manager's Report No. 25-22, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.

2. Manager's Report No. 25-23 Discussion and Possible Action to Request Board Approval for Indemnification and Unspecified Future Obligations for Parsons Hawai'i Periodic Motor Vehicle Inspection (PMVI) Program between the Board of Water Supply, County of Kaua'i and Parsons Environment & Infrastructure Group Inc.

Board member Tanigawa moved to approve Manager's Report No. 25-23, seconded by Ms. Finnilla; with no objections, motion carried with 4 Ayes.

STAFF REPORTS

1. Fiscal:

- a. Monthly dashboard – Number of Service Calls, Number of Walk-in Customers, Number of Customer Emails and Correspondence, Number of Customer Rebills, Accounting Highlights, Transponder Replacement highlights and progress, Staff Overtime hours
- b. Budget Report for January 2025

2. Operations

- a. Monthly dashboard – Annual Financial Impact Overview, Staff Overtime Hours, Budgeted and Vacant Positions, Services Received/Completed

3. Engineering

- a. Monthly dashboard – Budgeted and Vacant Positions, Staff Overtime Hours, Projects In Design, In Construction, Completed; Water Resources and Planning Statistics – Customer Requests, Applications and Permits, Service and Records Requests, Number of Backflow Devices tested
 - i. Capital Improvement Plan (CIP) Project Highlights/Status Updates:
 - Kūhiō Hwy. (Hardy-Oxford) 18" Main Replacement

- Weke, ‘Anae, Mahimahi and He‘e Roads 6” and 8” Main Replacement
- Hanapēpē Town Well Master Control Center (MCC), Chlorination Facilities
- Līhu‘e Administrative Building Fencing
- Līhu‘e Baseyard Electrical Relocation
- Kapa‘a Homesteads 325’ Tanks
- ii. DOW Project Highlights/Status Updates:
 - Kauai Water Use and Development Plan (KWUDP) Update
 - Water System Investment Plan (WSIP) Update
 - As-Needed Grant Writing and Preparation Services: Drought Resiliency Grant with United States Bureau of Reclamation (USBR) for Haena 0.2 MG Tank Construction; WaterSMART Grant for Advanced Metering Infrastructure (AMI) Meters
 - America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment/Emergency Response Plan

4. Administration

- a. Monthly Dashboard – Budgeted Staff/Vacancies, Number of Agreements Processed/Pending, Contracts Executed/Pending, Memorandums of Understanding/Agreement Executed/Pending, Purchase Orders Processed, IT Help Desk Tickets Received/Completed; Staff Overtime Hours
- b. Human Resources – updates on Personnel Vacancies

5. Manager and Chief Engineer

- a. Reports to Manager:
 1. Professional Services DOW-2025-PROF-1, Contract Award to Brown and Caldwell; Job No. 25-02, America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan Update
 2. Professional Services No. DOW-2025-Prof-1, Contract Award to KMH LLP; Financial Information System Support, As-Needed Consultation Services
 3. Contract Award to ABR Ventures dba Honua Waterworks GS-2025-04 Hydrants & Appurtenances and Various Drinking Water Pipe Repair and Maintenance Fittings
 4. Contract Award to Kauai Mechanical, Inc. GS-2025-05, Service and Maintenance of DOW’s Various Air Conditioning Units
 5. Contract Award to Eurofins Eaton Analytical, LLC Sole Source No. SS-2025-09 Laboratory Testing Services
 6. Additional Encumbrance to Encumber Amount of Contract (C533); Job 09-01, WP2020 #K-01, #K-12, Kalaheo Water System Improvements
 7. Fourth Amendment to Contract No. 567 with Esaki Surveying and Mapping, Inc.; Job No. 12-2, WK-23, U.H. Experimental Station 605’ Tank
 8. Operations Division Budget Reappropriation of Certain Budget Line Items for the Purpose of Ordering and Replenishing Inventory Supplies and Parts

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

1. Resolutions for 2024 Employees of the Year

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING:

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 10:13 a.m.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk