

MINUTES
BOARD OF WATER SUPPLY
Thursday, September 18, 2025

The Board of Water Supply, County of Kauaʻi, met in a regular meeting in Līhu'e on Thursday, September 18, 2025. Vice Chair Shigemoto called the meeting to order at 9:30 a.m. The following Board members were present:

BOARD:

Ms. Julie Simonton, *Chair*
Mr. Tom Shigemoto, *Vice-Chair*
Ms. Micah Finnila
Mr. Clyde Kodani
Mr. Eric Fujikawa
Mr. Kaʻaina Hull (*entered remotely at 9:43 a.m.*)
Mr. Troy Tanigawa

EXCUSED:

Quorum was achieved with 6 members present at Roll Call; Board member Hull entered the meeting at 9:43 a.m.

ANNOUNCEMENTS

1. Next Scheduled Board Meeting: Thursday, **October 23, 2025** – 9:30 a.m. *
Schedule change due to conflict with Hawaii Water Works Association Conference

APPROVAL OF AGENDA

Board member Eric Fujikawa moved to amend the agenda to take Item 8 first during the New Business portion of the meeting, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.

MEETING MINUTES

1. Board Workshop Minutes – August 11, 2025
2. Regular Board Meeting – August 21, 2025
3. Executive Session Minutes – August 21, 2025

Board member Shigemoto referenced the August 21, 2025 Executive Session minutes and asked for clarification on whether the Board made any kind of commitment to Namahana to provide water through the motions that were voted on. Deputy County Attorney Laura Essenberg explained that according to the motions made at the previous meeting, it was decided that there was a policy purpose for granting water to Namahana School under the conditions that they apply appropriately and properly through the department under the normal procedure. Additionally, they have to come back to the Board to submit their proposed water minimization plan which is subject to Board's approval. She reiterated that Namahana has not yet been granted water, and further clarified that through the motions made at the previous meeting, the Board has created a path forward for them to receive water through the regular application process and ensuring that the water minimization plan is approved by the Board in order for them to have the ability to be approved for water.

The minutes of the August 11, 2025 Board Workshop, the August 21, 2025 Regular Meeting, and August 21, 2025 Executive Session were received for the record.

CORRESPONDENCE

1. Letter from Kurt R. Bosshard dated September 8, 2025 re: Request for Agenda Items
Board member Shigemoto moved to receive the letter and refer it to the Manager or designated representative for review, research, and response to Mr. Bosshard, seconded by Mr. Fujikawa; with no objections, motion carried with 6 Ayes.

Board member Shigemoto moved to direct the Department to report back to the Board at the October meeting to share the response provided to Mr. Bosshard, seconded by Ms. Finnila; with no objections, motion carried with 6 Ayes.

PUBLIC TESTIMONY

The Board received testimony from Mr. Kurt Bosshard. Mr. Bosshard expressed his appreciation for the motion. He stated that 10 years ago opportunity zones were created in the codes meant to bring in private funds for infrastructure and construction and business. He doesn't believe there was any input from the government entities on Kauai as they were unaware of what was newly going on, therefore there was no process in how to participate. Hanalei and Kukuuiula have been the opportunity zones for the last 10 years. In the next six months or so, there will be new opportunity zones designated under the recently passed tax law, phasing out the old ones and allowing for new designated areas can receive significant assistance from the private sector in places that are being designated by the Federal government. Mr. Bosshard noted that he has written our government officials informing them of what was missed. He would like to have those opportunity zones in the Hanamaulu-Puhi area and stressed the rural areas in need. Mr. Bosshard stated he has invested in the original opportunity zones in Koloa, but it has been difficult and there has been no encouragement from the County or State. He does not know if lobbying will be successful or not, but it could help get some infrastructure in areas of need and want based on the County of Kauai's General plan.

NEW BUSINESS

1. Manager's Report No. 26-04 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Kōloa Neighborhood Center between the Board of Water Supply, County of Kaua'i and the County of Kaua'i, Department of Parks and Recreation

Board member Fujikawa moved to approve Manager's Report No. 26-04, seconded by Mr. Shigemoto; with no objections, motion carried with 7 Ayes

2. Manager's Report No. 26-05 Discussion and Possible Action to Request Board Approval of the Indemnification Provision and Unspecified Future Obligations in the Agreement for Ka Waiwai ma Kapa'a at Kalukalu between the Board of Water Supply, County of Kaua'i and the Waiwai Collective, LLC

Board member Kodani moved to approve Manager's Report No. 26-05, seconded by Mr. Fujikawa; with no objections, motion carried with 7 Ayes

3. Manager's Report No. 26-06 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Kīlauea Elementary School between the Board of Water Supply, County of Kaua'i and the State of Hawai'i, Department of Education

Board member Kodani moved to approve Manager's Report No. 26-06, seconded by Mr. Tanigawa; with no objections, motion carried with 7 Ayes

4. Manager's Report No. 26-07 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Waimea Neighborhood Center between

the Board of Water Supply, County of Kaua'i and the County of Kaua'i, Department of Parks and Recreation

Board member Finnila moved to approve Manager's Report No. 26-07, seconded by Mr. Tanigawa; with no objections, motion carried with 7 Ayes

5. Manager's Report No. 26-08 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Lihu'e Neighborhood Center between the Board of Water Supply, County of Kaua'i and the County of Kaua'i, Department of Parks and Recreation

Board member Tanigawa moved to approve Manager's Report No. 26-08, seconded by Mr. Kodani; with no objections, motion carried with 7 Ayes

6. Manager's Report No. 26-09 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Kekaha Neighborhood Center between the Board of Water Supply, County of Kaua'i and the County of Kaua'i, Department of Parks and Recreation

Board member Tanigawa moved to approve Manager's Report No. 26-09, seconded by Mr. Shigemoto; with no objections, motion carried with 7 Ayes

7. Manager's Report No. 26-10 Discussion and Possible Action to Request Board Approval of the Indemnification Provision in the Agreement for Anahola Neighborhood Center between the Board of Water Supply, County of Kaua'i and the County of Kaua'i, Department of Parks and Recreation

Board member Kodani moved to approve Manager's Report No. 26-10, seconded by Mr. Shigemoto; with no objections, motion carried with 7 Ayes

8. Manager's Report No. 26-11 Discussion and Possible Action to Request Board Approval for Indemnification and Unspecified Future Obligations for Windows 11 between the Board of Water Supply, County of Kaua'i and Microsoft Corporation

Board member Fujikawa moved to approve Manager's Report No. 26-11, seconded by Mr. Shigemoto; with no objections, motion carried with 7 Ayes

9. Discussion and Possible Action to Initiate the Performance Appraisal Process for the Manager & Chief Engineer
a. Board Policy No. 34

Mr. Shigemoto moved to Initiate the Performance Appraisal Process for the Manager & Chief Engineer, seconded by Mr. Kodani; with no objections, motion carried with 7 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 August 2025

Waterworks Controller Renee Yadao provided an overview of the Fiscal Division dashboard submitted, noting the following highlights:

- Revenue trending higher than anticipated and are approximately \$410,000 higher than last August's revenue, which is attributed to the transponder replacements.
- Currently at 83% completed with transponder replacements

- Due to large percentage of transponders being replaced, staff can now focus more on outstanding unpaid bills

2. Operations

- 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

Chief of Operations Ryan Smith provided an overview of the Operations dashboard submitted, noting the following highlights:

- A lot of personnel actions: 2 UPW employees were promoted to HGEA working supervisors – Building Maintenance supervisor and Water Meter Repair supervisor
- Hired new Maintenance Worker Aide
- 3 more interviews scheduled for various positions; as promotions go into effect, more positions will be available
- In a much better place due to the transponder replacements
- Crew has been busy with lots of leaks that are not surfacing, but have been doing a great job

Board member Troy Tanigawa expressed his thanks to Ryan the Ops crew that responded to a good size line main break on Papalina Road. The crew responded quickly to get the repair done and backfilled, Public Works finished the drain line replacement last week and the contractor finished the paving. He commended the DOW team for the great result.

3. Engineering

- 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
 - 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
 - Kūhiō Hwy (Hardy-Oxford) 18” Main Replacement
 - 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
 - America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment/Emergency Response Plan

Engineering Division Head Jason Kagimoto provided an overview of the Engineering dashboard submitted, giving a summary of the highlights listed.

Kalaheo Water System Improvements - A future-intended project that has been expedited to commence now is to add booster pumps at the 908 facility to boost to Yamada tank, then boost from

Yamada tank to the highest Clearwell tank; this will create a much more reliable and functional system.

UH Experimental Station 605' Tank – The Department has received approval for both the location of the tank and the road and are now moving forward with waterline design. They are looking to obtain a Grant of Easement for both and are moving ahead with permitting and design. Board member Shigemoto asked if this has any correlation to what Mr. Bosshard testified about. Mr. Kagimoto explained that this upper Wailua Homesteads area has only one existing tank, which is an old tank, that services the area. The goal is to build a new tank for redundancy purposes and to provide additional storage needs for that area. The Department was able to work out an arrangement to construct a new tank on the UH site at the top of Kuamoo Road. Additionally, the Department is working on another separate project to replace and increase the size of some transmission lines for fire flow purposes, and to ultimately replace the transmission lines that required emergency repairs last year starting at the Opaekaa Falls lookout and going all the way up to the top of Kuamoo Road to tie into the UH tank site; this will be a long-range project that will have to be done in phases.

Board member Tanigawa asked that because the Kuamoo project will likely converge with some State facilities, are there any opportunities for the Department to access Federal funds. Mr. Kagimoto stated that they can possibly coordinate with State Department of Transportation to see if there are any Federal funds available. Board member Eric Fujikawa stated that he is unsure if there are grant opportunities, but generally from the Federal Highways standpoint, they would not dedicate funds to utility facilities.

Board member Fujikawa made a request that summary updates on DOW's CIP projects be presented graphically in a map type format to show the system they are impacting and how they relate to water meter restricted areas, and where our source and storage needs are. He feels this would make it easier for the Board to follow along with where the plan is. It would be helpful for the Board to see where water restrictions are currently located, how these projects will help to alleviate that, and what we are trying to address with future CIP projects. It could just be a simple map included in the Board packet that shows a single system and could be zoomed in on to show particular highlights. Mr. Kagimoto expressed appreciation for the good feedback and will work on providing more mapping in their reports.

Referencing the Kilauea Wells 1 & 2 MCC, Chlorination Facilities, Mr. Shigemoto asked if this correlates directly to the request for appeal from Namahana School at the last meeting. Mr. Kagimoto stated not directly, clarifying that they are replacing the motor controls for the pumps to address the concerns with the immense challenge of obtaining spare parts for that pump due to its age. The replacement will allow for a much more resilient system, but the existing capacity will not change. To address the needs of the Kilauea area the Department does have a tank project coming later in the year; however, they do need an additional new well source. In response to Mr. Shigemoto's question on the approximate time it will take to get the system whole, Mr. Kagimoto stated they are looking at 7 to 10 years.

Referencing the public outreach meetings for the CIP projects and Water Systems Investment Plan, he noted that this is a heavy lift for staff, but the goal of this expedited effort is to help move forward with updating our long-range plan and financial outlook moving forward. The plan is to receive public comment prior to the holiday season, work with the consultants on the FRC/Rate Study components and going into the new year having public meetings focusing on the FRC/Rate Study.

With the Commission on Water Resource Management board's conditional approval of the Kauai Water Use and Development Plan, the Department is coordinating with the Native Hawaiian community to get a better inventory on traditional customary practices and combining that with the WSIP efforts to try and be as efficient as possible.

4. Administration
 - a. Human Resources – updates on Personnel Vacancies
5. Manager and Chief Engineer
 - a. Reports to Manager:
 1. 4th Year Audit for Contract No. 724 with N&K CPAs, Inc., Annual Audit for Fiscal Years Ending June 30, 2022 through June 30, 2026
 2. Year 2 Services for Contract 733 with DOXIM dba Utilitec, Job. No. SS-2024-02, Customer Care & Billing (CC&B)
 3. Change Order No. 1 to Contract No 781 (Paul’s Electrical Contracting, LLC), Job No. 24-14, Lihue Baseyard Electrical Relocation
 4. NASPO VL Contract No. 17-18, CPA2014-01, Year 3 of 3 Services and Contract Change Order No. 3 with Carahsoft Technology Corporation, Asset Managed Services

Manager Joe Tait stated that the Administration division is 22% understaffed, but the department has been focused on the divisions that are doing the heavy lifting. Positions in Admin. will be filled, but not at the priority level of Operations and Engineering.

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

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING:

ADJOURNMENT

The meeting was adjourned at 10:19 a.m.

Respectfully submitted,

Cherisse Zaima

Cherisse Zaima
Commission Support Clerk