

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, July 17, 2025

The Board of Water Supply, County of Kauaʻi, met in a regular meeting in Līhuʻe on Thursday, July 17, 2025. Vice Chair Shigemoto called the meeting to order at 9:30 a.m. The following Board members were present:

**BOARD:**

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

**EXCUSED:**

Ms. Julie Simonton, *Chair*  
Mr. Kaʻaina Hull  
Mr. Troy Tanigawa

Quorum was achieved with 4 members present at Roll Call.

**ANNOUNCEMENTS**

Next Scheduled Board Meeting: Thursday, August 21, 2025 – 9:30 a.m.

**APPROVAL OF AGENDA**

**The agenda was approved with no objections**

**MEETING MINUTES**

1. Regular Board Meeting – June 19, 2025

**The minutes of the June 19, 2025 Regular Board Meeting were received for the record.**

**PUBLIC TESTIMONY**

None.

**NEW BUSINESS**

1. Manager's Report No. 26-01 Discussion and Possible Action to Request Board Approval for the Memorandum of Understanding between the Office of the Auditor, State of Hawaii and the Department of Water, County of Kauai

**Board member Kodani moved to approve Manager's Report No. 26-01, seconded by Mr. Fujikawa; with no objections, motion carried with 4 Ayes.**

2. Manager's Report No. 26-02 Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Operating and Capital Budget appropriations for Fiscal Year 2026

**Board member Kodani moved to approve Manager's Report No. 26-02, seconded by Ms. Finnilla; with no objections, motion carried with 4 Ayes.**

**INFORMATIONAL BREIFING (non-action item)** (deferred from June 19, 2025 meeting)

1. Follow up discussion on April 22, 2025 Board workshop on Water System Investment Plan FRC Update, and preliminary discussion on upcoming rate study workshop
  - Follow up from April Board Workshop
  - Rate Making Overview

- Financial Assurance Basics and How to Set Targets
- Rate Making Process and Key Decisions from the Board
- Current DOW Rates and other County Water Rates
- Review of Current Financial Position (from previous Board workshop)
- Overall Schedule and Stakeholder Outreach Process for the Rate Study
- Input from the Board on Rate Study
- Next Steps

Michelle Sorensen of Brown and Caldwell provided a high-level summary of the Presentation Agenda and Next Steps of the FRC/Rate Study process, noting that a detailed presentation and overview would be provided at the upcoming August 11, 2025 Board Workshop. The goal of the workshop is to receive feedback on the proposed process before it is presented to the public.

## **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 June 2025
- c. Build America Bond Quarterly Statment

### **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
    - University of Hawai'i Experimental Station 605' Tank
    - Hā'ena 0.2 MG Tank
    - Paua Valley Tank No. 1 Rehab
    - Weke, 'Anae, Mahimahi and He'e Roads 6" and 8" Main Replacement
  - 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: 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:
  - i. 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

- ii. Project Management Section – Overview of CIP design and construction projects; 8 active design, and 12 active construction (\$73 million total):
  - iii. Water Plan 2020 Construction Project Status – Kapa‘a 325’ Tanks, Kapa‘a Homestead Well No. 4, Kalaheo Water System Improvements, Kapaia Haul Cane Road 18” Transmission Line, Kilauea Wells No. 1 & 2, Paua Valley Tank, Kūhiō Highway (Hardy-Oxford) 18” Main Replacement, Weke, Anaae Mahimahi and Hee Roads 6” and 8” Main Replacement, Kapa‘a Homesteads Well, Hanapēpē Town Well
  - iv. Supplemental Support Services – RM Towill, Inc., Kennedy/Jenks, Brown and Caldwell, Maddaus Water Management
- 4. Administration
  - a. Human Resources – updates on Personnel Vacancies
  - b. Office of the County Attorney Quarterly Claims report for the months of April to June 2025
- 5. Manager and Chief Engineer
  - a. Reports to Manager:
    - 1. First Amendment to Contract No. 747 with Kennedy Jenks/Jenks Consultants, Inc. Job No. 23012, As Needed Project Management and Inspectional Services
    - 2. Change Order No. 3 for Contract No. 753 with Hawai‘i Drilling & Pump Services, LLC Job. No. 24-10 Piwai Well No. 3 Repair
    - 3. Memorandum of Understanding between the Office of the Auditor, State of Hawai‘i and Department of Water, County of Kaua‘i
    - 4. First Amendment to Memorandum of Understanding with County of Kaua‘i, Department of Public Works – Wastewater Consumption Data from CC&B

**TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING: (August)**

**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 9:47 a.m.

Respectfully submitted,

*Cherisse Zaima*

Cherisse Zaima  
Commission Support Clerk