

MINUTES
BOARD OF WATER SUPPLY
Thursday, June 18, 2026

The Board of Water Supply, County of Kauaʻi, met in a regular meeting in Līhu'e on Thursday, June 18, 2026. Chair Tom Shigemoto called the meeting to order at 9:30 a.m. The following Board members were present:

BOARD:

Mr. Tom Shigemoto, *Chair*
Ms. Micah Finnilla, *Vice-Chair*
Mr. Clyde Kodani
Mr. Kaʻaina Hull
Mr. Eric Fujikawa

EXCUSED:

Mr. Troy Tanigawa

Quorum was achieved with **5** members present at Roll Call

ANNOUNCEMENTS

1. Next Scheduled Board Meeting: Thursday, July 23, 2026

APPROVAL OF AGENDA

The agenda was approved with no objections

MEETING MINUTES

1. Regular Board Meeting – May 21, 2026
2. Executive Session – May 21, 2026

The minutes of the May 21, 2026 Regular Board meeting, and the May 21, 2026 Executive Session were received for the record.

PUBLIC TESTIMONY

No public testimony was given.

NEW BUSINESS

1. Discussion and Adoption of Resolution No. 26-08, Farewell to Joseph Perreira Jr. (Retiree), Supervising Waterworks Inspector, Engineering Division
Board member Clyde Kodani moved to adopt Resolution No. 26-08, seconded by Mr. Fujikawa; with no objections, motion carried with 5 Ayes.

The meeting recessed at 9:56 a.m.

The meeting resumed at 9:58 a.m.

2. Manager's Report No. 26-43 Discussion and Possible Adoption of Budget Resolution No. 26-09 for Department of Water's (DOW)'s Annual Operating and Capital Budgets for Fiscal Year 2026-2027

Board member Kodani moved to adopt Resolution No. 26-09, seconded by Ms. Finnilla; with no objections, motion carried with 5 Ayes.

3. Discussion and Possible Action on the salary increase for the Department of Water's Manager & Chief Engineer pursuant to Salary Resolution No. 2025-1, A Resolution Relating to the Salaries of Certain Officers and Employees of the County of Kaua'i

Board member Hull acknowledged that the Manager's Evaluation is tied to the salary assigned to the Manager but stated that the amount approved by the Salary Commission as a maximum is so woefully below market rate for an engineer in the administrative capacity a water manager is expected to be. He expressed appreciation that Manager Tait has stuck around, but is concerned with the limitations of the Board given the current market demand for engineers.

The Board received public testimony from Felicia Cowden, Kaua'i County Council member, who stated that the County recently met with a consultant that will be doing a study for the first time since 2007 to look at our current salary bases and comparing them to employee skill sets and market rates. She noted that they should be receiving some information within the next 2 months that reflect a potential substantial change to those baselines. She agreed with Board member Hull and the Board that the salaries are grossly below par, noting that we are lucky to have retained the people we have. She expressed that she cannot imagine we could easily replace someone with the level of skill required at the current salary, and reminded the Board that the Water Department has had a high turnover of managers in a short period of time. She expressed her gratitude for the Department of Water's strength and would like to see it continue.

Board member Clyde Kodani moved to approve the Manager & Chief Engineer's salary to the maximum cap of \$169,955.28 for the period of July 1, 2026 to June 30, 2027, seconded by Ms. Finnila; with no objections, motion carried with 5 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 May 2026

2. Operations

Monthly dashboard – Annual Financial Impact Overview, Staff Overtime Hours, Budgeted and Vacant Positions, Services Received/Completed, Highlights: New Hires and Promotions, Procurement updates, Training: Cyber Security, 10MG Kona Tank Visit, and Leadership Kauai

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:
 - Kapaa Homesteads 325' Tanks – Two 0.5 MG Tanks
 - Pu'u Pane 1.0 Million Gallon Tank
 - Kalāheo Water System Improvements
 - Kīlauea Wells 1 & 2 MCC, Chlorination Facilities
 - Kūhiō Hwy (Hardy-Oxford) 18" Main Replacement

- Weke, Anae, Mahimahi and Hee Roads 6” and 8” Main Replacement
- Hanapepe Town Well MCC, Chlorination Facilities
- ii. DOW Project Highlights/Status Updates:
 - Water Systems Investment Plan (WSIP)
 - Kaua’i Water Use and Development Plan (KWUDP)
 - As-Needed Grant Writing and Preparation Services: WaterSMART Grant for Advanced Metering Infrastructure (AMI) Meters

4. Administration

- a. Human Resources – updates on Personnel Vacancies
- b. Summer Intern Program – Informational briefing and program updates
- c. Information Technology – Information Infrastructure and Cybersecurity updates
 - 1. Telecommunications Infrastructure Update
 - 2. Enterprise Resource Planning (ERP) Initiative
 - 3. Information Technology Service Management (ITSM) Platform – KACE Lack of Current Capabilities and Benefits of implementing
 - 4. Cybersecurity Monitoring and Vulnerability Management – Rapid7
 - 5. Data Protection and Disaster Recovery – Veeam
 - 6. Email Security and Backup – Barracuda
 - 7. Network Infrastructure Modernization
 - 8. Telecommunications System Upgrade
 - 9. Firewall and Network Security Enhancement
 - 10. Physical Security Systems Upgrade
 - 11. Identity and Access Management Strategy
 - 12. Active Directory and Server Infrastructure Refresh
 - 13. DOW 27 items assessment

5. Manager and Chief Engineer

- a. Reports to Manager:
 - 1. First Amendment to Contract 739 with Esaki Surveying and Mapping, Inc. Job No. 23-05, Weke, ‘Anae, Mahimahi and He’e Roads 6” and 8” Main Replacement, Hanalei, Kaua’i, Hawai’i
 - 2. Second Amendment to Contract No. 747 with Kennedy/Jenks Consultants, Inc. Job No. 23-12, As-Needed Project Management and Inspectional Services, Lihu’e, Kaua’i, Hawai’i
 - 3. First Amendment to Contract No. 764 with R.M. Towill Corporation, Job No. 24-01, PLH-35B, Kapaia Cane Haul Road 18” Water Line Environmental Permitting
 - 4. Construction Contract Award to Unlimited Construction Services, Inc. Job No. 02-06, WP2020 WKK-15, Pu’u Pane 1.0 MG Tank (Kilauea 466’ Tank, 1.0 MG), Kilauea, Kaua’i Hawai’i
 - 5. FY2026 Budget Adjustment – Operations Division for Additional Budget to Award the Contract for Job No. 26-01 Slip Line Hanapepe 16-Inch HDPE Pipeline
 - 6. FY2026 Budget Adjustment – Engineering Division for Water Sampling Supplies and Emergency Repairs to the Autoclave Equipment
 - 7. Award Contract No.792 to Pacific Pump & Power, Inc. GS-2026-03 One (1) Diesel Engine Driven Emergency Booster Pump Trailer-Mount with Auto Control
 - 8. Contract Award to Mocon Corporation Job No. 26-01 Slip Line Hanapepe 16-Inch Pipeline

9. NASPO VL Contract No. 17-18, CPA2024-01, Contract Change Order No. 4 with Carahsoft Technology Corporation. Subscription Renewal and Addition of 311 and Fuelmaster Integrations to Opengov Enterprise Asset Management Solution

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

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 11:15 a.m.

Respectfully submitted,



Cherisse Zaima
Commission Support Clerk