

BOARD OF WATER SUPPLY, COUNTY OF KAUAI

On March 16, 2020, Governor David Y. Ige issued a Supplementary Emergency Proclamation related to COVID-19 which suspended Chapter 92 of the Hawai'i Revised Statutes ("HRS"), relating to Public Agency Meetings and Records (commonly referred to as the Sunshine Law) to the extent necessary in order to enable boards to conduct business in-person or through remote technology without holding meetings open to the public. Boards shall consider reasonable measures to allow public participation consistent with social distancing practices, such as providing notice of meetings, allowing the submission of written testimony on items which have been posted on an agenda, live streaming of meetings, and posting minutes of meetings online. No board deliberation or action shall be invalid, if such measures are not taken.

In accordance with the Governor's Proclamations including the stay-at-home order and the Mayor's Proclamations and Emergency Rules, the Board of Water Supply meetings will be conducted as follows until further notice:

- Board meetings will be held via remote technology to be consistent with social distancing practices and stay-at-home orders.
- Board members and/or resource individuals may appear via remote technology.
- Board meetings will continue to be noticed pursuant to HRS Chapter 92.
- Written testimony on any agenda item will continue to be accepted.
 - Written testimony may be submitted to Cherisse Zaima, the Commission Support Clerk via email at czaima@kauaiwater.org by the close of business the day before the Board meeting is scheduled or mailed to the Board of Water Supply at 4398 Pua Loke Street, Lihū'e, Kaua'i, Hawai'i 96766 with attention to the Commission Support Clerk. The public is asked to please provide sufficient time if mailing in public testimony.
 - Oral testimony may be submitted by leaving a voice message at (808) 245-5412.
 - The Commission Support Clerk will provide electronic copies of public testimony received, if any, to the Board members prior to the start of the meeting.
- Board meeting minutes will continue to comply with HRS Chapter 92 and be posted to the Board's website at http://www.kauaiwater.org/cp_waterboard_agendas.asp.

For more information on COVID-19 and to access the Governor's Proclamations please visit: <https://hawaiicovid19.com/>.

For County of Kaua'i information, including the Mayor Kawakami's daily updates, Proclamations, and Emergency Rules, please visit: <http://www.kauai.gov/COVID-19>.



BOARD OF WATER SUPPLY

GREGORY KAMM, CHAIR
KURT AKAMINE, VICE CHAIR

JULIE SIMONTON, SECRETARY
LAWRENCE DILL, MEMBER
KA'AINA HULL, MEMBER
TROY TANIGAWA, MEMBER
ELESTHER CALIPJO, MEMBER

REGULAR MONTHLY TELECONFERENCE MEETING NOTICE AND AGENDA

Thursday, September 23, 2021
10:00 a.m. or shortly thereafter

PUBLIC ACCESS +1- 415-655-0001 US Toll, Conference ID: 2556 739 8754, Password: 4398#

This meeting will be held via Microsoft Teams conferencing only. Members of the public are invited to join this meeting by calling the number above with the conference ID information. You may testify during the video conference or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your microphone except when you are called to testify.

If members or the public require technical assistance, please contact: informationtechnology@kauaiwater.org

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS:

Next Scheduled Meeting: Thursday, October 21, 2021 – 10:00 a.m. via Tele-Conference.

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES:

1. Special Board Meeting – August 16, 2021 (1:30 p.m.)
2. Special Board Meeting – August 16, 2021 (2:00 p.m.)
3. Executive Session Meeting – August 16, 2021
4. Regular Board Meeting – August 26, 2021
5. Executive Session Meeting – August 26, 2021
6. Regular Board Meeting – August 30, 2021 (continued from August 26, 2021)
7. Executive Session Meeting – August 30, 2021 (continued from August 26, 2021)

PUBLIC TESTIMONY

CORRESPONDENCE

1. From Tristan Gonzales, Kaua'i Assistant Regional Manager, Goodfellow Bros. re: Contractor Pay Application Approval Process, Change Order Requests and Response, Request for Equitable Adjustment

CONSENT CALENDAR

1. Manager's Report No. 22-20 Discussion and Possible Action on Proposed Changes to Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement
2. Manager's Report No. 22-21 Discussion and Possible Action on Proposed Changes to Board Policy 28, Inter-Fund Transfer
3. Manager's Report No. 22-22 Discussion and Possible Action on Proposed Changes to Board Policy 29, Categorization & Funding of Capital Projects
4. Manager's Report No. 22-23 Discussion and Possible Action on Proposed Changes to Board Policy 30, Delegation of Responsibility for Rights of Entry
5. Manager's Report No. 22-24 Discussion and Possible Action on Proposed Changes to Board Policy 31, Reserve Fund

NEW BUSINESS:

1. Manager's Report No. 22-25 Discussion and Possible Action on a Memorandum of Understanding between the Employees Retirement System of the State of Hawai'i and the Department of Water, County of Kaua'i for the Governmental Accounting Standards Board Statement No. 68, "Accounting and Financial Reporting for Pensions" Financial Statement for FY Ending June 2021 through 2026
2. Manager's Report No. 22-26 Discussion and Adoption of Resolution No. 22-04 Farewell to Keith Aoki (Retiree), Civil Engineer VI, Engineering Division

STAFF REPORTS:

1. Statement of Revenues and Expenditures
 - a. August Monthly Summary Budget
 - b. Accounts Receivable Aging Summary
2. Public Relations Activities
3. Operational Activities
4. Manager and Chief Engineer

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

1. Discussion and Possible Action on Proposed Board Policies
2. Quarterly Staff reports (Engineering, Water Quality, I.T., County Attorney)

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Manager's Report No. 17-29 - Discussion and Possible Action on the Financial Management Planning and Water Rate Study for the Department of Water for Fiscal Year 2022 through Fiscal Year 2026
2. Department of Water Performance Audit
3. Baseyard Master Plan Workshop

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).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(4), the purpose of this Executive Session is for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to Recruitment Incentives for the Manager and Chief Engineer position.
2. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(4), the purpose of this Executive Session is for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to correspondence from Goodfellow Bros. regarding Contractor Pay Application Approval Process, Change Order Requests and Response, Request for Equitable Adjustment.

ADJOURNMENT

WRITTEN TESTIMONY

The Board is required to afford all interested persons an opportunity to present testimony on any agenda item. The Board encourages written testimony at least two (2) business days prior to a scheduled Board meeting. At each Board meeting, the Board will accept oral and written testimony on any agenda item at item Public Testimony.

Please include:

1. Your name and if applicable, your position/title and organization you are representing
2. The agenda item that you are providing comments on; and
3. Whether you are a registered lobbyist and, if so, on whose behalf you are appearing.

Send written testimony to:

Board of Water Supply, County of Kaua'i
C/O Administration
4398 Pua Loke Street
Līhu'e, Hawai'i 96766

E-Mail: board@kauaiwater.org

Phone: (808) 245-5406

Fax: (808) 245-5813

SPEAKER REGISTRATION

Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number, and identify the agenda item for which they wish to provide testimony via email at board@kauaiwater.org or by calling (808) 245-5406.

On the Day of the Meeting: Persons who have not registered to testify by the time the Board meeting begins will be given an opportunity to speak on an item following oral testimonies of registered speakers. The length of time allocated to person(s) wishing to present verbal testimony may be limited at the discretion of the chairperson.

SPECIAL ASSISTANCE

If you need an auxiliary aid/service or other accommodation due to a disability, or an interpreter for non-English speaking persons, please call (808) 245-5406 or email board@kauaiwater.org as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

A horizontal splash of clear blue water with bubbles, positioned behind the text.

DRAFT

MINUTES

SPECIAL MEETING MINUTES
BOARD OF WATER SUPPLY
Tuesday, August 16, 2021
1:30 p.m. or shortly thereafter

The Board of Water Supply, County of Kaua'i, met in a special meeting **via remote** in Lihu'e on Tuesday, August 16, 2021. Chairman Gregory Kamm called the meeting to order at 1:34 p.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Ms. Julie Simonton
Mr. Kaaina Hull
Mr. Troy Tanigawa

EXCUSED: Mr. Lawrence Dill
Mr. Lester Calipjo

Quorum was achieved with 5 members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Ms. Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, August 26, 2021 – 10:00 a.m. via Tele-Conference

There was one (1) caller from the public who joined in the meeting.

APPROVAL OF AGENDA

Board Member Simonton moved to approve the Agenda, seconded by Mr. Hull; with no objections, motion carried with 5 Ayes.

PUBLIC TESTIMONY

There were no registered testimonies received by email or by phone.
There was one (1) caller from the public who joined in the meeting

NEW BUSINESS

Receipt of Report and Recommendations from Permitted Interaction Group dated August 04, 2021 for the Recruitment and Recommendation of a Manager and Chief Engineer

Vice Chair Akamine moved to receive the Report and Recommendations from Permitted Interaction Group dated August 04, 2021 for the Recruitment and Recommendation of a

Manager and Chief Engineer, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

ADJOURNMENT

Board member Hull moved to adjourn the Special Board meeting at 1:39 p.m., seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton
Secretary, Board of Water Supply

DRAFT

SPECIAL MEETING MINUTES
BOARD OF WATER SUPPLY
Tuesday, August 16, 2021
2:00 p.m. or shortly thereafter

The Board of Water Supply, County of Kaua'i, met in a special meeting **via remote** in Lihu'e on Tuesday, August 16, 2021. Chairman Gregory Kamm called the meeting to order at 2:01 p.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Ms. Julie Simonton
Mr. Kaaina Hull
Mr. Troy Tanigawa

EXCUSED: Mr. Lawrence Dill
Mr. Lester Calipjo

Quorum was achieved with 5 members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Ms. Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, August 26, 2021 – 10:00 a.m. via Tele-Conference

There was one (1) caller from the public who joined in the meeting.

APPROVAL OF AGENDA

Vice Chair Akamine moved to approve the Agenda, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

PUBLIC TESTIMONY

There were no registered testimonies received by email or by phone.
There was one (1) caller from the public who joined in the meeting

NEW BUSINESS

Discussion and Possible Action on the Permitted Interaction Group Report received at the August 16, 2021 meeting held at 1:30 p.m. for the Recruitment and Recommendation of a Manager and Chief Engineer

Board member Simonton moved to enter into executive session at 2:07 p.m., seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

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).

1. Pursuant to Hawai'i Revised Statutes §94-4 and §92-5(a)(2), the purpose of this executive session is for the Board to consider the hiring of the Manager and Chief Engineer, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held, as it relates to this agenda item:

Discussion and Possible Action on the Permitted Interaction Group Report received at the August 16, 2021 meeting held at 1:30 p.m. for the Recruitment and Recommendation of a Manager and Chief Engineer

At 2:34 p.m. Chair Kamm called the Regular Board meeting back to order.

Vice Chair Akamine moved to accept the recommendations made by the Permitted Interaction Group to move forward with interviewing the 3 selected candidates, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

ADJOURNMENT

Board member Hull moved to adjourn the Special Board meeting at 2:36 p.m., seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton
Secretary, Board of Water Supply

MINUTES
BOARD OF WATER SUPPLY
August 26, 2021

The Board of Water Supply, County of Kaua'i, met in regular meeting **via remote** in Lihu'e on Thursday, August 26, 2021. Chairman Gregory Kamm called the meeting to order at 9:05 a.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Mr. Lesther Calipjo
Mr. Kaaina Hull
Ms. Julie Simonton
Mr. Troy Tanigawa (*exited at 9:57 a.m.*)

EXCUSED: Mr. Larry Dill

Quorum was achieved with **6** members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Deputy Manager-Engineer Judith Hayducsko
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Mr. Michael Hinazumi
Mrs. Jonell Kaohelaulii
Mr. Valentino Reyna
Mr. Marcelino Soliz
Ms. Cherisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, September 23, 2021 – 10:00 a.m. via Tele-Conference

There were four (4) callers from the public who joined in the meeting.

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – July 22, 2021

Board member Simonton moved to approve the July 22, 2021 Regular Board Meeting minutes, seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes.

PUBLIC TESTIMONY

1. From Tristan Gonzales, Assistant Regional Manager Goodfellow Bros. re: Job No. 15-07 WP 2020 No. HE-01 and Job No. 15-07 WP 2020 No. HE-10. Email received on August 12, 2021.

Mr. Robert Takamatsu, general counsel for Goodfellow Bros. informed the Board that Mr. Tristan Gonzales, Assistant Regional Manager would be speaking on behalf of Goodfellow Bros. regarding the written testimony he provided on August 12, 2021.

Mr. Tristan Gonzales stated he did not have any additional testimony to provide other than the correspondence he submitted.

Mr. Ryan Mountcastle stated that Tristan Gonzales would be speaking on behalf of Goodfellow Bros.

CORRESPONDENCE

1. From Michael Serpa, owner/developer Koloa Village Project, re: FRC Charge \$138,300 dated July 21, 2021

Board member Hull asked to clarify whether or not a motion to receive was made, and if there would be any discussion. Chair Kamm stated that no motion was required to receive the correspondence, even if they had been doing that in the past. However, if board member preferred to have a motion, that could be done as well. Deputy County Attorney Mahea Krafft explained that correspondence items are non-action items and a motion to receive would be redundant. She further explained that the correspondence was included on the agenda because it was sent to the board, but it isn't yet ripe for board action and will be referred back to the department. Once an action or determination is made by the manager or the department it would be forwarded to the Chair to be placed on the Agenda as New Business, at which time it would be actionable. Board member Hull requested clarification that this request for refund would have to go the Manager first, and if it is denied the individual can appeal, which would then bring it before the board, which DCA Krafft confirmed.

CONSENT CALENDAR

1. Manager's Report No. 22-09 Discussion and Possible Action to Rescind Board Policy 2, Lowering of Pipelines or Service Laterals
2. Manager's Report No. 22-10 Discussion and Possible Action on Proposed Changes to Board Policy 3, Water Utility Fund
3. Manager's Report No. 22-11 Discussion and Possible Action to Rescind Board Policy 11, Delinquent Water Sales Accounts Receivable
4. Manager's Report No. 22-12 Discussion and Possible Action to Rescind Changes to Board Policy 13, Facilities Reserve Charge – Accounting Procedures
5. Manager's Report No. 22-13 Discussion and Possible Action to Rescind Board Policy 14, Charges for Professional Services for Subdivisions and Other Developments
6. Manager's Report No. 22-14 Discussion and Possible Action to Rescind Board Policy 18, Replacement of Service Connection within Private Property

Board member Hull moved to accept Items 1 through 6 in the Consent Calendar, seconded by Mr. Akamine; with no objections, the motion carried with 6 Ayes.

Staff informed Chair Kamm that member of the public, Mr. Tristan Gonzales, was requesting to speak. Chair Kamm allowed Mr. Gonzales to speak. Mr. Gonzales asked if he would be allowed to read his testimony to which Chair Kamm responded that he did not feel the need for it to be read into the record as the written testimony had been distributed to all board members, as well as being placed in the agenda packet, which is available to the public. Chair Kamm added that he felt

reading it would be redundant, and was not necessary; however, if there was any additional testimony, it would be allowed. Mr. Gonzales thanked the Board for allowing them to submit their testimony, stating he thinks that has already helped with some of the issues noted such as their pay application and approval process. He expressed their willingness to work with the Board, and requested help with getting change order requests and responses moving forward as well as their request for equitable adjustment.

NEW BUSINESS

1. Manager's Report No. 22-15 Discussion and Possible Action on the Adoption of Board Policy No. 33, Legislation Pending Before the State Legislature

Manager Knoff explained that the previous board had asked that a policy be developed to address issues relating to the timeliness in submitting legislation. The Board was asked to review several options to both clarify the proposed legislation the Board may wish to consider, and who the Board prefers be in contact with the Manager regarding legislative actions. Chair Kamm stated that the options presented are to give some guidance to the Manager on what the Board actually wants to get involved in, noting that some matters would only involve the Department operationally, and would not be in the realm of policy making. Manager Knoff stated that the second set of options would be to determine who the Board chooses to have work with the Manager in order to meet some of Legislature's very short turn-around times; in any case, the Manager would report back to the Board, or the designated person for things the Board needs to get involved in.

Vice Chair Akamine moved to accept Manager's Report 22-15 with the selection of Option C and Option 1, seconded by Mr. Hull; with no objections, motion carried with 6 Ayes.

2. Manager's Report No. 22-16 Discussion and Possible Action on the Approval of the Department of Water's Supplemental Budget for Fiscal Year 2022
3. Manager's Report No. 22-17 Discussion and possible action on the approval of funding for the Information Technology Division Capital Budget in the amount of \$200,000.00 to fund the replacement, upgrade, and configuration of critical infrastructure
4. Manager's Report No. 22-18 Review and Discussion to approve the DOW's Request to enter into the Data Sharing and Confidentiality Agreement between the Hawai'i Employer Union Health Benefits Trust Fund, State of Hawai'i and County of Kaua'i DOW
5. Resolution No. 22-19 Farewell to Craig Shirai (Retiree), Waterworks Inspector III, Construction Management Division

Board member Hull moved to approve Items 2 through 4 under New Business, seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.

STAFF REPORTS

1. Statement of Revenues and Expenditures
 - a. July Monthly Summary Budget
 - b. Accounts Receivable Aging Summary

Assistant Waterworks Controller Marcelino Soliz provided a summary of the Fiscal report submitted.

2. Public Relations Activities

Information and Educational Specialist Jonell Kaohelaulii provided a summary of the Public Relations report submitted, noting that Project WET training has resumed, and 5 new facilitators have been certified to assist with water education programs statewide. Additionally, avenues for Project WET and water education need to be sought out to maintain the requirements of the host institution.

3. Operational Activities

Chief of Water Operations Val Reyna provided a summary of the Operations report submitted. Chair Kamm asked when there is damage to a hydrant and water loss, who is responsible for the costs? Marcelino Soliz replied that fiscal is notified that there was a fire hydrant damaged, then they contact the Police Department to see if a police report had been filed. If so, fiscal is provided a copy from which they obtain the insurance information. When field personnel go out to fix the hydrant, a work order is created that lists their labor and resources, which is then used to invoice the insurance company; an estimated water loss average is used to charge for the water loss. In response to Chair Kamm's question regarding recouping costs, Mr. Soliz explained that whatever cannot be obtained through the insurance is turned over to the Prosecuting Attorney who then take some individuals to court where they are court ordered to pay restitution. Val Reyna added that the Department is only able to do that if it is not a hit and run.

4. Manager and Chief Engineer

Manager Knoff provided a summary of the Manager's Update submitted, highlighting the following:

The Department has conducted mandatory training on fiduciary duty, and what it means when you work for a government entity, which extends beyond just fiscal responsibility.

Regarding the Governor's mandate on vaccinations and testing, roughly 80% of DOW staff is vaccinated; mandatory weekly testing for those exempt from the vaccine requirement will begin on Monday, August 30.

Manager Knoff has been meeting with Grove Farm regarding the surface water treatment plant, rate of return, etc., and will be provided a more in-depth report at the September 23, 2021 board meeting.

DOW HR has been working with County HR on the Business Administrator position, which should be going out for recruitment next month.

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

1. Discussion and Suggestions of the Department of Water's Capital Improvement Projects for 2022-2023
2. Discussion and Possible Action to establish Fiscal Policies and Procedures
3. Discussion and Possible Action on Proposed Board Policies
4. Paua Valley Tank recommendations

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Manager’s Report No. 17-29 - Discussion and Possible Action on the Financial Management Planning and Water Rate Study for the Department of Water for Fiscal Year 2022 through Fiscal Year 2026
2. Department of Water Performance Audit
3. Baseyard Master Plan Workshop

The Board entered into executive session at 9:54 a.m.

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).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2), the purpose of this Executive Session is for the Board to consider the hiring of a Manager and Chief Engineer where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held as it relates to this agenda item.

The meeting resumed in Open Session at 1:21 p.m.

The meeting adjourned at 1:21 p.m.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton
Secretary, Board of Water Supply

MINUTES
BOARD OF WATER SUPPLY
August 30, 2021
(continued from August 26, 2021)

The Board of Water Supply, County of Kaua'i, met in regular meeting **via remote** in Līhu'e on Thursday, August 30, 2021. Chairman Gregory Kamm called the meeting to order at 10:02 a.m. The following Board members were present:

BOARD: Mr. Gregory Kamm, *Chair*
Mr. Kurt Akamine, *Vice Chair*
Mr. Lester Calipjo
Mr. Kaaina Hull
Ms. Julie Simonton
Mr. Troy Tanigawa (*entered at 10:37 a.m.*)

EXCUSED: Mr. Larry Dill

Quorum was achieved with **5** members present at Roll Call.

STAFF: Manager & Chief Engineer Mark Knoff
Mrs. Mary-jane Akuna
Mr. Jaspreet Banwait
Ms. Cherrisse Zaima
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, September 23, 2021 – 10:00 a.m. via Tele-Conference

There were no callers from the public who joined in the meeting.

The Board entered into executive session at 10:05 a.m.

APPROVAL OF AGENDA

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).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2), the purpose of this Executive Session is for the Board to consider the hiring of a Manager and Chief Engineer where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held as it relates to this agenda item.

The meeting resumed in Open Session at 10:34 a.m.

Board member Simonton moved to extend an offer to the selected candidate with the terms and conditions discussed in executive session, and to delegate the duties to execute the offer to the Vice Chair, seconded by Mr. Hull; with no objections, motion carried 6:0.

Board member Simonton moved to adjourn the meeting, and cancel the continuation meeting scheduled for Tuesday, August 31, 2021, seconded by Mr. Hull; with no objections, motion carried 6:0.

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk

Approved,

Julie Simonton
Secretary, Board of Water Supply

A horizontal splash of clear blue water with bubbles and ripples, centered on the page. The word "CORRESPONDENCE" is overlaid on the water in a blue, serif font.

CORRESPONDENCE

September 3, 2021

To: Gregory Kamm
Chairman of the Board of Water Supply

Reference: Board of Water Supply – Acknowledgement of Testimony 8/30/21

Subject: Contractor Pay Application Approval Process, Change Order Requests and Response, Request for Equitable Adjustment.

Aloha Mr. Kamm:

Thank you for your letter dated August 30, 2021. We have been attempting to work with the Department to resolve our claims but have been unable to schedule a meeting to start the resolution process. Because reaching a fair and reasonable resolution has taken so long and is, apparently, so difficult, we have proceeded with the filing of a Complaint in the Fifth Circuit Court of the State of Hawaii (see enclosed file-marked Complaint).

We hope to continue to try our best to resolve this matter and we will continue to keep the Board informed as we move forward. The lines of communication with me remain open and I can be reached by any Kauai Board of Water Supply member or employee of the Kauai Department of Water Supply at 808-462-8057.

Please note that your August 30th letter has the wrong date for my testimony. I submitted testimony for the August 26, 2021 Board of Water Supply meeting, and I did not submit testimony for the February 25, 2021 Regular Board Meeting.

Thank you,

Tristan Gonzales

Digitally signed by Tristan Gonzales
DN: C=US, E=tristang@goodfellowbros.com,
O=Goodfellow Bros., OU=Kauai Region,
CN=Tristan Gonzales
Reason: I attest to the accuracy and integrity of this
document
Date: 2021.09.03 13:55:37-1000

Tristan Gonzales

Kauai Assistant Regional Manager

Goodfellow Bros.

Cc: Mark Knoff, DOW Manager and Chief Engineer; Kurt Akamine, Vice Chair; Julie Simonton, Secretary; Lawrence Dill, Member; Ka'aina Hull, Member; Troy Tanigawa, Member; Elesther Calipjo, Member

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Attorneys at Law, A Law Corporation

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**Electronically Filed
FIFTH CIRCUIT
5CCV-21-0000098
02-SEP-2021
03:55 PM
Dkt. 1 CMPS**

Attorneys for Plaintiff
GOODFELLOW BROS. LLC

IN THE CIRCUIT COURT OF THE FIFTH CIRCUIT

STATE OF HAWAII

GOODFELLOW BROS. LLC,

Plaintiff,

vs.

COUNTY OF KAUA'I, COUNTY OF
KAUA'I, BOARD OF WATER SUPPLY;
R.M. TOWILL CORPORATION; JOHN
DOES 1-10; JANE DOES 1-10; DOE
CORPORATIONS 1-10; DOE
PARTNERSHIPS 1-10; DOE
GOVERNMENT ENTITIES 1-10; and DOE
ENTITIES 1-10,

Defendants.

Civil No.

COMPLAINT; [PROPOSED] SUMMONS

COMPLAINT

Plaintiff GOODFELLOW BROS. LLC (“Goodfellow Bros.”), by and through its attorneys, Hosoda Law Group, AAL, ALC, for claims of relief against Defendant COUNTY OF KAUA'I (the “County”); COUNTY OF KAUA'I, BOARD OF WATER SUPPLY; R.M.

TOWILL CORPORATION; JOHN DOES 1-10; JANE DOES 1-10; DOE CORPORATIONS 1-10; DOE PARTNERSHIPS 1-10; DOE GOVERNMENT ENTITIES 1-10; DOE ENTITIES 1-10, as follows:

NATURE OF THE ACTION

This lawsuit arises out of and relates to a construction project known as “Reorganize Water System: Kaumuali`i Highway 16-inch Main and Emergency Pump Connection, Hanapepe Road 6-Inch Main Replacement, Job. No. 15-07, Waterplan 2020 Project No. HE-01, HE-10, Hanapepe, Kaua`i, Hawai`i (“Project”). Goodfellow Bros. contracted with the County of Kaua`i, Board of Water Supply/Department of Water to install various water systems to improve, upgrade, and further support the water lines serving the Hanapepe and `Ele`ele regions. Per the contract, Goodfellow Bros. installed water lines and submitted water samples for chlorination testing. The Defendants neglected, failed and/or refused to timely process and approve the water samples. Goodfellow Bros. submitted a claim to Defendants for an equitable adjustment due to the delay and additional work caused by the Defendants. Defendants have rejected the same. In addition, Defendants have failed and refused to pay Goodfellow Bros. for its performance of the work in a full and timely manner. As such, the total amount of Goodfellow Bros.’ claim exceeds \$2.4 million. Goodfellow Bros. is further entitled to payment of its attorneys’ fees to prosecute this claim as it is in the nature of assumpsit.

PARTIES

1. Plaintiff Goodfellow Bros. is and was at all times relevant hereto a State of Washington limited liability company, registered and doing business as a foreign limited liability company in and under the laws of the State of Hawai`i.
2. Defendants County of Kauai and County of Kauai, Board of Water Supply

(collectively referred to hereinafter as “COK”) are and were at all times relevant herein, government municipalities organized and existing under the laws of the State of Hawai`i.

3. Defendant R.M. Towill Corporation (“R.M. Towill”) is and was at all times relevant hereto incorporated, doing business in, and with its principal place of business in the State of Hawai`i.

4. Defendants JOHN DOES 1-10; JANE DOES 1-10; DOE CORPORATIONS 1-10; DOE PARTNERSHIPS 1-10; DOE GOVERNMENT ENTITIES 1-10; and DOE ENTITIES 1-10 (hereinafter referred to as “Doe Defendants”) are sued herein under fictitious names for the reason that their true names and identities are presently unknown to Goodfellow Bros. except that they are connected in some manner with the Defendants and/or were in some manner presently unknown to Goodfellow Bros. engaged in activities alleged herein and/or were in some manner responsible for the injuries or damages to Goodfellow Bros. and/or were in some manner related to the Defendants, and Goodfellow Bros. will insert herein their true names and identities, capacities, activities, and/or responsibilities when the same are ascertained.

JURISDICTION AND VENUE

5. All events described herein occurred in the State of Hawai`i, County of Kaua`i, and within the jurisdiction of the Circuit Court of the Fifth Circuit, State of Hawai`i.

6. This Court has subject matter jurisdiction over the Defendants pursuant to Hawai`i Revised Statutes (“HRS”) § 603-21.5.

7. This Court has personal jurisdiction over the Defendants under HRS § 634-35(a) as the Defendants either reside or conduct business in this Circuit.

8. Venue is proper in the Circuit Court of the Fifth Circuit pursuant to HRS §

603-36, and as the Project contract was negotiated and entered into, the work performed in, and upon information and belief, all witnesses reside and work in the County of Kaua'i.

FACTUAL BACKGROUND

9. On or about June 6, 2018, Goodfellow Bros. executed a contract (“Project Contract”) with COK to serve as the general contractor for the Project.

10. The Project involved the installation of approximately 1,690 linear feet of 16-inch ductile iron pipe, 1,696 linear feet of 12-inch ductile iron pipe, 542 linear feet of 8-inch ductile iron pipe, 5 linear feet of 4-inch ductile iron pipe, 1,248 linear feet of 16-inch C-900 PVC pipe, 720 linear feet of 12-inch C-900 PVC pipe, 184 linear feet of 6-inch C900 PVC pipe, 203 linear feet of 12-inch ductile iron TR flex pipe, 83 linear feet of 16-inch Fusible C-900 PVC pipe, and 83 linear feet of 12-inch of Fusible C-900 PVC pipe, and associated appurtenances for these water systems.

11. Goodfellow Bros. commenced work on the Project on or about June 30, 2018.

12. The water systems were divided into three categories: Waterline A (“WL A”), Waterline B (“WL B”), and Waterline C (“WL C”). WL B and WL C were significantly shorter in length than WL A and were grouped as “WL BC” for purposes of water quality testing.

13. As the Project involved the installation of water systems and water lines, chlorination tests were required as part of quality control. This is to ensure that when the new systems and lines were connected, the water that passes through the water lines met established regulations and quality standards.

14. The chlorination tests were conducted by a highly regarded and

experienced water quality company, Pural Water Specialty Company, Inc. (“Pural”).

15. The Project Contract specifies what water quality is required during the chlorination tests in order for it to be acceptable.

16. R.M. Towill was retained by COK as the project engineer/construction manager which had as one of its duties and responsibilities to review and pass through the chlorination testing results from Goodfellow Bros./Pural to the COK.

17. On August 31, 2019, Pural conducted a required chlorination test of WL A. The result was within acceptable quality standards under the Project Contract.

18. The test and results were submitted by Goodfellow Bros./Pural to the Defendants. Despite the results being within acceptable quality standards under the Project Contract, the Defendants rejected the same and did not allow Goodfellow Bros. to proceed with tie-in of WL A to the existing water systems.

19. Instead, Defendants instructed Goodfellow Bros. to break WL A into three (3) smaller segments, purportedly to prevent the water system from “failing” the chlorination test. This extra work included pigging (use of gauges and instruments to clean and inspect the water line), constant flushing, pressure testing, and chlorinations.

20. On June 6, 2020, Pural conducted a required chlorination test of WL BC and the result was within acceptable quality standards per the Project Contract.

21. Despite being within the quality standards set forth in the Project Contract, the Defendants again rejected the test results and did not allow Goodfellow Bros. to proceed with tie-in of WL B and WL C to the existing water systems.

22. Instead, the Defendants instructed Goodfellow Bros. to break WL BC into two (2) smaller segments, B and C, purportedly to prevent the water lines from “failing” the

chlorination test. This extra work included pigging, constant flushing, pressure testing, and chlorinations, and had to be performed for both water lines.

23. In addition, the Defendants delayed Goodfellow Bros.' performance of the Project while the Defendants' microbiologist and other agents conducted months of additional research and sought third-party opinions, despite the chlorination tests being within acceptable limits per the Project Contract.

24. Defendants rejected the water samples submitted by Goodfellow Bros., citing that the passing test results were noted as "atypical." Defendants asserted that the "atypical" note on the results was due to discoloration.

25. The Project Contract established the standards on water quality that Goodfellow Bros. was required to meet under the chlorination tests. It provided only for chloroform count and bacteria count as a basis for Defendants' rejection of the water samples.

26. As the Project Contract was procured under HRS § 103D-302 (Competitive Sealed Bidding), Goodfellow Bros. and other contractors could only bid based upon the contract documents presented at bidding.

27. Goodfellow Bros. followed and complied with all water quality standards as provided for in the Project Contract. Defendant's rejection of the water samples based on discoloration presented a new element and standard to the Project Contract that Goodfellow Bros. did not have the opportunity to review nor agree to during bidding/procurement.

28. Moreover, the specifications provided under the Project Contract, as drafted, are not suited for strict compliance.

29. The Defendants retained a microbiologist to review the test results submitted by Goodfellow Bros. The Defendants' retained microbiologist confirmed that the

results were within the acceptable water quality standards set forth in the Project Contract and did not pose any risk of harm or injury to the public.

30. Goodfellow Bros. received chlorination results acceptable to COK for WL A on May 14, 2020.

31. Goodfellow Bros. received chlorination results acceptable to COK for WL BC on September 23, 2020.

32. Goodfellow Bros. incurred indirect overhead costs as result of the delay caused by the Defendants.

33. Goodfellow Bros. incurred direct costs for the additional work that the Defendants instructed them to perform which included pigging, constant flushing, pressure testing, and additional chlorination testing.

34. Pursuant to Section 8.14 (Disputes) of the Project Contract, and with the amounts of Goodfellow Bros.' indirect and direct costs exceeding \$50,000, Goodfellow Bros. sought to resolve its claim for additional costs with Defendants' Officer-in-Charge ("OIC") Mark R. Knoff ("Mr. Knoff").

35. After initial correspondence and Goodfellow Bros. submission of cost breakdowns, itemizations, and supporting documentation for its claim, on March 3, 2021, Mr. Knoff provided the Defendants' written rejection of the claim.

36. In addition to the indirect and direct costs associated with pigging, flushing, and testing the water lines, Goodfellow Bros. performed its scope of work and additional work as directed by the Defendants, and submitted pay applications and change order proposals for the same. To date, these applications/proposals remain outstanding, and the Defendants have failed to process and issue payment for Goodfellow Bros.' work.

37. These change order proposals include:
- a) CP038 – WLBC 2 Redesign – Indirect Overhead Costs
Delays to the Project resulting from the Defendants’ redesign at the WL BC 2 connection point.
 - b) CP039 – WL B Redesign -Indirect Overhead Costs
Delays to the Project resulting from the Defendants’ redesign of the WL B Station 0+50 to 2+60 segment.
 - c) CP040 – Paving Quantity Overrun
Project Contract’s listed paving quantity did not account for total paving quantity as identified in the contract plans.
 - d) CP041 – East Hanapepe Bridge Waterline Chlorination – Direct and Indirect Costs
Delays to the Project resulting from failed water source samples impacting chlorination testing at East Hanapepe Bridge.
 - e) CP030 – Decontamination Equipment Rental
Delays associated with the Defendants’ redesign of WL B extended the need for decontamination equipment rental to complete Goodfellow Bros.’ work.

38. The total amount of Goodfellow Bros.’ additional costs and work performed under the Project Contract and pursuant to Defendants’ directives exceeds \$2.4 million.

39. In government contracting, prompt payment to the contractor is required under HRS § 103-10.

40. Defendants jointly, in their actions and correspondence, administered the construction of the Project in an improper and unreasonable manner, and failed to meet the prompt payment requirement for work Goodfellow Bros. performed.

41. Pursuant to Section 8.14(D) of the Project Contract, Goodfellow Bros. seeks judicial review of the Defendants' decision and a declaratory judgment that it is entitled to compensation for the additional indirect and direct costs it incurred due to the Defendants' actions and for work it performed under the Project Contract and pursuant to Defendants' directives. Goodfellow Bros. further alleges claims for breach of contract, breach of the covenant of good faith and fair dealing, quantum meruit, unjust enrichment, negligence, improper contract administration, and all damages, fees, costs, and expenses resulting thereof.

COUNT I
Declaratory Judgment

42. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-41 of the Complaint herein by reference.

43. There is a genuine dispute and an actual controversy and disagreement between Goodfellow Bros. and Defendants regarding whether Goodfellow Bros. is entitled to compensation for the indirect and direct costs incurred because of the delays and additional work it was instructed to perform by Defendants.

44. Pursuant to Section 8.13(D) of the Project Contract and Hawai'i's Declaratory Judgment Act, HRS § 632-1 *et seq.*, Goodfellow Bros. in good faith requests this Court review this controversy and declare:

a) That the chlorination tests received by Goodfellow Bros. met the standard for passing on August 31, 2019 as to WL A, and June 6, 2020 as to WL BC and should have been accepted by the Defendants.

b) That the standard used by Defendants for their rejection of Goodfellow Bros. test results was not stated in the Project Contract, and Goodfellow Bros. was unjustly surprised by its use.

c) That the Defendants' decision not to accept the chlorination test results, to require additional time to allow their microbiologist to conduct further research and solicit third-party opinions, and to instruct Goodfellow Bros. to break down the water lines into additional segments, required Goodfellow Bros. to incur additional indirect and direct costs.

d) That the additional indirect and direct costs incurred by Goodfellow Bros. are compensable under the Project Contract.

e) That the Defendants' March 3, 2021 written rejection of Goodfellow Bros.' claim for additional costs was incorrect and inconsistent with the Project Contract.

f) That Goodfellow Bros. performed its scope of work and additional work under the Project Contract pursuant to the Defendants' directives.

g) That Goodfellow Bros. is entitled to the additional costs cited in its claim for equitable adjustment and payment for the work it performed for the Project, exceeding \$2.4 million, in addition to attorneys' fees, expenses, costs, and damages resulting from the Defendants' actions and inaction.

COUNT II
Breach of Contract

45. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-44 of this Complaint herein by reference.

46. The Project Contract is a binding and enforceable contract executed between Goodfellow Bros. and the COK. The Project Contract provides the process for

determining additional compensation due to Goodfellow Bros. as a result of the Defendants' actions and requests for changes.

47. Pursuant to Section 8.14 of the Prime Contract, Goodfellow Bros. submitted its claim for additional costs relating to the testing, pigging, and flushing of the water lines to the Defendants and provided cost breakdowns, itemizations, and supporting documentation.

48. Goodfellow Bros. fully complied with the terms of the Project Contract with respect to its work.

49. The Defendants rejected Goodfellow Bros.' claim for additional costs and have not provided payment for the indirect and direct costs cited therein.

50. The Defendants have further failed to provide prompt payment for work Goodfellow Bros. performed under the Project Contract, pursuant to its scope of work and directives by the Defendants.

51. By virtue of the Defendants' failure to make payments due to Goodfellow Bros., as provided for under the Project Contract, the Defendants materially breached the Project Contract.

52. As a result of the Defendants' breach of the Project Contract, Goodfellow Bros. is entitled to recover damages against the Defendants in an amount to be proven at the time of trial.

COUNT III

Breach of the Implied Covenant of Good Faith and Fair Dealing

53. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-52 of the Complaint herein by reference.

54. In every contract, there exists an implied covenant of good faith and fair

dealing, where the parties agree not to engage in actions that would deprive the other of their bargained-for benefit of the contract.

55. The implied covenant of good faith and fair dealing is applicable to the Project Contract executed between the Parties herein.

56. The Defendants breached the implied covenant of good faith and fair dealing through their actions and omissions, including but not limited to their failure to pay Goodfellow Bros. for the additional costs it incurred because of the Defendants' delays, instructions, and directives for additional work on the Project.

57. As a result of the Defendants' breach of the implied covenant of good faith and fair dealing, Goodfellow Bros. is entitled to recover damages in an amount to be proven at the time of trial.

COUNT IV
Quantum Meruit

58. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-57 of the Complaint herein by reference.

59. Pursuant to the Defendants' instructions, Goodfellow Bros. did not proceed with connection of the water systems per the construction schedule and divided the water lines into smaller segments.

60. Goodfellow Bros. also performed its scope of work and additional work pursuant to the Defendants' directives, for which pay applications and change order proposals were submitted to the Defendants. Defendants have failed to provide payment as to these pay applications and change order proposals.

61. All of the work was performed for the benefit of the Defendants and to their satisfaction.

62. Goodfellow Bros. expected to be reasonably compensated for the additional work it performed pursuant to the Defendants' instructions and directives.

63. The Defendants enjoyed the benefits of the labor, materials, and additional time required to perform the work provided by Goodfellow Bros.

64. The Defendants failed to pay Goodfellow Bros. for its scope of work, additional work directed by the Defendants, and additional costs, as provided for by the Project Contract.

65. It would be unjust and inequitable to allow the Defendants to retain the benefits provided by Goodfellow Bros. without the Defendants providing Goodfellow Bros. reasonably equivalent value.

66. Therefore, Goodfellow Bros. is entitled to the reasonable fair market value of its expended labor, materials, and additional time to perform the work pursuant to Defendants' instructions and directives.

COUNT V
Unjust Enrichment

67. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-66 of the Complaint herein by reference.

68. Pursuant to the Defendants' instructions, Goodfellow Bros. did not proceed with connection of the water systems per the construction schedule, divided the water lines into smaller segments and performed additional work pigging, flushing, and testing the lines.

69. Goodfellow Bros. also performed its scope of work and additional work pursuant to the Defendants' directives, for which pay applications and change order proposals were submitted to the Defendants. Defendants failed to process and provide payment for these

applications and change order proposals.

70. The Defendants received the benefit of the labor, materials, and additional time required to perform the work provided by Goodfellow Bros.

71. It would be unjust for the Defendants to retain the value of the benefits they received without commensurate compensation to Goodfellow Bros.

72. Equity and fairness require the Defendants pay restitution to Goodfellow Bros. for the value of the labor, materials, and additional time to perform the work pursuant to the Defendants' instructions and directives.

COUNT VI
Negligence

73. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-72 of the Complaint herein by reference.

74. Defendants owed Goodfellow Bros. a duty to act and do what a reasonably prudent entity would do to receive, review, process and approve the water quality test results per the Project Contract. Defendants also owed Goodfellow Bros. a duty to reasonably and timely review and process pay applications and change order proposals for work Goodfellow Bros. performed.

75. The Defendants breached this duty by failing to timely and properly review and approve the submitted water quality test results, pay applications, and change order proposals.

76. The Defendants' breach was the direct and proximate cause of Goodfellow Bros' damages.

77. Goodfellow Bros. has been damaged in an amount to be proven at the time of trial.

COUNT VII
Improper Contract Administration

78. Goodfellow Bros. repeats, realleges, and incorporates each and every allegation contained in paragraphs 1-77 of the Complaint herein by reference.

79. Defendants improperly administrated the Project Contract by their use of a water quality standard not expressly provided for in those documents.

80. Defendants caused delays to the construction of the Project and instructed Goodfellow Bros. to perform additional work on the water lines pursuant to their use of the unstated standard.

81. Defendants rejected and refused to pay for the delays and additional work Goodfellow Bros. performed pursuant to their instructions, despite Goodfellow Bros.' entitlement to the same under the Project Contract.

82. Defendants failed to pay for work completed by Goodfellow Bros. and additional work they directed Goodfellow Bros. to perform, for which Goodfellow Bros. timely submitted pay applications and change order proposals.

83. Goodfellow Bros. has been damaged in an amount to be proven at the time of trial.

PRAYER FOR RELIEF

WHEREFORE, Goodfellow Bros. prays for judgment jointly and severally as against the Defendants as follows:

1. That the Court decide and determine the respective rights, duties, and obligations of the parties hereto under the Project Contract and enter a judgment declaring that 1) the chlorination tests were within the acceptable range per the Project Contract and under governing quality standards, 2) the Defendants used a quality standard not stated in the Project

Contract in rejecting Goodfellow Bros.' test results which unjustly surprised Goodfellow Bros., 3) the Defendants instructed Goodfellow Bros. to delay the connection of the water lines and divide them into smaller segments despite the passing results of the chlorination tests, 4) the Defendants must pay for the additional indirect and direct costs incurred by Goodfellow Bros. in the performance of the Defendants' instructions, 5) the Defendants must promptly pay all outstanding pay applications and change order proposals submitted by Goodfellow Bros. for work it performed pursuant to its scope of work and the Defendants' directives, and 6) the Defendants must pay Goodfellow Bros.' attorneys' fees, costs, expenses, and damages resulting from the Defendants' unjust and untimely actions.

2. General damages in amounts to be proven at trial;

3. Special damages in amounts to be proven at trial;

4. That if the Court should find that the Defendant's rejection of the test results was based on a standard not expressly stated in the Project Contract, that it award Goodfellow Bros. its damages, attorneys' fees, costs, and expenses resulting from that rejection;

5. That if the Court should find Goodfellow Bros. entitled to relief on its claims that are in the nature of assumpsit, that it award Goodfellow Bros. its attorneys' fees;

6. That if the Court should find Defendants failed to meet the prompt payment requirement in government contracting, that it award Goodfellow Bros. interest pursuant to HRS § 103-10 and/or pre-judgment interest at the rate of 10% per annum;

7. That if the Court should find that Defendants improperly administrated the Project Contract, that it award Goodfellow Bros. its additional costs and damages incurred.


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8. Attorneys' fees and costs, pre- and post-judgment interest, and such other and further relief as this Court deems just and proper under the circumstances.

DATED: Honolulu, Hawai'i, September 2, 2021.

/s/ Lyle S. Hosoda
LYLE S. HOSODA
KOURTNEY H. WONG
SPENCER J. LAU

Attorneys for Plaintiff
GOODFELLOW BROS. LLC

STATE OF HAWAII CIRCUIT COURT OF THE FIFTH CIRCUIT		SUMMONS TO ANSWER CIVIL COMPLAINT	
CASE NUMBER			
PLAINTIFF'S NAME & ADDRESS, TEL. NO. GOODFELLOW BROS. LLC c/o Hosoda Law Group, AAL, ALC Three Waterfront Plaza, Suite 499 500 Ala Moana Blvd. Honolulu, Hawai'i 96813 Tel: (808) 524-3700			
PLAINTIFF GOODFELLOW BROS. LLC LYLE S. HOSODA 3964-0 KOURTNEY H. WONG 10827-0 SPENCER J. LAU 11105-0 Hosoda Law Group, AAL, ALC Three Waterfront Plaza, Suite 499 500 Ala Moana Blvd. Honolulu, Hawai'i 96813		VS.	DEFENDANT(S) COUNTY OF KAUA'I; COUNTY OF KAUA'I, BOARD OF WATER SUPPLY; R.M. TOWILL CORPORATION; JOHN DOES 1-10; JANE DOES 1-10; DOE CORPORATIONS 1-10; DOE PARTNERSHIPS 1-10; DOE GOVERNMENT ENTITIES 1-10; and DOE ENTITIES 1-10
TO THE ABOVE-NAMED DEFENDANT(S) You are hereby summoned and required to file with the court and serve upon LYLE S. HOSODA, KOURTNEY H. WONG, and SPENCER J. LAU HOSODA LAW GROUP, AAL, ALC <hr/> plaintiff's attorney, whose address is stated above, an answer to the complaint which is herewith served upon you, within 20 days after service of this summons upon you, exclusive of the date of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. THIS SUMMONS SHALL NOT BE PERSONALLY DELIVERED BETWEEN 10:00 P.M. AND 6:00 A.M. ON PREMISES NOT OPEN TO THE GENERAL PUBLIC, UNLESS A JUDGE OF THE ABOVE-ENTITLED COURT PERMITS, IN WRITING ON THIS SUMMONS, PERSONAL DELIVERY DURING THOSE HOURS. A FAILURE TO OBEY THIS SUMMONS MAY RESULT IN AN ENTRY OF DEFAULT AND DEFAULT JUDGMENT AGAINST THE DISOBEYING PERSON OR PARTY.			
DATE ISSUED	CLERK	CIRCUIT COURT CLERK	
The original document is filed in the Judiciary's electronic case management system which is accessible via eCourt Kokua at: http://www.courts.state.hi.us			
 In accordance with the Americans with Disabilities Act, and other applicable state and federal laws, if you require a reasonable accommodation for a disability, please contact the ADA Coordinator at the Circuit Court Administration Office on OAHU- Phone No. 808-539-4400, TTY 808-539-4853, FAX 539-4402; MAUI- Phone No. 808-244-2929, FAX 808-244-2777; HAWAII- Phone No. 808-961-7424, TTY 808-961-7422, FAX 808-961-7411; KAUAI- Phone No. 808-482-2365, TTY 808-482-2533, FAX 808-482-2509, at least ten (10) working days prior to your hearing or appointment date.			

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CONSENT CALENDAR

MANAGER'S REPORT No. 22-20

September 23, 2021

Re: Discussion and Possible Action on Proposed Changes to Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement

RECOMMENDATION:

It is recommended that the Board approve the proposed changes to Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement.

FUNDING:

Not applicable.

BACKGROUND:

The purpose of this policy is to identify the thresholds below which the Manager and Chief Engineer (Manager) has authority to approve the conveyances of water facilities (Conveyances) and Grants of Easement (GOE) in lieu of the Board.

The policy has been reformatted for readability and to identify policy execution responsibilities more easily. Redundant language was removed. There are not any substantive changes to the policy.

MRK/mja

Attachment: Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement

Mgrrp/September 2021/22-20/ Discussion and Possible Action on Proposed Board Policy 24, Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement (09/23/21):mja

BOARD OF WATER SUPPLY POLICY NO. 24

RE: Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement

Purpose

The purpose of this policy is to identify the thresholds below which the Manager and Chief Engineer (Manager) has authority to approve the conveyances of water facilities (Conveyances) and Grants of Easement (GOE) in lieu of the Board.

Background

The Board of Water Supply (Board) previously approved all Conveyances and GOEs. The Kauai Water Department of Water (DOW) Rules and Regulations require service laterals, distribution pipelines, storage tanks, sources and easements for the preceding facilities to be built to standard and conveyed to the Board before water service is provided by the DOW.

Once those facilities are constructed to standard, the Board could not take a negative action against accepting the facilities. A true value of the water system is necessary and integral part of determining the replacement costs and asset valuation. The Board finds its actions related to certain Conveyances and corresponding GOEs are ministerial in nature and wishes to delegate this duty to the Manager, subject to certain conditions.

Manager's Responsibilities

1. The Manager may approve Conveyances with a value less than or equal to \$500,000.
2. The Manager may approve Grants of Easement that do not explicitly assign liability or indemnification responsibilities to the Board.

Reporting

The Manager will include as part of the monthly report to the Board, the value, location and individual granting of facilities and/or easements.

APPROVED BY:

Chair, Kauai Board of Water Supply

RE: DELEGATION OF RESPONSIBILITY FOR CONVEYANCE OF WATER FACILITIES AND GRANTS OF EASEMENT

Effective Date: September 23, 2021
Supersedes: August 18, 2011

BOARD OF WATER SUPPLY POLICY NO. 241

RE: Delegation of Responsibility for Conveyance of Water Facilities and Grants of Easement

Purpose

The purpose of this policy is to identify the thresholds below which the Manager and Chief Engineer (Manager) has authority to approve the conveyances of water facilities (Conveyances) and Grants of Easement (GOE) in lieu of the Board.

Background

The Board of Water Supply (Board) ~~has previously approved all Conveyances of Water Facilities and GOEs grants of Easement for about thirty years.~~ The Kauai Water Department of Water (DOW) Rules and Regulations require service laterals, distribution pipelines, storage tanks, sources and easements for the preceding facilities to be built to standard and conveyed to the ~~Kauai Board of Water supply (hereinafter "Board")~~ Board before water service is provided by the ~~Kauai Department of Water DOW.~~

Once those facilities are constructed to standard, the Board could not take a negative action against accepting the facilities. A true value of the water system is necessary and integral part of determining the replacement costs and asset valuation. The Board finds its actions related to certain Conveyances ~~of Water Facilities~~ and corresponding ~~GOEs grants of Easement~~ are ministerial in nature, and wishes to delegate this duty to the ~~Manager and Chief Engineer~~, subject to certain conditions ~~contained below.~~

Manager's Responsibilities

1. The Manager may approve Conveyances with a value less than or equal to \$500,000.
2. The Manager and Chief Engineer is directed to may approve *corresponding* Grants of Easement that do not explicitly assign liability or indemnification responsibilities to the Board.

~~1. Facilities over five hundred thousand dollars (500,000) in value will continue to be presented to the Board for approval and recognition of the developer installing such facilities.~~

~~2. Grants of Easement in which the Board explicitly agrees to indemnify or take on the liability for occurrences on the subordinate property will continue to be presented to the Board for approval.~~

~~3. The Manager and Chief Engineer is directed to approve Conveyances of Water Facilities below a value of five hundred thousand dollars (\$500,000).~~

~~4. The Manager and Chief Engineer is directed to approve corresponding Grants of Easement that do not explicitly assign liability or indemnification responsibilities to the Board.~~

~~5. The Manager and Chief Engineer is directed to include a part of the monthly report to the Board, the value, location and individual granting of such facilities and easements.~~

Board Chair Responsibilities

~~6. The Board authorized the~~The Board Chair to may sign and approve the Conveyances of Water Facilities and corresponding Grants of Easements, as described in paragraph 3 and 4 above, without presenting it to the Board approval.

Reportin~~g~~

~~The Manager will and Chief Engineer is directed to include as part of the monthly report to the Board, the value, location and individual granting of such facilities and/or easements.~~

APPROVED BY:

Chair~~person~~, Kauai Board of Water Supply

RE: DELEGATION OF RESPONSIBILITY FOR CONVEYANCE OF WATER FACILITIES AND GRANTS OF EASEMENT

Effective Date: September 23, 2021
Supersedes: August 18, 2011

MANAGER’S REPORT No. 22-21

September 23, 2021

Re: Discussion and Possible Action on Proposed Changes to Board Policy 28, Inter-Fund Transfer

RECOMMENDATION:

It is recommended that the Board approve the proposed changes to Board Policy 28, Inter-Fund Transfer.

FUNDING:

Not applicable.

BACKGROUND:

The purpose of the policy is to establish an interfund transfer and interfund loan protocol between the Water Utility Fund and the Facilities Reserve Charge fund.

The policy has been reformatted for readability and to identify policy execution responsibilities more easily. There are not any substantive changes to the policy.

MRK/mja

Attachment: Board Policy 28, Inter-Fund Transfer

Mgrpp/September 2021/22-21/ Discussion and Possible Action on Proposed Changes to Board Policy 28, Inter-Fund Transfer (09/23/21):mja

BOARD OF WATER SUPPLY POLICY NO. 28

RE: Interfund Transfer

Purpose

To establish an interfund transfer and interfund loan protocol between the Water Utility Fund (WUF) and the Facilities Reserve Charge (FRC) fund.

Background

The Department of Water (DOW) established the FRC fund to account for the funds collected for new development and/or the additional demand of existing customers. FRC Funds may be used to fund capital projects in accordance with the Categorizing and Funding of Capital Projects policy. FRC accounting practices and disbursement guidance is provided in the Facilities Reserve Charge (FRC) Fund policy.

The FRC balance may not be adequate to fully fund new development or the proportionate share of expansion projects. DOW's main objective is to have growth pay for growth. Therefore, the WUF and/or bonds may be needed to fund the remainder of these types of projects.

Policy

An interfund transfer from the WUF to the FRC shall be initiated if insufficient FRC funds are available to fully fund an expansion project or cover the proportionate share of DOW debt service for CIP growth or expansion.

An inter-fund loan shall be recorded in both the lending fund (WUF) and receiving fund (FRC).

1. The inter-fund loan is used to cover the underfunded proportionate share of DOW's debt service.
2. At the end of each fiscal year, repayment of the inter-fund loan should be paid in full with FRC revenues on or before the end of the same fiscal year.
3. If at the end of the fiscal year, FRC revenues collected are insufficient to repay the inter-fund loan, a manager's report must be submitted to the board for an update of any unpaid inter-fund loan payable.
4. If an inter-fund loan payable is not expected to be paid within a reasonable period, the Manager can recommend to the Board a fund transfer from WUF equal to the inter-fund loan outstanding for the fiscal year.
5. The Board may approve and ratify a fund transfer equal to the remaining unpaid amount to reduce the inter-fund loan balance to zero.

APPROVED BY:

Date:

Chair, Kaua'i Board of Water Supply

RE: INTER-FUND TRANSFER

Effective Date: September 23, 2021

Supersedes: June 26, 2014

BOARD OF WATER SUPPLY POLICY NO. 28

RE: ~~Inter-Fund~~ Transfer

Purpose

To establish an interfund transfer and interfund loan protocol between the Water Utility Fund (WUF) and the Facilities Reserve Charge (FRC) fund.

Background

The Department of Water (DOW) established the ~~Facilities Reserve Charge (FRC)~~ fund to account for the ~~FRCs funds collected~~ ~~collected from new users to cover or recover the costs of existing and/or future capital improvement projects (CIP) for new water sources for new development and/or the additional demand of existing customers.~~ ~~—FRC Funds may be used to fund capital projects in accordance with the Categorizing and Funding of Capital Projects policy. FRC accounting practices and disbursement guidance is provided in the Facilities Reserve Charge (FRC) Fund policy.~~

~~However, when new users connect to the existing water system, the existing capacity is reduced for increased demands which lead to increased expenditures for the construction of new facilities that will likely not be covered by the FRCs collected.~~

~~The FRC balance may not be adequate to fully fund new development or the proportionate share of expansion projects. DOW's main objective is to have growth pay for growth. Therefore, the WUF and/or bonds may be needed to fund the remainder of these types of projects.~~

~~CIPs are usually funded from any of the following sources:~~

- ~~• Water Utility Fund (WUF)~~
- ~~• Bonds~~
- ~~• State Revolving Fund (SRF) Loans~~
- ~~• Facilities Reserve Charge (FRC) Fund~~

~~CIP for growth or expansion, which are funded from Water Utility fund and Bonds are charged a proportionate share of the DOW's overall debt service. DOW's main objective is to have growth pay for growth.~~

Policy:

~~An interfund transfer from the WUF to the FRC shall be initiated In instances where their insufficient FRC funds are available to fully is insufficient to fund an expansion project or cover the proportionate share of DOW debt service for CIP growth or expansion, an inter-fund transfer from the Water Utility Fund (WUF) shall be initiated and the following steps must be followed;~~

An inter-fund loan shall be recorded in both the lending fund (WUF) and receiving fund (FRC).

1. The inter-fund loan is used to cover the underfunded proportionate share of DOW's debt service.
2. At the end of each fiscal year, repayment of the inter-fund loan should be paid in full with FRC revenues on or before the end of the same fiscal year.

3. If at the end of the fiscal year, FRC revenues collected are insufficient to repay the inter-fund loan, a manager's report must be submitted to the board for an update of any unpaid inter-fund loan payable.
4. If an inter-fund loan payable is not expected to be paid within a reasonable period, the Manager can recommend to the Board a fund transfer from WUF equal to the inter-fund loan outstanding for the fiscal year.
5. The Board may approve and ratify a fund transfer equal to the remaining unpaid amount to reduce the inter-fund loan balance to zero.

APPROVED BY:

Date:

Chairperson, Kaua'i Board of Water Supply

RE: INTER-FUND TRANSFER

Effective Date: September 23, 2021

Supersedes: June 26, 2014

MANAGER'S REPORT No. 22-22

September 23, 2021

Re: Discussion and Possible Action on Proposed Changes to Board Policy 29, Categorization & Funding of Capital Projects

RECOMMENDATION:

It is recommended that the Board approve the proposed changes to Board Policy 29, Categorization & Funding of Capital Projects.

FUNDING:

Not applicable.

BACKGROUND:

The purpose of the policy is to establish the allowable use for the various funds to capitalize expansion, or replacement and rehabilitation projects.

The policy has been reformatted for readability and to identify policy execution responsibilities more easily. Redundant language was removed. There are not any substantive changes to the policy.

MRK/mja

Attachment: Board Policy 29, Categorization & Funding of Capital Projects

Mgrrp/September 2021/22-22/ Discussion and Possible Action on Proposed Changes to Board Policy 29, Categorization & Funding of Capital Projects (09/23//21):mja

BOARD OF WATER SUPPLY POLICY NO. 29

Categorization & Funding of Capital Projects

Purpose

Establish the allowable use for the various funds to capitalize expansion, or replacement and rehabilitation projects.

Allowable Uses

Department of Water (DOW) capital projects shall be categorized as **Expansion or Replacement & Rehabilitation (R&R)**. After each project is categorized, fund sources will be selected from one or more of the following based on available resources and purposes of the fund:

1. Water Utility Fund (WUF): R&R and Expansion projects.
2. Facility Reserve Charge (FRC) Fund: Expansion projects. As defined by state statute.
3. Bond Fund: R&R and Expansion Projects (see WUF Policy and subject to any specific bond covenants).
4. State Revolving Fund (SRF): R&R and Expansion Projects (subject to loan agreement stipulations).
5. Grants: R&R and Expansion Projects (subject to grant restrictions)

The policy is summarized in the attached flowchart.

APPROVED BY:

Date

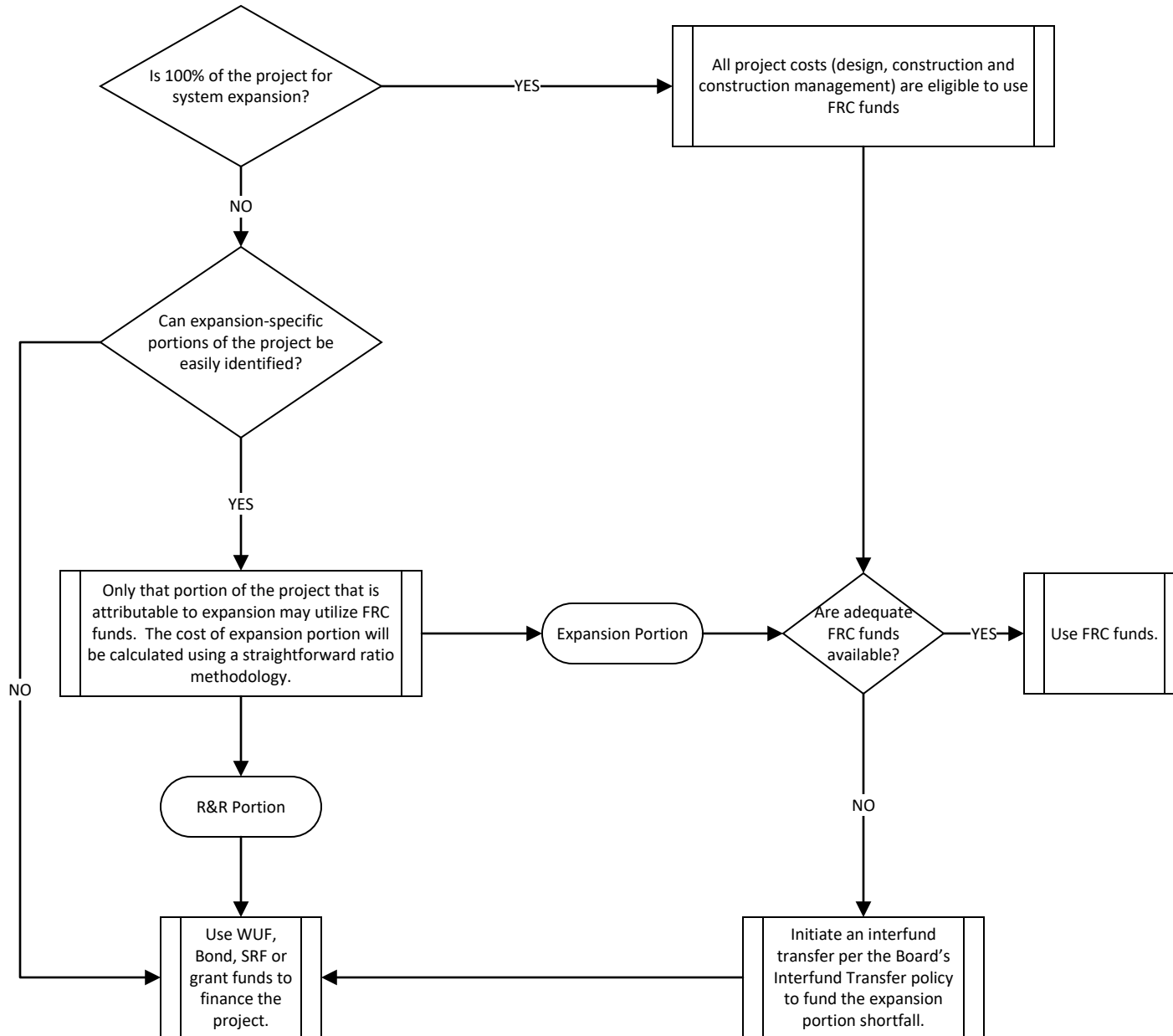
Chair, Kaua'i Board of Water Supply

RE: CATEGORIZATION & FUNDING OF CAPITAL PROJECTS

Effective Date: September 23, 2021

Supersedes: June 26, 2014

BOARD POLICY 29 – Categorizing and Funding Capital Projects



BOARD OF WATER SUPPLY POLICY NO. 29

RE:—Categorization & Funding of Capital Projects

Purpose

Establish the allowable use for the various funds to capitalize expansion, or replacement and rehabilitation projects.

Allowable Uses

Department of Water (DOW) ~~c~~Capital ~~p~~Projects shall be categorized as **Expansion or Replacement & Rehabilitation (R&R)**. After each project is categorized, fund sources will be selected from one or more of the following based on available resources and purposes of the fund ~~;~~

1. — SOURCES

1. — Water Utility Fund (WUF)

1. Water Utility Fund (WUF): R&R and Expansion projects.
2. Facility Reserve Charge (FRC) Fund: Expansion projects. As defined by state statute. This includes the proportionate share of public facility capital improvement costs of excess capacity in existing capital facilities where excess capacity has been provided in anticipation of the needs of a development. Recoupment is the term given to the normal practice of up-sizing a pipeline or pump station to provide for an operational safety factor. While these extra costs are typically modest, per State statute, FRC funds can be used to pay for them.
3. Bond Fund: R&R and Expansion Projects (see WUF Policy and subject to any specific bond covenants).
4. State Revolving Fund (SRF): R&R and Expansion Projects (subject to loan agreement stipulations).
4. —
5. Grants: R&R and Expansion Projects (subject to grant restrictions)

5. —

2. — PURPOSES OF THE FUND/ALLOWABLE FUND USE

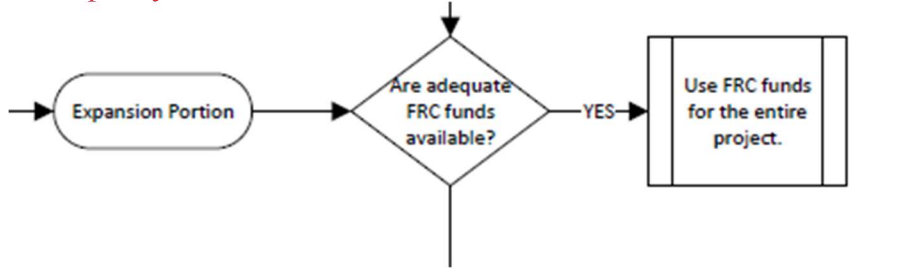
1. Water Utility Fund: This is the general operating fund that covers all routine operating costs. These funds can also be used at the discretion of the Board and DOW management for “pay as you go” capital projects, including R&R and Expansion projects.
- Facility Reserve Charge Fund: FRC funds are restricted to cover or recover costs (recoupment) of eExpansion projects. This includes the proportionate share of public facility capital improvement costs of excess capacity in existing capital facilities where excess capacity has been provided in anticipation of the needs of a development.

Recoupment is term given to the normal practice of up-sizing a pipeline or pump station to provide for an operational safety factor. While these extra costs are typically modest, per State statute, FRC funds can be used to pay for them.

2. Bond Fund: These funds may be used for either R&R and Expansion Projects (see WUF Policy) or R&R projects (subject to any specific bond covenants).
— State Revolving Fund (SRF): These funds are for specific projects as approved under the loan agreements. R&R and Expansion Projects (subject to loan agreement stipulations)
3. Grants: R&R and Expansion Projects (subject to grant restrictions)
4. Facility Reserve Charge Fund: FRC funds are restricted to cover or recover costs (recoupment) of expansion projects.

- ~~• State law provides for the use of impact fees (FRC funds) for that portion associated with “recoupment.” The definition of the term is the proportionate share of public facility capital improvement costs of excess capacity in existing capital facilities where excess capacity has been provided in anticipation of the needs of a development. Recoupment is term given to the normal practice of up-sizing a pipeline or pump station to provide for an operational safety factor. While these extra costs are typically modest, per State statute, FRC funds can be used to pay for them.~~
- ~~• The following process must be adopted for the use of FRC funds to pay for system expansion whether the expansion is dedicated to a specific new facility or a recoupment portion of an R&R project.~~

Theis policy is summarized in the attached flowchart.



The process is described below in the form of a decision tree:

- ~~• Is the project 100% dedicated to system expansion?
 - ~~○ If so, FRC funds can be used for both design and construction if funds are available;~~
 - ~~○ If the design is not a 100% system expansion, all of the design costs can be funded from Bond Funds, WUF or SRF funds as applicable.~~~~
- ~~• Are FRC Funds available to finance the expansion or expansion portion of the construction project? If not, determine if funding is available from:
 - ~~○ Bond funds; refer to bond covenants for restrictions; see approved capital budget if the project is included; if not, a board approval is required.~~~~

- ~~Water Utility Fund; see approved capital budget if the project is included; if not, a board approval is required.~~
- ~~Can any specific portion of the project be deemed expansion? This would be the case if, for example, a small portion of pipe was installed to accommodate new services as a part of a large R&R project~~
 - ~~If yes, then at the conclusion of the project Engineering and Accounting will jointly calculate the percentage cost of the expansion-related material using a straightforward ratio type method.~~
 - ~~At this point, an Inter-fund transfer is initiated. Accounting will transfer funds from the FRC account to the fund used for project construction. Because DOW will be pooling its cash to reduce overhead costs and facilitate operations, it is acceptable for the FRC fund to show a negative balance. As a result, loans between funds (and consequent interest calculations, internal overhead costs, and complex record keeping) are not necessary.~~
- ~~Does any portion of the project qualify as recoupment?~~
 - ~~If yes, then at the conclusion of the project Engineering and Accounting will jointly calculate the percentage of the up-sizing or similar additional facilities installed above those considered totally devoted to R&R. In the same fashion as described above, the FRC fund will reimburse the fund used for project construction.~~

APPROVED BY:

Date

Chairperson, Kaua'i Board of Water Supply

RE: CATEGORIZATION & FUNDING OF CAPITAL PROJECTS

Effective Date: September 23, 2021

Supersedes: June 26, 2014 _____

MANAGER'S REPORT No. 22-23

September 23, 2021

Re: Discussion and Possible Action on Proposed Board Policy 30, Delegation of Responsibility for Rights of Entry

RECOMMENDATION:

It is recommended that the Board approve the proposed changes to Board Policy 30, Delegation of Responsibility for Rights of Entry.

FUNDING:

Not applicable.

BACKGROUND:

The Board of Water Supply, County of Kaua'i has approved Rights of Entry (ROE) which are temporary in nature and necessary for temporary access to private land by Department personnel for the purposes of construction and/or maintenance of Department facilities. Many of the actions related to certain (ROEs) are ministerial in nature and this policy delegates some duties to the Manager and Chief Engineer (Manager).

The policy has been reformatted for readability and to identify policy execution responsibilities more easily.

The most substantive change is the ROE value the Manager is authorized to approve. It has been increased from \$1 to \$5000 if the project has been approved in the budget process. The reason for the change is that the "value" noted in the ROE template is a relic of English law. The monetary compensation was the consideration required to make a binding agreement. Case law has progressed to where consideration need not be monetary in nature. So, while the "value" is stated in most if not all land agreements to this day, the consideration is really the mutual promises set forth in an agreement. There have been times, e.g., Esaki's, where the Department pays more for the right.

Board approval is still required when the ROE template is not followed to prepare a ROE, the Grantor requests indemnification, or the Board will assume liability.

MRK/mja

Attachment: Board Policy 30, Delegation of Responsibility for Rights of Entry

Mgrp/September 2021/22-23/ Discussion and Possible Action on Proposed Changes to Board Policy 30, Delegation of Responsibility for Rights of Entry (09/23//21):mja

BOARD OF WATER SUPPLY POLICY NO. 30

RE: FOR RIGHTS OF ENTRY (ROE)

Purpose

The Board of Water Supply, County of Kaua'i has approved Rights of Entry (ROE) which are temporary in nature and necessary for temporary access to private land by Department personnel for the purposes of construction and/or maintenance of Department facilities, as such, ROEs do not confer a permanent easement against private property. If a permanent easement against private property is necessary, such shall be in accordance with the Grant of Easement Board Policy and the Rules and Regulations of the Board.

Manager's Authority and Responsibilities

The Board finds its actions related to certain (ROEs) are ministerial in nature and wishes to delegate some duties to the Manager and Chief Engineer (Manager). The Manager is delegated the authority to negotiate and approve Rights of Entry for consideration less than or equal to five thousand (\$5,000.00) dollars if it is for a Board-approved capital project, and executed in the attached format.

Board Responsibilities

1. Rights of Entry that do not use the Board approved ROE template shall continue to be presented to the Board for approval.
2. Rights of Entry in which the Board agrees to indemnify the Grantor or assigns liability to the Board will continue to be presented to the Board for approval.

Reporting

The Manager and Chief Engineer will report monthly to the Board:

1. -Consideration
2. Tax Map Key or property location
3. Grantor/s granting such Right of Entry.

APPROVED BY:

Chair, Board of Water Supply

Date: September 21, 2021

RE: DELEGATION OF RESPONSIBILITY FOR RIGHT OF ENTRY

Effective Date: September 23, 2021

Supersedes: June 22, 2018

RIGHT-OF-ENTRY

THIS INDENTURE made this _____ day of _____, 20__ by and between [Click here to enter text.](#), a [Click here to enter text.](#), whose mailing address is [Click here to enter text.](#), (hereinafter, the “Grantor”), and the **BOARD OF WATER SUPPLY** of the County of Kaua‘i, whose mailing address is 4398 Pua Loke Street, Lihu‘e, Hawai‘i 96766 (hereinafter, the “Board”).

W I T N E S S E T H:

For and in consideration of the sum of One Dollar (\$1.00) to the Grantor paid, the receipt whereof is hereby acknowledged, the Grantor does hereby grant to the Grantee, its officers, employees, contractors, subcontractors, and agents (hereinafter collectively the “Grantee”), a temporary construction right-of-entry subject to the following terms and conditions:

1. This right-of-entry shall be an area over, under, and across that certain property situated, lying, and being at [Click here to enter text.](#), Kaua‘i, Hawai‘i at Tax Map Key No. [Click here to enter text.](#), as illustrated in Exhibit “A” attached hereto and made a part hereof.
2. This right-of-entry shall be used by the Grantee for purposes of [Click here to enter text.](#), and all necessary appurtenances for Job No. [Click here to enter text.](#)
3. This right-of-entry shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
4. The Grantor warrants and covenants with the Grantee that Grantor is the fee simple owner of the property upon which the right-of-entry is located, has full right to convey said right-of-entry and will warrant and defend the right-of-entry granted herein against all adverse claims.
5. This right-of-entry may be executed in counterparts. Each counterpart shall be executed by one or more parties hereinbefore named and the several counterparts shall constitute one instrument to the same effect as though the signatures of all the parties are upon the same document.
6. The term of this right-of-entry shall commence upon the execution of the same by Grantor and shall automatically expire when the Project for which this right-of-entry has been executed is in place complete as will be documented at such time by a written notice from Grantee to Grantor.

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GRANTOR(S):

Click here to enter text.

By:
Its:

Click here to enter text.

By:
Its: |

GRANTEE:

APPROVED:

Manager and Chief Engineer

**APPROVED AS TO FORM
AND LEGALITY:**

Deputy County Attorney

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20__ in the ____ Circuit, State of _____, before me personally appeared _____, who is personally known to me or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person executed the _____, dated _____ and consisting of ____ pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

Notary Public, State of _____
Name of Notary: _____ (Affix Seal)
My Commission expires: _____

DRAFT

BOARD OF WATER SUPPLY POLICY NO. 30

RE: ~~DELEGATION OF RESPONSIBILITY FOR RIGHTS~~ OF ENTRY (ROE)

Purpose

The Board of Water Supply, County of Kaua'i has approved Rights of Entry (ROE) which are temporary in nature and necessary for temporary access to private land by Department personnel for the purposes of construction and/or maintenance of Department facilities, as such, ~~Rights of Entry ROEs~~ do not confer a permanent easement against private property, ~~nor is that the intent of the Board or the Department when entering into such agreements. If a permanent easement against private property is necessary, such shall be in accordance with the Board Policy No. 24 Grant of Easement Board Policy and the Rules and Regulations of the Board.~~

~~Where the Department requires a permanent easement against private property, such shall be in accordance with Board Policy No. 24 and the Rules and Regulations of the Board.~~

Manager's Authority and Responsibilities

The Board finds its actions related to certain ~~Rights of Entry (ROEs)~~ are ministerial in nature and wishes to delegate ~~this duty~~ some duties to the Manager and Chief Engineer (~~Manager~~), ~~subject to certain conditions contained below.~~

- ~~1. The Manager and Chief Engineer is directed to utilize the attached Right of Entry template.~~
- ~~2. The Manager and Chief Engineer is directed to include as part of the monthly report to the Board the value, Tax Map Key, and the Grantor/s granting such Right of Entry.~~

The Manager ~~and Chief Engineer~~ is delegated the authority to negotiate and approve Rights of Entry for consideration less than or equal to ~~or below a value of one dollar five thousand (\$5,000+.~~00) dollars and if it is for a Board-approved in the capital project budget, and executed in the attached format. ~~approved by the Board in the attached format.~~

3. Board Responsibilities

1. Rights of Entry that do not use the Board approved ~~Right of Entry ROE~~ template shall continue to be presented to the Board for approval.
- ~~4.~~
2. Rights of Entry in which the Board agrees to indemnify the ~~Grantor, or Grantor or~~ assigns liability to the Board will continue to be presented to the Board for approval.

6. Chair Responsibilities

~~The Board authorizes the Board Chairperson may to approve and sign ~~Rights of Entry ROEs~~ that meet the conditions herein without presenting such to the Board.~~

Reporting

The Manager and Chief Engineer will report monthly to the Board:

- 1. Value-Consideration
- 2. Tax Map Key or property location
- 7.3. Grantor/s granting such Right of Entry.

APPROVED BY:

Date: ~~June 22, 2018~~ September 21,

2021
Chairperson, Board of Water Supply

RE: DELEGATION OF RESPONSIBILITY FOR RIGHT OF ENTRY

Effective Date: September 23, 2021
Supersedes: June 22, 2018

RIGHT-OF-ENTRY

THIS INDENTURE made this _____ day of _____, 20__ by and between [Click here to enter text.](#), a [Click here to enter text.](#), whose mailing address is [Click here to enter text.](#), (hereinafter, the “Grantor”), and the **BOARD OF WATER SUPPLY** of the County of Kaua‘i, whose mailing address is 4398 Pua Loke Street, Lihu‘e, Hawai‘i 96766 (hereinafter, the “Board”).

W I T N E S S E T H:

For and in consideration of the sum of One Dollar (\$1.00) to the Grantor paid, the receipt whereof is hereby acknowledged, the Grantor does hereby grant to the Grantee, its officers, employees, contractors, subcontractors, and agents (hereinafter collectively the “Grantee”), a temporary construction right-of-entry subject to the following terms and conditions:

- 1. This right-of-entry shall be an area over, under, and across that certain property situated, lying, and being at [Click here to enter text.](#), Kaua‘i, Hawai‘i at Tax Map Key No. [Click here to enter text.](#), as illustrated in Exhibit “A” attached hereto and made a part hereof.

2. This right-of-entry shall be used by the Grantee for purposes of [Click here to enter text.](#), and all necessary appurtenances for Job No. [Click here to enter text.](#)
3. This right-of-entry shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
4. The Grantor warrants and covenants with the Grantee that Grantor is the fee simple owner of the property upon which the right-of-entry is located, has full right to convey said right-of-entry and will warrant and defend the right-of-entry granted herein against all adverse claims.
5. This right-of-entry may be executed in counterparts. Each counterpart shall be executed by one or more parties hereinbefore named and the several counterparts shall constitute one instrument to the same effect as though the signatures of all the parties are upon the same document.
6. The term of this right-of-entry shall commence upon the execution of the same by Grantor and shall automatically expire when the Project for which this right-of-entry has been executed is in place complete as will be documented at such time by a written notice from Grantee to Grantor.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

GRANTOR(S):

Click here to enter text.

By:
Its:

Click here to enter text.

By:
Its: |

GRANTEE:

~~BOARD OF WATER SUPPLY, COUNTY OF KAUAI~~

APPROVED:

Manager and Chief Engineer

~~Chairperson~~

APPROVED AS TO FORM AND LEGALITY:

Deputy County Attorney

STATE OF Hawai'i _____)
_____) ss.
COUNTY OF KAUA'I _____)

On this _____ day of _____, 20 _____ in the Fifth Circuit, State of Hawai'i, before me personally appeared _____, who is personally known to me or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the **Chairperson** for the **Board of Water Supply, County of Kaua'i** executed _____, dated _____ and consisting of _____ pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

Notary Public, State of Hawai'i
Name of Notary: _____
My Commission expires: _____

(Affix Seal)

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20____ in the _____ Circuit, State of _____, before me personally appeared _____, who is personally known to me or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person executed the _____, dated _____ and consisting of ____ pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

Notary Public, State of _____
Name of Notary: _____ (Affix Seal)
My Commission expires: _____

MANAGER’S REPORT No. 22-24

September 23, 2021

Re: Discussion and Possible Action on Proposed Changes to Board Policy 31, Reserve Fund

RECOMMENDATION:

It is recommended that the Board approve the proposed changes to Board Policy 31, Reserve Fund.

FUNDING:

Not applicable.

BACKGROUND:

The purpose of the Reserve Fund Policy is to ensure the financial stability of the Department of Water in its ability to fund its obligations, while also ensuring the flexibility to respond to crisis situations.

The policy has been reformatted for readability and to identify policy execution responsibilities more easily. There are not any substantive changes to the policy. The historical references to Board Policy 26, Emergency Reserve Fund, and Board Policy 27, Debt Service Fund, have been removed.

MRK/mja

Attachment: Board Policy 31, Reserve Fund

Mgrrp/September 2021/22-24/ Discussion and Possible Action on Proposed Changes to Board Policy 31, Reserve Fund
(09/23/21):mja

BOARD OF WATER SUPPLY POLICY NO. 31

RE: Reserve Fund

Purpose

The purpose of the Reserve Fund is to ensure the financial stability of the DOW in its ability to fund its obligations, while also ensuring the flexibility to respond to crisis situations.

Establishing the Reserve Fund Annual Minimum Balance

The DOW shall establish a minimum Reserve Fund balance at the beginning of each fiscal year equal to the greater of:

1. Thirty percent (30%) of the DOW's operating revenues based upon the audited financial statements of the immediately preceding fiscal year; or
2. The sum of:
 - a. An emergency reserve equal to twenty-five percent (25%) of the last audited operating expenses, net of non-cash expenditures; and
 - b. A debt service reserve equal to fifty percent (50%) of the debt service requirement for the upcoming fiscal year; and
 - c. The self-insurance deductible as provided under the County of Kauai's Insurance Policy.

Replenishing the Reserve Fund Balance

The Reserve Fund may be replenished within the same fiscal year, if funds become available. Otherwise, it shall be adjusted and replenished during the annual budget process within the next budget fiscal year using the calculations above.

Manager's Responsibilities

1. To use funds for an emergency response the Manager and Chief Engineer or authorized designee ("Manager") shall determine if an emergency or severe crisis exists. A federal, state, or county emergency proclamation shall meet this requirement without further action by the Manager.
2. Submit reports as required below.

Disbursements

Disbursements from the reserve fund shall be restricted to the following:

1. Emergency response

- 2. Debt service
- 3. Unfunded, non-recurring costs

Reporting

- 1. Submit a Manager’s Report to the Board for approval to pay for unbudgeted non-recurring costs that include:
 - a. Uncovered insurance claims to pay the self-insurance deductibles for related fleet vehicle claims, liability, and property claims.
 - b. Unfunded legal services and legal claims.
 - c. Unfunded mandates and spikes in pension and OPEB costs.
- 2. Submit a Manager’s Report at the next Board meeting where Reserve Funds are disbursed for:
 - a. An emergency response. Also include anticipated emergency DOW needs.
 - b. Debt service payments when the Department is unable to meet its loan obligations from its existing current resources in a timely manner.

APPROVED BY:

Chair, Kauai Board of Water Supply

Date

RE: RESERVE FUND

Effective Date: September 23, 2021
Supersedes: May 20, 2020

BOARD OF WATER SUPPLY POLICY No. 31

RE: RE: Reserve Fund

PurposeObjective:

~~This~~ The purpose of the Reserve Fund shall serve to ensure the financial stability of the DOW including its ability to fund its obligations, while also ensuring the flexibility to respond to crisis situations, as more fully described by the terms of this Policy. To establish and maintain a minimum reserve of thirty percent (30%) of the Department of Water (DOW)'s operating revenues based upon the audited financial statements of the immediately preceding fiscal year.

Establishing the Reserve Fund Annual Minimum Balance

The DOW shall establish a minimum Reserve Fund balance at the beginning of each fiscal year equal to the greater of:

1. Thirty percent (30%) of the DOW's operating revenues based upon the audited financial statements of the immediately preceding fiscal year; or
2. The sum of:
 - a. An eEmergency rReserve equal to tTwenty-five percent (25%) of the last audited operating expenses, net of non-cash expenditures; and-
 - b. A debt service reserve equal to fifty percent (50%) of the debt service requirement for the upcoming fiscal year; and
 - c. The self-insurance deductible as provided under the County of Kauai's Insurance Policy.

~~This Reserve Fund shall serve to ensure the financial stability of the DOW including its ability to fund its obligations, while also ensuring the flexibility to respond to crisis situations as more fully described by the terms of this Policy.~~

Replenishing the Reserve Fund Balance

The Reserve Fund may be replenished within the same fiscal year, if funds become available. Otherwise, it shall be adjusted and replenished during the annual budget process within the next budget fiscal year using the calculations above.

Manager's Responsibilities

1. To use funds for an emergency response tThe Manager &and Chief Engineer or authorized designee (“Manager”) mustshall determine if make a determination that an emergency or severe crisis exists. A federal, state, or county emergency proclamation shall meet this requirement without further action by the Manager.

2. Submit reports as required below.

Disbursements

Disbursements from the reserve fund shall be restricted to the following:

I. — Background:

~~Board Policy No. 26, Emergency Reserve Fund, was established to authorize the Manager and Chief Engineer to incur obligations or make expenditures from the Emergency Reserve Fund for use in the event of an emergency, disaster, or other severe crises without additional Board approval.~~

~~Board Policy No. 27, Debt Service Reserve Fund, was established to ensure full and timely payments of interest and principal obligations to creditors arising out of the DOW’s short and long term debt.~~

II. — Effect of Board Policy No. 31

~~1. — Board Policy No. 26, Emergency Reserve Fund, is hereby rescinded and superseded in its entirety by this Policy.~~

~~2. — Board Policy No. 27, Debt Service Reserve Fund, is hereby rescinded and superseded in its entirety by this Policy.~~

III. — PROCEDURE:—

~~1. — Disbursements from the reserve fund shall be restricted to the following:~~

~~1. — Emergency Response. Expenditures for emergency response shall be guided by the following:~~

~~1.1 — The Manager & Chief Engineer or authorized designee (“Manager”) must make a determination that an emergency or severe crisis exists. A federal, state, or county emergency proclamation shall meet this requirement without further action by the Manager.~~

~~1.2 — The DOW must submit a Manager’s Report to inform the Board of Water Supply (Board) of any emergency use of the Reserve Fund at the next occurring board meeting which includes any anticipated emergency DOW needs.~~

1. Emergency response

2. Debt service

3. Unfunded, non-recurring costs

~~2. — Disbursements to pay the DOW’s debt service requirements.~~

~~2.1 The DOW must submit a Manager’s Report to the Board for approval to expend from the reserve fund in the event the department is unable to meet its loan obligations from the DOW’s existing current resources in a timely manner.~~

~~3. — Disbursements to pay unfunded non-recurring costs.~~

~~3.1 The DOW must submit a Manager’s Report to the Board for approval to pay for non-recurring costs if the department doesn’t have enough available resources from its current operations to pay in a timely manner unbudgeted non-recurring costs as follows:~~

~~3.1.1 — Uncovered insurance claims to pay the self-insurance deductibles for related fleet vehicle claims, liability, and property claims.~~

~~3.1.2 — Unfunded legal services and legal claims.~~

~~3.1.3 — Unfunded mandates and spikes in pension and OPEB costs.~~

~~IV. — Maintenance of the Reserve Fund.~~

~~1. — The DOW shall maintain a minimum reserve fund equal to at least 30% of the DOW’s operating revenues based upon the audited financial statements of the immediately preceding fiscal year.~~

~~2. — The minimum target reserve of 30% mentioned above shall be increased if necessary to meet the sum of the following requirements:~~

- ~~2.1 Emergency Reserve equal to Twenty-five percent (25%) of the last audited operating expenses, net of non-cash expenditures.~~
- ~~2.2 Debt Service Reserve equal to one half (1/2) of the debt service requirement for the upcoming fiscal year;~~
- ~~2.3 Self-insurance deductible as provided under the County of Kauai's Insurance Policy.~~
- ~~3. The Department shall provide a report of any or all disbursements from the reserve fund during a given year.~~
- ~~4. The reserve fund may be replenished within the same year if funds become available otherwise it shall be adjusted and replenished during the annual budget process within the next budget fiscal year.—~~

Reporting

- 1. Submit a Manager's Report to the Board for approval to pay for unbudgeted non-recurring costs that include:
 - a. Uncovered insurance claims to pay the self-insurance deductibles for related fleet vehicle claims, liability, and property claims.
 - b. Unfunded legal services and legal claims.
 - c. Unfunded mandates and spikes in pension and OPEB costs.
- 2. Submit a Manager's Report at the next Board meeting where Reserve Funds are disbursed for:
 - a. An emergency response. Also include anticipated emergency DOW needs.
 - b. Debt service payments when the Department is unable to meet its loan obligations from its existing current resources in a timely manner.

APPROVED BY:

Chairperson, Kauai Board of Water Supply

Date

RE: RESERVE FUND

Effective Date: September 23, 2021

Supersedes: May 20, 2020

A horizontal splash of clear blue water with bubbles, positioned across the middle of the page. The text 'NEW' is centered above the splash and 'BUSINESS' is centered below it. Both words have a slight reflection effect on the water surface.

NEW

BUSINESS

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT NO. 22-25

September 23, 2021

Re: Discussion and Possible Action on a Memorandum of Understanding between the Employees Retirement System of the State of Hawai'i and the Department of Water County of Kaua'i for the Governmental Accounting Standards Board Statement No. 68, "Accounting and Financial Reporting for Pensions" Financial Statements for FY Ending June 2021 through 2026

RECOMMENDATION:

It is recommended that the Board approve the memorandum of understanding (MOU) between the State of Hawaii, ERS and the DOW to participate in the Employers' Shared Cost to obtain the Employee Retirement System (ERS)' Actuarial Information for Government Accounting Standards Board (GASB) 68 financial reporting for fiscal years (FY), FY 2021, FY 2022, FY 2023, FY 2024, FY 2025 & FY 2026.

FUNDING: W/U/Acctg/Admin/Professional Services –General

FY 2022 - 10-31-10-540-010 – Actuarial Services \$2,500.00

FY 2023 – 2026 – Subject to board's approval of DOW Annual Budget.

BACKGROUND:

The State of Hawaii, ERS administers the retirement benefits of all its members, the retired and active employees of the State of Hawaii and County government and agencies which includes the County of Kauai, DOW.

GASB 68 requires new accounting and financial reporting for pensions by state and governmental employers. To comply with GASB 68, the State of Hawaii ERS contracted Gabriel, Roeder, Smith and Company (GRS) to provide actuarial information to meet the reporting requirements of this GASB statement. The ERS' contract with GRS extends through FY 2026.

As in the previous years, the DOW obtained ERS actuarial information from the ERS' actuary, GRS at a shared employer cost through an annual MOU with the State of Hawaii, ERS. The cost is shared based on ten employers executing the MOU. Through this shared cost, it eliminated the need for DOW to engage a separate actuary. To streamline the process, the ERS is proposing to extend the Scope of Work to cover FY 2021 for a fee of \$1,700.00 per employer and the next five (5) fiscal years (2022, 2023, 2024, 2025 and 2026) with a proposed total fixed cost of \$13,000.00 per employer for all five annual reports.

The DOW will need the ERS' actuarial information every year to meet DOW's annual financial reporting requirement. It is to the DOW's benefit to participate in the shared fees to obtain the GASB 68 reports for the FY 2021 and the next five (5) fiscal years because it can save us time and unpredictable cost of doing our own.

OPTIONS:

Option 1: Approved MUO with the scope of services to obtain GASB 68 reports for FY 2021 and the next fiscal years, 2022- 2026.

Pro: If approved, ERS will provide DOW the “GASB 68” reports from GRS Actuary, a required information for DOW’s annual financial accounting and reporting for FY 2021 and the next five fiscal years, FY 2022 – 2026 thus eliminating the need for DOW to procure a separate Actuary Consultant.

Cons: If not approved, DOW will need to procure a separate Actuary Consultant to conduct actuarial services to provide GASB 68 reports for DOW’s financial accounting and reporting requirement.

Option 2: Procure an Actuary Consultant (not recommended)

Pro: None

Con: It is not cost effective to DOW.

MY:mja

Attachments: Memorandum of Understanding between the Employees Retirement System & Department of Water

Mgrrp/September 2021/22-25/Discussion and Possible Action on a Memorandum of Understanding between the Employees Retirement System of the State of Hawai‘i and the Department of Water County of Kaua‘i for the Governmental Accounting Standards Board Statement No. 68, “Accounting and Financial Reporting for Pensions” Financial Statements for FY Ending June 2021 through 2026 (09/23//21):mja

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is effective the _____ day of _____, 2021, by and between the EMPLOYEES’ RETIREMENT SYSTEM OF THE STATE OF HAWAII (“ERS”) and the DEPARTMENT OF WATER, COUNTY OF KAUAI, 4398 Pua Loke Street, Lihue, HI 96766 (“Employer”).

RECITALS

A. The following state or county government employers (the “employers”) have requested assistance from the ERS in obtaining actuarial information to meet reporting requirements under Governmental Accounting Standards Board (GASB) Statement No. 68, “Accounting and Financial Reporting for Pensions” the employers’ financial statements for the fiscal years ending June 30, 2021 and for fiscal years ending June 30, 2022 through 2026 (FYE 2022, 2023, 2024, 2025, 2026):

- i. State of Hawaii;
- ii. City and County of Honolulu;
- iii. County of Maui;
- iv. County of Kauai;
- v. County of Hawaii;
- vi. Board of Water Supply, City and County of Honolulu;
- vii. Department of Water Supply, County of Hawaii;
- viii. Department of Water, County of Kauai;
- ix. Honolulu Authority for Rapid Transportation; and
- x. University of Hawaii.

B. The ERS is willing to obtain the information (“GASB 68 Report”) for the employers from the ERS’s actuary, Gabriel, Roeder, Smith & Company (“GRS”);

C. GRS has provided the GASB 68 Reports to the employers for a total cost to employers of \$17,000.00 for fiscal year ending 2021.

D. GRS is willing to provide GASB 68 Reports to the employers for FYEs 2022 through 2026 for a total fee of \$130,000.00 as stated in Paragraph No. 3, provided that GRS is able to directly bill the ERS for all of the GASB 68 Reports. The total fee of \$130,000.00 will be divided equally, on a yearly basis, among all of the employers listed above who enter into a MOU with the ERS to obtain their GASB 68 reports from GRS through the ERS for that year.

E. Because of concerns arising from federal tax-qualification requirements applicable to the ERS, the ERS is unable to advance the fees for the GASB 68 Reports.

F. GRS has agreed that it will, for each year, defer billing the ERS for the GASB 68 Report(s) until the ERS has received payment from all of the employers who receive the report.

G. The purpose of this MOU is to provide for payment by the Employer for the GASB 68 Report provided to it by GRS.

TERMS AND CONDITIONS

1. Upon execution of this MOU, the ERS will confirm receipt of the completed GASB 68 Report for Employer prepared for FYE 2021, as provided in the letter attached to this MOU as Exhibit “A” and incorporated herein by reference. After each of FYEs 2022, 2023, 2024, 2025, and 2026, ERS will request GRS to prepare a GASB 68 Report for Employer for that respective fiscal year, as provided in Exhibit “A”.

2. The total cost to employers for the GASB 68 Reports for fiscal year 2021 is \$17,000.00. The cost per employer is \$1,700.00.

3. The cost to Employer for the GASB 68 Report will be per the table below; provided that all of the employers listed above enter into a MOU with the ERS to obtain their GASB 68 Report from GRS through the ERS. For any year in which not all of the employers listed above enter into an MOU with the ERS to obtain their GASB 68 report through the ERS, the cost to Employer for the GASB 68 Report will be equal to: Total Cost divided by the number of participating employers. If any employer requests additional services or information beyond what GRS understands to be customary or reasonable for a GASB 68 Report, the cost for that Employer may be higher.

Fiscal Year	Total Cost	Cost per Employer
2022	\$25,000	\$2,500
2023	\$25,500	\$2,550
2024	\$26,000	\$2,600
2025	\$26,500	\$2,650
2026	\$27,000	\$2,700
Total	\$130,000	\$13,000

4. Upon execution of this MOU, Employer will pay ERS \$1,700.00 for remittance to GRS for the FY2021 GASB 68 Report. For FYEs 2022, 2023, 2024, 2025, and 2026, ERS will invoice Employer for its applicable cost for the fiscal year per the table in Paragraph No. 3, and upon receipt of the invoice Employer will pay ERS the amount due for remittance to GRS for the respective fiscal year GASB 68 Report. If in any year fewer employers than expected enter into an MOU with the ERS to obtain their GASB 68 report from GRS through the ERS, the ERS will bill Employer for the difference between the expected Cost per Employer, and the cost of the GASB 68 Report as determined pursuant to Paragraph 3 (the “additional cost”). The ERS will bill Employer for any additional services or information requested by Employer after the ERS receives the bill from GRS for such additional services or information. Employer will pay ERS within thirty days from receipt of the bill from the ERS for any additional cost or for any additional services or information. Upon receipt of payment from Employer, the ERS will promptly remit the payment to GRS.

5. Employer's covered payroll is reported to the ERS on a consolidated basis with the County of Kauai (the "County"). Employer acknowledges that ERS and GRS require a breakdown of the covered payroll between Employer and the County in order to allocate pension liability between Employer and the County. Employer will therefore provide to ERS and GRS a breakdown, between Employer and County, of the covered payroll reported to the ERS on a consolidated basis for FYEs 2022, 2023, 2024, 2025 and 2026. The breakdown provided by Employer to the ERS and GRS must reconcile with the consolidated covered payroll reported by County to the ERS for the applicable period.

6. This MOU may be amended or modified only by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties have executed this MOU as of the last date written below.

EMPLOYEES' RETIREMENT SYSTEM
OF THE STATE OF HAWAII

EMPLOYER:
DEPARTMENT OF WATER, COUNTY OF
KAUAI

By _____
Thomas Williams
Executive Director

By Mark R. Knoff
Mark R. Knoff, P.E., PhD.
Manager and Chief Engineer

Date: _____

Date: _____

By _____
Gregory Kamm
Chairperson
Board of Water Supply, County of Kauai

Date: _____

APPROVED AS TO FORM:

Deputy Attorney General
State of Hawaii

By Mahealani M. Krafft
Mahealani M. Krafft
Deputy County Attorney

Date: _____









MOU - ERS GASB 68 for FYE 2022-FYE 2026 (09-23-21 RBM)

Final Audit Report

2021-09-01

Created:	2021-08-30
By:	Mary-Jane Akuna (makuna@kauaiwater.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA96Swu3NylhziYdJoN6cbEXwgy-jWKx

"MOU - ERS GASB 68 for FYE 2022-FYE 2026 (09-23-21 RBM) " History

-  Document created by Mary-Jane Akuna (makuna@kauaiwater.org)
2021-08-30 - 10:43:08 PM GMT- IP address: 72.235.66.170
-  Document emailed to Mahealani Krafft (mkrafft@kauai.gov) for signature
2021-08-30 - 10:44:02 PM GMT
-  Email viewed by Mahealani Krafft (mkrafft@kauai.gov)
2021-08-31 - 3:23:27 AM GMT- IP address: 64.128.3.74
-  Document e-signed by Mahealani Krafft (mkrafft@kauai.gov)
Signature Date: 2021-08-31 - 3:23:54 AM GMT - Time Source: server- IP address: 64.128.3.74
-  Document emailed to Mark Knoff (mknoff@kauaiwater.org) for signature
2021-08-31 - 3:23:56 AM GMT
-  Email viewed by Mark Knoff (mknoff@kauaiwater.org)
2021-09-01 - 0:34:56 AM GMT- IP address: 104.47.55.126
-  Document e-signed by Mark Knoff (mknoff@kauaiwater.org)
Signature Date: 2021-09-01 - 0:35:21 AM GMT - Time Source: server- IP address: 72.235.66.170
-  Agreement completed.
2021-09-01 - 0:35:21 AM GMT

MANAGER'S REPORT No. 22-26

September 23, 2021

Re: Discussion and Adoption of Resolution No. 22-04, Mahalo and Aloha to Keith Aoki

It is requested that the Board approve Resolution 22-04, and wish Keith Aoki, Civil Engineer VI, Engineering Division, a happy retirement.

MK/mja

Attachment: Resolution No. 22-04 Mahalo and Aloha Keith Aoki

Mgrrp/September 2021/22-26/ Discussion and Adoption of Resolution No. 22-04, Mahalo and Aloha to Keith Aoki (09-23-21) mja

Mahalo and Aloha

Keith Aoki

Civil Engineer VI

WHEREAS, Keith Aoki joined the Department of Water (DOW) team on May 22, 1995 as a Civil Engineer I and diligently worked his way to Civil Engineer II (January 1996), Civil Engineer III (June 1997) and Civil Engineer IV (February 2006) with the Water Resources and Planning Division;

WHEREAS, Keith furthered his DOW career by transitioning to the Engineering Services Division as Civil Engineer V (May 2010) and taking its helm as Civil Engineer VI (November 2013) where he will be ending his career at the close of September 2021.

WHEREAS, Keith has been an instrumental influence and advocate to help bridge the communication, learning and sharing gap between the Construction Management, Engineering Services, Water Resources and Planning and Operations Divisions;

WHEREAS, Keith will no longer be bogged down with plan reviews and project meetings and will be able to focus his time planning adventures to Las Vegas and other pleasure destinations;

WHEREAS, Keith will be able to concentrate his efforts to further his baking repertoire instead of areas in water design, construction and implementation;

WHEREAS, Keith will be able to spend his time fishing and hunting without pondering DOW project work during “the waiting game”;

WHEREAS, Keith will be able to spend precious time with his family and friends;

WHEREAS, the Engineering Division will miss his disconcerting look and his pondering “hmm” when asked about his “real thoughts” to issues;

WHEREAS, the Department will miss his generosity and delicious “breakfast” scones;

WHEREAS, Keith has long been deserving of the opportunity for retirement after years of dedicated work and will be missed by his co-workers, engineering associates and contractors;

WHEREAS, Keith will be entering a new chapter of this life with the best wishes from his co-workers and peers;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUAI, STATE OF HAWAII, that on behalf of the water-consuming customers on Kaua'i, the Board expresses its gratitude and appreciation for the many years of dedicated service rendered by Keith Aoki. We extend to Keith our best wishes for much happiness and success in retirement.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to KEITH AOKI with our warmest Aloha and best wishes for success in all his future endeavors.

We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on September 23, 2021.

Gregory Kamm, Chairperson

Julie Simonton, Secretary

A horizontal splash of clear blue water with bubbles, positioned behind the text.

STAFF

REPORTS

FISCAL REPORT: MONTHLY SUMMARY HIGHLIGHTS – AUGUST, 2021

I. BUDGET SUMMARY VS. ACTUAL (see attached report for details)

YEAR TO DATE (YTD) BUDGET & ACTUAL EXPENSES SUMMARY – AS OF AUGUST, 2021

	<u>BUDGET</u>	<u>vs</u>	<u>EXPENSED</u>
· Operating Expenses	\$8,402,606		\$4,721,630
· Debt Principal Payment	4,233,510		4,233,510
· Capital Projects	<u>16,887,387</u>		<u>73,525</u>
TOTAL	<u>\$29,523,503</u>		<u>\$9,028,665</u>

REVENUES: VARIANCE = “ACTUAL” LESS “BUDGET”; POSITIVE INDICATES HIGHER PERFORMANCE THAN EXPECTED.

- Total Revenue as of August, 2021 was 18% below projection.
 - Water sales of \$5.4 million (M) was \$1.2M or 29% higher than projected.
 - Other Water Revenue - Receipts of \$16.4 thousand (K) was \$33.6K below projection.
 - Capital Contributions: Contributions from Federal & State Grants – \$134.4K.
 - Investment Income & Net Increase in FV of Investments –\$80.2K.

OPERATING EXPENSES: VARIANCE = BUDGET LESS ACTUAL

EXPENSES; POSITIVE INDICATES LESS SPENDING THAN PLANNED. **REVISED YTD BUDGET COLUMNS INCLUDE PO ROLLOVER FROM FY ENDING 2021.**

- YTD Operating Expenses before depreciation and amortization was \$4.7M. Total spending was \$3.7M less than budget.
 - Employee Related Expenses –\$1.85M with a 15% positive variance.
 - Contracts & Services – \$976.2K with a 79% positive variance.
 - Professional Services, Other Services – Billing, Communication, Insurance and Repairs and Maintenance for non-water systems are the main items contributing to the 79% positive variance.
 - Exceptional Expenses – None.
 - Fuel & Utilities – \$530.2K with a \$32.5K or 7% negative variance.
 - Bulk Water Purchase –\$138.4K with a 10% positive variance.
 - Office & Operating Supplies – \$378.4K with 3% negative variance.
 - Training, Travel & Meeting Expenses – \$24.7K or 24% positive variance.
 - Debt Service – Interest Expense - \$480K.
 - Depreciation & Amortization (non-cash expenses) is \$1.2M.

**NET OPERATING
INCOME:**

Fiscal report 8/2021

- Net Operating Income before depreciation and amortization - \$1.26M
- Net Operating Income after depreciation & amortization was a positive \$63.7K.

NON-OPERATING PROCEEDS & DISBURSEMENTS

- SRF Loan Proceeds – None.
- FRC – Facility Reserve Charge –\$292.4K.
- YTD Debt Principal Payment is \$4.23M.

CAPITAL PROJECTS BUDGET: YTD DISBURSEMENTS = \$73,525.16

- Capital Projects: Water Utility Fund - \$68.2K
- Capital Projects: FRC Fund – None
- Capital Projects: BAB Fund - \$5.3K
- Capital Projects: SRF Loan Fund - None

II. FY 2021 – 2022 CERTIFICATION OF FUNDS YTD \$187,061.84.

	REPORT TO MANAGER (with approved Budget)	MANAGER'S REPORT (New Budget Requests)
Water Utility Fund	\$187,061.84	\$0
FRC Fund	\$0	\$0
BAB Fund	\$0	\$0
Total	\$187,061.84	\$0

III. COMPARATIVE CHARTS:

METERED CONSUMPTION:

- August, 2021, monthly metered consumption was 402.5 million gallons (mg) increased by 107.2 mg or 36% as compared from the same month of FY 2022.
- Year to Date (YTD) metered consumption as of 8/31/21 was 806.4 mg with a YTD cumulative increase of 175.9 mg as compared from the same month of FY 2022.

IV. COMPARATIVE BALANCE SHEET: SEE ATTACHED.

Statement of Net Position as of August 31, 2022 (unadjusted).

V. OTHER FISCAL ONGOING ACTIVITIES/INITIATIVES:

- Fiscal Year end closing is in progress.
- FY 2021 Financial Audit is in progress. Draft Audit Report will be submitted to the November board meeting.
- Procurement of Raftelis Consultants to commence the Water Rate Study.
- STOP WORK ORDER issued for 60 days. Microsoft (MS) Dynamics Great Plains will be replaced with Cloud - Dynamics Business Central. Ongoing staff training. The “Go live” was originally scheduled on 4/12/21, initially moved to the week of July 12th and moved again to the 1st week of October 2021.
- Develop Financial Policies for DOW – Statement of Qualifications were solicited for FY 2021. Procurement has been delayed due to COVID 19 pandemic and was pushed on the side due to three other ongoing IT initiatives; the Depreciation Study

which was completed in April 2021, the ongoing conversion of Microsoft (MS) Dynamics – Great Plains to MS Business Central and another ongoing project on the Beacon Meters; Automatic Meter Reading (AMR) upgrade to Advanced Metering Infrastructure (AMI).

- Budget Program Solution – It will be addressed concurrently with the Financial Policies Development procurement.
- FEMA update: DOW submitted a request for an additional 30 months' extension to complete two outstanding projects for FEMA grant funding reimbursement; the Makaleha tunnel and Mānoa Stream.

MY/



Department of Water, County of Kauai
 Monthly Budget Summary vs. Actual
 SUMMARY
 8/31/2021

	August				FY 2022			
	Original Budget	Revised Budget	Actual	Variance	Revised YTD Budget	YTD Actual	*Variance	Variance %
I. OPERATING BUDGET								
Revenue								
Water Sales	\$2,085,217.00	\$2,085,217.00	\$2,716,230.35	\$631,013.35	\$4,170,434.00	\$5,383,787.78	\$1,213,353.78	29.%
Revenue from Public Fire Protection	181,192.00	181,192.00	185,747.50	4,555.50	362,384.00	366,939.00	4,555.00	1.%
Other Water Revenue	25,000.00	25,000.00	(41,352.49)	(66,352.49)	50,000.00	16,379.68	(33,620.32)	(67.%)
Non Operating Proceeds Total	1,367,641.00	1,367,641.00	131,027.21	(1,236,613.79)	2,735,282.00	214,649.70	(2,520,632.30)	(92.%)
Miscellaneous Revenues Total	709.00	709.00	113.72	(595.28)	1,418.00	356.05	(1,061.95)	(75.%)
Total Revenue	3,659,759.00	3,659,759.00	2,991,766.29	(667,992.71)	7,319,518.00	5,982,112.21	(1,337,405.79)	(18.%)
Expenses								
Total Employee-Related Expenses	1,087,505.00	1,087,505.00	918,261.82	169,243.18	2,175,010.00	1,853,446.21	321,563.79	15.%
Total Contracts & Services	641,941.00	641,941.00	388,127.95	253,813.05	4,554,368.32	976,205.16	3,578,163.16	79.%
Total Fuel & Utilities	248,865.00	248,865.00	267,002.47	(18,137.47)	497,730.00	530,202.55	(32,472.55)	(7.%)
Total Bulk Water Purchase	151,681.00	151,681.00	340,301.89	(188,620.89)	304,726.96	478,657.30	(173,930.34)	(57.%)
Total Office & Operating Supplies	82,871.00	82,871.00	167,174.45	(84,303.45)	368,583.50	378,373.49	(9,789.99)	(3.%)
Total Training, Travel & Meeting Expenses	14,753.00	14,753.00	5,972.28	8,780.72	32,365.68	24,690.14	7,675.54	24.%
Total Interest Expense	234,911.00	234,911.00	234,761.84	149.16	469,822.00	480,055.28	(10,233.28)	(2.%)
Total Operating Expenses	2,462,527.00	2,462,527.00	2,321,602.70	140,924.30	8,402,606.46	4,721,630.13	3,680,976.33	44.%
Net Operating Income (Loss) Before Depreciation	\$1,197,232.00	\$1,197,232.00	\$670,163.59	(\$527,068.41)	(\$1,083,088.46)	\$1,260,482.08	\$2,343,570.54	(216.%)
Depreciation & Amortization	1,197,232.00	1,197,232.00	670,163.59	(808,917.01)	(1,083,088.46)	1,260,482.08	(5,018,382.12)	
Total Depreciation & Amortization	661,895.00	661,895.00	598,401.14	63,493.86	1,323,790.00	1,196,803.88	126,986.12	10.%
Net Operating Income (Loss)	535,337.00	535,337.00	71,762.45	(463,574.55)	(2,406,878.46)	63,678.20	2,470,556.66	(103.%)
Non Operating Proceeds	1,191,667.00	1,191,667.00	(1,191,667.00)	(1,191,667.00)	2,383,334.00	(2,383,334.00)	(100.%)	
FRC-Facility Reserve Charge	66,667.00	66,667.00	267,210.00	200,543.00	133,334.00	292,420.00	159,086.00	119.%
Total Non Operating Proceeds	1,258,334.00	1,258,334.00	267,210.00	(991,124.00)	2,516,668.00	292,420.00	(2,224,248.00)	(88.%)
Transfers Out(In) to Other Funds								
Debt Principal Payment	438,644.69	438,644.69	438,644.69	0.00	4,233,509.58	4,233,509.58	0.00	
Net Proceeds (Expenditures)	1,355,026.31	1,355,026.31	(99,672.24)	(1,454,698.55)	(4,123,720.04)	(3,877,411.38)	246,308.66	-6%
II. CAPITAL BUDGET								
Capital Projects (See Attached for Details)	2,480,541.00	2,480,541.00	63,079.83	2,417,461.17	16,887,386.98	73,525.16	16,813,861.82	100.%

Assets and Deferred Outflows

Current Assets

Cash	\$5,537,040.53
Equity interest in pooled investments	\$3,452,396.73

Receivables:

Accounts, net of allowance for doubtful accounts	\$1,673,111.25
Due from other funds	
Unbilled accounts	\$1,378,549.63
Grants and subsidies	\$724,862.91
Accrued interest	\$209,775.36
Total receivables	3,986,299.15

Materials and supplies	\$1,089,731.90
Prepaid expenses	\$41,940.68
Total current asset	14,107,408.99

Restricted Assets:

Facility reserve charge funds:

Cash	\$3,613,186.09
Equity interest in pool investments	\$0.00
Accounts receivable and other	\$259,494.08
Total facility reserve charge funds	3,872,680.17

Bond funds:

Cash	\$1,197,242.97
Equity interest in pooled investments	\$8,647,075.11
Accrued interest	\$25,395.45
Total bond funds	9,869,713.53

Total restricted assets	13,742,393.70
--------------------------------	----------------------

Equity Interest in Pooled Investment - Noncurrent

Investment - Non-Current	\$24,482,215.70
Investment - Reserves	\$9,300,000.00
Investment - Debt Service Reserve	\$0.00
Total Equity Interest in Pooled Investment - Noncurrent	33,782,215.70

Utility Plant:

In service	\$346,650,839.24
Accumulated depreciation	(\$149,528,921.59)
Total utility plant	197,121,917.65

Construction work in progress	\$22,432,392.32
Total property, plant and equipment	219,554,309.97

Total assets	281,186,328.36
---------------------	-----------------------

Deferred Outflow of Resources - Deferred Refunding Costs, net	\$8,782,030.72
Total assets and deferred outflows	289,968,359.08

*Allowance for doubtful accounts	(\$229,595.62)
----------------------------------	----------------

Liabilities and Net Position

Current Liabilities:

Accounts payable and accrued liabilities	(\$1,262,841.03)
Contracts payable, including retainages	\$627,728.66
Accrued Vacation And Compensatory Pay, current portion	\$516,762.47
Due to/Due From Other Funds	\$211.73
Customer overpayment	\$214,275.07
Customer deposits and advances	\$501,826.44
Current portion of long term debt	\$5,160,540.98
Current portion of capital lease obligation	\$0.03
Total current liabilities	5,758,504.35

Long-Term Debt	\$52,615,286.31
Capital Lease Obligation	\$0.00
OPEB & Retirement Benefits	\$31,397,056.42
Accrued Vacation and Compensatory Pay	\$971,573.47
Deferred Inflow of Assets	\$555,205.00
Total liabilities and deferred inflows:	91,297,625.55

Net Position:

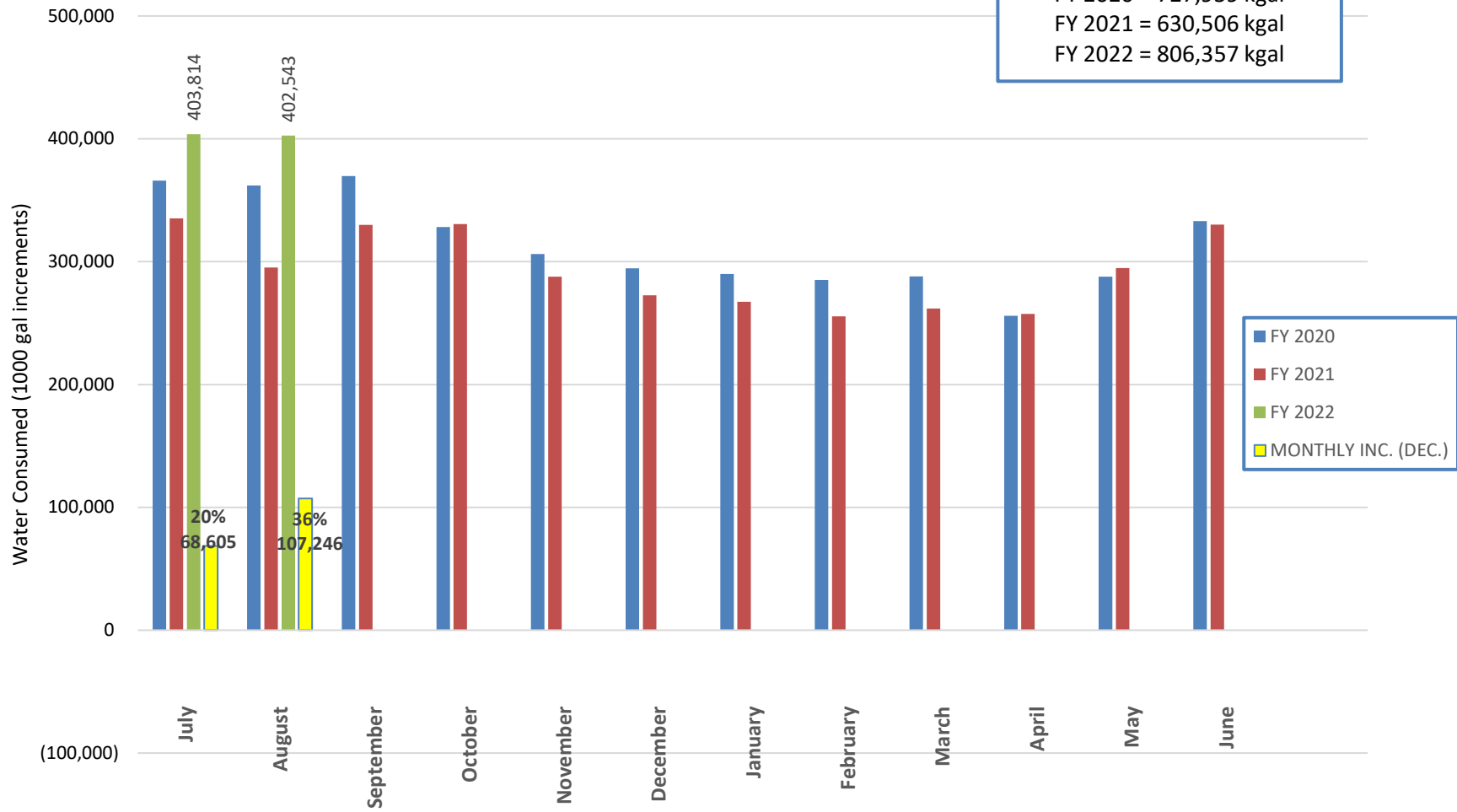
Water Utility Reserves	\$9,300,000.00
Restricted FRC	\$3,864,829.41
Restricted Build American Bonds	\$9,762,680.86
Invested in Capital Assets Net of Related Debt	\$161,744,271.29
Unrestricted	\$13,998,951.97

Total net position	198,670,733.53
Total liabilities, deferred inflows and net position:	289,968,359.08
	0.00

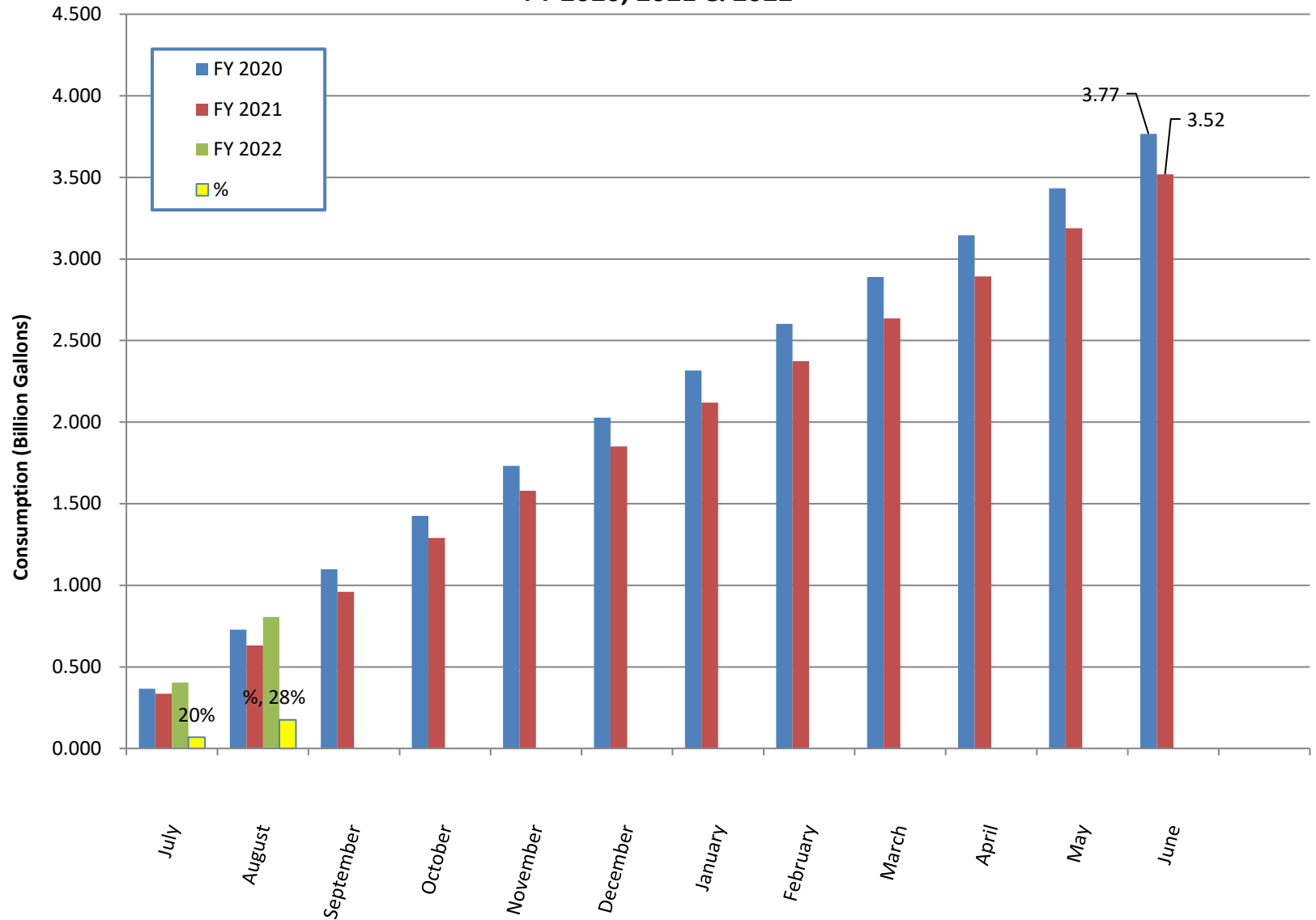
MONTHLY CONSUMPTION

FY 2020, 2021 & 2022

Total Through August
 FY 2020 = 727,959 kgal
 FY 2021 = 630,506 kgal
 FY 2022 = 806,357 kgal

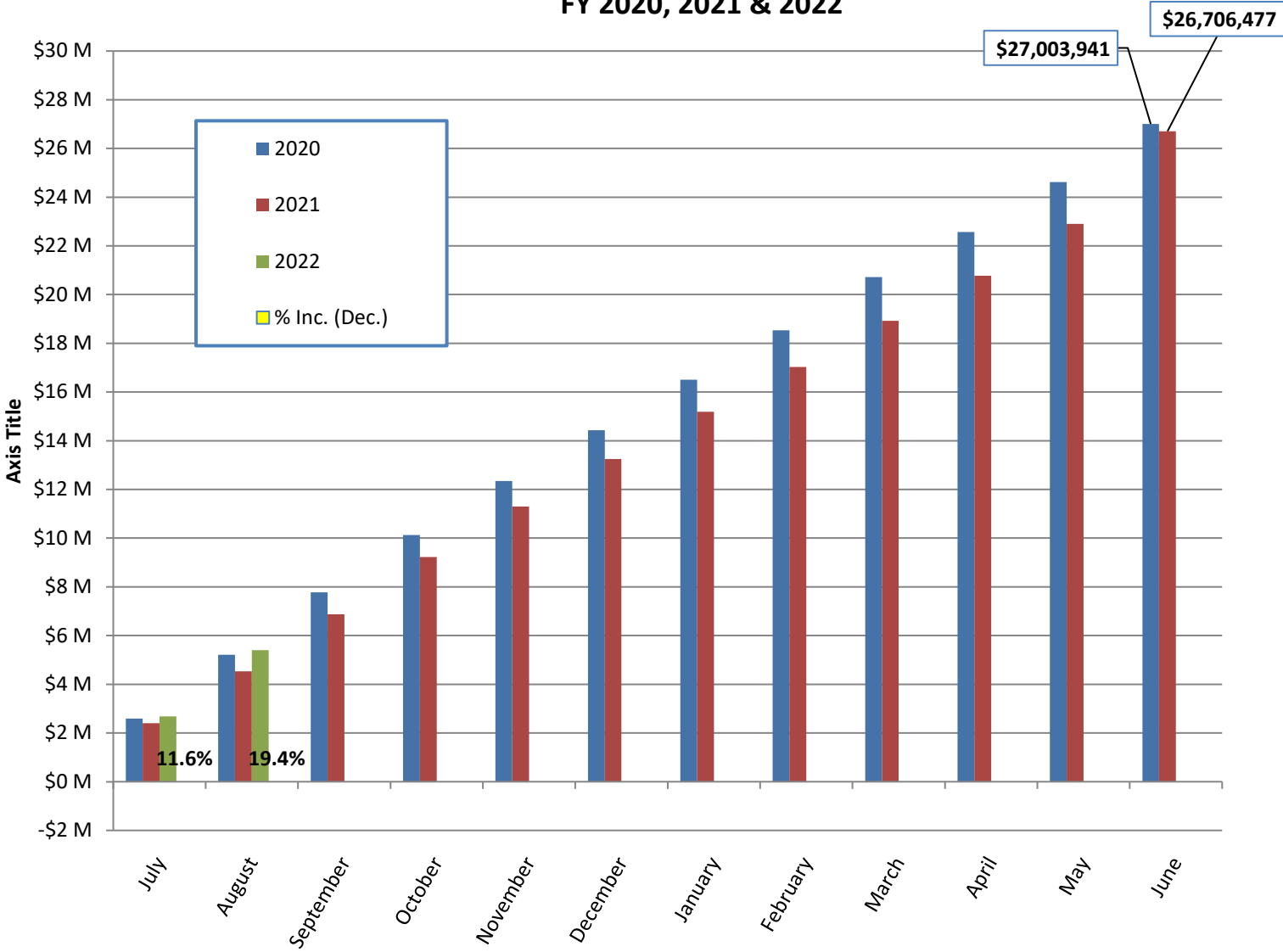


YTD CUMULATIVE WATER CONSUMPTION FY 2020, 2021 & 2022

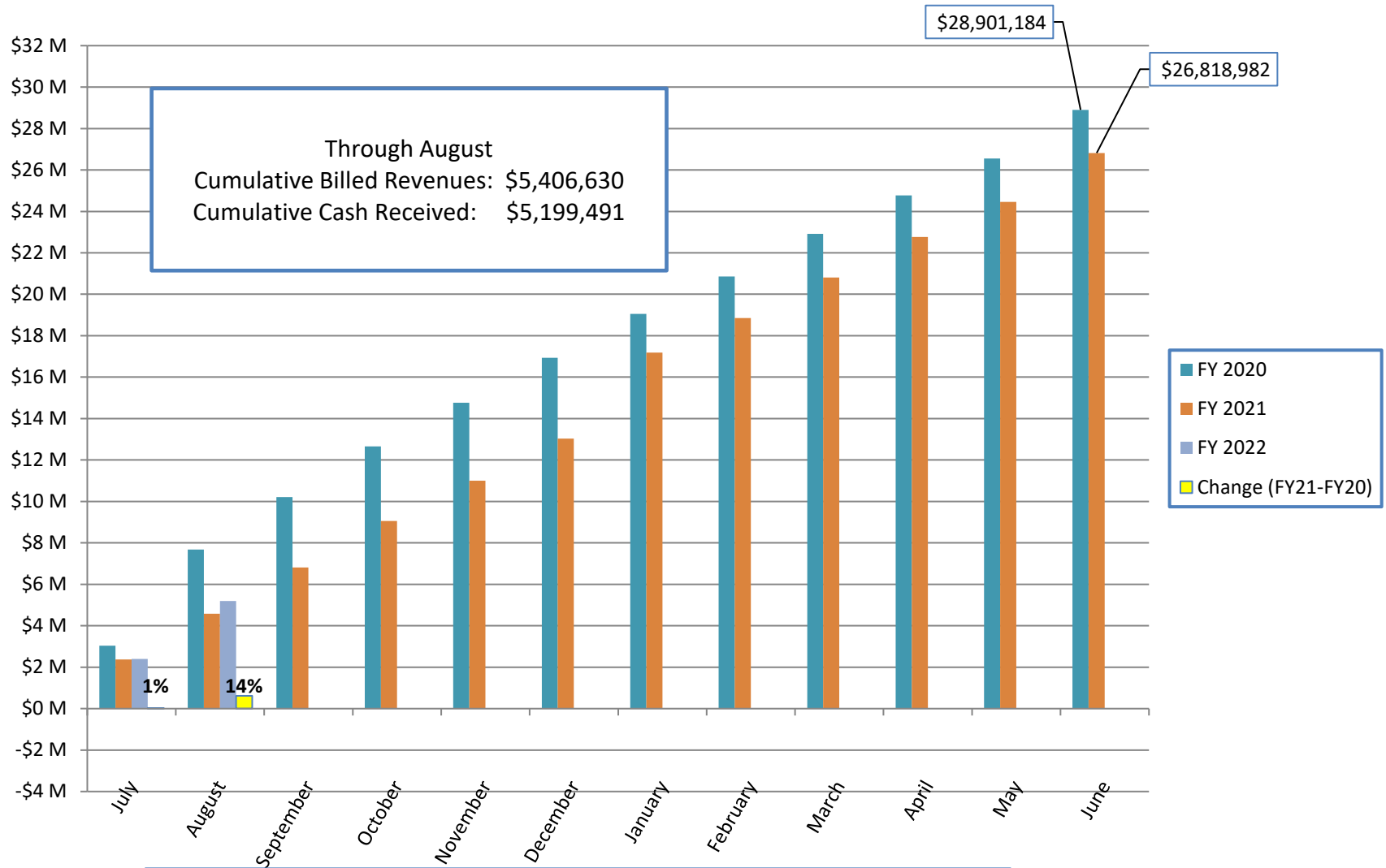


CUMULATIVE BILLED REVENUES

FY 2020, 2021 & 2022



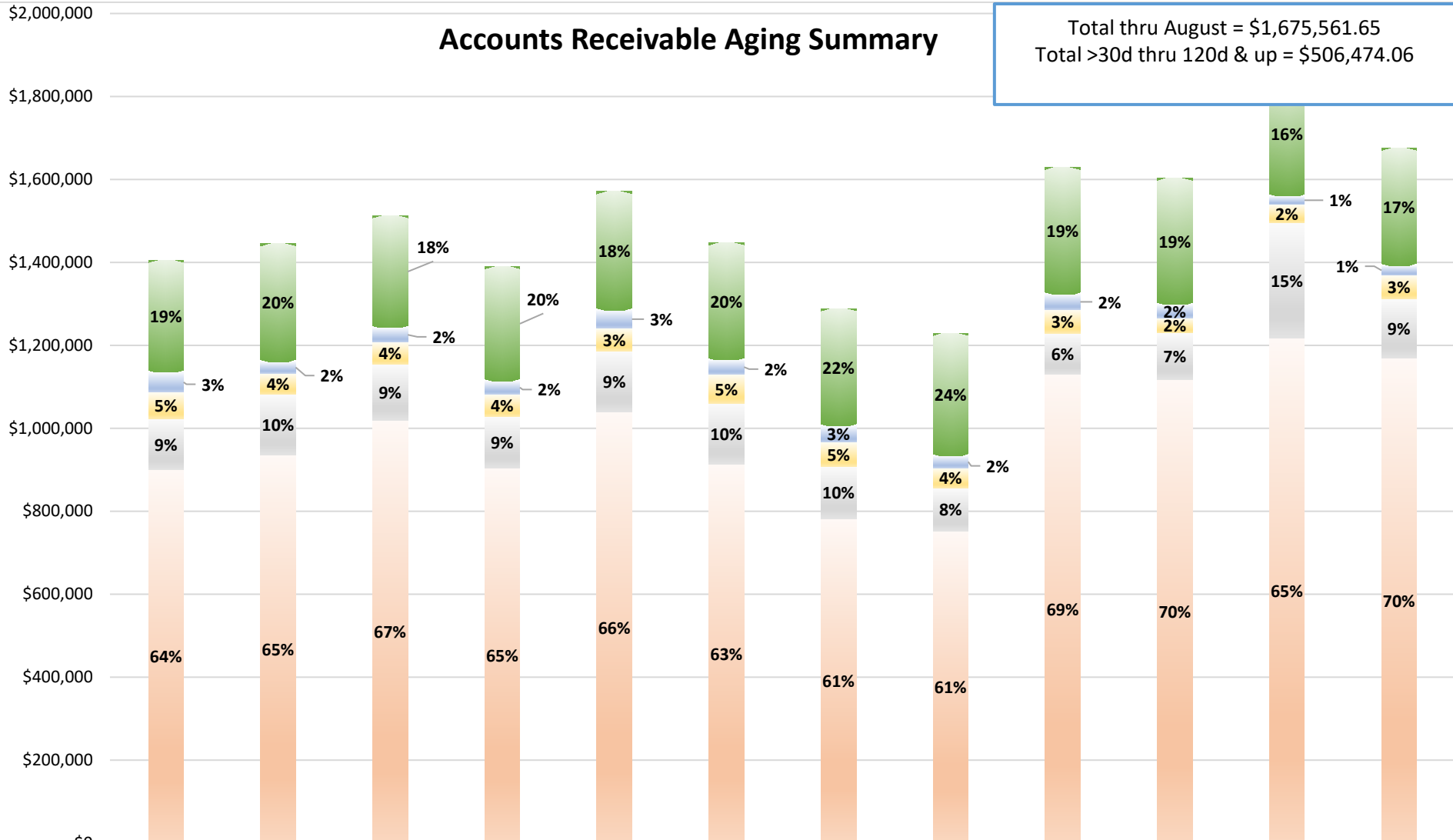
WU CUMULATIVE CASH RECEIPTS FY 2020, 2021 & 2022



Note: July '19-'20 receipts included a \$2.29 million state appropriation grant for the Hanapēpē

Accounts Receivable Aging Summary

Total thru August = \$1,675,561.65
 Total >30d thru 120d & up = \$506,474.06



	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
121 days and over	\$269,845	\$284,230	\$270,064	\$275,630	\$285,894	\$282,561	\$282,746	\$295,191	\$305,635	\$304,593	\$299,428	\$282,882
91-120 days	\$48,399	\$27,822	\$34,480	\$31,783	\$43,603	\$34,412	\$38,586	\$28,801	\$36,974	\$31,973	\$20,378	\$23,726
61-90 days	\$63,689	\$51,326	\$54,366	\$54,399	\$54,665	\$70,380	\$59,276	\$48,425	\$56,984	\$36,744	\$44,461	\$57,021
31-60 days	\$123,235	\$145,805	\$134,340	\$123,236	\$147,762	\$147,068	\$125,361	\$103,880	\$99,573	\$111,658	\$278,491	\$142,845
0-30 days	\$900,032	\$935,900	\$1,019,504	\$904,886	\$1,038,902	\$912,997	\$782,492	\$752,624	\$1,129,799	\$1,117,983	\$1,216,650	\$1,169,088

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve it!"

INFORMATION & EDUCATION SPECIALIST REPORT

September 23, 2021

Public Notices and Announcements

All news releases were published online via the Department's Facebook page and on the County of Kaua'i's website at www.kauai.gov/press-releases. Additionally, roadwork notices are emailed to the Department of Transportation (DOT) communications office.

Service Announcements:

<i>Date Issued</i>	<i>Water System & Affected Service Areas</i>	<i>Announcement</i>	<i>Effective Date & Times</i>	<i>Other Notices</i>
09/01/2021	Department Announcement	Customers urged to apply for bill payment assistance through CRUA	n/a	Additional media mentions in the Garden Island Newspaper <i>(Attached)</i>
09/09/2021	Hā'ena-Wainiha – on a portion of Kūhi'ō Highway from Mānoa Stream Bridge to Hā'ena State Park at Kē'ē Beach	Water service shutdown scheduled for waterline repairs	September 13, 2021 12:30 – 3:30 p.m.	Blackboard CTY Direct calls to State Parks office

Other media:

- The Department of Water was mentioned in a recent newspaper article titled, "CRUA reaching out" published on Sept. 9, 2021, written by Dennis Fujimoto. The article included information about the County of Kaua'i's Coronavirus Rent and Utility Assistance program (CRUA) and are encouraging residents to apply. *(Attached)*.

Public Relations Program

Community Outreach & Education

- The "Wise Water Wednesday" topics for the month of September includes water emergency preparedness, bill payment reminders and promotion of the WaterSense campaign "Your Better Bathroom". The weekly campaign is advertised and published on the Department's Facebook page, in radio advertisements and in the Garden Island Newspaper.
- The Department is participating in the Environmental Protection Agency's (EPA) WaterSense program campaign, "Your Better Bathroom" from Sept. 1-30. The month-long campaign encourages customers to replace bathroom fixtures with WaterSense labeled models. Activities include a WaterSense themed lobby display featuring educational materials, a 5-minute shower challenge and offers free WaterSense labeled showerheads for customers and visitors. Our participation in the EPA's campaign and distribution of free water-saving fixtures provide an opportunity for customers to learn and participate in water conservation at home.

Upcoming Community Outreach & Educational Events

- Water Emergency Preparedness Awareness – June to Nov. 2021
- "Your Better Bathroom" (EPA WaterSense promotion) – September 1-30, 2021
- Water presentation to new homeowners with Habitat for Humanity – September 23, 2021

- Imagine a Day Without Water – October 21, 2021

Project WET Hawaii

- Project WET Hawai'i trained and certified 5 new Facilitator positions during a 2-day training workshop in Kamuela, Hawai'i on Aug. 24-25, 2021. The Department's new Information Specialist I, Jenny Paleracio was amongst those that were certified, and she will play an instrumental role in the logistical planning for future Project WET programs and activities. Additional Facilitators hold positions within the water industry and can support the network, statewide through the Hawai'i Rural Water Association.

Miscellaneous

- Employees, Terri Amorin and Jonell Kaohelaulii were recognized for their role as the Department's Employee Council representatives in a brief ceremony held by Mayor Derek Kawakami on Aug. 26.

Attachments: *The Garden Island* (Water shutoffs resume for non-payment)
 The Garden Island (CRUA reaching out)
 Other media advertisements (Water shutoff for non-payment, CRUA promo)

Water shut offs resume for non-payment

Service interruption possible for accounts over 90 days delinquent; help available from county

THE GARDEN ISLAND

LIHU'E — The county Department of Water billing services has reported 262 delinquent accounts, resulting in about \$193,000 in past-due payments.

While some of the delinquent accounts occurred prior to the COVID-19 pandemic, DOW deferred water-service shutoffs for non-payment in March 2020 due to

the pandemic, but on Sept. 1 resumed collections procedures.

Qualified customers are encouraged to apply for utility bill-payment assistance through the county's Coronavirus Rent and Utility Assistance Program to avoid a water-service shutoff for non-payment.

Information can be found online at kauairenthelp.com or by calling 808-482-3777. Additionally, payment plans for delinquent water-service accounts can be arranged by contacting DOW at 808-245-5442.

DOW produces and delivers a monthly billing statement to all customers providing their monthly

water-usage, account balance and other account information.

The department also delivers up to two additional payment-reminder notices to past-due accounts. An account that is past due for 90 days or more is considered delinquent and is subject to water-service shutoff for non-payment.

In addition to the notices and as an added courtesy, billing services personnel also contact delinquent account holders by phone to offer additional options such as payment arrangements.

If the account remains unpaid after 90 days, a "red-tag" notice is placed on the account's water me-

ter, indicating that a service shutoff has been arranged. DOW pays additional fees to produce and deliver notices to delinquent service accounts and manage collections proceedings. These fees are passed on to ratepayers.

Customers who experience a service shutoff due to non-payment can restore water services on the same business day by making payment in full by 11 a.m. Payments received after 11 a.m. are subject to an additional \$125 fee for same-day service, or customers can request to have service restored the next business day at no additional cost.

Payments to restore services

must be made in cash or online via the DOW's customer account portal, with a proof-of-payment receipt emailed to billing@kauaiwater.org.

The DOW offers convenient bill-payment options for all customers. Payments are accepted by mail, online at kauaiwater.org, at the drive-thru payment drop box or in-person at their Lihu'e office. In-person bill-payment services are available, and walk-ins are accepted from 8 a.m. to 4 p.m. weekdays except county holidays. No appointments are necessary.

For more information, contact DOW's billing services at 808-245-5442 or via email at billing@kauaiwater.org.



Translate to ▾



CRUA REACHING OUT

County rent, utility program still accepting applicants

Dennis Fujimoto

THE GARDEN ISLAND

KAPA'A — Families enjoying the shade of the Bryan J. Baptiste Sports Park parking lot were not aware that a handful of people from the Kaua'i Government Employees Federal Credit Union were providing in-person assistance for the County of Kaua'i's 2021 Coronavirus Rental and Utility Assistance, or CRUA Program, Wednesday.

"I didn't realize it covered utilities," said one of the ladies in the group described as "The Mothers' Club."

"We have a mortgage so we thought we didn't qualify," she said.

But, the cost of utilities is so high, and with the COVID-19 relief programs disappearing, it's hard to balance whether to pay the utilities or get food for the family. I'm going to check it out, if not for me, for my in-laws."

A team from the KGEFCU set up shop at the Kapa'a Skate Park Pavilion as an outreach for CRUA and for people that do not have access to computers or the internet.

The team returns today, shifting hours from 4 to 7 p.m., in an effort at being available to people coming off work.

"We encourage all residents who are struggling with rent and utility payments to apply for this program," said Adam Roversi, the county's Housing Agency director. "We are doing all we can to make this process as seamless as possible."

Roversi also reminded people that the Centers for Disease Control's recent eviction moratorium and the utility companies' disconnection are just temporary, and will expire.

The Department of Water Billing Services reports 262 delinquent accounts resulting in approximately \$193,000 in past due payments owed the DOW, some of the delinquent accounts occurring prior to the



Heather Borges of the Kaua'i Government Employees Federal Credit Union uses her laptop to work on paperwork on Wednesday at the in-person assistance service at the Bryan J. Baptiste Sports Park pavilion. The team returns Thursday from 4 to 7 p.m. for people interested in registering or for more information.

DENNIS FUJIMOTO/ THE GARDEN ISLAND

-continued-

COVID-19 pandemic.

DOW is encouraging its customers to apply for utility bill payment assistance through the CRUA to avoid a water service shutoff for non-payment. The Department of Water deferred water service shutdown for non-payment starting in March 2020 due to the pandemic. It resumed collections procedures starting last week on Sept. 1.

CRUA is designed to support individuals and families to cover essential costs of living expenses as the economy recovers in the aftermath of the pandemic, states a release from the county.

Eligible expenses include rental arrears, future rent, and utilities in arrears for the period starting March 2020 through December 2021.

Funding will be limited to households' primary residence on Kaua'i and

Ni'ihau. Households will be limited to 12 months of grant assistance. It does not provide mortgage assistance.

Since applications started flowing on May 10, CRUA has reached nearly 800 families with about \$8 million in rental and utility assistance, said Bonnie Howard, the KGEFCU site supervisor.

"This is not just short-term," Howard said. "We have a lot more funds available, and the programs cover through the end of December. We want as many people as possible to benefit from CRUA."

A good starting point for people who have access to computers and the Internet is to visit www.kauairenthelp.com/home where information, Frequently Asked Questions, and application forms are available. Additionally, a list of needed documents for the in-person assistance sites is available for people to have ready when visiting the in-person site.

An additional in-person assistance event will be held Saturday, Sept. 18, at the Ho'omana Thrift Store in Wailua from 2 to 5 p.m.

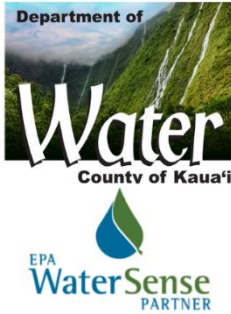


The event sign at the Bryan J. Baptiste Sports Park pavilion is a good starting point for rent and utility assistance by touting the www.kauairenthelp.com/home website.

DENNIS FUJIMOTO/ THE GARDEN ISLAND

Additional advertisements announcing water shutoffs for non-payment:

*Print banner advertisements published on 08-30-2021 and 09-03-2021
in the Garden Island Newspaper*



WATER BILL PAYMENT NOTICE

NOTICE: Effective Sept. 1, 2021, delinquent water service accounts will be subject to the discontinuance of water services due to non-payment. If you have a past-due service account and have difficulty making on-time payments, please contact Billing Services at 245-5442. Mahalo.

Bill payments are accepted online, in-person, by mail or at our drive-thru payment drop box. An automatic bill pay option is also available.

www.kauaiwater.org | Billing@kauaiwater.org | 808-245-5442



Examples of weekly Facebook posts used to promote the bill payment notice (began on July 26) and to support the County of Kaua'i's Coronavirus Rent and Utility Assistance (CRUA) program (began in May) are shown below:

WATER BILL PAYMENT REMINDER NOTICE

NOTICE: Effective Sept. 1, 2021, delinquent service accounts will be subject to water service shut-offs due to non-payment. If you have a past-due account and are having difficulty making on-time payments, please contact our Billing Services at 245-5442 as soon as possible. Mahalo.



For your convenience, water bill payments are accepted online, in-person, by mail or at our drive-thru payment drop box. An automatic bill pay option is also available.

www.kauaiwater.org | Billing@kauaiwater.org | 808-245-5442

GOT RENT OR UTILITIES PAST DUE? WE CAN PAY!

Apply for Kaua'i's 2021 Coronavirus Rental and Utility Assistance (CRUA) Program



CAN PAY FOR

- Rent
- Household Utilities
- Support up to 12 Months



WHO CAN QUALIFY

- Kaua'i and Ni'ihau Renters or Landlords
- Income or Job Loss due to COVID-19
- Must meet the Household Income Limit



DOCUMENTS NEEDED

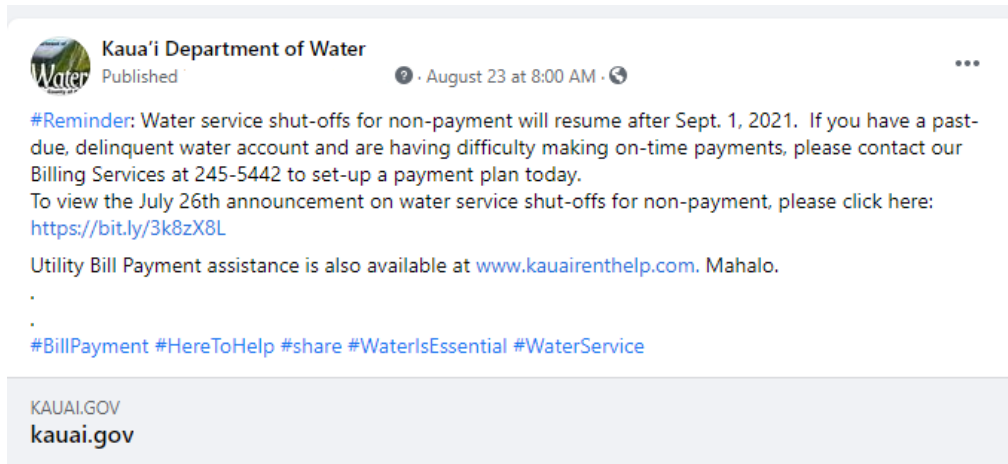
- Government Issued ID
- Rent Agreement or Bill
- Proof of late rent or utility bills, and proof of COVID-19 hardship
 - Income or job loss, significant costs or other hardship due to COVID-19
 - Household Tax Documents
 - Recent Pay Stubs
 - Unemployment Insurance Receipt

APPLY NOW AT WWW.KAUAIRENTHelp.COM/HOME

If you need an auxiliary aid/service or other accommodation due to a disability, contact KGEFCU at (808) 482-3777 or rent@kgefuc.org. Please include "ADA" in the subject line of the email. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.



*This project is being supported, in whole or in part, by federal award number ERA0173 awarded to the State of Hawaii by the U.S. Department of the Treasury. This project is also being supported by the County of Kaua'i. This is the official program flier.

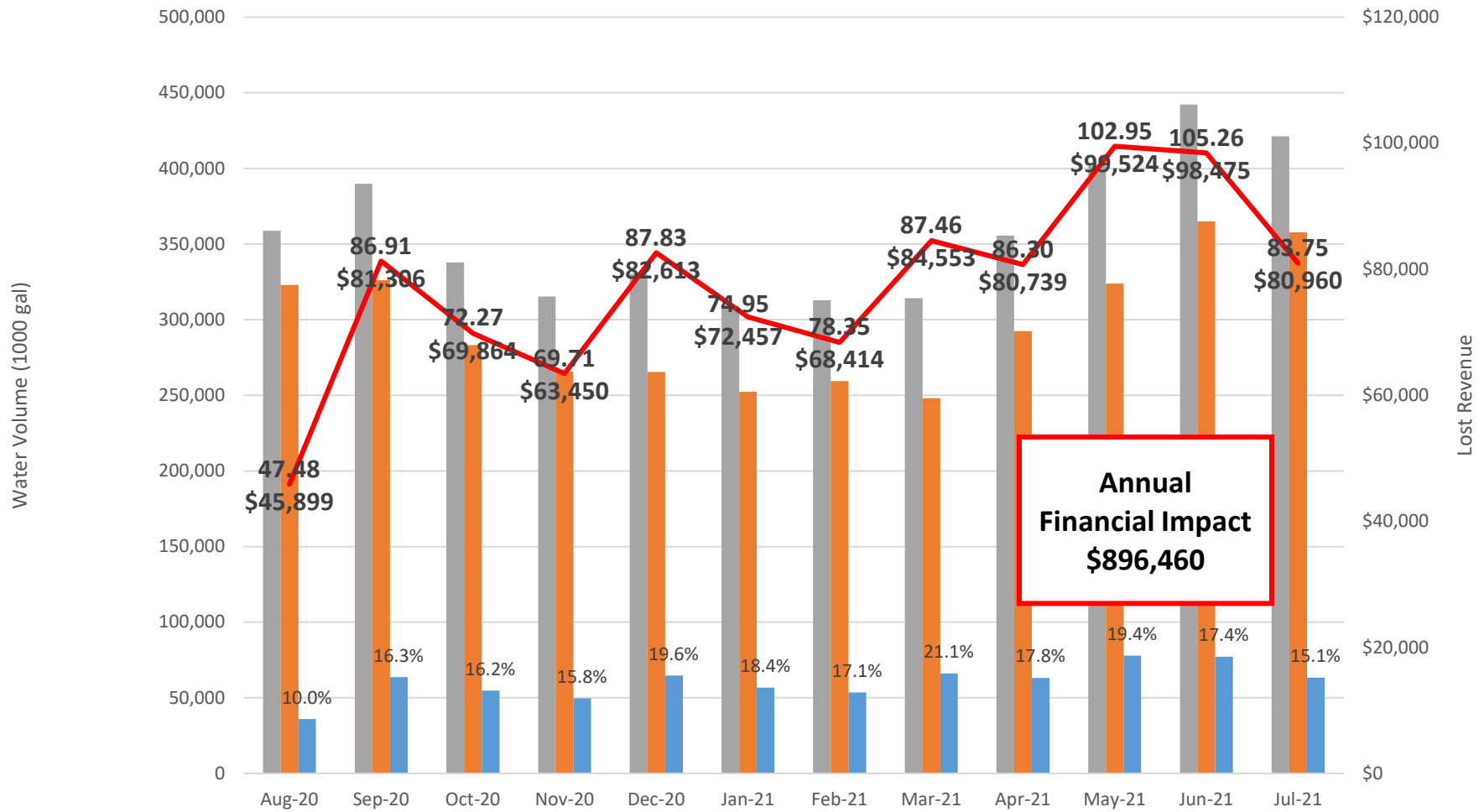


Operations Services Dashboard								
Month	Leak Repairs	Calls for Service	Meters Installed	Temporary Hydrant Meters	Work Orders Issued	Work Orders Closed	One Call Requests	Hydrants Hit
July	33	191	103	0	176	165	13	1
August	27	220	99	3	187	184	18	6
September								
October								
November								
December								
January	33	183	64	2	178	172	36	2
February	26	213	52	4	126	122	25	1
March	36	215	30	2	345	167	31	0
April	36	217	76	0	182	174	33	2
May	26	229	53	2	167	165	51	2
June	40	211	74	2	167	162	18	1

Operations Contract Dashboard				
Open for Bid				
Type	Contract Number	Job Number	Title	Contractor/Vendor
Goods		GS-2022-01	Various Pick Up Trucks	
Goods		GS-2022-02	Emergency Generator	
Awaiting Board Approval				
Type	Contract Number	Job Number	Title	Contractor
Processing/Notice to Proceed				
Type	Contract Number	Job Number	Title	Contractor
Services	715		Hazmat Survey of Old Admin Bldg.	Belt Collins Hawaii, LLC

Highlights
<ol style="list-style-type: none"> 1. Estimated non-revenue water due to flushing and reported leaks for the month of August is 1,079,133 gallons 2. Six hydrants were damaged by vehicles during the month of August.

Monthly Water Audit August 2020 - July 2021



	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Produced	358,841	389,892	337,846	315,350	330,207	309,068	312,917	314,312	355,704	401,828	442,170	421,226
Customer Meter Read	322,898	326,223	283,136	265,663	265,514	252,328	259,343	248,100	292,478	323,892	365,056	357,828
Waterloss	35,943	63,669	54,710	49,687	64,693	56,740	53,574	66,212	63,226	77,936	77,114	63,398
Waterloss	\$45,899	\$81,306	\$69,864	\$63,450	\$82,613	\$72,457	\$68,414	\$84,553	\$80,739	\$99,524	\$98,475	\$80,960

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S UPDATE

September 23, 2021

Pursuant to Board Policy No. 3

CONTRACTS AWARDED/EXTENSION/AMENDMENTS:

**1 FIFTH AMENDMENT TO CONTRACT NO. 637, AS NEEDED
CONSTRUCTION MANAGEMENT SERVICES FOR THE DEPARTMENT OF
WATER FOR A CONTRACT TIME EXTENSION TO DECEMBER 31, 2021
WITH R.M. TOWILL CORPORATION**

FUNDING:

Account No.	10-21-10-540-010			
Acct Description	WU/Const/Admin/Professional Services-General			
Funds Available	Per Waterworks Controller		\$	N/A
Contract No.	637			
Vendor	R.M. Towill Corporation			
	Contract Amount	\$	200,000.00	
	Contingency	\$	<18,664.00>	
	PAO#1R	\$	400,405.00	
	First Amendment	\$	0.00	
	Second Amendment	\$	440,000.00	
	Third Amendment	\$	0.00	
	Fourth Amendment	\$	236,479.00	
	Total Funds Certified To Date	\$	1,276,884.00	
Fifth Amendment:				
	Contract Time Extension	\$	0.00	
	Total Amendment	\$	0.00	
	Contract Amount To Date	\$	1,276,884.00	
	Fund Balance		\$	N/A

BACKGROUND:

Contract NTP Date: June 26, 2017
 Original Contract End Date: June 25, 2019
 First Amendment Contract End Date: December 31, 2019
 Second Amendment Contract End Date: September 30, 2020
 Third Amendment Contract End Date: February 28, 2021
 Fourth Amendment Contract End Date: June 30, 2021

Fifth Amendment Contract End Date: December 31, 2021

Approved First Amendment to Contract No. 637:

Unanticipated delays during the design phase caused the construction work to proceed later in construction than originally planned, resulting in the contract work extending beyond the original contractual limit. The Department of Water (DOW) was unable to attract qualified engineering and inspection staff. This impacted our Construction Management (CM) ability to manage projects with current staff and was exacerbated with the infusion of the state appropriation funding projects such as the Hanapēpē Waterlines project (Job No. 15-07) that RM Towill Corporations (RMTC) has been utilized as our As Needed Construction Manager. Although the cost for As-Needed CM project management and inspectional services are extremely high compared to staff costs, the DOW was at a point of no other choice to meet the project construction deadlines but to use the As-Needed CM contract. The Board approved additional funding for this project at the June 22, 2018, meeting and RMTC was given notice to proceed as the As Needed Construction Manager via Project Assignment Order #1 on June 30, 2018.

The original contract language and Project Assignment Order #1 did not clearly state that the monthly rental of housing in lieu of a hotel room is allowed. In June of 2018 when the DOW received RMTC's proposal, they included \$82,750.00 for airfare and \$14,000 for car rental. During the June 22, 2018, Board meeting, DOW staff mentioned to the Board having RMTC look for housing on island to lower travel costs. They secured a condo at approximately \$1,850 per month that is furnished. The amendment was approved by the Board at the August 24, 2018, meeting to realize cost savings.

Approved Second Amendment to Contract No. 637:

There have been numerous unanticipated delays during construction with the biggest being the redesign of the waterline crossing the historic Hanapēpē Bridge and encountering petroleum contaminated soils in Hanapēpē Town. The redesign of the waterline crossing is nearing completion and the proposed plan in dealing with contaminated soils is currently being formulated. Due to these delays, a contract amendment to extend the contract to September 30, 2020, and an additional \$440,000.00 in funding for the span from the current contract end date of December 31, 2019, to September 30, 2020, is necessary to complete the construction management portion of the project.

Approved Third Amendment to Contract No. 637:

The COVID 19 pandemic required a stop work order for a portion of late March through early May 2020. For this reason, the contractor schedule of physical construction had been delayed until October 2020. It was anticipated that project close out could take several months after that. Due to these delays, a contract amendment to extend the contract to February 28, 2021, for the span from the contract end date of September 30, 2020, to February 28, 2021, was necessary to complete the construction management portion of the project. There was sufficient funding remaining, so it was only a time extension to the contract.

Approved Fourth Amendment to Contract No. 637:

There are costs related to the County of Kaua'i travel program related to COVID 19 pandemic that are being acknowledged with this contract amendment. This amendment also extended the project completion date by 122 calendar days for a revised contract end date of June 30, 2021. The time extension allowed pay out of PAO 1R and 2, which were issued prior to the current February 28, 2021, contract end date. Project Assignment Order No. 3 was also issued to continue project management and inspectional services through June 30, 2021.

Fifth Amendment to Contract No. 637:

Contract time extension to December 31, 2021, is needed due to project construction delays.

We reviewed the time extension for work and additional cost proposal based on current rates for the work and find it acceptable.

2 SIXTH AMENDMENT TO CONTRACT NO. 637, AS NEEDED CONSTRUCTION MANAGEMENT SERVICES FOR THE DEPARTMENT OF WATER WITH R.M. TOWILL CORPORATION FOR ADDITIONAL FUNDING IN THE AMOUNT OF \$190,508.00

FUNDING:

Account No.	10-21-10-540-010		
Acct Description	WU/Const/Admin/Professional Services-General		
Funds Available	Per Waterworks Controller		\$ 1,000,000.00
Contract No.	637		
Vendor	R.M. Towill Corporation		
	Contract Amount	\$	200,000.00
	Contingency	\$	<18,664.00>
	PAO#1R	\$	400,405.00
	First Amendment	\$	0.00
	Second Amendment	\$	440,000.00
	Third Amendment	\$	0.00
	Fourth Amendment	\$	236,479.00
	Fifth Amendment	\$	0.00
	Total Funds Certified To Date	\$	1,276,884.00
Sixth Amendment:			
	Additional Funds for Continued Project Management Services, PAO4	\$	190,508.00
		\$	<190,508.00>
	Total Amendment	\$	190,508.00
Contract Amount To Date		\$	1,467,392.00
Fund Balance		\$	809,492.00

BACKGROUND:

Contract NTP Date: June 26, 2017
 Original Contract End Date: June 25, 2019
 First Amendment Contract End Date: December 31, 2019
 Second Amendment Contract End Date: September 30, 2020
 Third Amendment Contract End Date: February 28, 2021
 Fourth Amendment Contract End Date: June 30, 2021
 Fifth Amendment Contract End Date: December 31, 2021

Approved First Amendment to Contract No. 637:

Unanticipated delays during the design phase caused the construction work to proceed later in construction than originally planned, resulting in the contract work extending beyond the original contractual limit. The Department of Water (DOW) was unable to attract qualified engineering and inspection staff. This impacted our Construction Management (CM) ability to manage projects with current staff and was exacerbated with the infusion of the state appropriation funding projects such as the Hanapēpē Waterlines project (Job No. 15-07) that RM Towill Corporations (RMTC) has been utilized as our As Needed Construction Manager. Although the cost for As-Needed CM project management and inspectional services are extremely high compared to staff costs, the DOW was at a point of no other choice to meet the project construction deadlines but to use the As-Needed CM contract. The Board approved additional funding for this project at the June 22, 2018, meeting and RMTC was given notice to proceed as the As Needed Construction Manager via Project Assignment Order #1 on June 30, 2018.

The original contract language and Project Assignment Order #1 did not clearly state that the monthly rental of housing in lieu of a hotel room is allowed. In June of 2018 when the DOW received RMTC's proposal, they included \$82,750.00 for airfare and \$14,000 for car rental. During the June 22, 2018, Board meeting, DOW staff mentioned to the Board having RMTC look for housing on island to lower travel costs. They secured a condo at approximately \$1,850 per month that is furnished. The amendment was approved by the Board at the August 24, 2018, meeting to realize cost savings.

Approved Second Amendment to Contract No. 637:

There have been numerous unanticipated delays during construction with the biggest being the redesign of the waterline crossing the historic Hanapēpē Bridge and encountering petroleum contaminated soils in Hanapēpē Town. The redesign of the waterline crossing is nearing completion and the proposed plan in dealing with contaminated soils is currently being formulated. Due to these delays, a contract amendment to extend the contract to September 30, 2020, and an additional \$440,000.00 in funding for the span from the current contract end date of December 31, 2019, to September 30, 2020, is necessary to complete the construction management portion of the project.

Approved Third Amendment to Contract No. 637:

The COVID 19 pandemic required a stop work order for a portion of late March through early May 2020. For this reason, the contractor schedule of physical construction had been delayed until October 2020. It was anticipated that project close out could take several months after that. Due to these delays, a contract amendment to extend the contract to February 28, 2021, for the span from the contract end date of September 30, 2020, to February 28, 2021, was necessary to complete the construction management portion of the project. There was sufficient funding remaining, so it was only a time extension to the contract.

Approved Fourth Amendment to Contract No. 637:

There are costs related to the County of Kaua'i travel program related to COVID 19 pandemic that are being acknowledged with this contract amendment. This amendment also extended the project completion date by 122 calendar days for a revised contract end date of June 30, 2021. The time extension allowed pay out of PAO 1R and 2, which were issued prior to the current February 28, 2021, contract end date. Project Assignment Order No. 3 was also issued to continue project management and inspectional services through June 30, 2021.

Approved Fifth Amendment to Contract No. 637:

Contract time extension to December 31, 2021, is needed due to project construction delays.

Proposed Sixth Amendment to Contract No. 637:

Project Assignment Order No. 4 provides the funding required for continued project management and

inspectional service activities to bring the project to its anticipated closure of December 31, 2021.

We reviewed the additional cost proposal based on current rates for the work and find it acceptable.

3 MEMORANDUM OF UNDERSTANDING WITH THE EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAI'I GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 68 FOR FISCAL YEARS ENDING JUNE 30, 2021 THROUGH 2026

FUNDING:

Account No.	10-31-10-540-010			
Acct Description	WU/Acctg/Admin/Professional Services - General			
Funds Available	<i>Verified by WWC</i>		\$	1,700.00
Contract No.	N/A			
Vendor	Employees' Retirement System of the State of Hawaii			
	FY 2021 Actuarial Data	\$	1,700.00	\$ <1,700.00>
	Total Funds Certified	\$	1,700.00	
Fund Balance			\$	0.00

BACKGROUND:

The Employees' Retirement System of the State of Hawai'i (ERS) contracted the services of Gabriel, Roeder, Smith & Company (GRS) to perform actuarial services and provide actuarial information to meet the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 68, "Accounting and Financial Reporting for Pensions". The total cost for the services were allocated to each participating State and County agency and as such, the DOW's share for each Fiscal Year's service are as follows:

- FY 2021 (1st Year) = \$1,700.00
- FY 2022 (2nd Year) = \$2,500.00
- FY 2023 (3rd Year) = \$2,550.00
- FY 2024 (4th Year) = \$2,600.00
- FY 2025 (5th Year) = \$2,650.00
- FY 2026 (6th Year) = \$2,700.00

For participating in this MOU, the GRS actuary report specific to DOW's financial information will be provided for the DOW's annual financial reporting.

4 JOINT FUNDING AGREEMENT WITH U.S. GEOLOGICAL SURVEY FOR PERIOD OCTOBER 1, 2021, TO SEPTEMBER 30, 2021 IN THE AMOUNT OF \$26,160.00

FUNDING:

MANAGER'S UPDATE

Re: Manager's Update for August 2021 to September 2021

September 23, 2021

Page 6 of 6

Account No.	10-22-10-540-010			
Acct Description	WU/Plan/Admin/Professional Services			
Funds Available	<i>Verified by WWC</i>		\$	45,000.00
Contract No.	N/A			
Vendor	USGS			
	Contract Amount	\$	26,160.00	
	5% Contingency	\$	N/A	
	Total Funds Certified	\$	26,160.00	\$ <26,160.00>
Fund Balance			\$	18,840.00

BACKGROUND:

The DOW continues to use services with the U.S. Geological Survey (USGS) through the Joint Funding Agreement cooperative ground-monitoring program. The purpose of the groundwater-monitoring program is to collect data needed to evaluate the status and trends of water levels in selected DOW wells on Kaua'i. The program includes semi-annual measurements of water levels in 12 wells. Data are collected by the USGS in accordance with well-documented techniques and quality-assurance procedures. The number and type of monitoring stations is periodically adjusted to meet current priorities and available funds.

WAIVER, RELEASE & INDEMNITY APPLICATIONS:

None

PERSONNEL MATTERS

Please reference attachment.

Pursuant to Board Policy No. 24

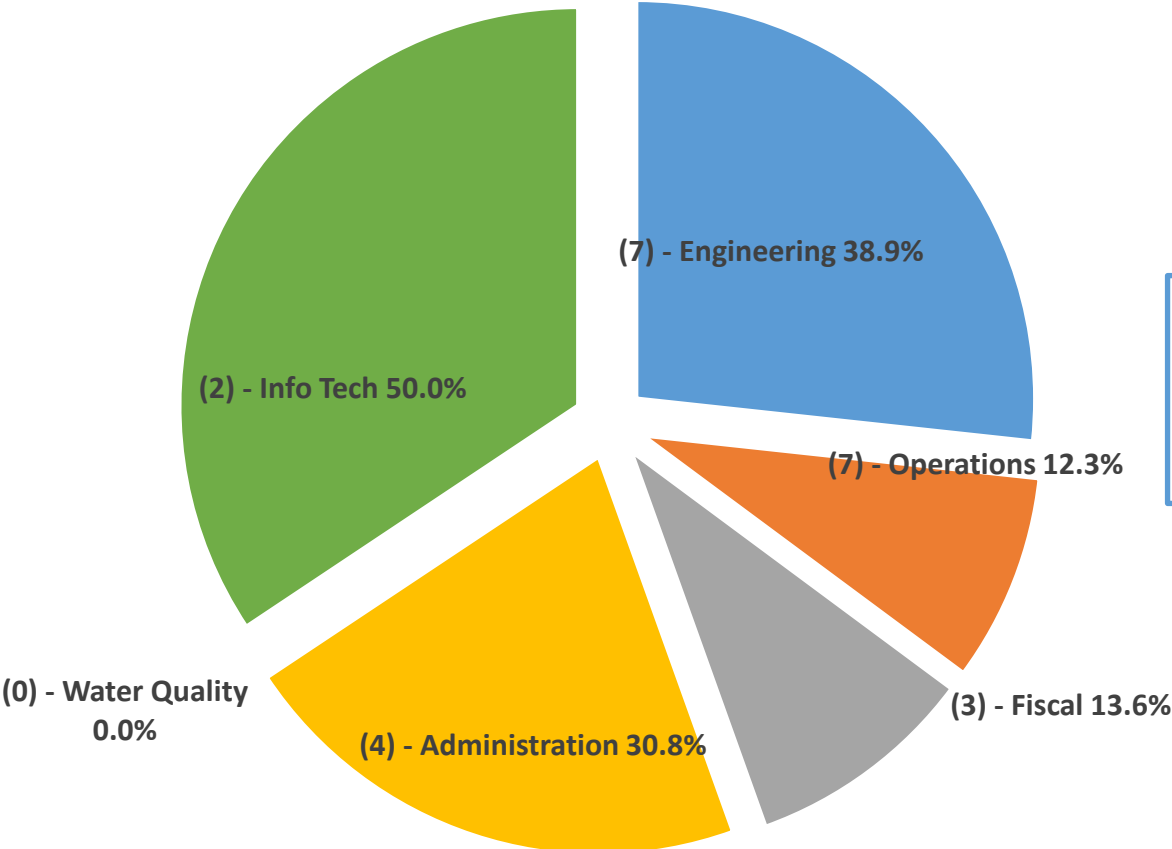
CONVEYANCE OF WATER FACILITIES

None

OTHER ITEMS OF INTEREST:

- Annual Report submitted to the County (attached).
- Delinquent Accounts/Shutoffs
- Waiahi Surface Water Treatment Plant Update

Personnel Dashboard



Vacancies by Division
(# Vacancies), Division, Percent Vacant

Summary
Total Authorized = 117
Total Vacant = 23
Actively Recruiting = 9

Highlights
1. Repair Shop Supervisor #2618 started 8/16/2021.



Annual Report *for* Fiscal Year 2021 *Kuleana Wai*



“Together, we provide safe, affordable and sufficient drinking water through wise management of our resources and with excellent customer service for the people of Kaua’i”



BOARD OF WATER SUPPLY

GREGORY KAMM, CHAIR
KURT AKAMINE, VICE CHAIR

JULIE SIMONTON, SECRETARY
LAWRENCE DILL, MEMBER
KA'AINA HULL, MEMBER
TROY TANIGAWA, MEMBER
ELESTHER CALIPJO, MEMBER

Honorable Derek S. K. Kawakami
Mayor of the County of Kaua'i
And Chairperson and Members of the
County Council, County of Kaua'i
Līhu'e, HI 96766

Ladies and Gentlemen:

The Board of Water Supply, County of Kaua'i (BWS, Board) is proud to present the annual report for the 2021 fiscal year ending June 30, 2021. This report includes a description of each program, objectives, and accomplishments of the Department of Water (DOW), projects completed and in progress, operations reports, the DOW's financial status, and changes in physical assets.

During the COVID-19 pandemic outbreak in early 2020, measures were taken to monitor and prevent the effects of COVID-19 within the DOW. As an essential utility, the DOW experienced limited impact on the services to the public and remained flexible as policies continue to change as the virus progresses.

The total water service sales revenue as of June 30, 2021, was \$27.7M which was about 9% more than the DOW's projection. The DOW receives its revenue from water service sales and has no direct subsidies or contributions from the Kaua'i County General Fund.

In FY 2021, the DOW maintained operations, managed over \$19 million Water Plan 2020 projects and one-hundred twelve (112) private projects, and continues to leverage the Build America Bond (BAB) fund. Construction is ongoing for the Drill and Test Kapa'a Well No. 4 and Drainage Improvements Project, as well as the Kaumuali'i Highway 16-Inch Main and Emergency Booster Pump Connection Project and the Hanapēpē Road 6" Replacement Project which is estimated to be completed by quarter 4 of 2021.

In Fiscal Year 2022, we anticipate construction will commence for the following two projects: Rehabilitate Paua Valley 0.5-million-gallon Concrete Tank No. 1 Project and the Kapaia Haul Cane Road 18" Transmission Line Project, although this project is currently being litigated in the Hawaii Supreme Court.

The Department has awarded nine (9) contracts and executed various memorandum of agreements between state and the county agencies. Together, with each water county department in the state, the DOW submitted the request for federal aid to assist with the economic impacts from the corona virus pandemic on water and wastewater systems. The DOW continues to work on an island-wide vulnerability and resiliency assessment and an emergency response plan. This assessment will identify and prioritize mitigation actions to enhance our preparedness for hurricanes and extreme events, as well as our recovery capabilities.

While following the various policies and directives of the County, Governor and our counterparts, the DOW continues to strive for excellence and continuous improvement to provide safe, affordable, and sufficient drinking water to the people of Kaua'i in the best and safest way possible.

Sincerely,

Greg Kamm (Sep 7, 2021 20:49 PDT)

Gregory Kamm
Chairman
Board of Water Supply, County of Kaua'i



**ANNUAL REPORT
FISCAL YEAR 2020-2021
(July 1, 2020 – June 30, 2021)**

I. MISSION STATEMENT

The following mission statement serves as the guiding principle for the Department of Water (DOW). The mission statement was established in 1998.

Department of Water – Mission Statement

“Together, we provide safe, affordable and sufficient drinking water through wise management of our resources and with excellent customer service for the people of Kaua'i”

II. ORGANIZATION (County Charter, §17.01)

There shall be a Department of Water Supply consisting of a Board of Water Supply (“BWS, COK” or “Board”), a Manager and Chief Engineer and the necessary staff.

The DOW is a self-supporting entity of the County of Kaua'i. The DOW’s revenue is derived from water service sales with no direct subsidy from, or contributions to the County General Fund. The DOW’s water service revenue is used for the operation and maintenance of each water system. In efforts to provide adequate funding in the future, the DOW will periodically study its water service rates and Facilities Reserve Charge (FRC). The FRC is a fee paid by new developers or customers requesting additional water supply from the DOW’s water system.

A. BOARD OF WATER SUPPLY: (County Charter, §17.02)

The BWS shall consist of seven (7) members, four (4) of whom shall be appointed by the mayor, with the approval of the Council; one (1) of whom shall be the State District Engineer of the Department of Transportation; and two (2) of whom shall be the County Engineer and the Planning Director.

By unanimous vote, Kurt Akamine was appointed as Board Chair for calendar year 2020. The BWS also appointed Julie Simonton as Vice-Chair and Elesther Calipjo as Board Secretary.

	<u>Term Expires</u>
Gregory Kamm , Chair	12/31/22
Kurt Akamine , Vice-Chair	12/31/21
Julie Simonton , Secretary	12/31/22
Elesther Calipjo , Member	12/31/21
Lawrence Dill (State District Engineer)	(ex-officio)
Troy Tanigawa (County Engineer)	(ex-officio)
Ka'aina Hull (Planning Director & Board Secretary)	(ex-officio)

Power & Duties of the Board (County Charter, §17.03)

The Board shall manage, control, and operate the waterworks of the County and all property thereof, for the purpose of supplying water to the public and shall collect, receive, expend, and account for all other moneys and property provided for the use or benefit of such waterworks.

- a. The Board shall maintain accounts to show its complete financial status and the results of management and operations.
- b. The Board may provide for a reserve fund, issue revenue bonds, provide for payment of bonds, expend bond funds and other funds, establish rates and charges, acquire property, sue, and be sued, and engage in and undertake all other activities as provided for in Chapter 145-A, Revised Laws of Hawaii 1955, and as may be hereafter provided for by law.
- c. The Board may make and, from time to time, alter, amend, and repeal rules and regulations relating to the management, control, operation, preservation and protection of the waterworks. Such rules and regulations shall have the force and effect of law. Penalties for the violation of any rule or regulation shall be set forth in the rules and Regulations.

B. STAFF (County Charter, §17.04)

On December 8, 2020, County Charter was amended to state:

The manager and chief engineer shall be appointed and may be removed by the board of water. Said person shall be the head of the Department. The manager and chief engineer may but is not required to be an engineer duly registered under Hawai'i state laws pertaining to registration of engineers and shall have a minimum of five years of training and experience in an engineering related position, at least three years of which shall have been in a responsible administrative capacity. Said person shall have the powers and duties prescribed by the Board. (Amended 1980)

The Board created a permitted interaction group to recruit, receive and screen applications for the manager and chief engineer position.

For FY21, the DOW funded one hundred fourteen (114) positions, including positions that were partially funded and six (6) summer interns. There were ten (10) new hires. Included in these personnel activities, there were nine (9) promotions, two (2) demotions, two (2) transfers, one (1) re-described position, three (3) retirements, and one (1) resignation, four (4) separations. At the end of FY21, the Department had ninety-one (91) positions filled.

The DOW recognized its 2020 Employees of the Year, Lenny Camat and Amy Kiyotsuka from the DOW's Operations team.

Previously, there were eight (8) divisions under the management of the Manager and Chief Engineer. After the reorganization for Engineering in May of 2020, combining Water Resources and Planning, Engineering, Construction Management and Water Quality, there are five (5).

1. **ADMINISTRATION DIVISION**

Under the Manager and Chief Engineer, the administrative staff included sixteen (16) positions of which fifteen (15) were budgeted for FY21. The Administration Division is responsible for the day-to-day management of the Department and coordination between the DOW and the public, including customers, governmental organizations, and public inquiries; personnel management; contract management; management of Board affairs; and providing service to, and oversight of the operation of each of the five (5) divisions.

Staff in Administration ending June 30, 2021: 7

Program Description

Administration leads, directs and manages the activities of the Department and provides administrative support for all divisions including personnel services, clerical support, legal support, community relations, training and safety; intergovernmental coordination with Federal, State and County agencies; and coordination of long-range planning and Department programs and activities among the divisions.

Program Objectives

- a. Provide support for the BWS, COK in its role to manage, control, and operate the waterworks of the County, and all property thereof; adoption of the DOW's budget and establishment of water service rates and charges; and facilitate development and implementation of administrative rules and Board policies.
- b. Administer the Department's staff and provide support for the operating divisions, through provision of clerical, personnel, legal and information and educational services; coordination of Department-wide programs; establishing goals, objectives, and assignments for the operating divisions; and providing operational financial and procurement oversight for the Divisions.
- c. Provide leadership for the Department's community relations and intergovernmental coordination with other federal, state, and county agencies.
- d. Coordinate Department-wide initiatives and programs, including long range planning, development of business and capital improvement program strategies, staff and organizational development, water system security and adoption, and integration of new technologies.
- e. Communicate internal outreach to employees during staff meetings and weekly leadership meetings to ensure all employees are aware of new or amended rules and regulations as well as various matters that require staff attention.
- f. The Department's Administrative support team is comprised of the Private Secretary, Secretary, Commission Support Clerk, Program Support Technician, and Senior Clerk, along with Public Relations and Human Resources. This team implements cross training and provides clerical or administrative support throughout all divisions.

Program Highlights

- a. The DOW continues to work on Water Plan 2020 (WP2020) projects. Public outreach to promote water conservation and environmental education, including sponsoring Project WET (Water Education for Teachers), and coordinating of the Make-A-Splash Festival (MAS).
- b. The DOW continues to work with and support the Kaua'i Watershed Alliance (KWA), an organization for mauka landowners dedicated to watershed conservation and management. The KWA has hired The Nature Conservancy of Hawai'i (TNC) as the coordinator for the Alliance. The Department, while not a landowner, is a member of the Alliance and continues to support the conservation goals and efforts of this group in recognition of the critical importance of the watershed for maintenance and enhancement of the water resources of the island.
- c. The Department also continues the work with and support the United States Geological Survey's (USGS) Groundwater Monitoring Program to continue to collect data and evaluate the status and trends of water levels in selected wells on the island.

The following summary is an overview of some of the key Department-wide accomplishments for FY21.

Board of Water Supply

- a. Approved funding requests in support of training efforts and staff reorganization.
- b. The Board approved the DOW's FY21 operating budget of \$34.7M contracting nine (9) new contracts and the following agreements:
 - Use and Occupancy Agreement No. 362 and 362-A with the State of Hawai'i, Director of Transportation, for the Highways Division Regarding Parcels for Kūhi'ō Highway, intersection of Ehiku Street at TMK (4) 3-8-9 (Portion)
 - Federal Assistance Request with Honolulu Board of Water Supply, County of Hawai'i, Department of Water Supply and County of Maui.
 - Memorandum of Agreement with the Department of Public Works, County of Kaua'i for the Līhu'e Town Core Mobility and Revitalization Project Federal-Aid Project No. TGR 0700 (073) (*Līhu'e Water System*)
 - Amendment 1 to Memorandum of Agreement with the Department of Public Works, County of Kaua'i for the Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances (*Hanalei Water System*)
- c. Rule Changes
 - None
- d. Water Service Rates
 - The last water rate increase occurred in fiscal year 2015 (implemented July 1, 2014). There were no scheduled water service rate increases thereafter. In August 2020, the Board cancelled rate study agreement with Raftelis because the long-term impacts of COVID-19 could not be adequately assessed through

the study, The Department plans to execute an agreement to complete a Financial Management Planning and Water Rate Analysis for the next five (5) years in fiscal year 2022.

Departmental Programs

- a. The DOW is a member of the American Water Works Association (AWWA). This is a non-profit organization that benefits the DOW to improve public health with dedication to managing and treating the world's most precious resource with standards and applications of resource and training to the DOW staff.
- b. The DOW is also a member of the Hawai'i Water Works Association (HWWA). HWWA is a locally based non-profit organization and a branch of AWWA. HWWA provides the DOW as the initial point of contact concerning water system standards and the improvement of practice in operating and management of the water works and government policies to the stewardship of water.
- c. Tracking American Water Works Association (AWWA) Performance Indicators in areas of finance, customer service, operations, and system replacement.
- d. The DOW continues to strive towards reducing operational costs by filling vacant positions and reducing overtime. This process is incremental but continues to be a priority. Overtime will continue to be needed to cover essential functions during weekends, holiday and after hour emergencies.
- e. The DOW continues to provide leadership in emergency preparedness through its participation in the Utility Disaster Preparedness and Response Group which is comprised of twenty-one members of electric utility, communications, fuel and gas representatives, private water agencies, hospital representatives including Federal, State, and County Agencies, in order to provide support for the maintenance, repair, and/or restoration of all public utilities serving the County during any emergency or disaster.
- f. Training that was postponed/cancelled due to the COVID-19 pandemic in FY21:
 - Project WET Conference
 - Hawai'i Rural Water Association Conference Training
 - Pacific Water Conference Training
 - American Waterworks Association Conference Training
 - Skillpath Workshops and Webinars continued virtually throughout the year.

Public Relations Section

Program Description

The Public Relations (PR) Section, within the Administration division, performs a wide range of public informational activities relating to departmental functions and programs. PR's main objective is to develop, manage and perform the DOW's public information, conservation programs and community outreach initiatives. This involves detailed coordination of community events, presentations and advertising platforms that highlight the DOW in a positive and professional way. PR provides recommendations for the Department's communication methods for divisional and

Department-wide announcements. PR programs also include educational presentations to promote the Department's water conservation programs and general water service operations. PR achieves its main objective through the careful development and dissemination of accurate and timely public information to customers regarding DOW's complex water systems and hosting a variety of outreach campaigns. PR coordinates and conducts its successful programs participation from all divisions at the DOW.

Program Highlights

The PR activities of note during FY21 include the following:

a. Project Water Education for Teachers (WET) Program

The Project WET program continues to provide valuable curriculum and advancement opportunities for the DOW's PR programs. PR utilizes the Project WET curriculum as a supplement to its water educational presentation, displays and community outreach efforts. The DOW continues to serve as the state's host institution for Project WET in Hawaii and the Information and Education Specialist position is the program's state coordinator. The state coordinator is responsible for fulfilling the Project WET host agreement and includes overseeing a network of certified Project WET Facilitators, coordinating training, and helps organize local and neighbor island requests for Project WET presentations.

Due to the COVID-19 pandemic, in-person training workshops were suspended starting April 2020. Over the course of the fiscal year, as restrictions and educational outreach programs were slowly reopening, our Facilitator team on Oahu was able to host our first virtual Educator training in March 2021. Training continues to be offered virtually in a self-service capacity but has not been successful due to the lack of interactive, hands-on learning component teachers and attendees' desire. In-person workshops are being planned for FY21 year, pending the safety protocols.

b. Community Outreach & Education

Imagine a Day Without Water – PR coordinated a drive-thru water education resource kit pick-up event and social media campaign in honor of Imagine a Day Without Water and celebrated nationally, on October 21, 2020. The events celebrated water agencies, industry professionals and the importance of water resource management. A drive-thru pick-up of free water education kits were offered to the community on October 6, 2021, at the Vidinha stadium parking in Lihue. Over 520 kits were distributed. The social media campaign, which ran from Oct. 1-21, 2020, via the Department's Facebook page, was a success, receiving an increase of 57% in followers when compared to the same period last year. The campaign included public testimonials of residents and health center workers sharing their opinions of why clean water is so important.

EPA's Fix a Leak Week – PR coordinated the DOW's annual Fix a Leak Week (FALW) campaign on March 15-19, 2021. Free leak detection and repair kits were offered at the Department to coincide with the Department's main lobby reopening. A total of 72 kits were distributed and an informational lobby display was set up to

allow customers to participate in the FALW activities. Educational awareness during Fix a Leak Week was also published online, via promotional messaging on Facebook page, newspaper banner ads and radio advertisement.

Educational Presentations – PR provided 2 educational presentations on water conservation and water quality at a local charter school in Kīlauea in April 2021.

c. Media Campaigns

PR renewed the annual contracts with KFMN-FM97 Radio Station and KONG Radio Group, Inc. to conduct consistent radio advertising when public announcements are needed (i.e., water shutdowns, road closures, emergency water conservation, workshops, festival, and general water information). Contracted radio announcements ensure that notices are read on air frequently, and at a moment's notice, when emergencies arise. The DOW also used radio advertisements to promote conservation tips and other promotional advertising that benefited the DOW.

PR expanded its “Wise Water Wednesdays” campaign in November 2020 to include weekly newspaper advertisements and Facebook posts. The weekly Wednesday campaign aims to promote DOW's water conservation initiatives, Department services and special announcements. The simultaneous radio and newspaper ad, combined with Facebook post helps to expand weekly messaging to increase awareness in our communities.

PR promotes water conservation through half page advertisements in the Kaua'i Family Magazine. The publication's target demographic is Kaua'i families with children and has a distribution list that includes schools, shopping centers and resource centers. The DOW's quarterly advertisements included water conservation tips, leak detection, water education through Project WET, seasonal water saving tips and promotes the Department's available customer services.

d. Community Support

East and West Kaua'i Soil Water Conservation Districts (SWCD) – PR continued to work with the East and West Kaua'i SWCD to support environmental and conservation education and participated in their annual Conservationist of the Year Awards. It was held virtually in January. The award recognizes Water Conservationists and their efforts and is aligned with the Department's conservation programs goals.

e. Employee Relations

PR supports positive employee relations through the participation of interoffice and community event opportunities throughout the year. Efforts include invitations to attend and speak at community outreach events such as career day, Make a Splash Festival, and other volunteer opportunities. This year, volunteer opportunities for outreach volunteer were minimal due to safety guidelines during the pandemic.

PR publishes a monthly newsletter highlighting staff achievements, internal updates, share special appreciation and acknowledgement message from customers and promote upcoming employee events, etc. In addition to Departmental emails,

the employee newsletter plays a key role in staff communications within the Department.

PR staff serves as a department representative on the County of Kaua'i's Employee Council committee.

f. Media Features

The DOW received multiple features in the Garden Island Newspaper and other local, state news stations throughout the year. PR continues to command media attention for important water related topics, such as: water conservation, water quality, emergency preparedness and water service announcements. DOW has also received media recognition for PR's outreach and educational efforts in the community.

The DOW was featured in Trade Publishing's Construction Preview 2021 Magazine. A list of expected projects for 2021 and a synopsis of DOW's 2021 construction projects were featured. Construction Preview 2021 was published in mid-January 2021.

The DOW was awarded the 2019-2020 Hawai'i GREEN Business Award for the eco-friendly revamp of its annual Make a Splash with Project WET Festival in 2019. The state recognized award was celebrated in a virtual ceremony on December 4, 2020, and DOW received acknowledgements from the Department of Business, Economic Development and Tourism, Governor David Ige, and other participating agencies. DOW also received local media acknowledgement for this award in the Garden Island Newspaper.

g. Increased Social Media Presence

PR continues to utilize DOW's social media pages for public notices and service announcements. FY21 ending, there were 2,498 followers on the DOW's Facebook page, resulting in an approximate 48% increase of followers compared to last year. Based on the likes and shares received on Facebook, followers continue to utilize the DOW's page to monitor and comment on water service notices, such as scheduled and emergency service shutdowns, etc.

In FY21, PR included video spots in its weekly posts to provide a visual appeal on its page. Video audio includes the weekly radio spots and related clips or photos to visually support the topic. PR's Wise Water Wednesday campaign also provides weekly awareness of the Department's services, conservation awareness and other customer-related topics to keep information fresh and followers engaged. PR has also participated in joint social media campaigns with other national water-related agencies through use of campaign hashtags and shared content.

2. INFORMATION TECHNOLOGY DIVISION

Program Description

The Information Technology (IT) Division coordinates with its consultant services and

maintains databases for the Department's Financial (Great Plains), Billing (CC&B), and Maintenance Management Systems (M-PET); and is responsible for maintaining and updating software applications utilized to support Division and Departmental functions. The IT Division maintains, supports, and oversees security of the Department's local and internet network systems. Additionally, the Division maintains, supports, updates, and troubleshoots the Department's website, Voice over IP Phone System (VoIP), and assists with the Geographic Information System (GIS) program.

Staff in Information Technology ending June 30, 2021: 3

Program Highlights

The IT Division continues to assist with the support of the Customer Care and Billing System (CC&B) with the review and maintenance of a dedicated (encrypted) virtual private network (VPN) connection. Continual improvements are ongoing to provide secure connectivity and resource availability to Department staff.

During the FY21, the Department has advanced IT in ways, including but not limited to migrating on-prem Exchange/SharePoint environments to Office Online (O365), implemented fiber connectivity between County of Kaua'i, and upgraded to Beacon AMA, allowing us to take advantage to cellular meter reading data.

To enhance security measures when the DOW network, MFA (Multi-Factor Authentication), and procured CrowdStrike Complete to provide real-time antivirus/malware protection for our business network.

5-year IT Strategic Plan

A 5-year I.T. Strategic Plan (ITSP) was adopted in May of 2019. The ITSP identified 12 initiatives to improve efficiency of the Department:

1. Replace M-PET with a GIS-based Work Management System
Migration to the improved cloud-based version of M-PET work management system has been reviewed and meets the intent of the ITSP. Migration to the cloud with the improved M-PET software has been completed in the 2nd quarter of FY20.
2. Review and Align Billing System Configuration
Review of the billing system has started as of FY20 and is currently ongoing.
3. Upgrade SCADA and Replace Servers
SCADA server upgrade work was completed in August of 2020.
4. Upgrade Financial Information System
A review of the Financial Information System has been conducted and the Department has decided to upgrade to a cloud-based system. Anticipated start is in the 3rd quarter of FY20.
5. Develop GIS Technologies and Processes
6. Maintain and Support Hydraulic Model Software

7. Core I.T. Infrastructure Upgrades
Accelerated by COVID needs, IT infrastructure upgrades have been initiated and are continually being improved as the needs arise.

Migration to O365 which includes cloud-based email (Exchange) and Document Library (SharePoint) was completed in FY21.

Server/Infrastructure upgrades slated for Q2 FY22.

8. Procure Emergency Communication Equipment
Procurement of the equipment was completed in June of 2019.
9. SOPs and Proficiency Testing Program
10. Improve use of SharePoint
Improvements are ongoing with the assistance of professional services consultant.
11. Expand the I.T. Section into a Division to Support DOW's growing needs
Board approved the creation of the IT Division and an additional I.T. position in FY19.
12. Develop User Groups

Vision for the New I.T. Strategic Plan

The Department intends to use information technology to improve its efficiency, maintain good customer service, plan for future needs, and provide reliable safe drinking water, while being fiducially responsible. The vision for IT Division over the planning horizon is as follows:

- Manage our work, assets, projects, and materials professionally and collaboratively
- Provide excellent customer service, internally and externally to the Department
- Use technology to operate efficiently and effectively with evidence-based decisions
- Understand and improve our technologies to best support our processes
- Build partnerships between users and IT staff to work as a team
- Develop an IT organization with the resources needed to provide valued advice and great support

3. ENGINEERING DIVISION

Program Description

The Engineering Division was recently re-organized internally, to include the following sections, Water Resources and Planning, Environmental, and Project Management. The Division is responsible for the planning, outreach, design,

construction, and water quality needed to provide current and future customers with high quality service in alignment with the Department's Mission. The program conducts research and analytical assessment, investigation, analysis, and review of the Department's water system infrastructure and provides guidance to proposed developments' (subdivision, zoning, and land use amendments, resorts, hotels, and hotels, etc.) planning, design construction and water quality to ensure compliance with applicable laws, rules, regulations, policies, and its Water System Standards.

The Division is responsible for the oversight of the Department's Capital Improvement and Capital Replacement program. The Division prepares and administers professional services and construction contracts for water infrastructure improvement projects of the Department.

In addition, the program maintains the engineering records and provides mapping/drafting services to support the Department.

Staff in Engineering ending June 30, 2021: 16

Program Objectives

- a. Conducts long-range planning, research, and analytical studies of water usage to monitor and forecast the anticipated water supply needs for the island of Kaua'i.
- b. Conduct condition assessment, investigation, analysis, and review of the Department's water systems infrastructure.
- c. Provides guidance and reviews proposed developments' water system planning (subdivisions, zoning and land use amendments, resorts, hotels, water service request, etc.) to ensure compliance with the Department's Rules and Regulations and Water System Standards.
- d. Determine and evaluate hydraulic criteria in the development of an efficient water system distribution network.
- e. Provide information and criteria to Federal, State and County agencies, stakeholder groups and the public to assist with the management and protection of the island's water sheds and water resources.
- f. Provides engineering services (planning, environmental, design and construction) to ensure that water infrastructure improvements and expansion follow applicable laws, rules and regulations, policies, and standards of the Department.
- g. Maintain maps and records of the Department's water infrastructure.
- h. Conduct water system compliance testing to certify that the Department's water systems and water quality complies with Environmental Protection Agency (EPA) and the State of Hawai'i Department of Health (DOH) safe drinking water standards.

Program Highlights

The Engineering Division continues to utilize the \$60 million Build America Bond (BAB) from March 2010 along with State Aid and Grant funds to deliver infrastructure projects. The Division manages infrastructure improvement funding from DOW sources, as well.

Water Resources and Planning Section

In FY21, the Water Resources and Planning (WR&P) section has reviewed and processed the following:

Subdivisions, Zoning, Use Permit, Land-Use, GPA/Z, ADU Clearance*	133
Water Service Inquiries/Water Meter Requests*	229
Building Permits*	1806
Backflow Prevention Devices Tested**	1971

*The numbers are consistent with prior year totals.

**Increase of approximately 15% compared to the previous year.

WR&P continued to review and update the Department’s Rules and Regulations, Part 5, Facilities Reserve Charge (FRC) Section III to assess reasonable impact fees for facilities connecting to the Department’s water system.

- The annual backflow device test program continues to be refined and expanded. WR&P continues to review and approve backflow device construction plans as well as maintain an inventory and status of each of the backflow devices. As of June 30, 2021, there were 1,971 approved backflow devices installed and tested island-wide.
- WR&P continued to engage with various water resource management and stakeholder groups to assist with wise management of Kauai’s water resources.
- WR&P continued with compliance testing of each of the Department's water systems to ensure compliance with the Environmental Protection Agency (EPA) and Hawaii Department of Health (HDOH) safe drinking water standards.

Project Management Section

Capital Improvement Projects of note:

- HE-14 – Hanapēpē-‘Ele‘ele Booster Pump Replacements - nearing completion
- HE-1 – Reorganize Water System; Pipeline Connecting Hanapēpē and ‘Ele‘ele - nearing completion
- HE-10 – Hanapēpē Road 6” Water Main Replacement – nearing completion
- K-01 & K-12 – Kalaheo Water System Improvements (Yamada 0.5 MG Storage Tank, Clearwell 0.5 MG Storage Tank, 8” Water Main, Yamada Well) - Preparing to bid.
- KW-07 – Rehabilitate Paua Valley Tank #1, 0.5 MG Concrete. - construction re-evaluation in progress.

Līhu’e District

- PLH-35b – Kapaia Cane Haul Road 18” Water Main – construction on hold
- PLH-27 – Kūhi‘ō Hwy (Hardy-Oxford) 16” Main Replacement - in design



Kawaihau District

- WK-23 – Wailua Homesteads 0.25 MG Storage Tank (U.H. Experimental Station Site) - Negotiations ongoing with UH College of Tropical Agriculture and Human Resources.
- WK-08 – Kapa‘a Homesteads Two 0.5 MG Storage Tanks (1.0 MG Total) Package B - preparing for construction.
- WK-08 - Kapa‘a Homesteads Two 0.5 MG Storage Tanks Drain Line Package A – Design completed. Project in construction
- WK-39 – Kapa‘a Homesteads Well #4 – Project in construction;
- Job No. 18-09 – Rain18 Makaleha Tunnel Water Line Repairs

Hanalei District

- WKK-15 – Kīlauea (Pu‘u Pane) 1.0 MG Storage Tank and Connecting Pipeline
- HW-11 – Hā‘ena 0.2 MG Storage Tank
- HW-12 – Drill and Test Wainiha Well #4
- WKK-03 – MCC, Chlorination Facilities, Kīlauea Wells No. 1 & No. 2 – Preparing for re-bid.
- WKK-2 – Drill and Develop New Kīlauea Well No. 3 - Land negotiation ongoing

General

- Job No. 19-01 – Island Wide Vulnerability and Resiliency Assessment
- Job No. 18-02 – Island Wide Rehabilitation of Tanks

Private development projects of note include:

Waimea District

- Waimea Huakai Affordable Housing (S-2019-10)
- Lima Ola Subdivision, Phase I
- State Highway Hanapepe Bridge Replacement and Temporary Bridge (DOT)

Kōloa District

- County of Kaua‘i Work Force Housing
- COK – Maluhia and Kōloa Road Improvements

Līhu‘e District

- COK – Rice Street Improvements Tiger Project

Kawaihau District

- Kulana subdivision
- COK – Opaekaa Bridge Replacement changes

Hanalei District

- Wainiha Bridges Replacement (DOT)

The Project Management Section has received seventy-five (75) new private development projects for review in addition to ongoing private development and other government agency projects.

4. OPERATIONS DIVISION

Program Description

The Operations Division is responsible for repairing, maintaining, and operating the DOW's water distribution network, water storage facilities and water producing sources. As water is an essential commodity, emergency repairs and trouble calls are provided round-the-clock on an as-needed basis with Operations personnel on standby duty to respond to emergencies and requests for assistance from both internal and external customers. To accomplish its mission, the Operations Division maintains and stocks a complete inventory of materials and supplies for assurances that repairs are completed in a timely manner.

Along with the responsibilities of providing potable water, Operations Division provides the DOW facilities maintenance and fleet management functions and is responsible for the maintenance, repairs and replacement of DOW owned facilities, vehicles, and equipment.

Operations Division prepares bid documents and solicitations, procures, and administers repair and construction contracts for projects included in the Division's budget for the fiscal year but not included in the Water Plan 2020 projects; procures and manages professional services contracts as well as maintenance, and goods and services contracts.

In addition to providing external customer service in responding to water related emergency calls from the public, Operations Division personnel also provides internal customer service by assisting and helping other Divisions, Departments and Agencies in need of manpower assistance within the expertise of Operations personnel.

Under the direction of the Chief of Operations, the Operations Division team of fifty-seven (57) personnel are with the Plant Operations Section, the Field Operations Section, and the Administration Section

Staff in Operations ending June 30, 2021: 48

Program Objectives

The Operations Division daily activities are centered along the following:

- a. Operating, monitoring, and maintaining 52 deep-well pumping stations, 19 booster pumping stations along with its associated electrical motor control centers and chlorination disinfection equipment, four tunnel sources, 60 storage tanks, and 75 control valve stations.
- b. Maintaining, repairing, and replacing mechanical and electrical malfunctioning components, equipment, and infrastructure to maintain water service.
- c. Maintaining and repairing the DOW's fifty-five (55) vehicles, two (2) backhoes, two (2) skid steer loaders along with their various attachments, five (5) mini-excavators, one (1) portable air compressor, 11 trailers, 17 trailer-mounted generators ranging in sizes from 70 KW to 400 KW, two light towers, and numerous motorized hand-operated construction equipment.

- d. Operating, monitoring, maintaining, and repairing more than 400 miles of pipeline, 22,400 consumer water service connections, 4,000 valves, and 2,600 hydrants and standpipes.
- e. Installing new service connections and meters including the replacement of defective meters and those in service for 20 years. Providing temporary water services through hydrant meter connections for construction activities like dust control and landscaping.

Program Highlights

Field Operations Section Statistics

- Various leak repairs (laterals, transmission, and distribution lines)404
- Meters and appurtenances.....695
- Live Taps27
- Waterline Shutdowns due to contractor tie-in19
- One Call Center Tickets (requests for markings)347
- Fire Hydrant Maintenance268

Plant Operations Section

Water Produced from water systems operated by DOW in million gallons (MG):

- Kekaha-Waimea 455.891 MG
- Eleele-Hanapēpē 285.296 MG
- Kalāheo-Po'ipū 1,185.026 MG
- Puhi-Kapa'a 1,231.484 MG
- Anahola 81.830 MG
- Kīlauea 241.505 MG
- Hanalei 60.131 MG
- Wainiha-Hā'ena 47.247 MG

Water imported from private water systems in Million Gallons (MG):

- Puhi-Kapa'a 550.743 MG
- 'Anini 18.129 MG
- Kīlauea 0.914 MG
- Hanalei 0.984 MG

- a. Auto mechanics performed routine troubleshooting and repairs as well as preventive maintenance of vehicles and equipment.
- b. Electricians performed electrical routine troubleshooting and repairs at various island wide remote sites.
- c. Water Plant Operators performed routine maintenance of all remote sites as well as maintenance of pumps and motors. Water Plant Operators performed routine daily check of island-wide water disinfection and storage systems.
- d. Construction, Welding, Maintenance Workers performed routine construction, repair, maintenance works at island wide remote facilities.
- e. Sodium Hypochlorite on-site generation project at Kapilimao Well Site, contract

executed. Installation complete, testing on-going.

- f. Completed and submitted the Water Audits for calendar year 2020 to Commission on Water Resources Management (CWRM) in compliance with Act 169 - Water Audit Law. Water audits were completed of each of the following water systems:

Kekaha-Waimea
Hanapēpē-Eleele
Kalāheo-Kōloa-Po'ipū
Puhi-Līhu'e-Hanamā'ulu-Wailua-Kapa'a
Anahola
'Anini
Kīlauea
Hanalei
Wainiha-Hā'ena

- g. Contracts completed:

- Contract 686, GS-2019-9, Procure Emergency Generator and Mechanic Truck completed 12/19/2020
- Contract 696, GS-2020-4, Procure Three Heavy Equipment completed 11/1/2020
- Contract 691, GS-2020-3, Procure 4x4 Pickup Truck completed 11/27/2020.
- Contract 694, GS-2020-4, Procure F450 Pickup Truck with Utility Bed completed 4/11/2021
- Contract 695, GS-2020-4, Procure Dump Truck completed 5/10/2021
- Contract 693, Job 20-1, Koloa Well D Pump Replacement completed 6/11/2021
- Contract 699, GS-2020-6, Kapilimao Well On-site Sodium Hypochlorite Generation completed 5/31/2021
- Contract 697, GS-2020-5, Procure Excavator completed 12/5/2020
- Contract 701, SCADA Maintenance – Notice To Proceed issued contract on-going
- Contract 692, GS-2020-2, Procure Hydrants and Appurtenances completed 9/17/2020

- Contract 706, GS-2021-01, Procure Sewage Lift Station Control parts received; installation pending
- Contract 703, Job 20-05, Waimea Well B Pump Replacement on-going
- Contract 705, GS-2021-02, Procure 150 kVA Emergency Generator completed 4/29/2021
- Contract 707, GS-2021-03, Procure Compact Track Loader Notice To Proceed issued
- Contract 708, Air conditioner Maintenance Notice To Proceed issued

Assisted Engineering Division in construction plan review of DOW facilities improvements, expansions, repairs, and maintenance.

Operations Division personnel performed in-house construction, repair, maintenance of remote site access roadways and structures as well as in-house construction of temporary offices on the second floor of the Water Quality building.

Operations personnel provided non-information technology repair and maintenance support to DOW co-workers.

h. Operations Division personnel attended the following training classes:

1. Forklift Certification Training
 2. Distribution System Operator Exam Review
 3. Respiratory Safety Training
 4. Flagger Certification
 5. Valves, Hydrants and Meters
 6. Water Chemistry
 7. Rehabilitation of Water Mains
 8. Asbestos Handling
 9. Regulations Class
 10. Basic Electricity
 11. Excavation, Trenching, Pipe Laying
 12. Water Treatment Filtration
 13. Hawaii WARN Functional Exercise
 14. Asset Management Series
 15. Hawaii Emergency Response Planning and Cyber Security
- i. Two thousand one hundred eighty-eight (2,188) total work orders issued for Operations Division in FY21. Of the 2,188 work orders, 1,989 are either fully or partially closed. Works included vehicle maintenance and repair; hydrant maintenance and repair; Hawai'i One Call requests for markings; transmission/distribution/main line and appurtenances leak repair and maintenance; electrical and electronics repair and maintenance at remote terminal units, tank

sites, deep well sites, and booster pump sites; grounds keeping at remote sites; repair and maintenance of access roads and driveways at remote sites; remote buildings and structures repair and maintenance; disinfection/chlorination equipment repair and maintenance; water meters installation, repair and replacement.

In addition to the above-mentioned daily activity of operating, maintaining, repairing DOW's fleet, water distribution network, water storage facilities, and water producing sources, Operations Division procured and administered fifteen (15) goods & services, professional services, maintenance services, and construction contracts.

5. FISCAL DIVISION

Program Description:

Under the direction of the Waterworks Controller, the Fiscal Division is divided into the Accounting section and the Billing section. The Fiscal Division is responsible for planning and directing financial activities and administering the fiscal programs and customer activities of the Department. This includes revenue and cash management, project cost accounting, payroll, leave records, accounts payable, utility plant accounting, meter reading, consumer billing and accounting, preparation of financial and statistical reports, conducting internal audits, facilitating financial and statistical studies for reports and rate making, preparation of financial statements for yearly audit, and assisting the Manager in the development of the annual fiscal year budget.

Staff in Fiscal ending June 30, 2021: 19

Program Objectives:

Waterworks Controller

- a. Administer the affairs of the Fiscal Division and all programs assigned to it.
- b. Preserve the financial integrity of the DOW through internal control and annual financial audits.
- c. Generate a return of investments and to insure deposits with financial institutions are fully collateralized.
- d. Monitor the availability of funds to meet cash flow requirements.
- e. Responsible for the preparation of financial and budgetary reports monthly and annually.
- f. Act as Chief Procurement Officer for the Department.

Accounting

The Accounting section is supervised by an Accountant IV with a staff of four (4) Accountants, each maintaining one or two primary functions in the field of accounting with one (1) Account Clerk supporting the staff with the following:

- Cash & Investments
- Purchasing & Accounts Payable
- Project Cost Accounting & Work Orders

- Debts
 - Fixed Assets
 - Operating and Capital Budgets
 - Payroll
- a. Provides accurate, complete, and timely recording and reporting of all financial transactions and activities of the DOW.
 - b. Processes the DOW's payroll in a timely manner.
 - c. Processes accounts payable and issue payments in a timely and efficient manner.
 - d. Maintains records of new and existing general plant and utility plant assets, account for depreciation and dispositions and keep track of the value of the overall changes.
 - e. Maintains the general ledger of accounts and financial accounting system with the use of Microsoft Great Plains (GP).
 - f. Manages the DOW's Purchase Orders (PO) using Paramount Workplace' Purchase Requisition program which is integrated with GP to generate and approve PO. This integration provides a real time encumbrance report that each division head uses to manage their budget.
 - g. Performs monthly closing of the accounting system and prepares monthly reports of revenues, expenses, and variances against the approved budget.
 - h. Manages accounts payable and process invoices and payments regularly.
 - i. Manages payroll for all DOW employees; Payroll is processed twice a month through the County's AS 400 payroll system.
 - j. Maintains subsidiary accounts of fixed assets and accounting of new assets and disposals.
 - k. Maintains subsidiary ledgers of all debts, amortization, and payments.
 - l. Reconciles Cash, Cash in Bank, Cash Treasury, and Investment accounts.
 - m. Performs cost accounting for DOW & private jobs. Prepare claims for DOW job related work orders and insurance claims.
 - n. Reviews purchase requisitions for account coding and budgetary controls before processing purchase orders.
 - o. Collaborates with DOW divisions to produce documents for payroll, AP processing, project and job costing and the reconciliation of all accounts.

Billing

The Billing section is supervised by an Accountant IV with a staff of twelve (12) consisting of one (1) Accountant II, two (2) Customer Relations Assistants and three (3) Customer Service Representatives I, all working together to maintain a database of over 22,400 customer accounts. In addition, there are three Field Collection Clerks/Meter Readers (FCC/MR) with one supervising FCC/MR performing meter reading functions and various field activities in connection with water services:

- Water meters are read monthly, and the water bills are also sent out monthly.
- Mailed in payments are processed through a lock box located outside the DOW.
- Automatic bill payment (ABP) is an option for customers to pay their water bills. This requires customers to set up their ABP at the DOW Fiscal/Billing/ Customer Service window.
- Customer online payment is available with the use of a credit and debit card

by creating an account with a username and password at the Customer Account Portal by logging in at www.kauaiwater.org.

- a. Conducts monthly and as needed meter reading of the DOW customer's island wide.
- b. Provides timely billing, collection, accounting, and deposits of DOW receipts from customer payments of water bills and miscellaneous receipts.
- c. Process meter applications and applications for new services.
- d. Assist customers with their inquiries on billing, payments, water usage, leaks, meter profile and other billing matters.
- e. Maintains records of accounts receivable.

Program Highlights

- a. Revenues of \$27.7M consisted of water service sales, fire hydrants maintenance and miscellaneous non-water revenue.
- b. Capital contributions of \$4M consisted of state grants, conveyances and FRC collections from new waterline connections.
- c. The DOW provided water service to approximately 22,400 active customer accounts with annual water usage totaling 3.52 billion gallons. Water sales revenues for FY21 amounted to \$ 25.3M.
- d. Operating expenses and debt service for FY21 was \$32.1M; \$3.2M of which was for debt service, \$7.1M for depreciation costs, \$1.24M for bulk water purchases, \$2.2M for hydrant maintenance and electrical power purchased for pumping cost \$2.36M.

A summary of changes in the physical assets of the DOW is attached

Kauai County - Department of Water
June 30, 2021

Utility Plant Additions

Date	Job / Work Order	Description	Asset	Amount
06/30/21	Job 20-21	Koloa Well D	Derrick's Well	108,650.00
			Wells & Springs	108,650.00
06/30/21	Conveyance	Mechlem Revocable Trust, Richard Waalani, Michael Dahlig at al	Transmission & Distribution Mains	92,392.20
06/30/21	Conveyance	Kulana Association of Apartment Owners	Transmission & Distribution Mains	849,164.25
06/30/21	Conveyance	Kulana Condominium	Transmission & Distribution Mains	333,343.86
			Transmission & Distribution Mains	1,274,900.31
06/30/21	Conveyance	Mechlem Revocable Trust, Richard Waalani, Michael Dahlig at al	Single Service Laterals	20,610.00
06/30/21	Conveyance	Kulana Association of Apartment Owners	Single Service Laterals	42,000.00
06/30/21	Conveyance	Carswell/Spalding Partnership	Single Service Laterals	17,500.00
06/30/21	Conveyance	Bruce Mathew Martin Trust	Single Service Laterals	17,200.00
06/30/21	Conveyance	Koloa Village LLC	Double Service Lateral	97,086.00
06/30/21	Conveyance	Kulana Association of Apartment Owners	Double Service Laterals	31,500.00
06/30/21	Conveyance	Kulana Association of Apartment Owners	Triple Service Lateral	12,000.00
06/30/21	Conveyance	Waimakua Homestead LLC	Quad Service Lateral	23,025.44
06/30/21	Conveyance	Koloa Village LLC	Compound Meter Lateral w/ RDPA	88,581.00
06/30/21	Conveyance	Mechlem Revocable Trust, Richard Waalani, Michael Dahlig at al	Compound Meter Lateral w/ RDPA	18,930.00
06/30/21	Work Orders	Service Laterals	Service Laterals	55,821.48
06/30/21	Work Orders	Service Laterals w/ meter instalation	Service Laterals w/ meter instalation	39,869.09
			Service Laterals	464,123.01
06/30/21	Work Orders	New Meter Installations	Meters	37,608.62
06/30/21	Work Orders	Meter Replacements	Meters	1,167.79
			Meters	38,776.41
06/30/21	Conveyance	Koloa Village LLC	Hydrants	15,864.00
06/30/21	Conveyance	Waimakua Homestead LLC	Hydrants	25,108.75
06/30/21	Conveyance	Kulana Association of Apartment Owners	Hydrants	121,500.00
06/30/21	Conveyance	Kulana Condominium	Hydrants	97,186.00
06/30/21	Work Orders	Replacement Hydrants	Hydrants	30,172.35
			Hydrants	289,831.10
			Total Utility Plant Additions	2,176,280.83

**Kauai County - Department of Water
June 30, 2021
General Plant Additions**

Date	Description	Vendor	Cost
08/27/20	Dell XPS 15 7000 - 7500 Laptops	Dell Computer	\$10,981.12
09/30/20	Badger Meter Trimble Ranger	Badger Meter	\$7,597.68
12/30/20	Dell Optiplex 7080 MFF BTX	Dell Computer	\$2,393.72
02/01/21	PowerEdge R740XD Server and rapid backup	ZR Systems	\$14,961.10
02/28/21	Dell Latitude 3500 Computers	Dell Computer	\$1,812.17
02/28/21	Dell Latitudes 5420 Computers	Dell Computer	\$8,559.04
02/28/21	Dell Computers	Dell Computer	\$2,643.49
04/08/21	Microsoft Surface Pro 7	1st Hawaiian Bank	\$5,648.16
06/28/21	Dell Optiplex Micro Computers	Dell Computer	\$33,079.16
		Computer Hardware	87,675.64
04/29/21	Sewage Lift Station Control System	XIO, Inc.	22,120.00
		Structures & Improvements - General Plant	22,120.00
10/12/20	Takeuchi Compact Excavator TB-250-2RA	Allied Machinery	68,497.35
05/31/21	Multiquip Generator on Trailer Ser#76013	Allied Machinery	99,685.82
		Power Equipment	168,183.17
09/30/20	Trimble Ranger	Badger Meter	7,597.97
		Tools	7,597.97
09/30/20	2021 16k Tilt Deck Felling Trailer CK867	HT&T Trucks	\$19,685.86
09/30/20	2021 16k Tilt Deck Felling Trailer CK868	HT&T Trucks	\$19,685.86
09/30/20	2021 16k Tilt Deck Felling Trailer CK869	HT&T Trucks	\$19,685.86
01/22/21	2021 Ford F-150 Pickup CK2568	Windward Ford	\$54,035.88
02/01/21	2020 Ford 550 Pickup CK2569	Cutter Ford	\$157,142.35
03/31/21	2021 Peterbilt 348 Tractor	HT&T Trucks	\$155,444.96
04/29/21	2020 Ford F450 4X4 Pickup - white	Windward Ford	\$84,012.12
		Transportation Equipment	509,692.89
		Total General Plant Additions	795,269.67

**Kauai County - Department of Water
June 30, 2021
Intangible Asset Additions**

Date	Description	Vendor	Cost
11/25/20	Windows Platform ESD Software	SHI	\$18,188.85
	Total (Software) Intangible Asset Additions		18,188.85

**Kauai County - Department of Water
June 30, 2021
Retirements and Abandonments**

Asset Description	Asset ID		Cost Basis
Dell Optiplex 9030 AIO CTO	ITLSE2016	1	\$1,294.07
Dell Precision T3500	ITLSE2013	8	\$2,226.71
Dell Precision T3500	ITLSE2013	9	\$6,161.53
Optiplex 160 Tiny Desktop	ITLSE2013	10	\$1,072.28
Dell Precision T3500	ITLSE2013	11	\$2,851.39
Dell Computers	ITLSE2013	12	\$9,831.05
Dell Computer	ITLSE2013	13	\$1,161.57
Dell Precision Silver M6500	ITLSE2013	16	\$3,204.12
Dell Precision T1500 Workstation	ITLSE2013	18	\$1,628.58
Optiplex 360 Desktop	ITLSE2013	19	\$3,800.03
	Capital Leases		\$35,644.45
General Plant			
LIN-K27072 Lincoln 145 Series Welder	FURN2012	12	\$2,301.03
	Furniture		
Power Supply, B/U, APC SMART UPS	HARD2002	1	\$438.22
Monitor, 1U, Flat Panel, Keyboard/Mouse	HARD2003	3	\$1,544.69
Rack, InfraStruXure, ISX067479-004	HARD2005	1	\$7,279.64
Dell Laptops	HARD2012	3	\$4,131.56
APC SMART-UPS SMX3000RML V2U LIN	HARD2012	6	\$4,559.35
Dell Latitude Computers	HARD2013	6	\$5,140.60
Cisco Server	HARD2013	10	\$3,801.84
	Hardware		\$26,895.90
2000 4x4 Nissan Std Pick Up,CK1636	TRSEQ2000	1	\$20,768.46
2001FordTaurusSel4DSD,CK1678	TRSEQ2001	1	\$21,799.86
ZmanTrlr,EmrgncyResponseTrlr,CK583	TRSEQ2001	3	\$7,877.36
2003 Ford Ranger XLT 4x4 P/U, CK1758	TRSEQ2003	1	\$23,487.63
Add., CK1766, Delta Compact Mid Lid Box	TRSEQ2003	6	\$270.82
CK2420, '05 GMC C5500 Dump Truck	TRSEQ2005	3	\$63,379.01
CK1888, 2006Jeep Liberty Sport	TRSEQ2006	2	\$23,572.75
CK1957 2007 Ford MPVH	TRSEQ2008	1	\$25,332.95
CK1958 2007 Ford Ranger P/U w/ Cab, Whit	TRSEQ2008	2	\$24,227.27
CK1973 2007 FordRanger1FTZR45E87PA98284	TRSEQ2008	8	\$24,822.76
CK2048 DC to AC Electr Invrtr in Cab	TRSEQ2009	4	\$1,159.75
CK2049 DC to Ac Electr Invrtr in Cab	TRSEQ2009	5	\$1,159.75
CK2048 2008 Ford F-450	TRSEQ2009	7	\$73,529.73
CK2049 2008 Ford F-450	TRSEQ2009	8	\$73,529.73
	Transportation Equipment		\$384,917.83
	Total General Plant		\$414,114.76
Wells			
Koloa Well D		Wells	\$56,071.49
Meters			
3 replacement meters		Meters	\$809.65
Hydrants			

Replace Hyd. Kaulana Rd.	C201113		\$2,015.13
Replace Hydrant - Olehena Rd.	C201621		\$849.25
Replace Hydrant - Ha'aheo & Kahiko Rd	C201722		\$880.74
Replace Hydrant - Kanahele Rd.	C210004		\$924.04
Replace hydrant Molo St.	C210206		\$1,044.51
Replace hydrant Molo St.	C210233		\$997.62
Replace hydrant Lokelani Rd. & Kiowai Pl.	C210234		\$995.77
4/13/21- Replace old Hydrant	C210538		\$881.61
4/13/21- Replace Hydrant	C210544		\$881.61
5/18/21- Replace old leaking hydrant	C210765		\$856.09
		Hydrants	\$10,326.37
Service Laterals			
Replace SSL 4660 Palila Lp. in Kekaha	C201198		\$1,864.97
Replace SSL 356 Muilana Rd. Wailua.	C201206		\$1,971.28
Replace SSL 4158 Hili St, Lihue	C201236		\$1,586.98
Replace SSL at 4591 Mimo Rd. Eleele	C201249		\$1,489.29
Replace DSL 4635 Laukona St, Hanamaulu	C201326		\$864.64
Replace DSL 2843 Pikake St, Lihue	C201329		\$811.97
Replace SSL 4519 Puna Rd in Hanapepe.	C201380		\$809.09
Replace SSL Weke Rd & Aku Rd, Hanalei	C201442		\$2,094.25
Replace SSL 5783 Koali St in Wailua	C201454		\$974.74
Replace SSL at 3514a Waha Rd in Kalaheo.	C201464		\$1,797.87
Upgrade DSL 3394 Hina Hina Rd, Lihue	C201660		\$1,434.80
Replace SSL 3009 Peleke St, Lihue.	C201664		\$1,179.94
Upgrade Service Lateral 8671 Kiowea Rd, Kekaha	C201792		\$1,161.87
Upgrade Service Lateral Sheraton Kauai Bldg. 3	C201824		\$3,320.42
Upgrade Service Lateral 4707 Pelehu Rd, Kapaa.	C201855		\$1,251.27
Upgrade Service Lateral 4737 Powerhouse Rd.	C201982		\$2,274.02
Upgrade Service Lateral 4517 Kala Rd.	C202036		\$1,841.97
Upgrade SSL 3121 Lauoho RD	C210280		\$727.89
		Service Laterals	\$27,457.24
		Total Utility Plant	\$94,664.75
		Total Retirements and Abandonments	\$544,423.96






Annual Report - DOW FY20-21 (09-07-21)

Final Audit Report

2021-09-08

Created:	2021-09-08
By:	Mary-Jane Akuna (makuna@kauaiwater.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0eZ9xhU3VDfSRUjv7VRgy1CZziWeN6x6

"Annual Report - DOW FY20-21 (09-07-21)" History

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