

MINUTES

REGULAR MEETING OF THE BOARD OF WATER SUPPLY

December 16, 2013

At 2:02 PM on December 16, 2013 in the Board Room of the Public Service Building at 630 South Beretania Street, Honolulu, Hawaii, Board Chair Miyashiro called to order the Regular Meeting.

Present: Duane R. Miyashiro, Board Chair
Mahealani Cypher, Vice Chair (arrived at 2:07 p.m.)
Adam C. Wong
Ross S. Sasamura
Glenn M. Okimoto

Also Present: Ernest Lau, Manager and Chief Engineer
Ellen Kitamura, Deputy Manager and Chief Engineer
Tracy Burgo
Dennis Crail
Daryl Hiromoto
Barry Usagawa
Joe Cooper

Others Present: Krishna Jayaram, Deputy Corporation Counsel
Marilyn Ushijima, Deputy Corporation Counsel
Chris Cleveland, Brown and Caldwell

Absent: David C. Hulihee
Theresa C. McMurdo

APPROVAL
OF MINUTES

Approval of the Minutes of the Regular Meeting held on November 25, 2013

MOTION
TO APPROVE

Ross Sasamura and Adam Wong motioned and seconded, respectively, to approve the Minutes of the Regular Session Meeting of November 25, 2013. The motion was unanimously carried.

ITEM FOR INFORMATION NO. 1

BOARD OF WATER SUPPLY HUMAN RESOURCES PLAN

DISCUSSION:

Karen Tom of the Human Resources Office (HRO) presented the BWS HRO plan. She showed the traditional organizational structure of the Department in 1999, which consisted of eight divisions and three offices. She explained that in 2001, those divisions and offices were compressed into six business units; and in 2003, the Department reorganized into 11 divisions, which included new divisions called Chief of Staff, Legal Counsel, Security, and Strategic Development. Under this organization, the approval of the Experimental Modernization Program (EMP) allowed hiring subject matter experts to mentor division chiefs.

Ms. Tom responded to Board Member Wong's inquiries by stating that in 2001, each of the six business units had their own unit manager and in 2003 under the EMP, most of the 11 divisions were headed by outside EMP contract hires that were brought in to mentor existing civil service division heads. Mr. Wong inquired if the division heads in 2001 were civil service employees and Ms. Tom responded yes.

Ms. Tom explained the current organizational chart, showing that the Department is back to 10 divisions, with several staff offices under the Office of the Manager and Chief Engineer (OMCE). Ms. Tom and Manager Lau responded to inquiries from Board Members Okimoto and Wong by explaining that the staff offices that come under OMCE are HRO and the Executive Support Office (ESO). The ESO includes Security, Risk Management, Procurement, and Management and Budget. Strategic Development is now called the Water Quality Division that includes the Chemical and Microbiological Labs. A civil service division head heads every division. Mr. Lau clarified that Ms. Kitamura falls under OMCE and introduced Joe Cooper as the newly hired civil service Waterworks Controller for the Finance Division.

Mr. Wong asked Mr. Lau why he organized the Department this way and Mr. Okimoto commented that overseeing 10 divisions seem to be a large span of control. Mr. Lau informed the Board that one of the key things he wanted to do was to reestablish the civil service division heads to head the divisions, and to take the labs out of the Operations Division and bring them to the forefront of core operations, therefore developing a Water Quality Division. He stated that this structure is an interim step and that there may be more consolidation where more offices may fall under OMCE. Mr. Lau agreed that the current structure is a large span of control to be under OMCE, but stated that his dependability on the division heads allows him to let them run most of their operations on their own. Ms. Kitamura has direct control over the Capital Projects Division and they both work closely with each division as necessary. In the future, Land and Communications may fall under OMCE and there may be a possible merger between Field Operations and Water System Operations Divisions.

Ms. Tom continued with her presentation and explained about gaps in the workforce due to 12 years of hiring restrictions and retirements. The hiring of middle managers and division heads have helped to fill the gaps, but a great challenge is filling technical positions like electricians and mechanics. Ms. Tom replied to Mr. Wong's inquiry by explaining that the biggest challenge they face when it comes to recruitment is getting quality and experienced candidates who can fit the jobs at BWS. Mr. Lau stated that another challenge is trying to balance the salary to be competitive with the marketplace. Mr. Wong inquired if the benefits are still attractive as it was before. Mr. Lau stated that there is always a threat of reducing the benefits for new employees,

and also changes to the post-retirement health benefits. Board Vice Chair Cypher commented that benefits haven't changed as much as the political climate. She stressed that employees could help keep the Department competitive by letting colleagues know that the benefits are worth protecting and to continue the fight to keep BWS semi-autonomous so it has its own resource for funding jobs.

Ms. Tom explained how the trades apprentice program is a way to develop applicant pools for certain BWS-specific jobs. Board Member Sasamura inquired if the Department has an apprenticeship program for the automotive mechanics. Ms. Tom replied that the Department has been successful in hiring qualified employees from the Department of Human Resources' (DHR) list of candidates.

Ms. Tom continued with the presentation and explained the Multi-Skilled Worker Program. Mr. Wong stated that he recalled some other similar program involving cross training. Ms. Kitamura stated that it was called "Broadband" that would allow a whole cross section of different types of people including technicians to be compensated in doing some professional work. For some reason, this didn't seem feasible at the time.

Mr. Lau and Ms. Tom informed the Board about plans for succession planning. They mentioned discussions they have had about conducting briefings for the young engineers to learn about the water system and also developing and formalizing documents that would become resource information. Ms. Cypher expressed her concern about how detailed knowledge could be lost. For example, she remembered an employee who retired who was the only one who knew where all the butterfly valves were. Mr. Wong shared that in the private sector, many companies are creating a department called Institutional Knowledge Departments. This department would solely focus on how to bridge the gap of institutional knowledge and how to manage and transfer that knowledge. Mr. Sasamura commented that institutional knowledge can be irreplaceable because when people retire, there's no real capture of information, and although people may try to pass that on, it also depends upon the people receiving that information – do those people document the information, do they pass it on to others? Mr. Sasamura added that to help with succession planning, one of their division chiefs suggested that they take one of their vacant positions and redescribe it to a transitional position. When they find out an employee is going to retire, they would fill this position on an anticipated vacancy to bring this person on board before the employee retires to begin the transfer of knowledge. Mr. Sasamura stated that this was brought before the DHR as a discussion item but they haven't received any response or feedback yet. Mr. Sasamura shared that when he was in college, he went through a rotational program enabling him to gain experiences in many different areas.

Mr. Wong inquired if the Communications Office gets involved in recruitment to try to attract the young people. Ms. Tom replied that the Communications Office doesn't really get involved since HRO works mainly with DHR when it comes to recruitment.

Mr. Lau gave the Board a heads up that a renovation project of the Beretania buildings may be reflected in the fiscal year 2016 budget to modernize the buildings, depending on the outcome of the Beretania Redevelopment Project. Modernizing the buildings would help make it an attractive workplace to the younger generation. Ms. Cypher reminded Mr. Lau about protecting the historic value of the buildings when doing either project. Mr. Lau thanked Ms. Cypher and agreed.

Mr. Wong asked if there was anything the Board could do to help with the challenges BWS faces with recruitments. Ms. Tom replied that there was nothing right now she could think of because

Mr. Lau gives them a lot of leeway for recruiting and filling, however, the Department may need to seek authorization from the Board for additional position counts.



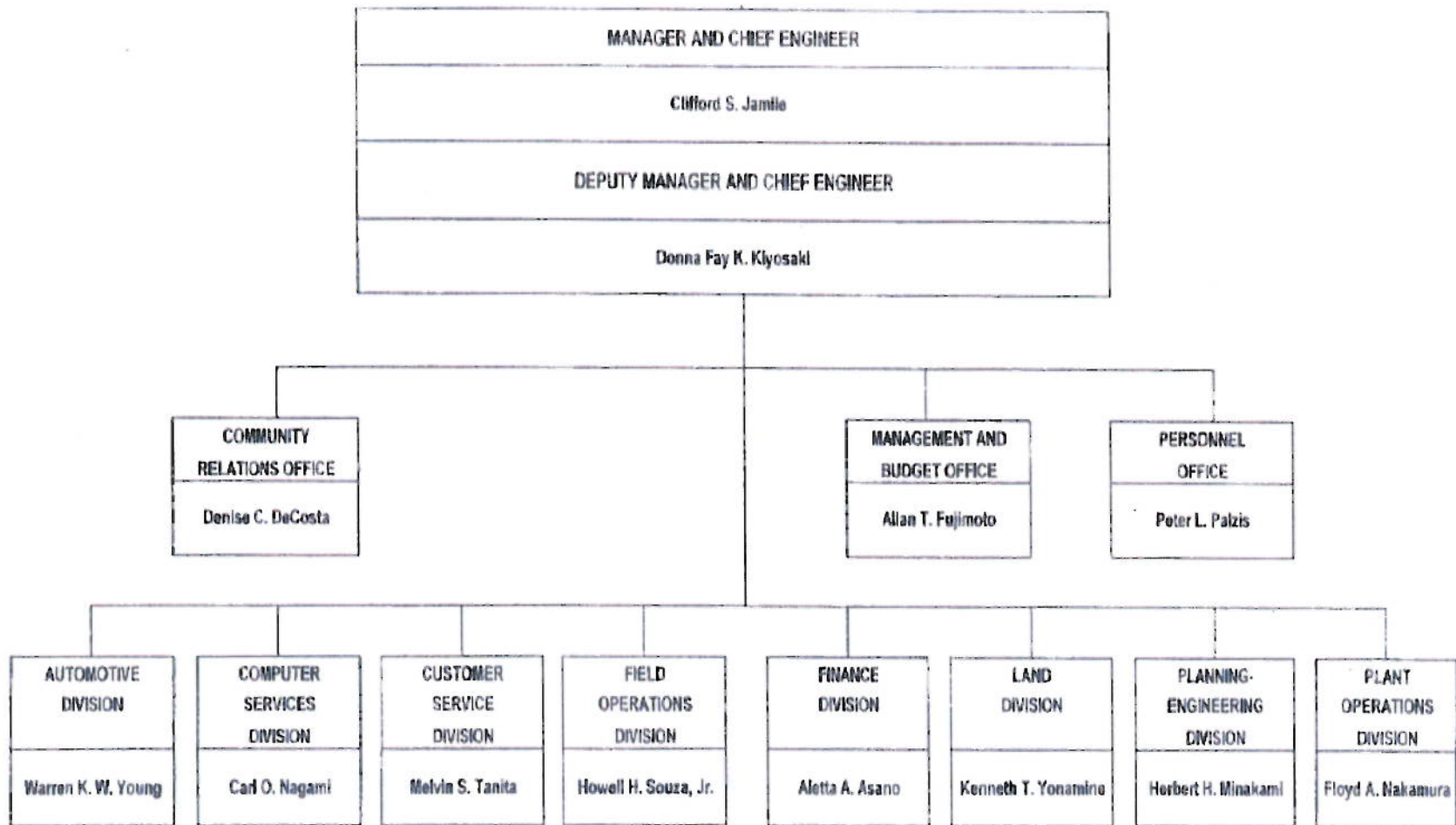
HUMAN RESOURCES PLAN

Board of Water Supply
November 25, 2013

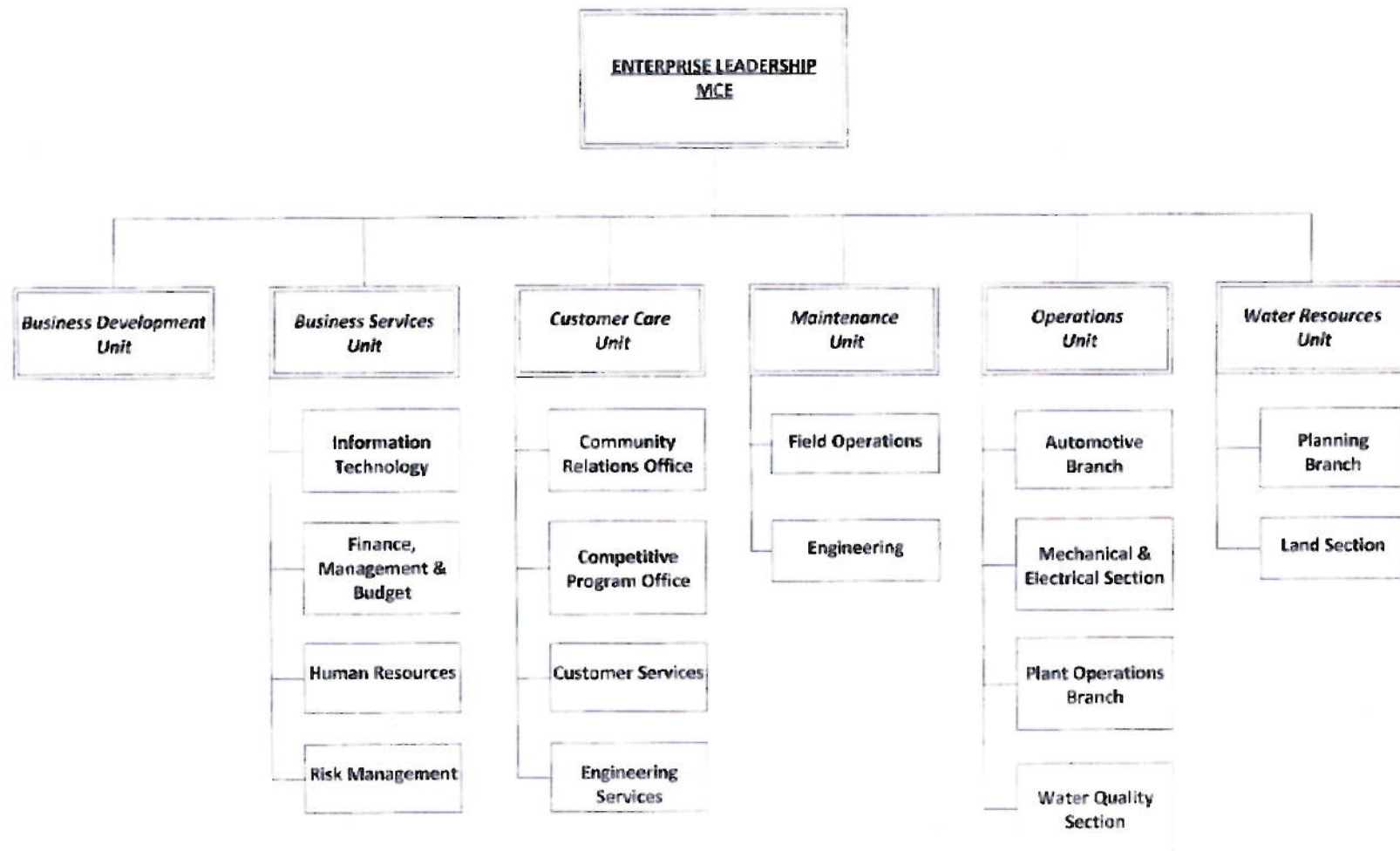


**How we got to where
we are today.**

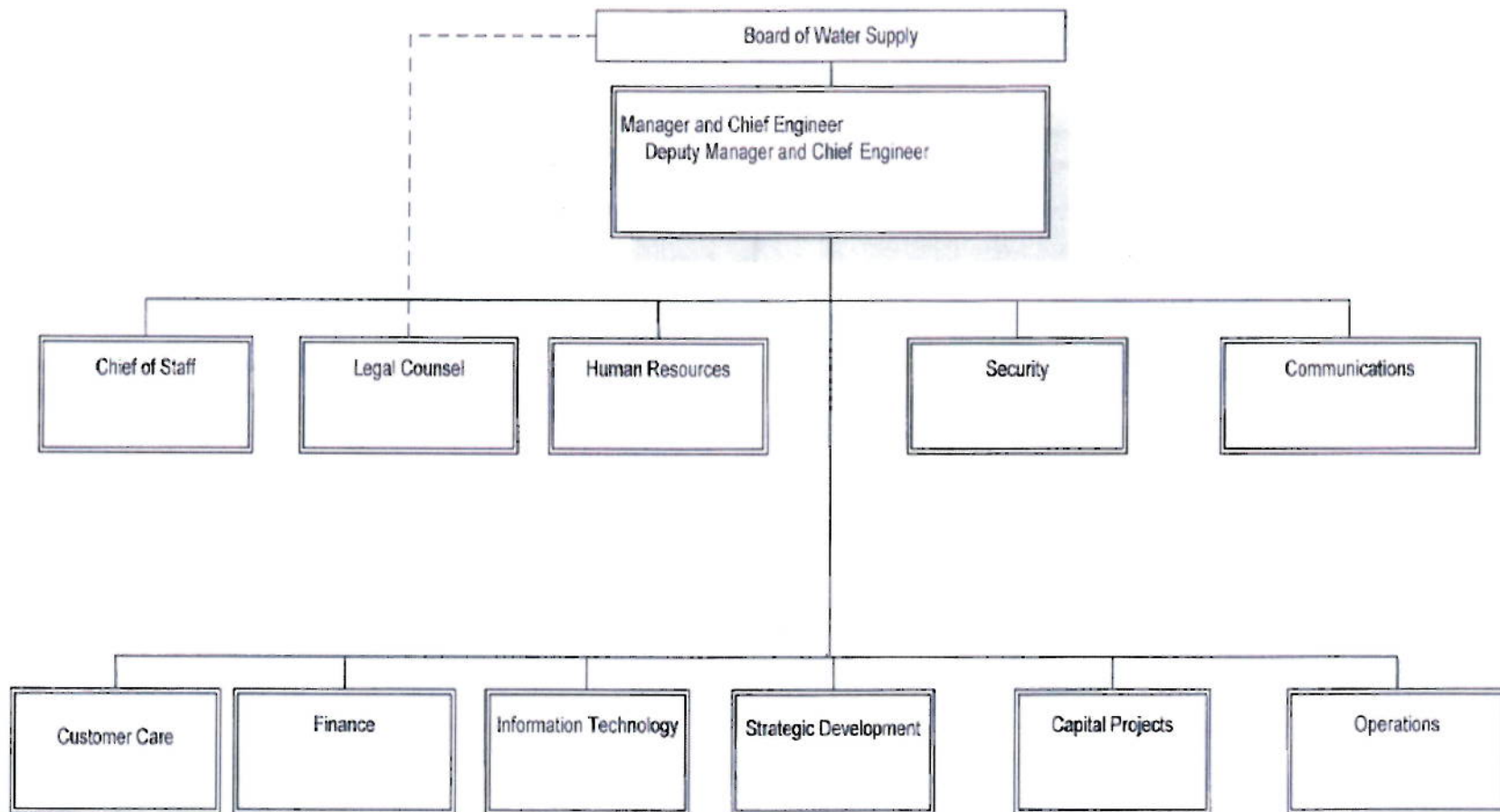
1999 Traditional



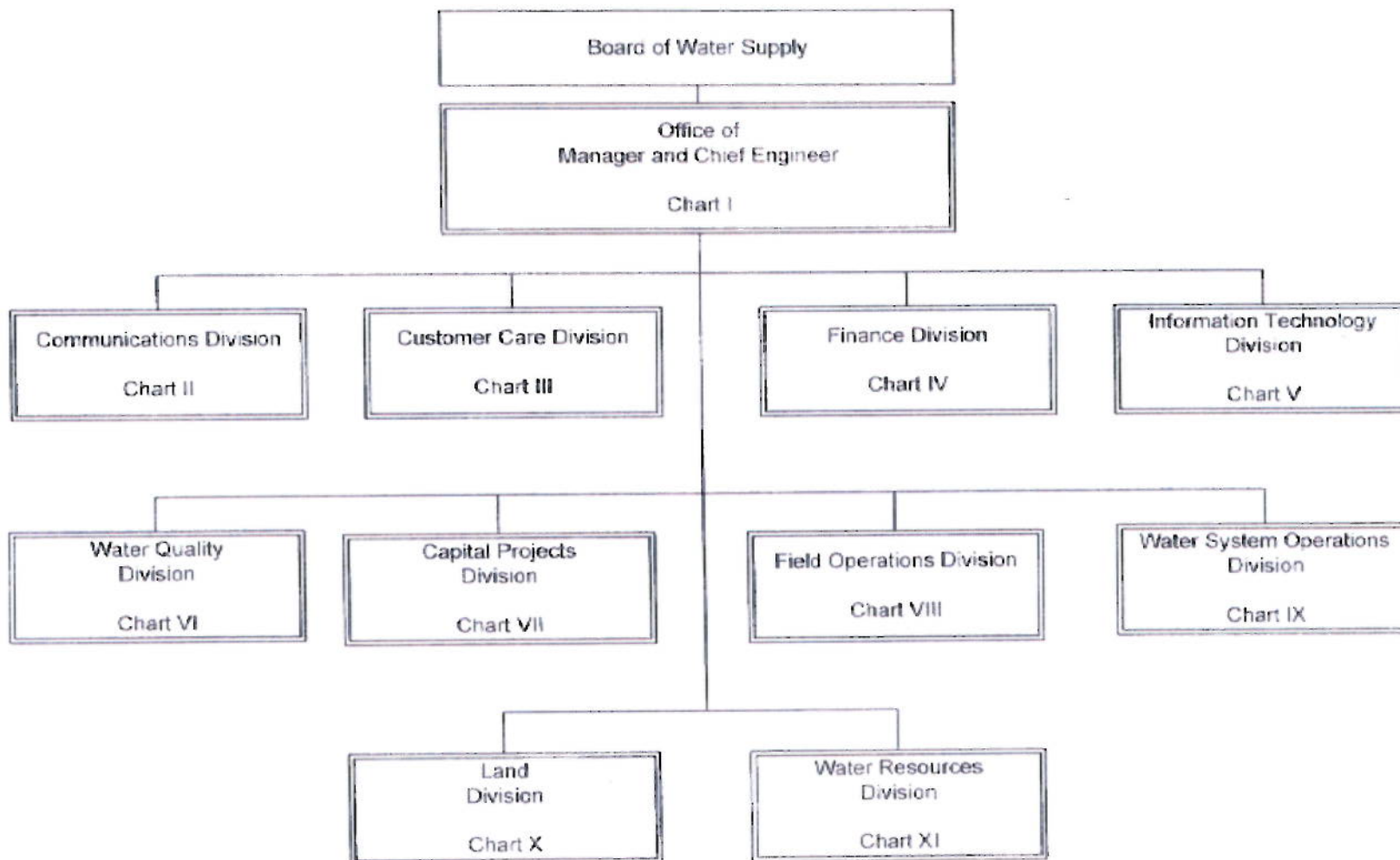
2001 Lean and Mean



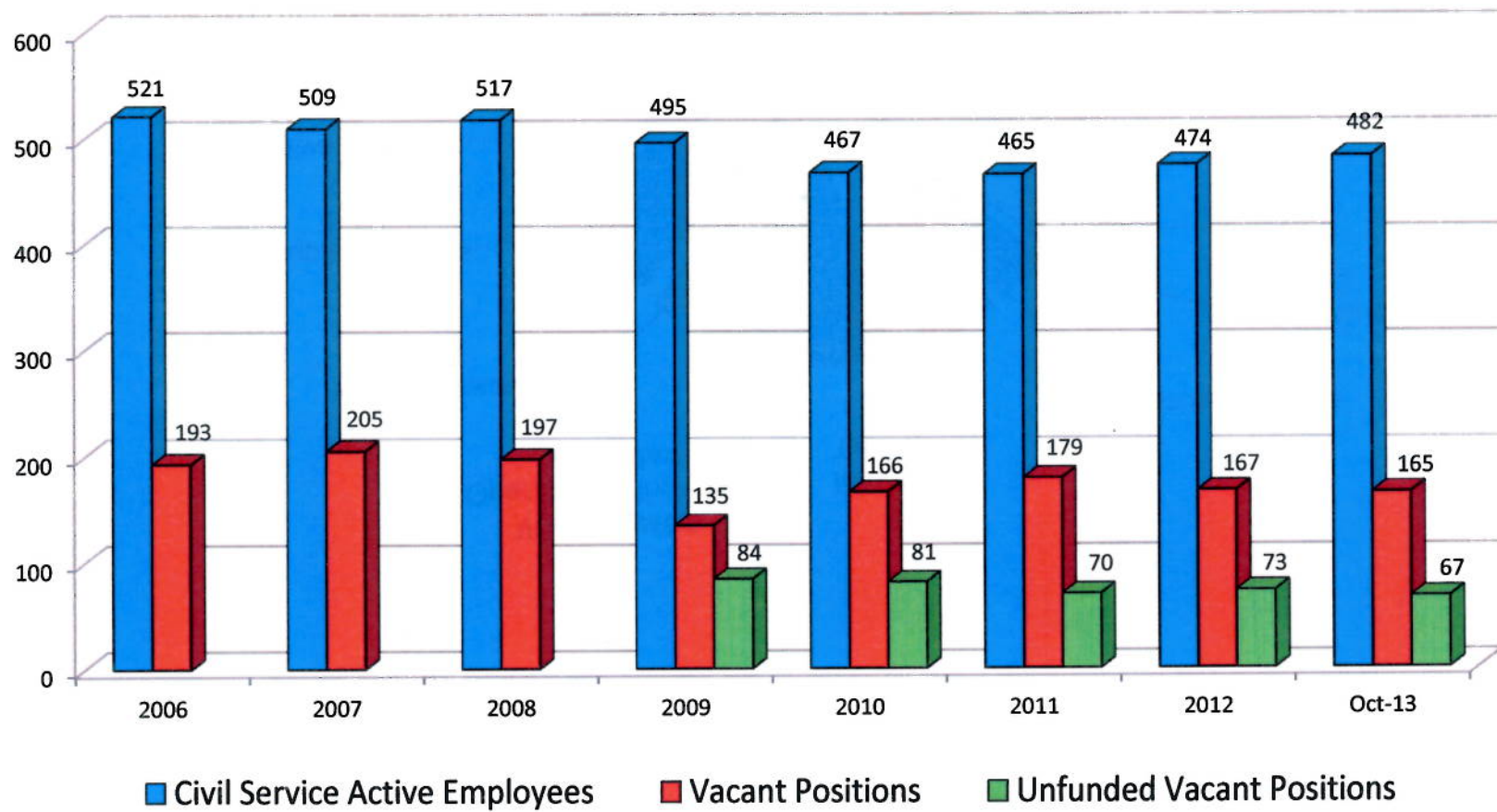
2003 Modernize



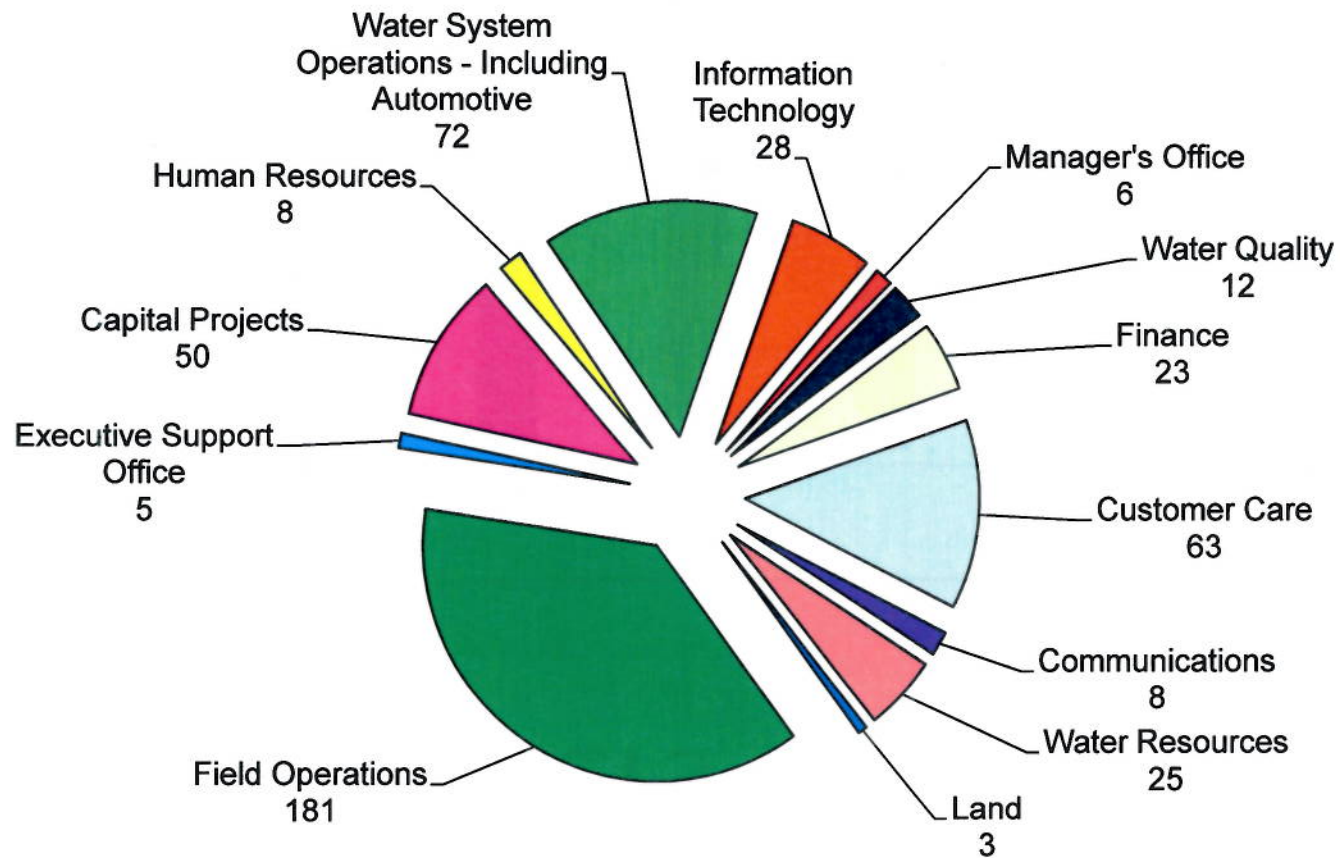
2013 Back to Core



Position Numbers

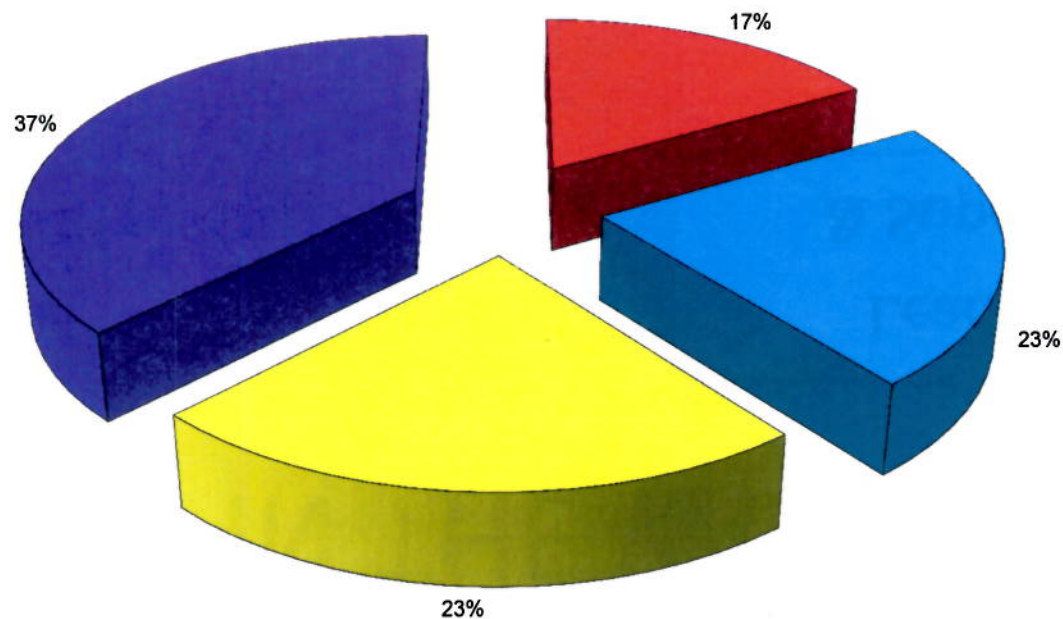


2013 Workforce



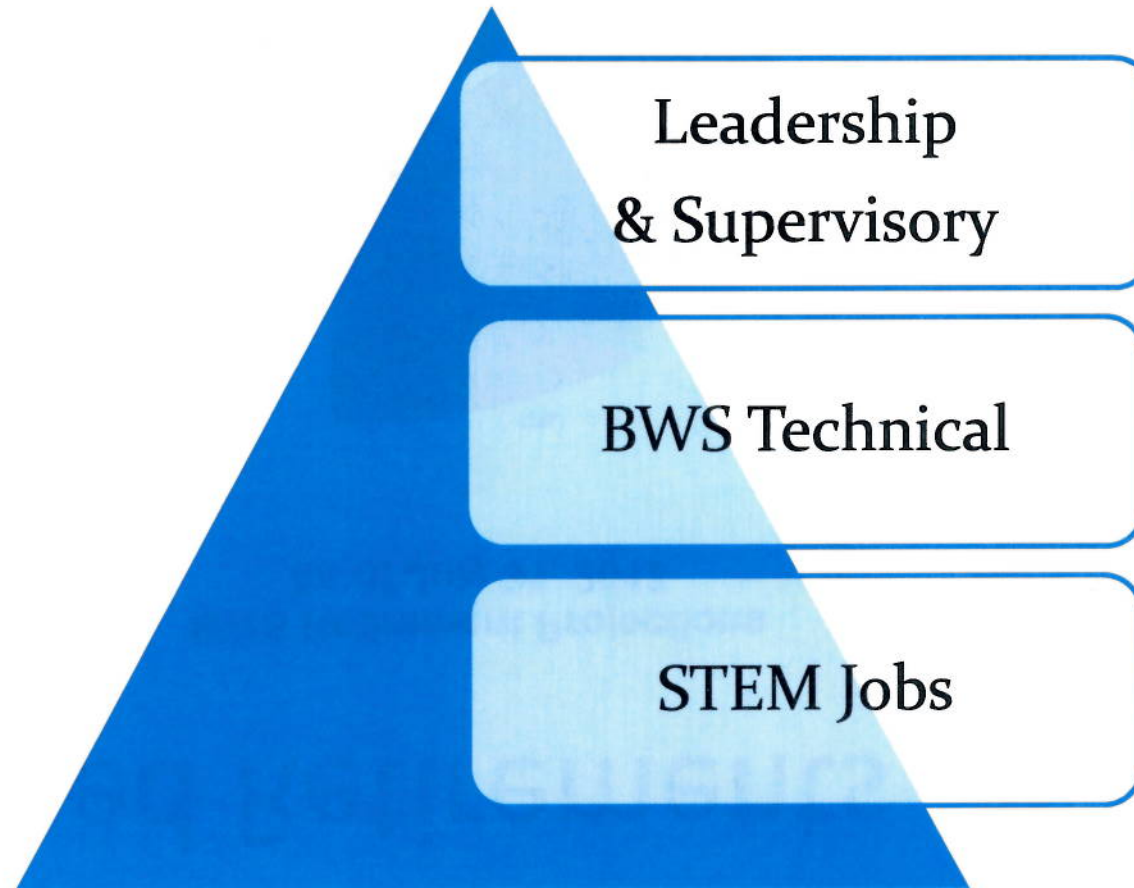
Projected Retirements

**BWS Retirement Projections
As of July 31, 2013**



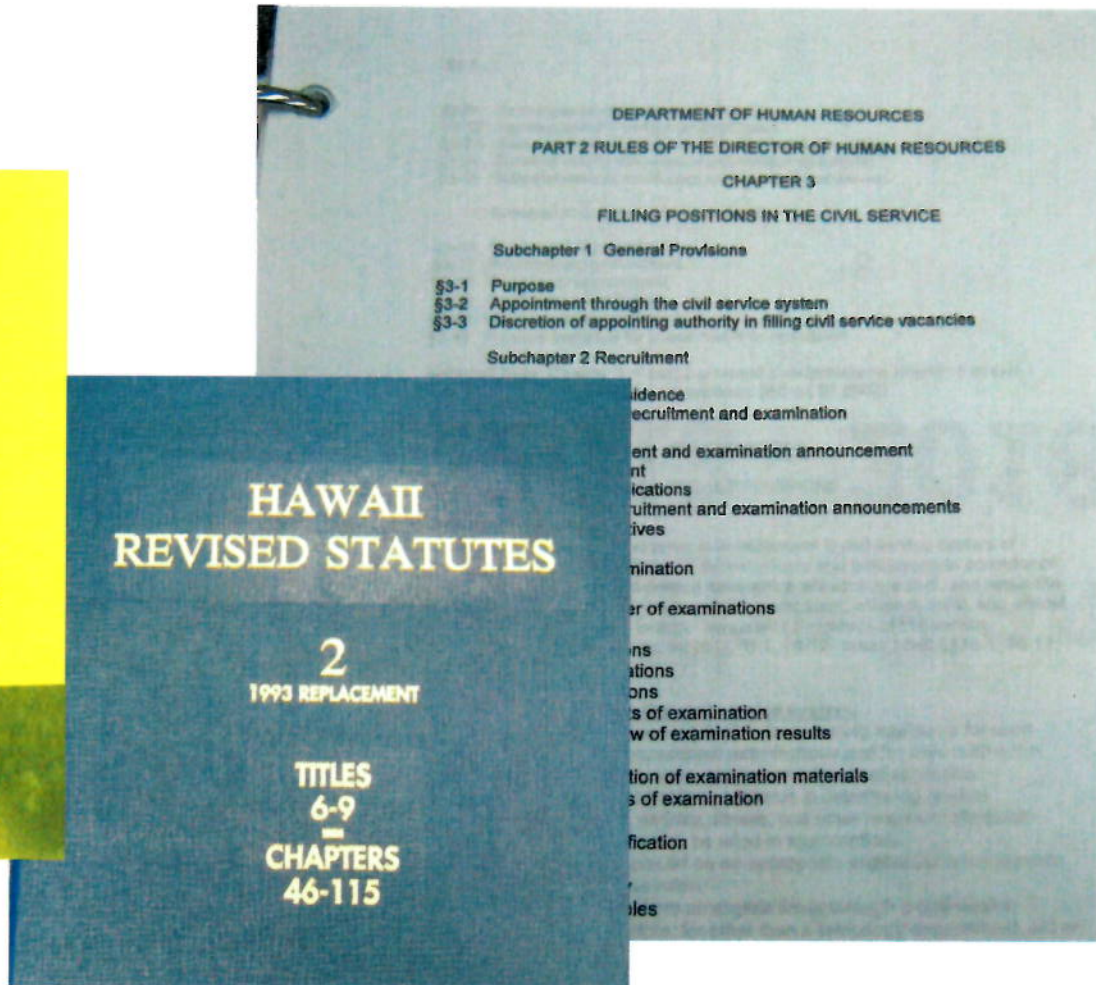
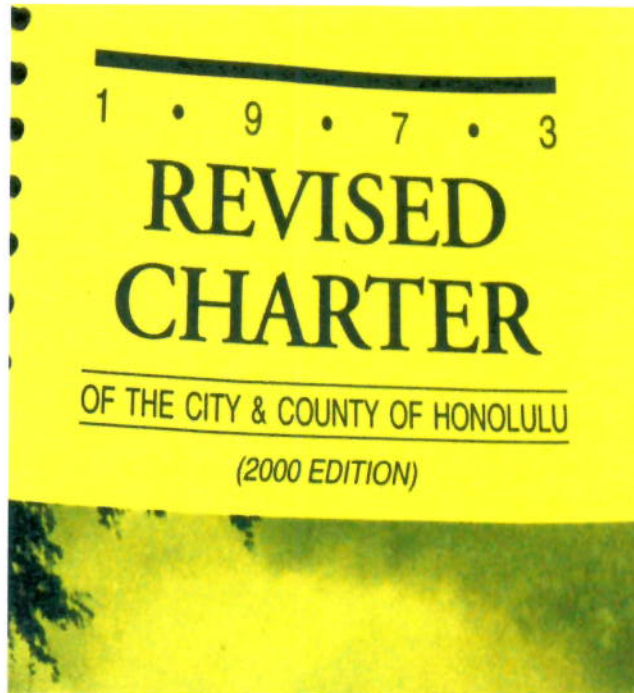
- Retire Now
- Retire In 5 yrs
- Retire In 10 yrs

GAPS IN THE WORKFORCE





The Girls' Learning Study



A decorative graphic at the top of the page consisting of several overlapping, wavy, horizontal bands in various shades of blue, creating a sense of movement and depth.

The Plan

2013 - 2018

What We're Doing Today

- Civil service recruitment strategies
- Hiring talent
- Exploring alternate applicant pools



Star  Advertiser

NEOGOV[™]

What We're Working On

- Creating our own applicant pool
- Re-evaluating outdated classes
- Management Training



In the Next 5 Years

- Upward Evaluations
- Peer Evaluations
- Leadership & Supervisory Development



The Next 5 Years & Beyond

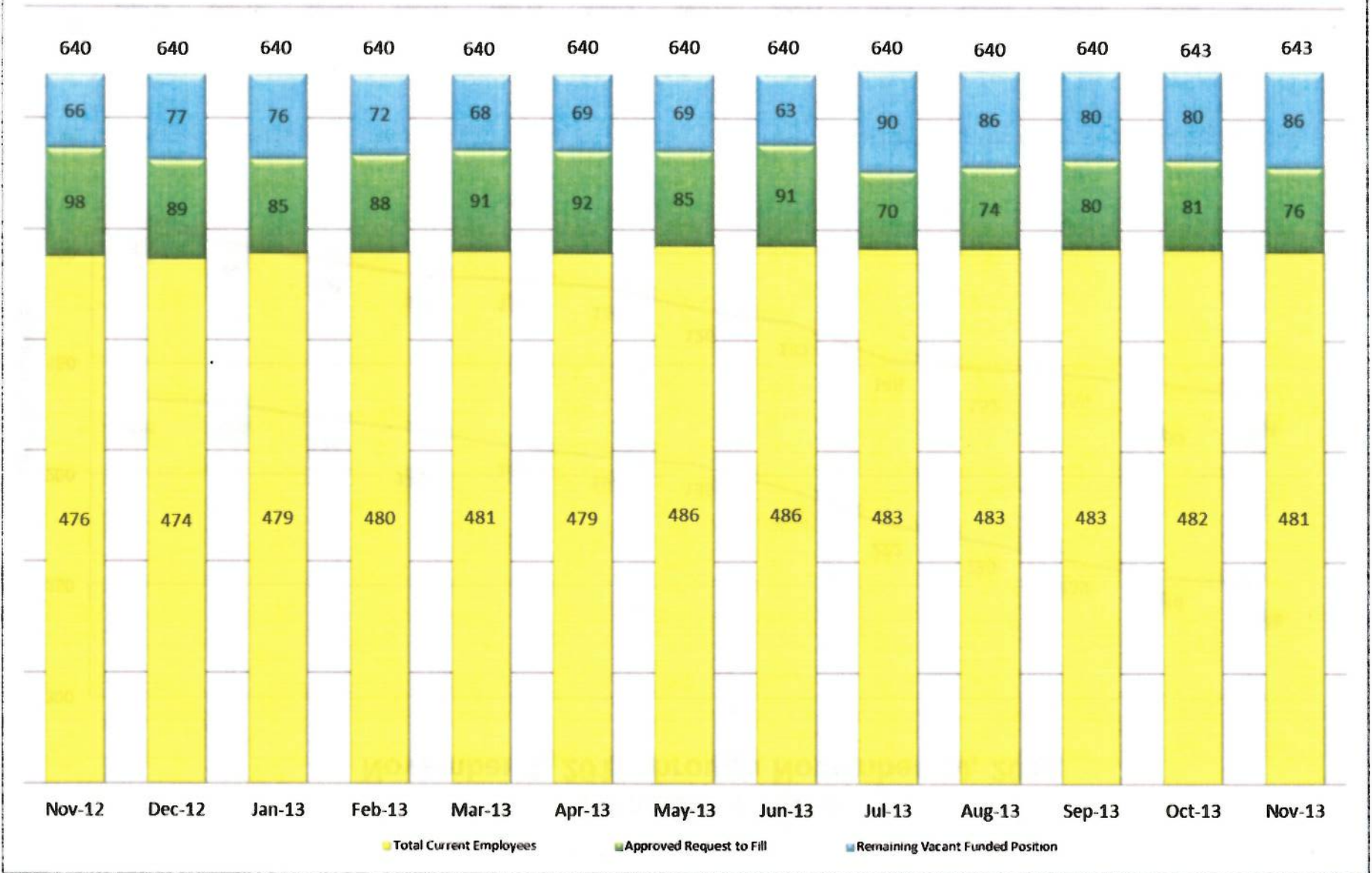
- Classify the MSW
- Complete Reorgs
- Strategies to fill workforce gaps



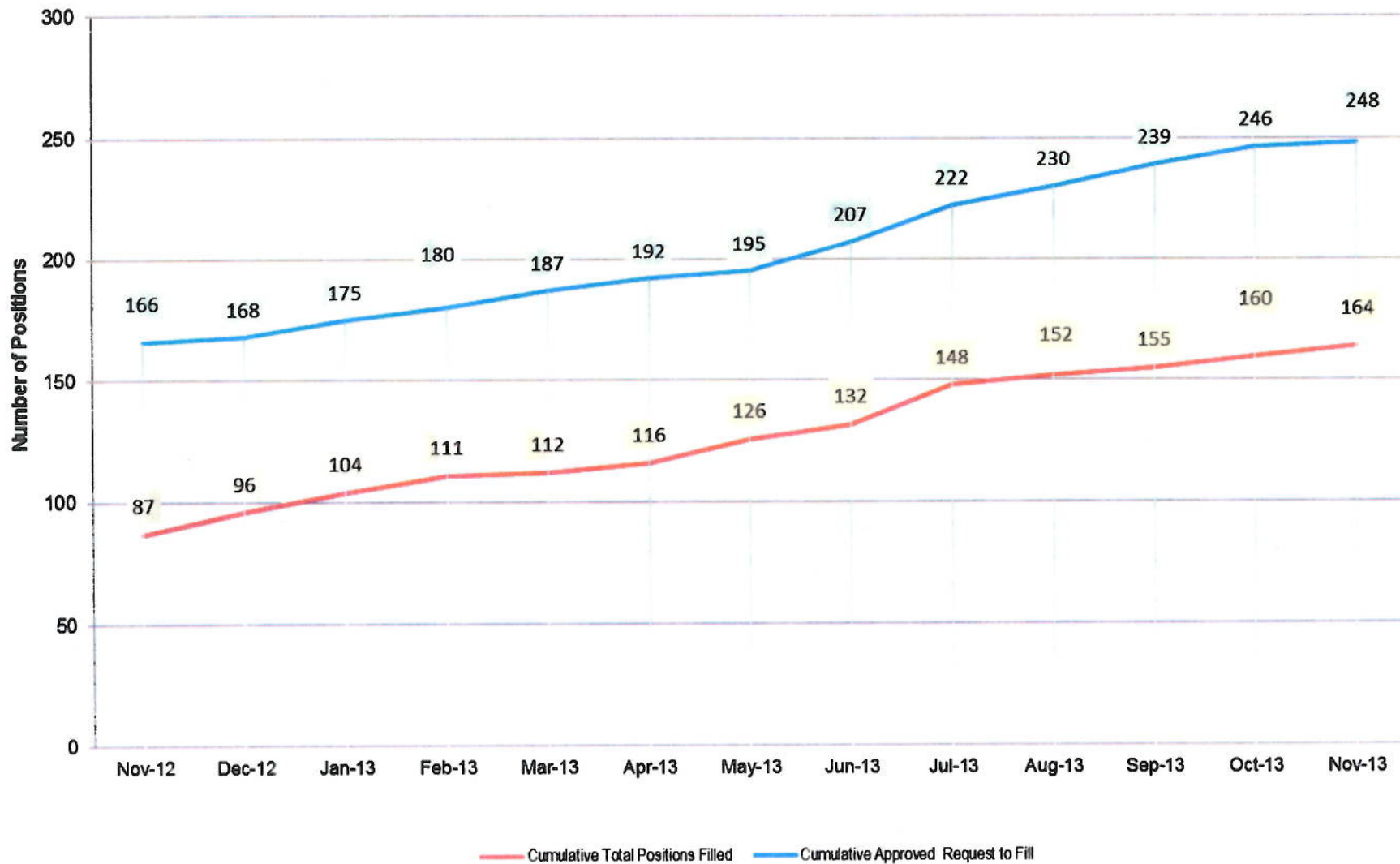


DISCUSSION

Positions Filled November 1, 2012 through November 30, 2013



Cumulative Totals November 1, 2012 through November 30, 2013

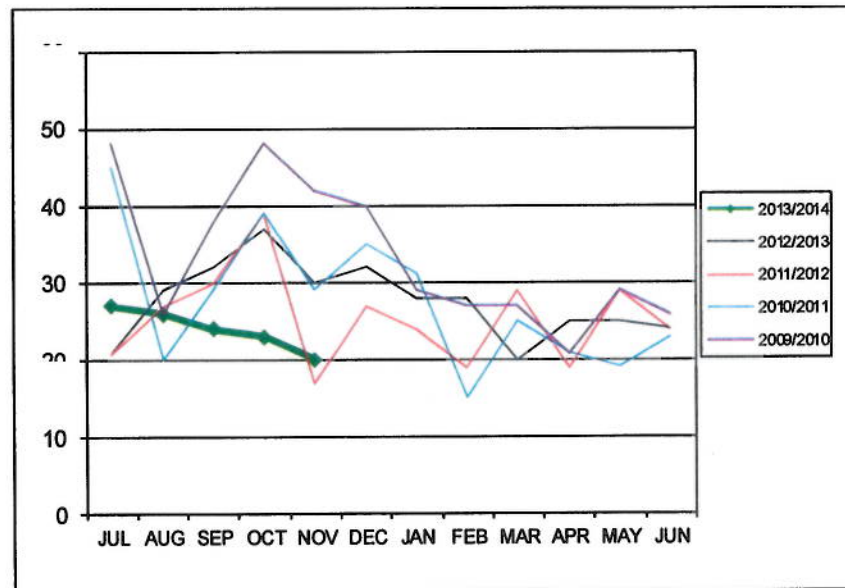


DISCUSSION: There were no comments or discussion.

WATER MAIN REPAIR REPORT for November 2013

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
2013/2014	27	26	24	23	20								120
2012/2013	21	29	32	37	30	32	28	28	20	25	25	24	331
2011/2012	21	27	30	39	17	27	24	19	29	19	29	24	305
2010/2011	45	20	29	39	29	35	31	15	25	21	19	23	331
2009/2010	48	26	38	48	42	40	29	27	27	21	29	26	401

Date	Address	Size	Cause
11/4	965 Kanakou Pl.	4" C.I.	Corrosion
11/5	975 Kaluanui Rd.	6" C.I.	Unknown
11/6	2124 Pauoa Rd.	8" C.I.	Corrosion
11/6	472 Kaumakani St.	8" C.I.	Unknown
11/11	3217 Makini St.	8" C.I.	Corrosion
11/12	5362 Papai St.	8" C.I.	Unknown
11/15	1141 13th Ave.	6" C.I.	Roots
11/15	930 Kilani Ave.	8" C.I.	Corrosion
11/15	1569 Lehia St.	8" C.I.	Corrosion
11/18	87-565 Kulaaupuni St.	8" C.I.	Corrosion
11/18	2216 Auhuhu St.	8" C.I.	Unknown
11/19	45-844 Halemuku St.	8" C.I.	Unknown
11/19	725 Kapiolani Blvd.	6" D.I.	Unknown
11/21	4836 Aukai Ave.	8" C.I.	Corrosion
11/21	1259 Aloha Oe Dr.	12" C.I.	Unknown
11/21	1263 Puualoha St.	8" C.I.	Unknown
11/23	Kakaina St. & Waikupanaha St.	6" C.I.	Corrosion
11/25	1169 Mikole St.	12" P.V.C.	Unknown
11/27	70 Poipu Dr.	6" C.I.	Damaged
11/29	1272 Lunalilo Home Rd.	8" D.I.	Unknown



Bold * - Pro-active Leak Repair

25 miles of pipelines were surveyed by the Leak Detection Team
in the month of November

DISCUSSION:

Field Operations Program Administrator Daryl Hiromoto presented the water main repair report. Mr. Hiromoto pointed out the continuing downward trend of the main breaks due to adjustments made in the system. Mr. Wong inquired if this good news should be communicated to the public. Ms. Cypher suggested a half hour program on Olelo to talk about what's involved in water main breaks, repair and maintenance and at some point talk about the innovations and changes being made that are decreasing the amount of main breaks. Mr. Lau stated that if this trend continues for the next six months, then they would want to publicize this.

Mr. Hiromoto informed the Board that a presentation was made at the American Water Works Association's annual conference but it was more along the lines of the kind of adjustments being made. Ms. Cypher commented that it's good that the employees are thinking out of the box. Mr. Hiromoto stated that they have some young, bright employees who are brave enough to challenge the status quo. Mr. Lau added that there are more employees willing to take chances and calculated risks, questioning the ideas or assumptions that have been in place for decades.

Mr. Okimoto suggested that the Department publicize this sooner than six months. He suggested informing the public that BWS is making adjustments to the system and to show the progress being made. Mr. Wong agreed that the public wants transparency more than anything, even if things are bad.

Mr. Miyashiro thanked Mr. Lau and his staff for their efforts and for acting in the best interest of the Department and the ratepayers. He recommended that the Department explain to the public that BWS is using innovative measures, which are helping to decrease the amount of main breaks and cut back on electricity use and costs, all which helps to save the ratepayers money. Mr. Miyashiro suggested that maybe this should be shared with the public in January and not wait until June.

Mr. Lau thanked the Board for their comments and stated that they will take a hard look at their suggestions.

ITEM FOR INFORMATION NO. 4

"November 25, 2013

GROUNDWATER
LEVELS

Chairman and Members
Board of Water Supply
City and County of Honolulu
Honolulu, Hawaii 96843

Chairman and Members:

Subject: Status Update of Groundwater Levels at All Index
Stations

There are two aquifer index wells within low groundwater status for the production week that ended on December 7, 2013. Punaluu is in a caution status, and Kaimuki is under an alert status. The weekly production average for the period was 122.01 million gallons per day.

The Board of Water Supply rainfall index for the month of November was 93 percent of normal, with a 5-month moving average of 75 percent. The Hawaii Drought Monitor indicates abnormally dry (D0) conditions only along the leeward coast of Oahu, as of December 3, 2013. The National Weather Service is forecasting above normal precipitation through March 2014, but predominantly normal rainfall thereafter to the end of 2014. Index monitor wells are indicating a normal seasonal recovery in head levels.

Respectfully submitted,

/s/ ERNEST Y. W. LAU, P.E.
Manager and Chief Engineer

Attachments"

The foregoing was for information only.

DISCUSSION:

Water Resources Program Administrator Barry Usagawa reported on the status update of groundwater levels. Mr. Miyashiro suggested that another message the Department should publicize is their successful efforts in encouraging the public to conserve water. Ms. Cypher stated that the approach should be to thank the public for their efforts to conserve and to encourage them and ask for their continued support especially during the summer months.

PUMPAGE, HEAD, AND RAINFALL REPORT
Week of 12/1/13 to 12/7/13

STATION	MGD	HEAD	STATION	MGD	HEAD	STATION	MGD	HEAD		MGD	HEAD
METRO			WINDWARD			EWA-WAIAANAE (CONT)			PH (CONT)		
KULIOUOU	0.00					MAKAHA IV	0.00		PEARL CITY II	0.66	
WAILUPE	0.00		WAIMANALO II	0.36		MAKAHA V	0.00		PEARL CITY III	0.36	
WAIALAE-IKI	0.00		WAIMANALO III	0.09		MAKAHA VI	0.28		WAI AU	1.32	
AINA KOA	0.46		KUOU I	0.00		MAKAHA SHAFT	0.07	10.12	NEWTOWN	2.08	
AINA KOA II	0.26		KUOU II	0.00		KAMAILE	0.83		KAONOHI I	0.78	
WAIALAE SHAFT	0.00		KUOU III	0.25		WAIAANAE I	0.06		WAIMALU I	0.00	
MANOA II	0.00		LULUKU	0.98		WAIAANAE II	0.15		AIEA	0.00	
PALOLO	0.90		HAIKU	0.34		WAIAANAE III	0.01		AIEA GULCH 497	0.40	
KAIMUKI HIGH	3.27	20.95	IOLEKAA	0.16		MAKAKILO	0.15		AIEA GULCH 550	0.23	
KAIMUKI LOW	0.02		KAHALUU	0.49		HONOULIULI I	0.31		HALAWA 277	0.00	
WILDER	7.82		WAIHEE	0.00		HONOULIULI II	6.74		HALAWA 550	0.00	
BERETANIA HIGH	4.42	22.00	KAHANA	0.75		SUBTOTAL:	9.28		KAAHUMANU MTR(-)	0.00	
BERETANIA LOW	2.65		PUNALUU I	0.00	17.00	IMPORT FROM PH			KAAMILO FLO MTR (-)	0.00	
KALIH I HIGH	0.97	21.71	PUNALUU II	0.71		KAPOLEI LINE BSTR	12.27		KUNIA I	4.51	18.67
KALIH I LOW	2.06		PUNALUU III	0.93		HONOULIULI LB FLOW	5.25		KUNIA II	1.79	
KAPALAMA	1.05		KALUANUI	1.10		EWA BEACH FLOW	1.37		KUNIA III	1.37	
KALIH I SHAFT	8.47		MAAKUA	0.33		HONOULIULI I (-)	-0.31		HOAEAE	4.15	
MOANALUA	1.05	18.83	HAUULA	0.00		HONOULIULI II (-)	-6.74		EWA SHAFT	0.00	
SUBTOTAL:	33.41					SUBTOTAL:	11.84		WAIPAHU INTCON. (-)	-2.00	
			KAHUKU	0.94					EWA-WAIAANAE (-)	-11.84	
IMPORT FROM PH			OPANA	0.44		PEARL HARBOR			PH LOCAL USE:	20.72	
HALAWA SHAFT	6.34	16.55	WAI ALEE I	0.42		WAIHAWA	1.80		TOTAL SUBURBAN:	51.62	
KAAMILO	0.00		WAI ALEE II	0.24		WAIHAWA II	1.66				
KALAUAO	7.60	17.01	SUNSET BEACH	0.00		MILILANI I	2.27		KALAUAO SPRINGS	0.43	
PUNANANI	9.50		SUBTOTAL:	8.53		MILILANI II	0.00		BARBERS POINT (NP)	0.96	
KAONOHI II	0.00					MILILANI III	0.63		GLOVER TUNNEL (NP)	0.53	
WAIMALU II	0.00	15.03	WIND. EXPORT	0.50		MILILANI IV	1.65				
KAAHUMANU	1.00					WAIPIO HTS.	0.12		HEAD CONDITION		
HECO WAI AU	2.84		HALEIWA-WAIALUA			WAIPIO HTS. I	0.12		CAUTION	ALERT	CRITICAL
MANANA	0.50		HALEIWA	0.00		WAIPIO HTS. II	0.09		Punaluu	Kaimuki	
KAAHUMANU FLOW MT	0.00		WAIALUA	1.75		WAIPIO HTS. III	1.01				
KAAMILO FLOW MTR	0.00		SUBTOTAL:	1.75		WAIPAHU	2.00	18.35			
TOTAL IMP/EXP WAI P. INT:	2.00					WAIPAHU II	0.21				
IMPORT FRM WIND:	0.50		EWA-WAIAANAE			WAIPAHU III	3.00				
SUBTOTAL:	30.28		MAKAHA I	0.04		WAIPAHU IV	1.83				
			MAKAHA II	0.33		PEARL CITY SHAFT	0.00	14.70			
TOTAL METRO:	63.68		MAKAHA III	0.31		PEARL CITY I	0.52				

CWRM PERMITTED USE FOR BWS POTABLE SOURCES						PUMPAGE	2013	2012	GRAVITY	2013	2012
	A	B	C	D	E	SUBURB.	51.62	60.37	SUBURB.	6.48	7.48
WATER DISTRICTS	PERMITTED USE	2013	DIFF. B-A	YEAR/ DATE	DIFF. D-A	METRO	63.68	67.60	METRO	0.23	0.37
						TOTAL:	115.30	127.97	TOTAL:	6.71	7.85
HONOLULU	45.27	33.64	-11.63						Manoa	0.17	
WINDWARD	25.21	11.47	-13.74			NUUANU #5			Palolo	0.06	
NORTH SHORE	4.08	3.79	-0.29			(rainfall)	0.05"	0.18"	Waim. I&II	0.21	
WAIHAWA	4.27	3.46	-0.81						Waim. III&IV	0.19	
WAIAANAE	4.34	3.27	-1.07						Waihee incl.	0.97	
EWA-KUNIA	15.88	7.21	-8.68						Waihee tun.	1.65	
PEARL HARBOR	92.66	58.87	-33.79						Luluku	0.06	
TOTAL:	191.71	121.70	-70.01						Haiku	0.00	
									Kahaluu	1.90	
									Waia. C&C	1.40	
									Waia plant.	0.11	

DROUGHT STATUS REPORT
DRAFT IN MGD

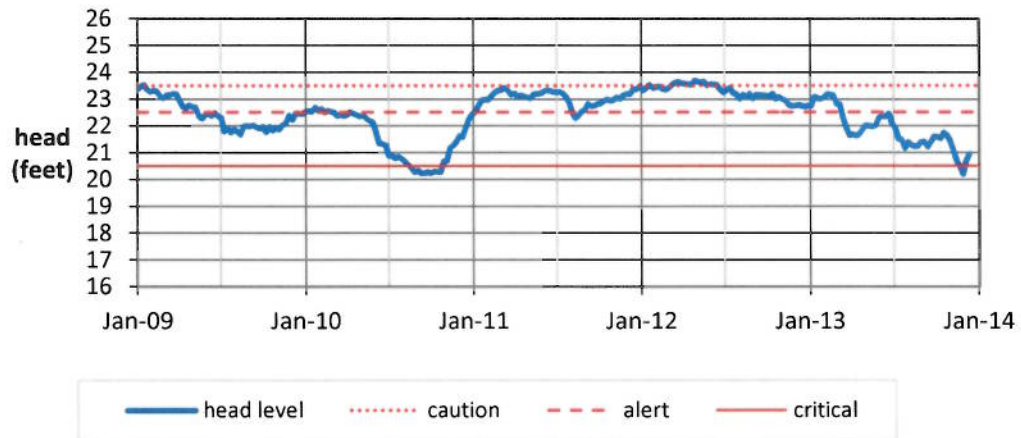
WATER USE DISTRICT	AUTHORIZED USE	2012	12/1-12/7 2013						
HONOLULU	45.27	32.32	34.14						
WINDWARD	25.21	14.03	10.97						
NORTH SHORE	4.08	3.65	3.79						
WAHIAWA	4.27	2.80	3.46						
EWA-WAIAANAE	20.22	24.48	22.63						
PEARL HARBOR	92.66	58.54	47.03						
TOTAL	191.71	135.82	122.01						

Accounts for in-district pumpage and transfers

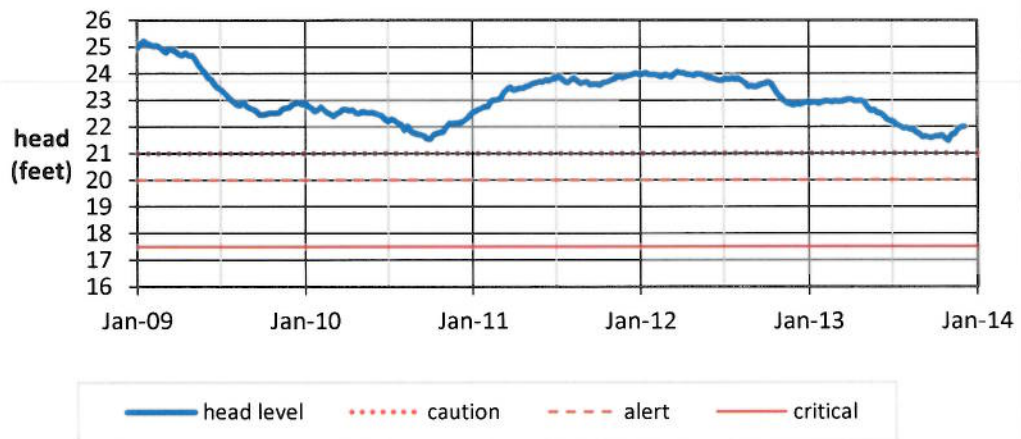
HEAD IN FEET

		2012	12/1-12/7 2013						
HONOLULU									
KAIMUKI		22.78	20.95						
BERETANIA		22.88	22.00						
KALIHI		22.19	21.71						
MOANALUA		18.82	18.83						
PEARL HARBOR									
HALAWA		16.22	16.55						
KALAUAO		16.88	17.01						
PEARL CITY		14.69	14.70						
WAIPAHU		18.22	18.35						
KUNIA		18.52	18.67						
EWA-WAIAANAE									
MAKAHA		12.71	10.12						
WINDWARD									
PUNALUU		15.36	17.00						
KALUANUI		15.35	16.66						
NORTH SHORE									
WAIALUA		11.37	11.23						

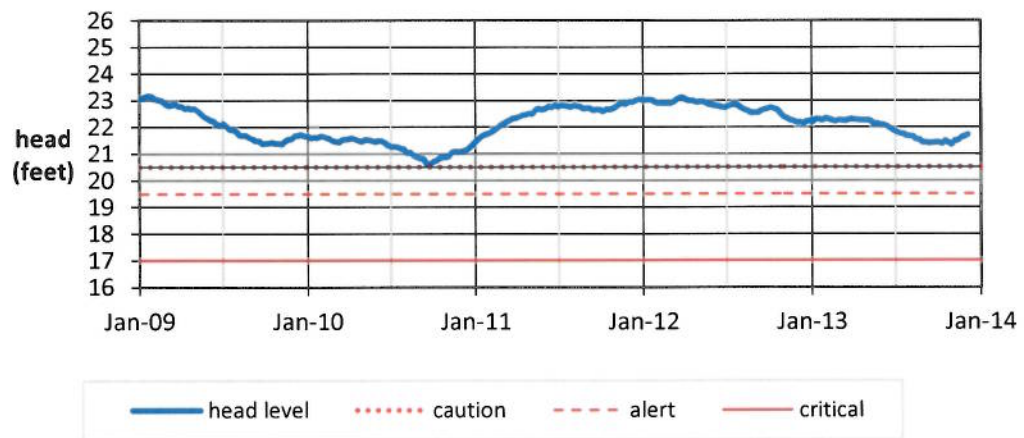
Kaimuki



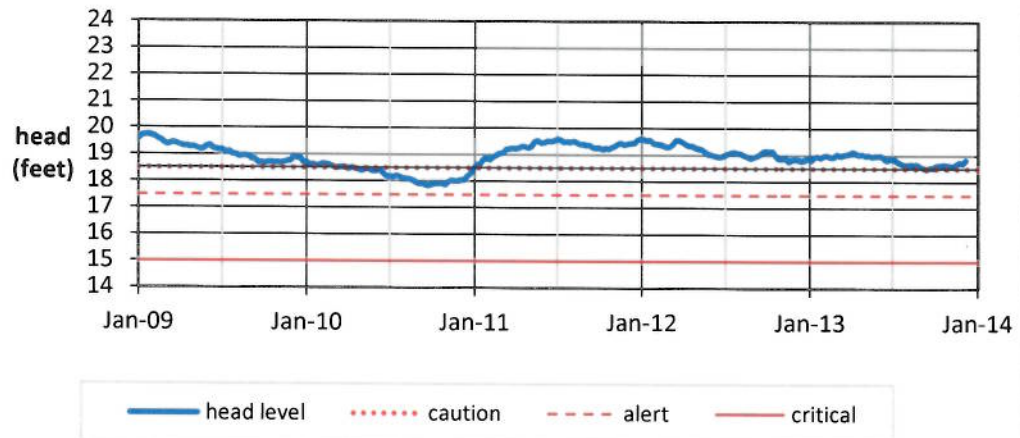
Beretania



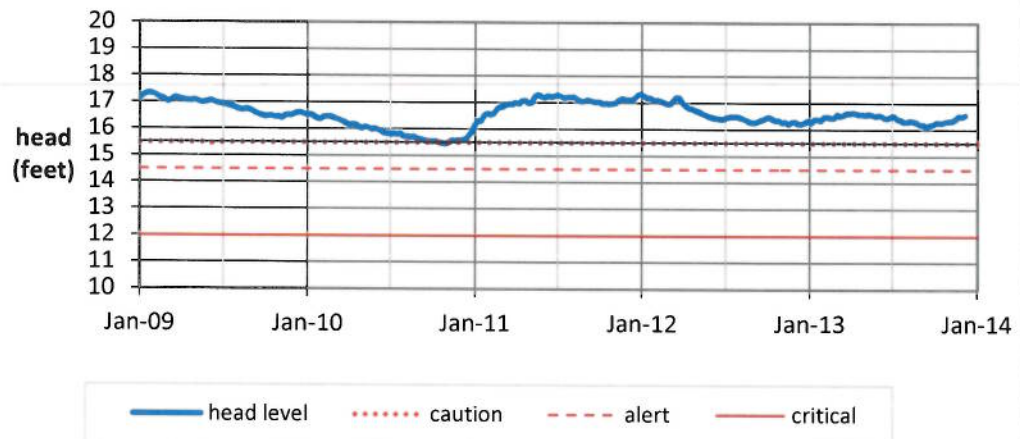
Kalihi



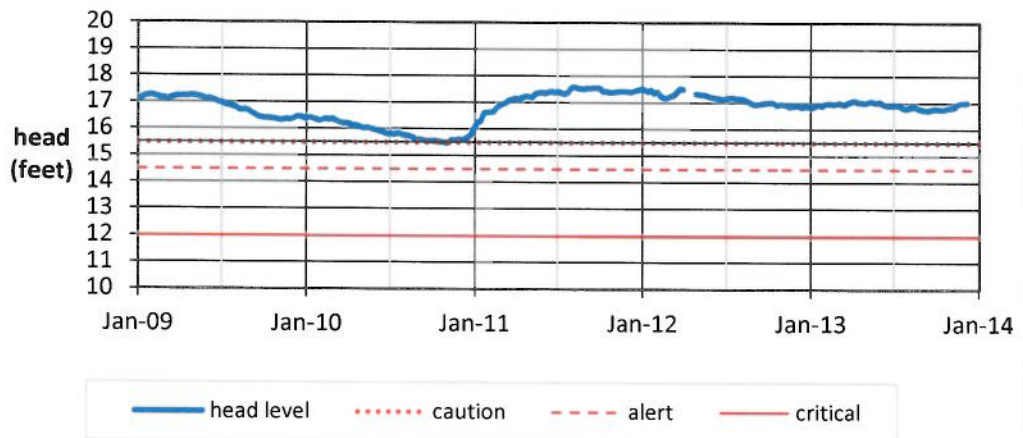
Moanalua



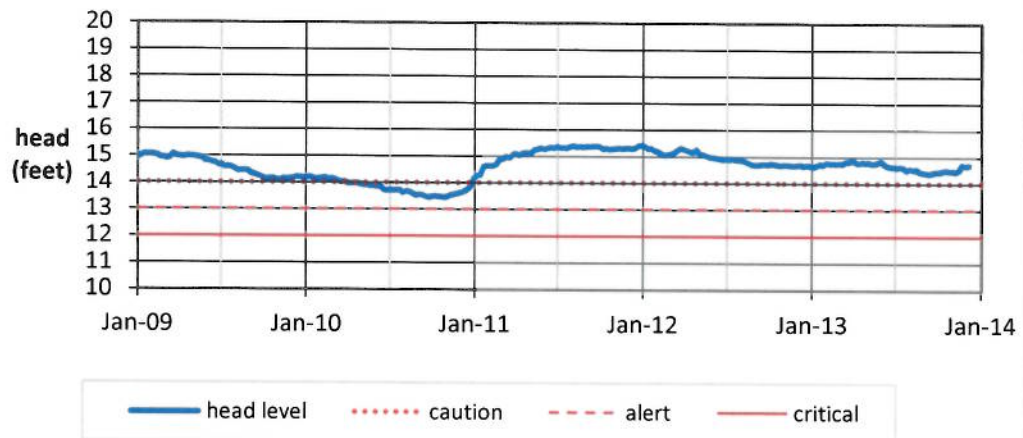
Halawa



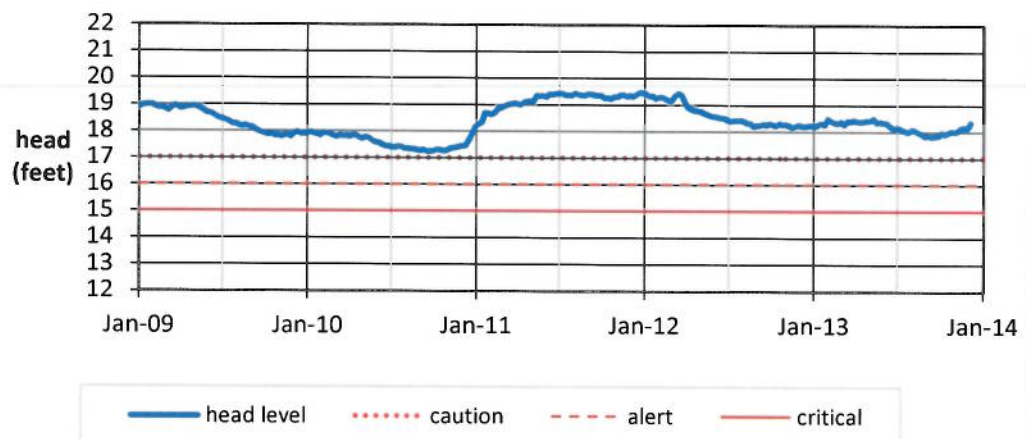
Kalauao



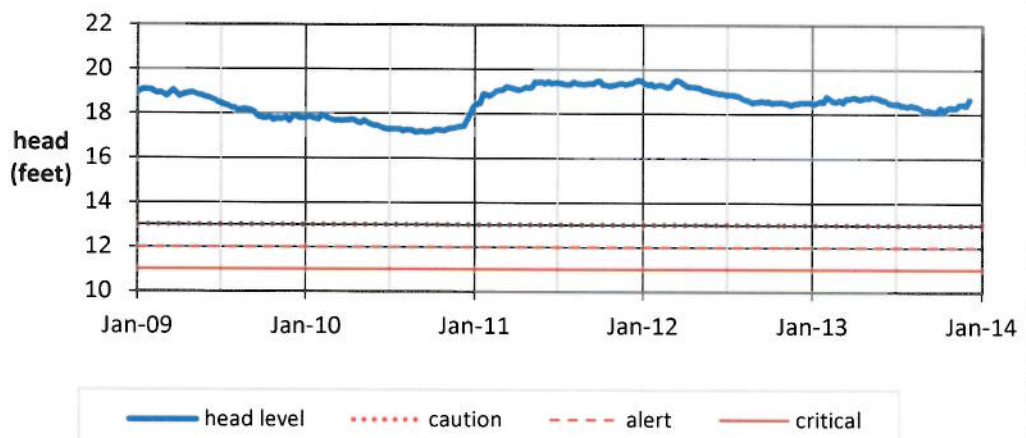
Pearl City



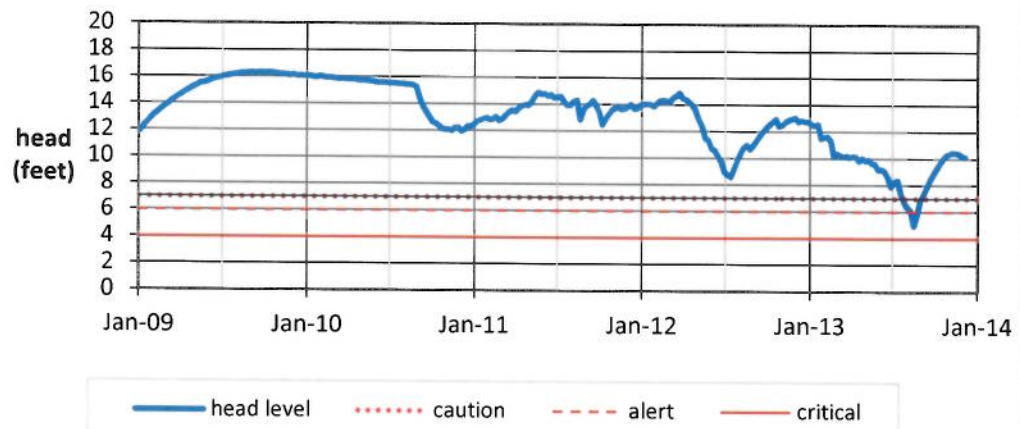
Waipahu



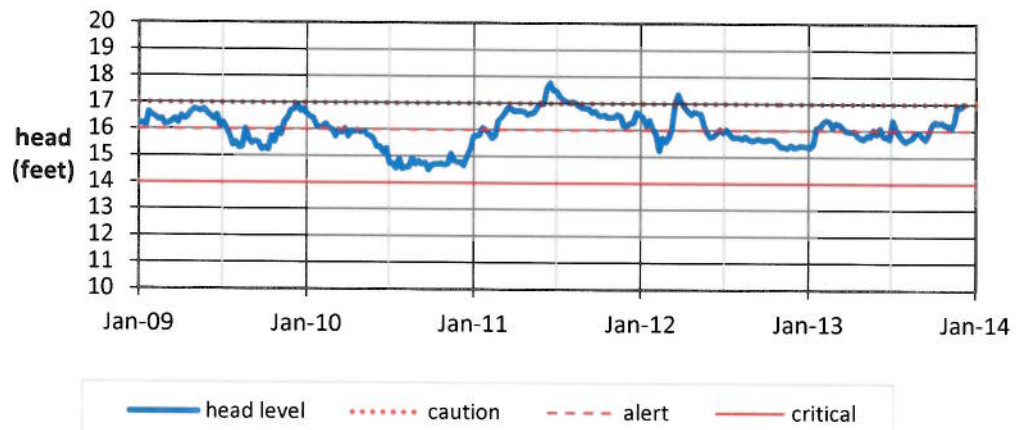
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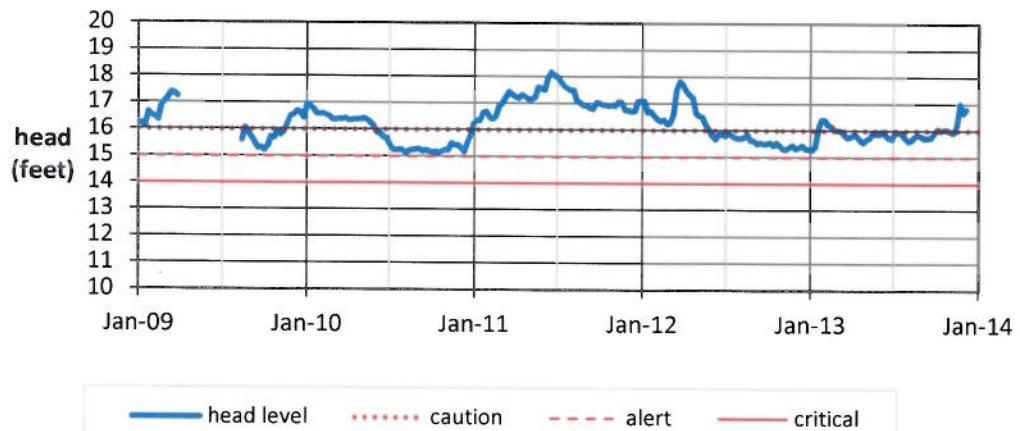
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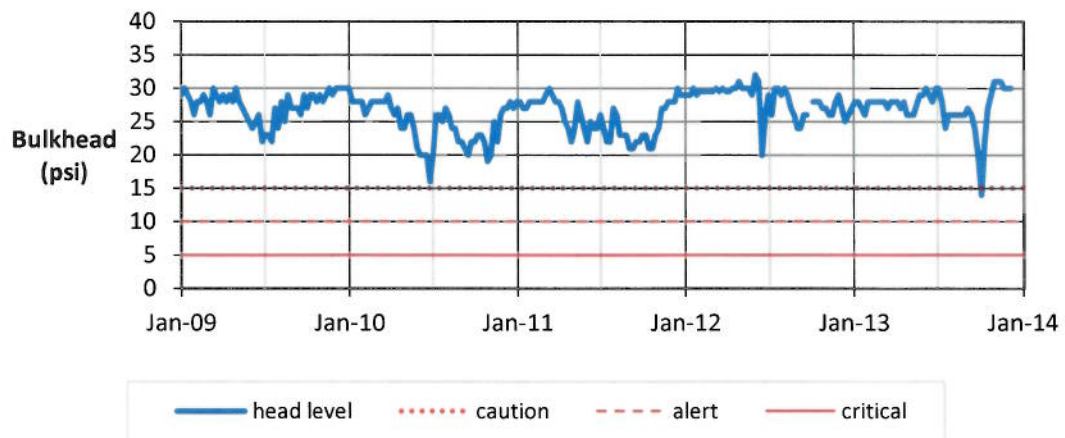
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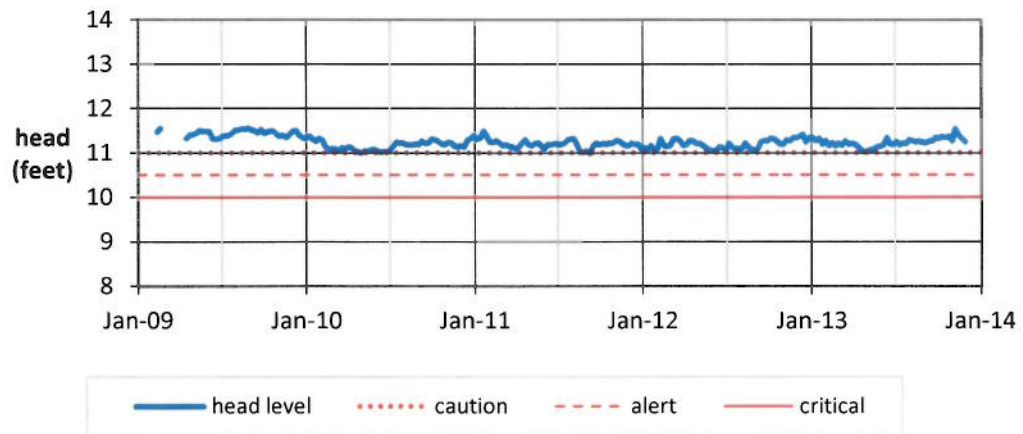
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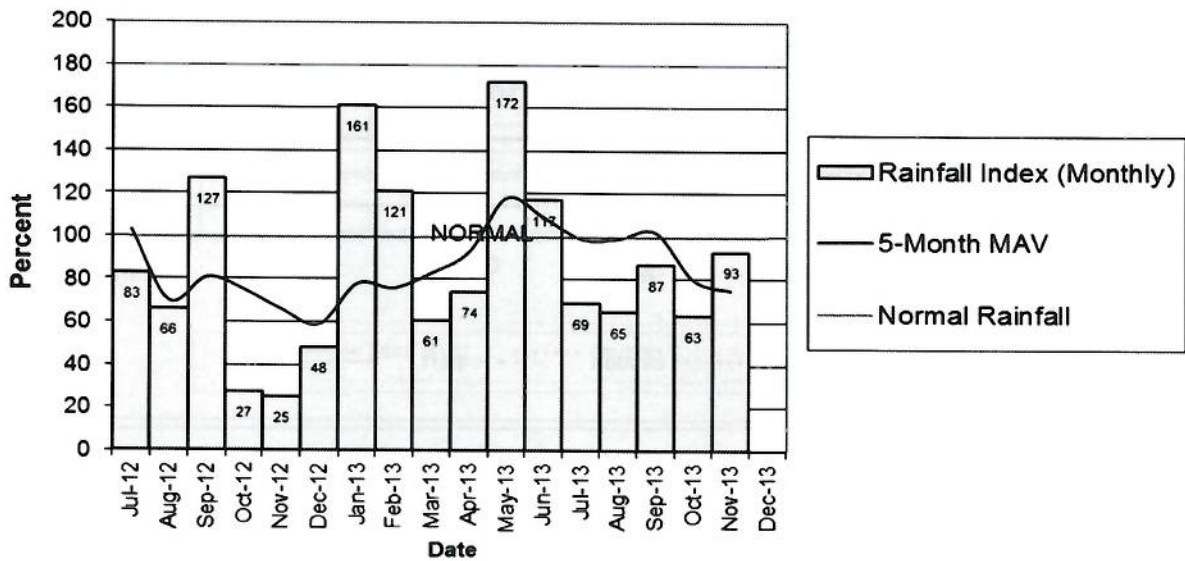
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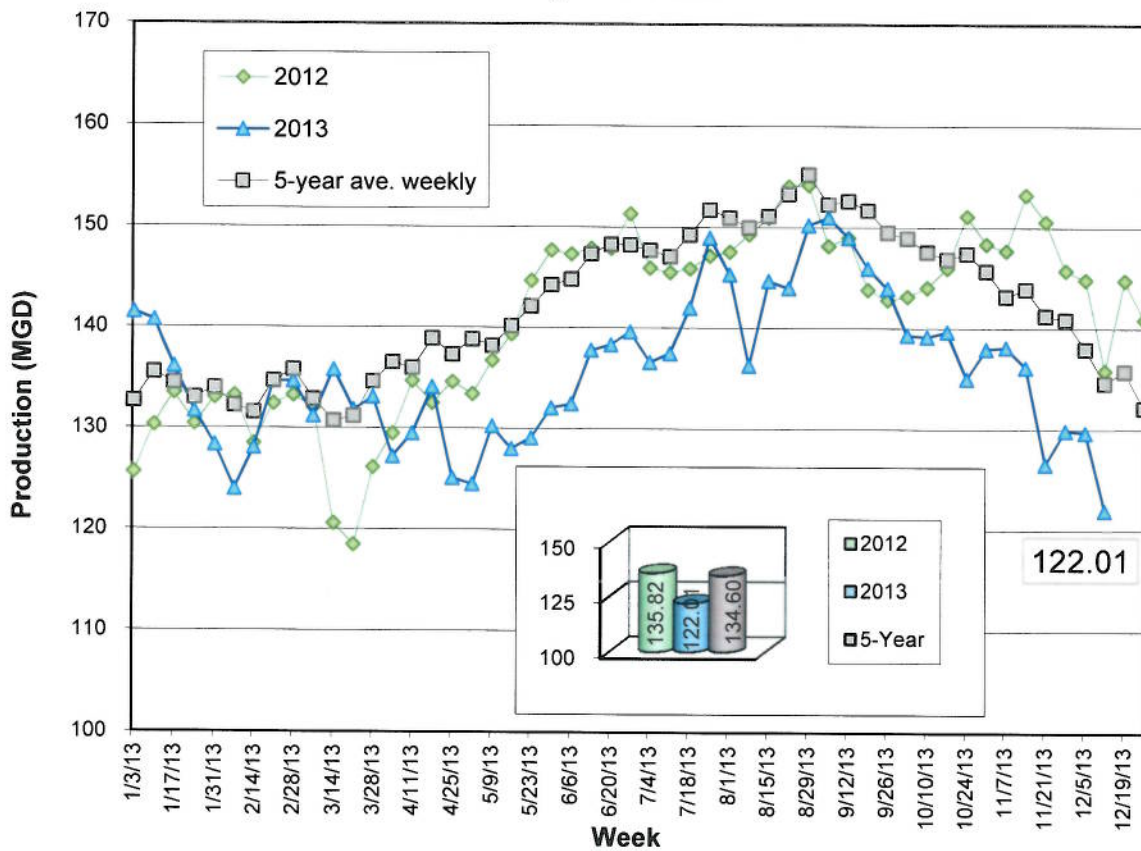
Waialua



HONOLULU WATERSHED AREA Rainfall Intake



Weekly Production



ITEM FOR INFORMATION NO. 5

"November 25, 2013

2014 WATER
CONSERVATION
WEEK POSTER
AND POETRY
CONTESTS

Chairman and Members
Board of Water Supply
City and County of Honolulu
Honolulu, Hawaii 96843

Chairman and Members:

Subject: 2014 Water Conservation Week Poster and
Poetry Contests

We are pleased to announce the upcoming 36th Annual Water Conservation Week Poster Contest and 6th Annual Water Conservation Week Poetry Contest. Students in grades K-6 are eligible to enter the poster contest, and students in grades 7-12 are eligible to enter the poetry contest.

The 2014 Water Conservation Week theme, "Conserve Water, No Effort is Too Small," is intended to educate students that the high quality water we need and expect in our homes is not an infinite resource. As our island population grows and demand for water increases, we can only use what nature supplies.

There are four poster contest categories – kindergarten, grades 1 and 2, grades 3 and 4, and grades 5 and 6. There are three poetry contest categories – grades 7 and 8, grades 9 and 10, and grades 11 and 12.

This year's contest deadline is March 12, 2014. Posters and poems may be turned in at our Communications Office or any Satellite City Hall on Oahu. The winners of both contests will be announced in May 2014, at an Awards Ceremony at Mission Memorial Auditorium. Winning and honorable mention entries will be featured in our 2015 Water Conservation Calendar, which will be available to the public at the end of 2014.

Contest information and entry forms are posted on the Board of Water Supply (BWS) website and included in the 2014 Water Conservation Calendars, which are being delivered to teachers at Oahu's public, private, and charter schools. The 2014 Water Conservation Calendar you received today features the winning poster and poetry entries from last year's contest.

As in years past, we are seeking sponsors to help offset costs to produce the annual Water Conservation Calendar and Poetry Contests. Sponsorships allow for a win-win marketing opportunity with tax-deductible benefits for our sponsors, while providing the BWS with financial support for this key effort to protect Oahu's precious and finite water supply.

We look forward to seeing how Oahu students creatively express their thoughts on water efficiency in the 2014 contests entries. The thousands of entries submitted each year continue to demonstrate that the Department's work to educate our island youth is effectively promoting our message of resource sustainability -- Water for Life.

Respectfully submitted,

/s/ ERNEST Y. W. LAU, P.E.
Manager and Chief Engineer"

The foregoing was for information only.

DISCUSSION:

Mr. Lau asked the Communications Information Officer Tracy Burgo to present the report. He informed the Board that this is Ms. Burgo's last meeting where she serves as the Information Officer. Ms. Burgo thanked the Board for its support and patience during the time she held this position. She stated that she appreciated all the feedback from the Board to improve communications and encouraged the Board to continue to offer their valuable suggestions.

Ms. Burgo announced and explained the poster and poetry contests. Mr. Miyashiro inquired how the Communications Office informs the Department of Education (DOE), private, and charter schools about these contests. Ms. Burgo responded that they email the DOE, the Hawaii Association of Independent Schools, as well as other independent organizations and also refer them to the BWS's website. They also deliver the water conservation calendars, which contain information and entry forms for that year's contests, to all private, public and independent schools. Ms. Burgo commented that in polling some of the schools to find out why they did or did not participate in the contests, the Communications Office discovered that many schools participate in other contests because they offer better monetary prizes. She stated that, given this reason, the Department may want to reassess its contests' awards.

Mr. Lau thanked Ms. Burgo and recognized her hard efforts this past year. He added that during this very challenging year, especially in dealing with the public and the media, Ms. Burgo gave 150 percent, sometimes to the detriment of her family. Mr. Lau and the Board expressed their appreciation for all of Ms. Burgo's efforts. Ms. Burgo stated that it was her honor and pleasure to serve the Board and the Department and thanked everyone for the opportunity.

MOTION TO
ADJOURN

There being no further business Chair Miyashiro at 3:13 PM called for a motion to adjourn the Open Session. Adam Wong so moved; seconded by Ross Sasamura and unanimously carried.

THE MINUTES OF THE REGULAR SESSION BOARD
MEETING ON DECEMBER 16, 2013 WERE APPROVED
AT THE JANUARY 27, 2014 BOARD MEETING

	AYE	NO	COMMENT
DUANE R. MIYASHIRO	X		
MAHEALANI CYPHER	X		
THERESIA C. MCMURDO			ABSENT
ADAM C. WONG			ABSENT
DAVID C. HULIHEE	X		
ROSS S. SASAMURA	X		
GLENN M. OKIMOTO	X		

Respectfully submitted,



LISA K. KIM

APPROVED:



DUANE R. MIYASHIRO
Chairman of the Board

JAN 27 2014

Date