

# OFFICE OF BOARDS & COMMISSIONS

ELLEN CHING, ADMINISTRATOR



DEREK S.K. KAWAKAMI, MAYOR  
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## COUNTY OF KAUA'I OFFICE OF BOARDS and COMMISSIONS

### Purpose

The County of Kaua'i Office of Boards and Commissions was established by Kaua'i voters in the 2006 General Election. It provides support and oversight for Kaua'i County's 14 boards and 3 advisory committees.

### Volunteer Board Members and Commissioners

Kaua'i County's 14 boards, commissions, and 3 advisory committees are comprised of 119 volunteer board members, commissioners, and committee members who oversee and make critical decisions about key County functions and groups. Volunteers who serve on Kaua'i County boards and commissions are the best in their fields, local leaders, and individuals with valuable, or technical knowledge. They give an extraordinary amount of time to serve in these roles each year and make both personal and professional sacrifices to do so. We are grateful for their dedication, and commitment to serve our island home.

### Boards and Commissions Descriptions and Meeting Schedules

The meetings of the County of Kaua'i Boards and Commissions are open to the public. A brief description of each board and commission and their regular meeting schedules, which are subject to change, are as follows:

**Arborist Advisory Committee** advises the County Council in determining "exceptional trees" to be reserved for prosperity by reason of historical or cultural value, aesthetic quality, endemic status, age, rarity, location, or size. (Meet as needed)

**Board of Ethics** initiates, receives, hears and investigates complaints of violations of the Code of Ethics, renders advisory opinions or interpretations with respect to application of the Ethics Code, and examines all Disclosure Statements for possible conflicts of interest. It may also, on its own, file impeachment proceedings in the Circuit Court. (3<sup>rd</sup> Friday of each month, 1 p.m., Boards & Commissions Conference Room, Pi'ikoi Bldg. Ste. 300)

**Board of Review** hears Real Property Tax appeals as defined in the Kauai County Code, [Section. 5A-12.3](#). (1<sup>st</sup> and 2<sup>nd</sup> Friday of each month, 1 p.m., Meeting Room 2A/2B)

**Board of Water Supply** manages, controls and operates the waterworks of the County and all property thereof for the purpose of supplying water to the public. Thus, the Board of Water Supply governs the Department of Water which is a semi-autonomous agency of the County. (3<sup>rd</sup> Thursday of each month, 9 a.m. Department of Water Board Room)

**Building Board of Appeals** hears and determines appeals from the decisions of the Building Official in the administration of the County of Kauai Building Code, Electrical Code, Sign Ordinance and Plumbing Code, involving any denial of the use of new or alternate materials, types of construction, equipment, devices or appliances. (Meet as needed)

**Charter Review Commission** studies and reviews the operation of the County government. The commission may propose amendments or a new charter to the voters at any general election or special election which it deems necessary or desirable. (4<sup>th</sup> Monday of each month, 3 p.m., Boards & Commissions Conference Room, Pi`ikoi Bldg. Ste. 300)

**Civil Service Commission** hears and determines appeals made by any individual aggrieved by any action of the director or by any appointing authority; advises the mayor and director of human resources on problems concerning personnel and classification administration; appoints and may remove the Director of Human Resources; adopt rules and regulations to carry out the civil service and compensation laws of the State and County and executes such powers and duties as may be provided by law. (1<sup>st</sup> Tuesday of each month, 3 p.m., Boards & Commissions Conference Room, Pi`ikoi Bldg. Ste. 300)

**Committee on the Status of Women**, along with the Hawaii State Commission on Status of Women (HSCSW) works for equality for women and girls in the state by acting as a catalyst for positive change through advocacy, education, collaboration, and program development. (3<sup>rd</sup> Wednesday in the months of January, March, May, July, September and November, 5 p.m., Boards & Commissions Conference Room, Pi`ikoi Bldg. Ste. 300)

**Cost Control Commission** reviews personnel costs, real property taxes, travel budgets, and contract procedures; eliminates or consolidates overlapping or duplicate programs and services; and scrutinizes for reduction of any County operation, and publishes a written summary of its recommendations at the end of each calendar year. (1<sup>st</sup> Thursday of each month, 9 a.m., Boards & Commissions Conference Room, Pi`ikoi Bldg. Ste. 300)

**Elections Accessibility Needs Advisory Committee** shall ensure equal and independent access to voter registration, casting of ballots and all other county elections division services. The advisory committee shall meet at least annually to review election procedures, services, and technology and access to information, and shall make recommendations to the office of elections on at least an annual basis. (Meet as needed)

**Fire Commission** appoints and removes the Fire Chief, reviews rules for the administration of the Fire Department, reviews the annual budget prepared by the Fire Chief and makes recommendations to the Mayor and the County Council. It also hears citizen complaints regarding the department or its personnel and recommends appropriate corrective action to the Chief. (3<sup>rd</sup> Tuesday of each month, 2 p.m., Boards & Commissions Conference Room, Pi`ikoi Bldg. Ste. 300)

**Historic Preservation Review Commission** conducts project reviews and provides recommendations on various aspects of archaeological and building design of historic resources and in-fill development. It also discusses other issues related to the promotion of historic preservation. (3<sup>rd</sup> Thursday of each month, 1:30 p.m., Meeting Room 2A/2B)

**Liquor Control Commission** controls, supervises, and regulates the manufacture, importation, and sale of liquor within the county. To this end, the Commission grants, refuses, suspends and

revokes any license for the manufacture, importation, and sale of liquors; investigates violations of liquor control laws; hears and determines all complaints and citations regarding violations of liquor control laws and imposes such fines or penalties as may be provided by law upon conviction thereof; and adopts rules and regulations having the force and effect of law. (2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, 1 p.m., Boards & Commissions Conference Room, Pi'ikoi Bldg. Ste. 300)

**Planning Commission** conducts public hearings on zoning and land use permits and applications and renders decisions on these matters. (2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, 9 a.m., Meeting Room 2A/2B)

**Police Commission** appoints and removes the Police Chief and oversees matters relating to the goals and aims of the Police Department. It reviews the annual budget prepared by the Chief and may make recommendations thereon to the Mayor. It also receives, considers and investigates charges brought by the public against the conduct of the Department or any of its members. (4<sup>th</sup> Friday of each month, 9 a.m., Meeting Room 2A/2B)

**Public Access, Open Spaces & Natural Resources Preservation Fund Commission** recommends a biennial list of lands or other property entitlement to be acquired for conservation purposes. These purposes include public outdoor recreation and education, access to beaches and mountains; preservation of historic or culturally important land areas and sites; protection of significant habitats or ecosystems, including buffer zones; preserving forests, beaches, coastal areas, and agricultural lands; protecting watershed lands to preserve water quality and water supply; conserving land in order to reduce erosion, floods, landslides, and runoff; improving public access to, and enjoyment of, public land, and open space; acquiring public access to public land, and open space; conserving land for open space and scenic values; and improving public pedestrian access to coastal areas. (2<sup>nd</sup> Thursday of each month, 1 p.m., Meeting Room 2A/2B)

**Salary Commission** reviews and establishes the maximum salary of all elected officials and officers of the County and adopts policies governing the salary setting decisions. (Meet as needed)

## Contact

For more information about County of Kaua'i boards and commissions, including lists of volunteer board members and commissioners, meeting agendas, and meeting minutes, visit <http://www.kauai.gov/Government> and click on "Office of Boards and Commissions" or contact:

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