

CESSPOOL CONVERSION WORKING GROUP (CCWG) MEETING MINUTES

Date: November 15, 2018
Time: 1:45PM – 3:45PM
Location: Kinau Hale, 1250 Punchbowl Street, Room 205, Honolulu, HI
Attendees: Bruce Anderson (BA), Chair, Department of Health
Ted Bohlen (TB), Deputy Attorney General
Stuart Coleman (SC), Surfrider Organization
Dr. Kawika Winter, Hawai'i Institute for Marine Biology
Lani Fernandez (LF), Bank of Hawaii
Eric Nakagawa, County of Maui
William "Bill" Kucharski (BK), County of Hawaii
Dr. Darren Lerner (DL), University of Hawaii, Water Resources Research Center
Mike Montgomery (MM), EPA Region 9 (telephone)
Erica Perez (EP), Coral Reef Alliance
Sina Pruder (SP), Department of Health
Ken Hiraki, Hawai'i Association of Realtors (telephone)
Jason Kagimoto, County of Kauai (telephone)

Not present: Senator Kalani English, Senate
Lori Kahikina (LK), City and County of Honolulu
Representative Nicole Lowen (NL), House of Representatives

AGENDA

- A. 1:45pm Call to Order: Time: 1:48pm** **By – SP**
- B. Welcome/Housekeeping:**
- a. Approve minutes of previous Cesspool Conversion Working Group (CCWP) meetings held on September 13, 2018 and October 9, 2018
 - BK had comment on September 13, 2018 minutes, brought up one comment brought up finance issue for Hawaiian Home Lands or DHHL group as one subgroup for financing. To be incorporated into the minutes.
 - Minutes were approved by the workgroup.
 - b. Review and approve scope of services and budget for a facilitator, One World One Water, LLC
 - EP – Had a question regarding the deliverable for 8 meetings.
 - SP – Limit scope of work to keep cost down below \$50,000 to expedite the process to obtain the facilitator. Exempt from 103D, put not exempt from contracting requirements.

- Christin Reynolds (CR) from One World One Water, LLC – Scope of work goes to July 31, 2019
 - EB – Had paralegal review the contract and provided to DOH for review and comments.
 - BK – Hourly rate changes through each of the task.
 - CR – She does a lot of facilitation work, GIS background, passionate about water and water quality. She is currently working with Hawaii Community Foundation with their Fresh Water Initiative.
- c. Tracking research and information in Google Docs or other cloud service.
- SP will be creating a folder on her OneDrive on Office 365 and giving all members with access.

C. **Subgroup Development and Objectives:** (Data Collection and Cesspool Prioritization, Technology, and Finance Options)

- i. Discussion on how subgroup meetings should be held. Follow-up question from last meeting held on 10/9/18.
- The group discussed the use of permitted interaction groups (PIG) for the subgroup meetings. PIG would not be subject to sunshine law. PIG could be used if two or more members of a board, but less than the number of members that would constitute a quorum for the board, and may be assigned to:
Investigate a matter relating to the official business of their board; provided that:
 - i. The scope of the investigation and the scope of each member's authority are defined at the meeting of the board;
 - ii. All resulting findings and recommendations are presented to the board at a meeting of the board; and
 - iii. Deliberation and decisionmaking on the matter investigated, if any, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the findings and recommendations of the investigation were presented to the board; or
 - iv. Present, discuss, or negotiate any position which the board has adapted at a meeting of the board; provided that the assignment is made and the scope of each member's authority is defined at a meeting of the board prior to the presentation, discussion, or negotiation.

ii. Confirm subgroup members.

The work group members confirmed the members for the three subgroups as follows:

Subgroup #1 (Data Collection and Cesspool Prioritization) Erica, Darren, Bill, Bruce, Kawika, Stuart, Jason, Sina
Subgroup #2 (Technology) – Bill, Jason, Mike, Erica, Stuart, Darren, Ken and Sina

Subgroup #3 (Finance Options) – Nicole, Ken, Mike, Ted, Lani, Eric, Sina

iii. Review recommendations from members of assigning objectives to the three subgroups.

iv. Assign the objectives to the three subgroups.

The work group members assigned the objectives to the three subgroups as follows:

Subgroup #1: #1, #2, #3, #4, #5, #9, #11, #12, #13 & #14

Subgroup #2: #1, #2, #4, #7, #8, #9, #10, #11, #13 & #14

Subgroup #3: #1, #5, #6, #7, #8, #9, #13 & #14

v. Discuss when 1st meeting should be held for subgroups.

Will try to schedule 1st meeting for all 3 subgroups in December. The working group assigned each subgroup to review their assigned objectives and to develop recommendations to identify which objectives should be done by UH, a contractor, or by the working group.

vi. Schedule next meeting for CCWP.

Will try to schedule next meeting in January 2019, after all 3 subgroups have met.

D. Questions and Comments

E. Adjournment: Time - 3:45pm

By - SP