

MINUTES
BOARD OF WATER SUPPLY
Thursday, July 30, 2026

The Board of Water Supply, County of Kauaʻi, met in a regular meeting in Līhu'e on Thursday, July 30, 2026. Vice Chair Micah Finnila called the meeting to order at 9:46 a.m. The following Board members were present:

BOARD:

Ms. Micah Finnila, *Vice-Chair*
Mr. Kaʻaina Hull
Mr. Troy Tanigawa

EXCUSED:

Mr. Tom Shigemoto, *Chair*
Mr. Clyde Kodani
Mr. Eric Fujikawa

With 3 members present at Roll Call, quorum was **not** achieved.

Due to technical issues the meeting recessed at 9:52 a.m.

The meeting resumed at 10:08 a.m.

Due to lack of quorum, Chair ruled that all Items will be taken up at the August 20, 2026 Board meeting.

ANNOUNCEMENTS

1. Next Scheduled Board Meeting: Thursday, August 20, 2026
2. Scheduled Public Hearing: Tuesday, September 1, 2026

APPROVAL OF AGENDA

The agenda was approved with no objections

MEETING MINUTES

1. Regular Board Meeting – June 18, 2026

PUBLIC TESTIMONY

No public testimony was given.

COMMUNICATION

1. Memorandum from Department of Water dated July 22, 2026 re: Update to the Board on the outcome of the Small Business Regulatory Review Board (SBRRB) Meeting held on July 16, 2026

NEW BUSINESS

1. Manager's Report No. 27-01 Discussion and Possible Action to Approve a Grant of Easement (GOE) Agreement from BBCP Kukuiʻula at TMK (4) 2-6-018:063, Kōloa, Kauaʻi, Hawaiʻi
2. Manager's Report No. 27-02 Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Operating and Capital Budget appropriations for Fiscal Year 2027
3. Manager's Report No. 27-03 Discussion and Possible Action on the Approval of the Department of Water's (DOW) Supplemental Operating Budget Appropriation from Available

Fund Balance for the Purpose of Encumbering the Total Amount of Contract C793 for Job No. 26-01, Slip Line Hanapēpē 16-Inch HDPE Pipeline with Mocon Corporation

4. Discussion and Possible action to amend the motion adopted at the June 18, 2026 meeting 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, by correcting the maximum salary amount stated
5. Discussion and Possible Action to Initiate the Performance Appraisal Process for the Manager & Chief Engineer for the period of July 1, 2025 to June 30, 2026
 - a. Board Policy No. 34
6. Discussion and possible action on a proposed amendment to Board Policy No. 25, re: Authorizing the County Attorney to investigate, settle, and pay small claims against the Board of Water Supply, County of Kaua'i. The proposed amendment increases the maximum settlement amount the County Attorney is authorized to approve from \$10,000 to \$15,000

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 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: Confined Space, Multi versus Single Strand Fiber, and Leadership Kaua'i

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 – Two 0.5 MG Tanks
 - Pu'u Pane 1.0 Million Gallon Tank
 - Kalāheo Water System Improvements
 - Weke, Anae, Mahimahi and He'e Roads 6" and 8" Main Replacement
 - Lāwa'i 6" and 8" Main Replacement
 - Kapa'a Homesteads Well No. 4 Pump and Controls
 - ii. DOW Project Highlights/Status Updates:
 - Water Systems Investment Plan (WSIP)
 - Kaua'i Water Use and Development Plan (KWUDP)
- b. Quarterly Update:
 - i. Overview
 - Water Resources and Planning Section – Overview of the status of various applications; water service requests, Backflow devices, KWUDP Plan Update

- Project Management Section - Overview of design and construction projects;
Private Projects: 20 Approved, 8 completed; **CIP Projects:** 6 Active DOW CIP design projects – UH Experimental Station 605’ tank, Hā’ena 0.2 MG Storage Tank 144’, Kīlauea Well No. 4 drill and test, Kuamo’o Road Water Main Replacement, Kūhiō Highway (N. Papaloa – Kawaihau) 16” and 12” Main replacement, Lāwa’i 6” and 8” Main Replacement; 10 active DOW CIP Construction Projects (\$8.5M total)
- Kapa’a Homesteads 325’ tanks Package A, Kapa’a Homesteads 325’ tanks Package B, Pu’u Pane 1.0 MG Tank, Kalāheo Water System Improvements, Kīlauea Wells 1&2 MCC, Chlorination Facilities, Kapaia Cane Haul Road 18” Water Line, Kūhiō Highway (Hardy-Oxford) 18” Main Replacement, Kapa’a Homesteads Well No. 4 Pump and Controls, Līhu’e Baseyard Electrical Relocation
- ii. Water Restriction Areas: Upper Lāwa’i, Po’ipū, Upper Wailua Homesteads, Moloa’a, Kīlauea-Kalihiwai, ‘Aliomanu – Kukuna Road, ‘Anini, Upper Wainiha Valley, Wainiha - Hā’ena
- iii. Water Plan 2020 Construction Project Status: Pu’u Pane 1.0MG Tank, Kapa’a 325’ Tanks, Kapa’a Homesteads Well No. 4, Kalāheo Water System Improvements, Kapaia Haul Cane Road, Kīlauea Wells Nos. 1 and 2, Kūhiō Hwy. (Hardy-Oxford), Weke, Anae, Mahimahi and He’e, Hanapēpē Town Well
- c. Supplemental Support Services: RM Towill, Inc., Kennedy/Jenks, Brown and Caldwell, Maddaus Water Management

4. Administration

- a. Human Resources – updates on Personnel Vacancies
- b. 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
 - 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

5. Manager and Chief Engineer

- a. Reports to Manager:
 - 1. Change Order No. 6 for Contract No. 753 with Hawaii Drilling & Pump Services, LLC, Job No. 24-10 Piwai Well No. 3 Repair
 - 2. Changer Order No. 3 (revised) to Contract No. 782 with Alpha, Inc. Job No. 18-03, WP2020 #PLH-27 Kūhiō Highway (Hardy-Oxford) 18” Main Replacement
 - 3. NASPO VL Contract No. 17-18 CPA2024-01 Contract Change Order No. 4 with Carahsoft Technology Corporation Subscription Renewal and Addition of S11 and Fuelmaster integrations to OpenGov Enterprise Asset Management Solution

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 10:10 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cherisse Zaima".

Cherisse Zaima
Administrative Assistant