

MINUTES
BOARD OF WATER SUPPLY
Thursday, April 17, 2025

The Board of Water Supply, County of Kaua‘i, met in a regular meeting in Līhu‘e on Thursday, April 17, 2025. Chair Simonton called the meeting to order at 9:35 a.m. The following Board members were present:

BOARD:

Ms. Julie Simonton, *Chair*
Mr. Tom Shigemoto, *Vice-Chair*
Ms. Micah Finnila
Mr. Ka‘aina Hull

EXCUSED:

Mr. Eric Fujikawa
Mr. Troy Tanigawa

Quorum was achieved with 4 members present at Roll Call.

ANNOUNCEMENTS

Next Scheduled Board Meeting: Thursday, May 22, 2025 – 9:30 a.m.

APPROVAL OF AGENDA

The agenda was approved with no objections

MEETING MINUTES

1. Regular Board Meeting – March 20, 2025

The minutes of the March 20, 2025 regular meeting were received for the record

PUBLIC TESTIMONY

None.

NEW BUSINESS

1. Discussion and Adoption of Resolution No. 25-06 2024 Employee of the Year Andrew Canavan, Engineering Division
2. Discussion and Adoption of Resolution No. 25-07 2024 Employee of the Year Krist‘l Castillo-Gray, Operations Division
3. Discussion and Adoption of Resolution No. 25-08, Farewell to Larry Kalani Dabin (Retiree) Equipment Operator III, Operations Division

Board member Shigemoto moved to adopt Resolution Nos. 25-06, 25-07, and 25-08, seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.

4. Manager’s Report No. 25-25 Discussion and Possible Action for Adoption of Budget Resolution 25-09 for the acceptance and expenditure of grant monies from the Legislature of the State of Hawai‘i under Act 230, SLH 2024 for the Kūhiō Highway (Hardy-Oxford) 18” Main Replacement Project

Engineering Division Head Jason Kagimoto provided an overview of Manager’s Report No. 25-25 and Resolution No. 25-09. The construction costs for this Project are \$5 million, so these

grant funds will offset half of those costs. He expressed his appreciation to our State legislators, including Representative Evslin and Senator Kouchi for supporting this.

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

5. Manager's Report No. 25-26 Discussion and Possible Action to Approve Grant of Easement for Kai Olin Apartments, TMK (4) 2-1-010:062 Units 1 & 2

Engineering Division Head Jason Kagimoto provided an overview of Manager's Report No. 25-26. He noted that this grant of easement includes an indemnification clause, which is why it is being brought before the Board.

In response to Board member Hull, Mr. Kagimoto stated he would follow up with him on whether any water infrastructure was damaged during the fire.

Board member Shigemoto moved to approve Manager's Report No. 25-26, seconded by Ms. Finnila; with no objections, motion carried with 4 Ayes.

6. Manager's Report No. 25-27 Discussion and Possible Action to approve the Department of Water's (Department) request to apply for and participate in the Kaua'i Island Utilities Cooperative (KIUC) Commercial Energy Wise Program and to delegate authority to the Manager or duly authorized representative to execute the Program Authorization Form and Participating Facility Agreement

Kaua'i Island Utility Cooperative (KIUC) representative, Scott Sato, was present remotely to answer any questions. Civil Engineer VI Dustin Moises provided a summary of Manager's Report No. 25-27.

Board member Hull asked if any Federal monies are involved to which Mr. Moises deferred to Mr. Sato. Mr. Sato stated that KIUC does not utilize any Federal monies, noting that the monies come from a resource charge on commercial customers' accounts and bills; their authorization comes from State fees.

Mr. Hull asked if the Department has Federal funds in its budget, noting that including certain phrases such as "carbon emissions reduction" "climate change", etc. can put us at risk of losing funding, so we want to be very careful in how things are worded in our policies.

Mr. Shigemoto asked if any of our existing hardware will have to be changed to which Mr. Moises stated that is possible. The vendor will come in to do the inventory and look at every fixture to determine if they need to be replaced. Those fixtures would be provided at no cost to the Department. DOW's cost would be for internal manpower only.

Board member Shigemoto moved to approve Manager's Report No. 25-27; seconded by Mr. Hull; with no objections, motion carried with 4 Ayes.

7. Manager's Report No. 25-28 Discussion and Possible Action on the Department of Water's (DOW's) DRAFT Operating and Capital Budgets for FY 2025-2026

Board member Hull moved to refer Manager's Report No. 25-28 to the Finance Committee for discussion and recommendations, seconded by Mr. Shigemoto; 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 March 2025
- c. Quarterly Build America Bond Statement

2. Operations

- a. Monthly dashboard – Annual Financial Impact Overview, Staff Overtime Hours, Budgeted and Vacant Positions, Services Received/Completed, Highlights: New Hires, Transponders replaced, Training for HazMat Certifications

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:
 - Kapa’a Homesteads 325’ Tanks
 - Pu’u Pane 1.0 Million Gallon Tank
 - Kalāheo Water System Improvements
 - Kūhiō Highway (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
 - ii. DOW Project Highlights/Status Updates:
 - Water Systems Investment Plan (WSIP): FRC 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
- b. Quarterly Update:
 - Water Resources and Planning Section – Overview of the status of various applications; water service requests, Backflow devices, KWUDP Plan Update, As-Needed Grant Writing and Preparation Services, and America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment/Emergency Response Plan
 - Project Management Section – Overview of CIP design and construction projects
 - Water Plan 2020 Construction Project Status – Kapaa 325’ Tanks, Drill and Test Kapaa Homestead Well No. 4, Kalaheo Water System Improvements, Kapaia Haul Cane Road 18” Transmission Line, Kilauea Wells, Paua Valley Tank, Weke, Anaae Mahimahi and Hee Roads 6” and 8” Main Replacement, Kapaa Homesteads Well, Hanapepe Town Well

- Supplemental Support Services – RM Towill, Inc., Kennedy/Jenks, Brown and Caldwell, Maddaus Water Management

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. Memorandum of Understanding, Emergency Laboratory Sharing Agreement with Department of Health, Kaua'i District Health Office Laboratory
 - 2. Construction Contract Award to Alpha, Inc., Job No. 18-03, WP2020 #PLH-27, Kuhio Highway (Hardy-Oxford) 18" Main Replacement
 - 3. Change Order No. 4 to Contract No. 722 (Kiewit Infrastructure West Co.), Job No. 16-04, WP2020 #KW-03, MCC, Chlorination Facilities Kilauea Wells No. 1 and No. 2

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

- 1. Report of the Finance Committee of the Board of Water Supply, County of Kauai Draft Budget for Fiscal Year 2024-2025

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING:

- 1. Discussion and Possible Adoption of Budget Resolution for Department of Water's (DOW)'s Annual Operating and Capital Budgets for Fiscal Year 2025-2026

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 11:03 a.m.

Respectfully submitted,

Cherisse Zaima

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Commission Support Clerk