

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 the Commission Support Clerk via email at board@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, Lihu'e, Kaua'i, Hawai'i 96766 with attention to the Commission Support Clerk. The public is asked to please provide sufficient time for receipt of the testimony if mailing in public testimony.
 - Persons wishing to testify are requested to register their name, phone number, and agenda item via email at board@kauaiwater.org or by calling (808) 245-5406.
 - If you wish to submit oral testimony prior to the Board meeting, it may be submitted by leaving a voice message at (808) 245-5406.
 - 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, June 24, 2021
10:00 a.m. or shortly thereafter

PUBLIC ACCESS +1- 415-655-0001 US Toll, Conference ID: 182 192 6353, 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, July 22, 2021 – 10:00 a.m. via Tele-Conference.

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES:

- a) Regular Board Meeting – May 20, 2021

PUBLIC TESTIMONY

CORRESPONDENCE

1. Correspondence from Mr. Allan Rietow, Field Representative, The Nature Conservancy Coordinator for the Benefit of the Kaua'i Watershed Alliance requesting to present a Kaua'i Watershed Alliance Progress Report at the June 24, 2021 Regular Board Meeting, dated June 2, 2021
 - a. Kauai Watershed Alliance Coordinator Update

OLD BUSINESS

CONSENT CALENDAR

1. Manager's Report No. 21-26 Discussion and Possible Action on Proposed Board Policy Board Policy 1, Health and Safety
2. Manager's Report No. 21-27 Discussion and Possible Action to Rescind Board Policy Board

Policy 5, Subdivision Approval

3. Manager's Report No. 21-28 Discussion and Possible Action to Rescind Board Policy Board Policy 6, Mainline Extension Plan – Engineering Costs
4. Manager's Report No. 21-29 Discussion and Possible Action to Rescind Board Policy Board Policy 7, Water for Contract Construction of Water Projects
5. Manager's Report No. 21-30 Discussion and Possible Action on Proposed Board Policy Board Policy 9, Meter Reading, and Rendering of Bills
6. Manager's Report No. 21-31 Discussion and Possible Action on Proposed Board Policy Board Policy 16, Reports - Out-of-State Travel
7. Manager's Report No. 21-32 Discussion and Possible Action on Proposed Board Policy Board Policy 17, Payment of Communication Devices
8. Manager's Report No. 21-33 Discussion and Possible Action on Proposed Board Policy Board Policy 22, Budget and Contract Award Process

NEW BUSINESS:

1. Manager's Report No. 21-34 - Discussion and Possible Action for Indemnification for PaperCut for HP software and hardware between the Board of Water Supply, County of Kaua'i and Xerox
2. Manager's Report No. 21-35 - Discussion and Possible Action for Indemnification for PaperCut for Xerox and Ricoh software and hardware between the Board of Water Supply, County of Kaua'i and Xerox
3. Manager's Report No. 21-36 – Discussion and Possible Action to Approve a Capital Expenditure to Replace the Batteries in the 2011 Nissan Leaf SV in the amount of \$11,020.45
4. Manager's Report No. 21-37 - Discussion and Possible Action on the Fourth Amendment to Contract No. 651, 2019-PROF-1, A.1 Special Counsel Services with Ashford & Wriston, LLP in the amount of \$40,000.00
5. Manager's Report No. 21-38 - Discussion and Possible Action on the Department of Water's Organizational Restructuring and Converting Administrative Position

STAFF REPORTS:

1. Statement of Revenues and Expenditures
 - a. May 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: (July)

1. Board Policy – Delegation to the Manager for Legislative Actions

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Department of Water's Supplemental Budget for Fiscal Year 2022 (August)

2. Discussion and Possible Action to establish Fiscal Policies and Procedures
3. 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
4. Department of Water Performance Audit
5. 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).

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.

MINUTES
BOARD OF WATER SUPPLY
May 20, 2021

The Board of Water Supply, County of Kaua‘i, met in regular meeting **via remote** in Līhu'e on Thursday, May 20, 2021. Vice Chair Kurt Akamine called the meeting to order at 10:08 a.m. The following Board members were present:

BOARD: Mr. Kurt Akamine, *Vice Chair*
Mr. Ka'aina Hull
Mr. Lawrence Dill
Mr. Troy Tanigawa
Mr. Elesther Calipjo

EXCUSED: Mr. Gregory Kamm, *Chair*
Ms. Julie Simonton

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

STAFF: Manager & Chief Engineer Mark Knoff
Mr. Carl Arume
Mr. Steven Kyono, Board Advisor
Mr. Valentino Reyna
Mrs. Jonell Kaohelaulii
Mrs. Mary-jane Akuna
Mrs. Marites Yano
Mr. Jaspreet Banwait
Deputy County Attorney Mahealani M. Krafft

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, June 24, 2021 – 10:00 a.m. via Tele-Conference

There were five (5) attendees who joined from the public.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES

a) Regular Board Meeting – April 22, 2021

Board Member Hull moved to approve the Regular Board Meeting minutes of April 22, seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes.

b) Finance Committee Meeting – April 15, 2021 and April 20, 2021

Board Member Tanigawa moved to approve the Finance Committee Meeting minutes of April 15, 2021 and April 20, 2021 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.
2 callers, one Silent and the other was Judith Hayducsko.

CORRESPONDENCE

1. There was no correspondence received by email or by phone.

BOARD COMMITTEE & PERMITTED INTERACTION GROUP REPORTS

1. Report of the Finance Committee of the Board of Water Supply, County of Kauai Draft Budget for Fiscal Year 2021-2022
 - a. Fiscal Year 2021-2022 – Draft Operating Budget
 - b. Fiscal Year 2021-2022 – Draft Capital Outlay Budget

Finance Committee Chair Dill along with the members of the Finance committee have met a couple times and has recommended approval of the Department of Water's FY2021-2022 Operating and Capital Outlay budgets.

OLD BUSINESS

1. Draft Budget for Fiscal Year 2021-2022
 - a. Fiscal Year 2021-2022 – Draft Operating Budget
 - b. Fiscal Year 2021-2022 – Draft Capital Outlay Budget

The DOW's Waterworks Controller, Mrs. Marites Yano gave a brief overview of the DOW's proposed budget.

Mrs. Yano explained that the DOW added \$60K in capital outlay because we received the final numbers for capital projects.

There are three (3) parts of the budget. The operating, capital outlay and purchase order rollover for outstanding purchase orders. The purchase order report will be submitted during the August board meeting.

On page 220 of the board packet, Mrs. Yano went over the different funding sources that are maintained separately.

Page 221 – has the comparative water usage which is the main usage. She explained that the year-to-date usage has been declining. The decline started in 2020 and continued in 2021. Presumably, as of the result from the pandemic. To project the water sales, the Department used the same data to add the 1% increase as a gradual increase in water consumption.

Page 222 – The pie chart of Water Utility Fund shows the Department's resources including a reserve of \$9M of the reserve fund. The projected revenue is \$25M in water sales. A non-cash expenditure of \$0.3M is from other water revenue (insurance claims and other revenue), a receipt of \$14M grant funds, \$1.9 in other capital contracts, \$0.2M is from investments. The DOW projects \$78.9M in projects.

Page 224 – The pie chart shows the allocation of projected resources. Right side is the operation exp which is about 49% of the resources. This pie chart includes short term debt, capital outlays by the state appropriations and capital outlays.

Page 227 – The pie chart of the new capital outlay shows a total of \$48.2M which includes grants, water utility, Bond, Facilities Reserve Charge (FRC) and SRF.

Page 230 – Shows the summary of fund balance projections which shows \$44.9M to start with and \$9.3M as the last audited operating revenues.

\$25.4 and \$9.3M projects the estimated available resources for the budget beginning July 1, 2021. Which now gives the adjustment balance of \$15.9M less the operating expenses, short term debt and miscellaneous capital purchases. This gives the projection balance of \$12.9M at the end of June 30, 2022 and \$9M in reserve funds.

Looking at the Finance Committee's packet page 54 presented during their April 20th committee meeting shows the 10% contingency the Satellite base yard project.

Manager Mark Knoff explained that the DOW entered a memorandum of understanding (MOU) cooperative agreement with the Kauai County at the Hanalei base station. This agreement enables the DOW to improve response time to reposition supplies/vehicles in an event of an emergency.

Board member Dill moved to approve the draft budget for FY2021-2022 report seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes. A roll call vote was conducted with five board members present with 5 Ayes.

NEW BUSINESS

1. Manager's Report No. 21-24 - Discussion and Possible Adoption of the Budget Resolution No. 21-05 (05/21), of the Department of Water's Operating and Capital Outlay Budgets for Fiscal Year 2022, effective July 1, 2021 – June 30, 2022

Board member Dill moved to approve the adoption of the Budget Resolution No. 21-05 (05/21), of the Department of Water's Operating and Capital Outlay Budgets for Fiscal Year 2022, effective July 1, 2021 – June 30, 2022 seconded by Mr. Tanigawa; with no objections, motion carried with 5 Ayes. A roll call vote was conducted with five board members present with 5 Ayes.

STAFF REPORTS:

1. Statement of Revenues and Expenditures
 - a. March Monthly Summary Budget
 - b. Accounts Receivable Aging Summary
2. Public Relations Activities
3. Operational Activities

Kurt - With not as much vacation – will there be a lot of requests?
Val- a lot after travel restrictions have been open.
4. Manager and Chief Engineer

All reports received.

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

1. Purchase of a new battery for the Nissan Leaf
2. Table of Organization Recommendations
3. List of assets of change outs and dispositions vehicles and equipment
4. Board Policy – Delegation to the Manager for Legislative Actions
5. Budget Resolution for the acceptance and expenditure of grant monies from the State of Hawaii Appropriations Act of 2019 – ACT 40, SLH 2019 in the amount of \$ 4,500,000.00 for the following projects:
 - Kalaheo-Lawai-Omao Water System
 - Kilauea Water System
 - Waimea-Kekaha Water System

6. Budget Resolution for the acceptance and expenditure of grant monies from the State of Hawaii Appropriations Act of 2020 – ACT 6, SLH 2020 in the amount of \$ 9,500,000.00 for the following projects:
- Kalaheo-Lawai-Omao Water System
 - Kilauea Water System
 - Waimea-Kekaha Water System

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:

1. Department of Water’s Supplemental Budget for Fiscal Year 2022 (*August*)
2. Discussion and Possible Action to establish Fiscal Policies and Procedures
3. 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
4. Department of Water Performance Audit
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EXECUTIVE SESSION:

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There was no executive session held during this meeting.

ADJOURNMENT

Troy moved to Adjourn the Regular Board meeting at 11:03 a.m., seconded by Mr. Dill, with no objections, motion carried with 5 Ayes.

Respectfully submitted,

Approved,

Mary-jane Akuna
Private Secretary

Julie Simonton
Secretary, Board of Water Supply

Correspondence & Announcements



Kaua`i Watershed Alliance

Ben A. Dyre Limited Family Partnership, Department of Hawaiian Homelands, Department of Water County of Kaua`i, DLNR – Division of Forestry and Wildlife & Land Management Division, Grove Farm Company, Inc., Jurassic Kahili Ranch, Kamehameha Schools, Kaua`i Ranch LLC, Lihu`e Land Company, McBryde Sugar Company, Ltd., National Tropical Botanical Garden, Princeville Development, LLC

“The Mission of the Kaua`i Watershed Alliance is to PROTECT, PRESERVE and MANAGE our valuable watershed resources for the benefit of our residents, communities and all future generations through the concerted efforts of its members.”

June 2, 2021

Mr. Gregory Kamm, Board Chairperson
Board of Water Supply
County of Kauai
Department of Water
4398 Pua Loke Street
Lihu'e, HI 96766

RE: Request to Present a Kauai Watershed Alliance annual Progress Report at the June 24th, 2021 Regular Board Meeting

Dear Chair Kamm,

The Kaua'i Watershed Alliance (KWA) respectfully requests to attend the June 24, 2021 Regular Board Meeting to present a KWA Progress Report to the Board members.

Project Tax Map Key: The project area (146,000 acres) contains numerous TMKs within the Mauka Watershed (Conservation District).

Historically, the KWA was formed in 2003 with the Water Department as one of the founding members. Since its formation in 2003 the KWA has been operating under a member approved Management Plan last updated in 2012. The plan is currently being updated and will be completed and submitted to the KWA Membership for approval.

KWA members and Coordinator staff will update the Water Board of the past year's progress concerning objectives and actions that have been completed, are in progress and are planned for the protection Kauai's mauka watersheds. The KWA is looking forward to this opportunity to thank the Board for its continuing support!

Attending the June 24th Board meeting will be two KWA Coordinator staff (TNC) and two KWA members (to be announced as soon as we have commitments). A power point presentation will supplement the delivery of the progress report.

Sincerely,

Allan Rietow
Field Representative
The Nature Conservancy Coordinator for the Benefit of the Kauai Watershed Alliance

Kaua'i Watershed Alliance Coordinator Update

The Nature Conservancy, Lucas Behnke, Director Kaua'i Forest Program

June 24, 2021



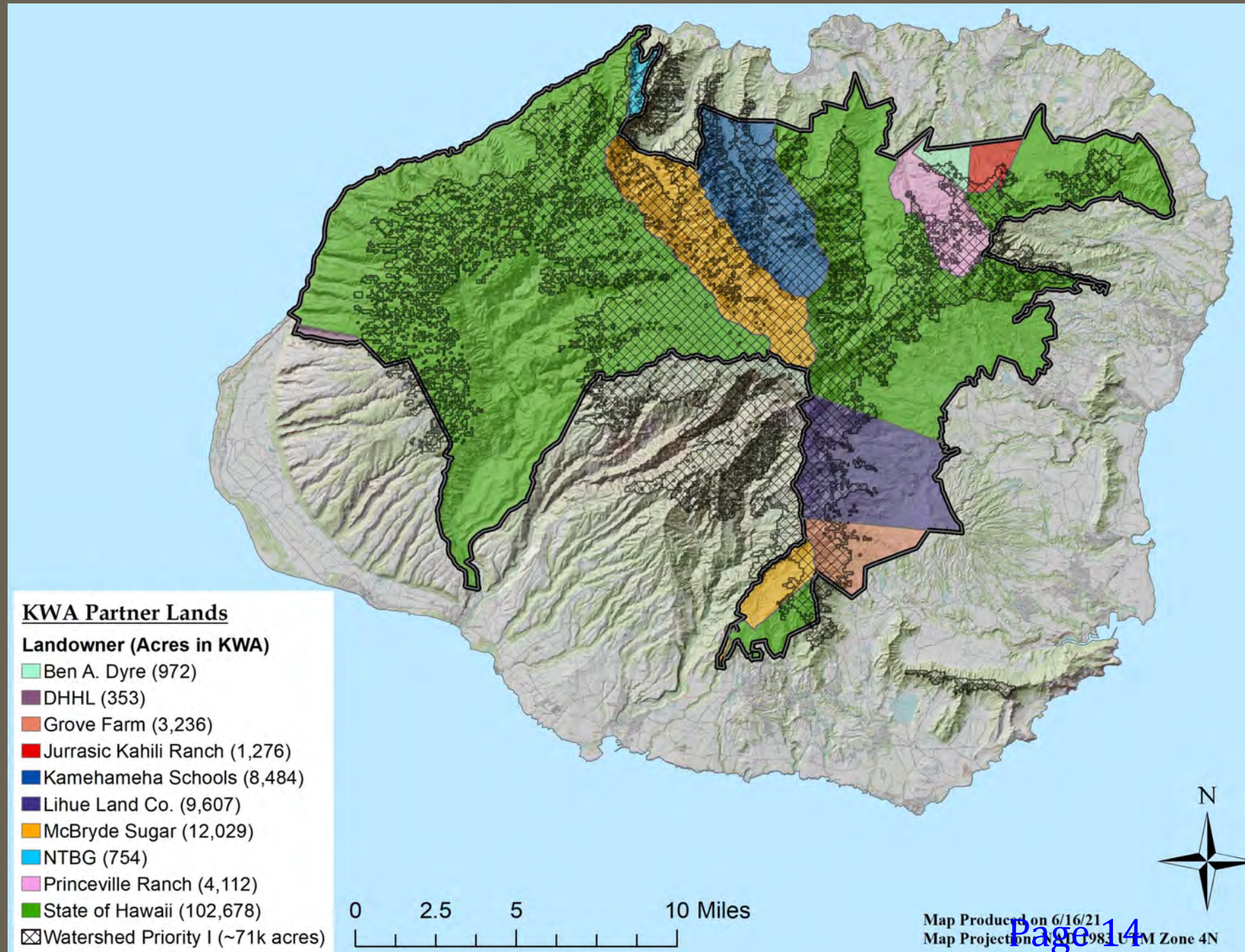


The Mission of the Kaua'i Watershed Alliance is to PROTECT, PRESERVE and MANAGE our valuable watershed resources for the benefit of our residents, communities, and all future generations through the concerted effort of its members.

The KWA

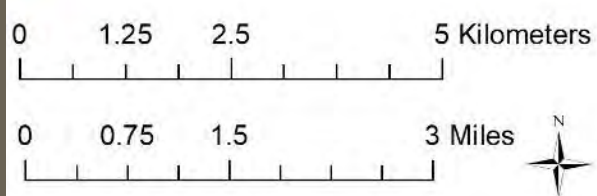
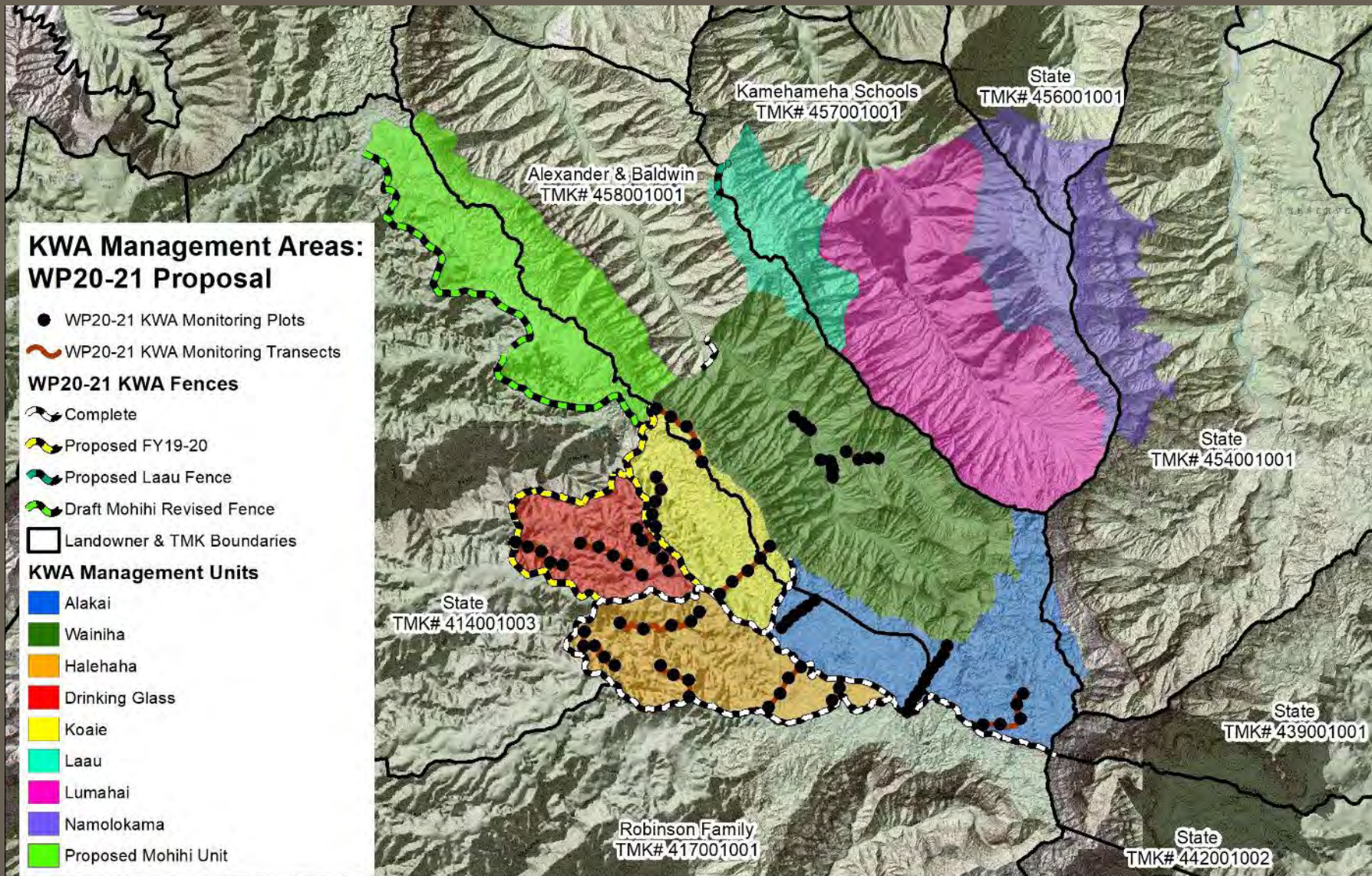
Formed in 2003

11 Members:
10 Landowners
& the Dept. of
Water, County
of Kaua'i



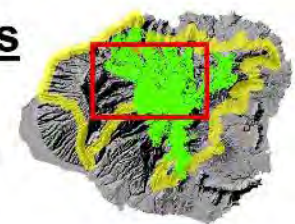
Management Unit Status

- 4 Sustainment
- 4 Intensive
- 2 Planning



KWA WP20-21 Core Management Units

Produced by: The Nature Conservancy
Projection: NAD 1983 UTM Zone 4N



Sustained Effort

(Maintenance/Monitoring)

Kanaele – 60 ac.

fenced 2008

Wainiha V – 3600 ac.

fenced 2011

Alaka'i Sum. – 1800

ac. fenced 2011

Halehāhā – 1350 ac.

fenced 2017

Intensive Effort

(Active Mgmt.)

Drinking Glass &

Koaie 2000 ac.

Est. 2021

Nāmolokama & Lā'au

– 3300 ac. Est. 2022

*Halehāhā & East

Alakai – Deer removal

Planning

Lumahai Valley –

3300 ac.

Mōhihi – 2200 ac.

Total combined acres ~18,000

Sustained Effort

(Maintenance/Monitoring)



- Game Cameras
- Aerial Imagery
- Forward Looking Infra-red (FLIR)
- Ungulate Activity
- Weed Populations
- Vegetation Recovery

Kanaele Bog

Acres Protected: **60**

Fence Completion: **2008**

Fence Length: **1.2 miles**

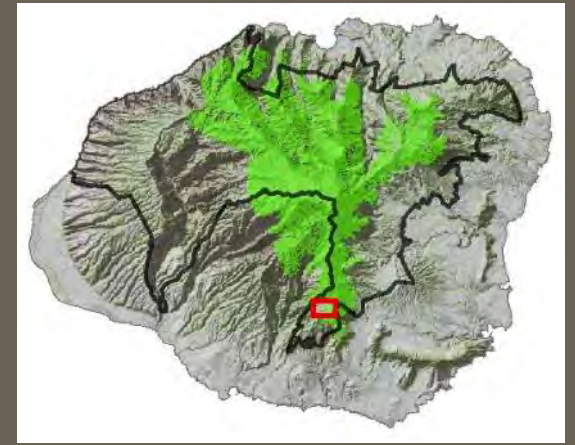
Pig free: **2008**

On-Going Management Activities

- Fence Maintenance
- TNC On-The-Ground Weed Control (*Xyris complanata*)
- Vegetation Monitoring

Special Projects

- Aerial Imagery Collection w/ Drone



Wainiha Valley

Acres Protected: **3,600**

Fence Completion: **2011**

Fence Length: **0.4 miles**

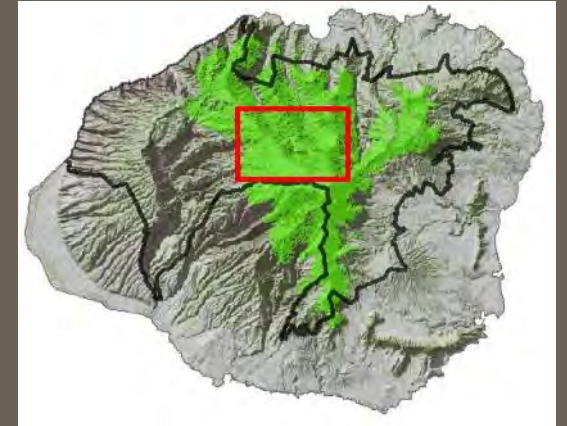
Pig Free: **2017**

On-Going Management Activities

- Fence Maintenance
- Trail Camera Monitoring
- TNC On-The-Ground Weed Control
- Vegetation Monitoring

Special Projects

- Stinger Aerial ATF Control



East Alaka'i

Acres Protected: **2,000**

Fence Completion: **2011 (2021 Deer Retrofit)**

Fence Length: **4.6 miles**

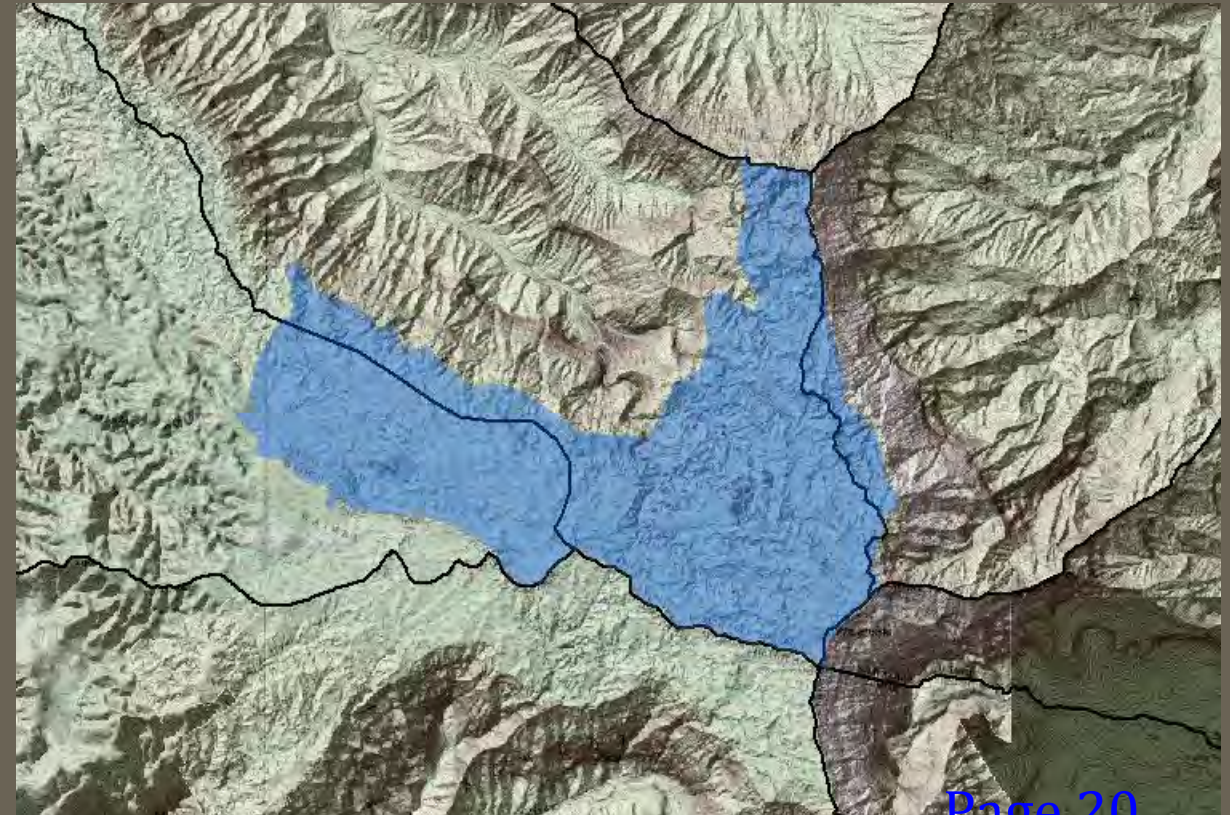
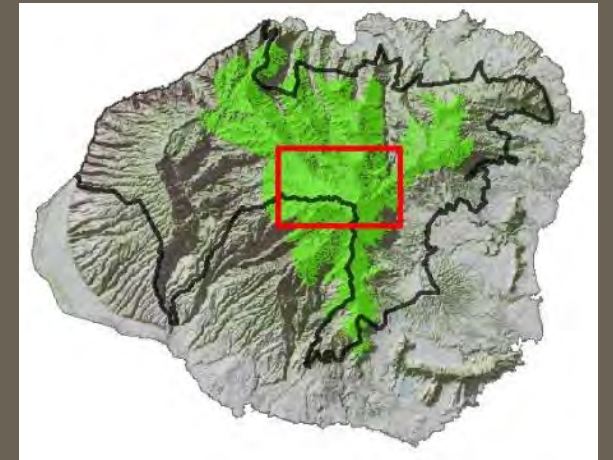
Pig & Goat Free: **2014**

On-Going Management Activities

- Fence Maintenance
- Rapid Response to Ingress
- Camera Monitoring
- Vegetation Monitoring

Special Projects

- IP Camera Network
- Deer Fence and Control
- FLIR Surveys



Halehāhā

Acres Protected: **1,350**

Fence Completion: **2017**

Fence Length: **6.8 miles**

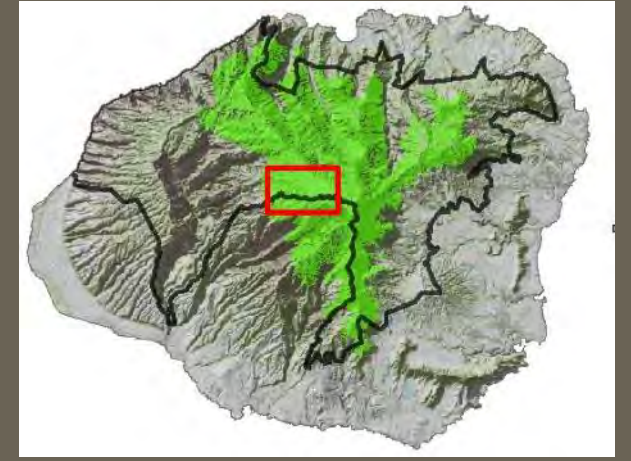
Pig & Goat Free: **2017**

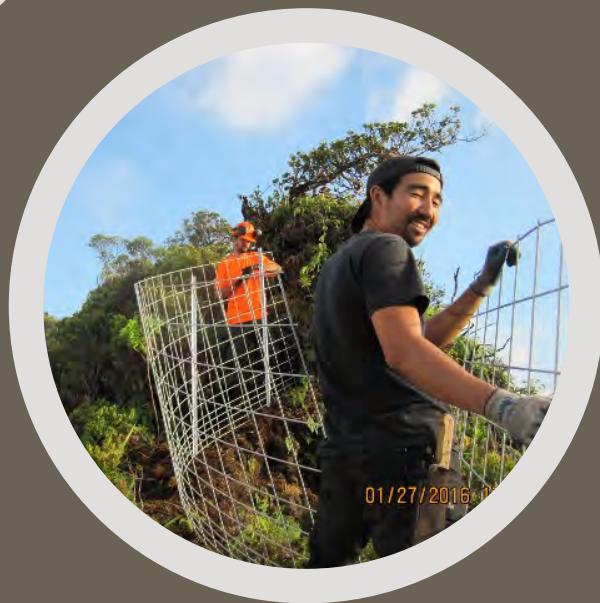
On-Going Management Activities

- Fence Maintenance (State/KRCP)
- Trail Camera Monitoring
- Contracted On-The-Ground Weed Control (State/KRCP)
- Vegetation Monitoring

Special Projects

- One-Way Fence Gates/Traps
- Deer Fence and Control





Intensive Effort (Active Management)

Weed Control

- Prioritize Species
- Contract Model
- Ground and Aerial Control
- Biological Control
- Adaptive Management

Animal Control

- Strategic Fence lines
- Scouting
- Contracting
- Wing Fences
- Stream crossings
- Ungulate Control
- One-way Gates
- Trapping
- Specialized Hunting

Drinking Glass & Koai'e

Acres Protected: **900 and 1,100**

Fence Completion: **2021 Projected**

Fence Length: **4.6 and 0.9 miles**

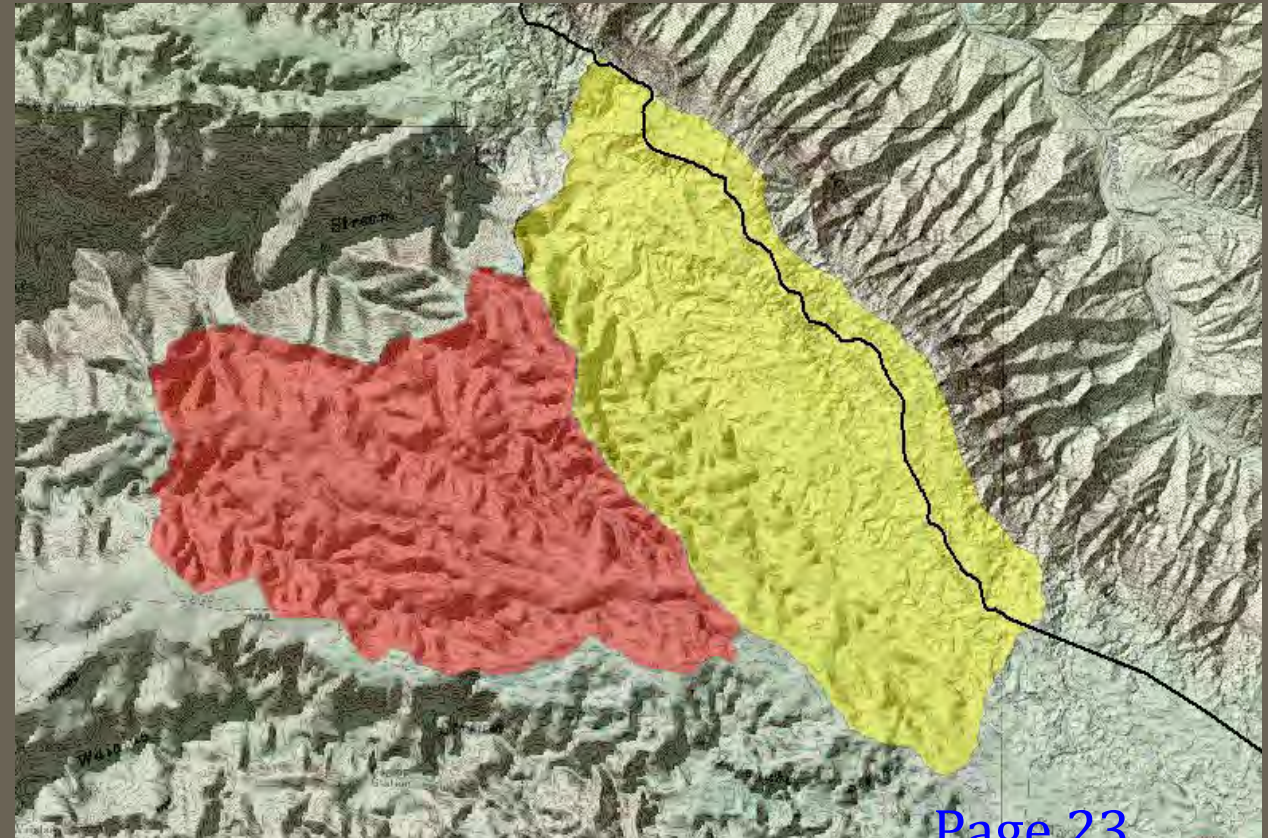
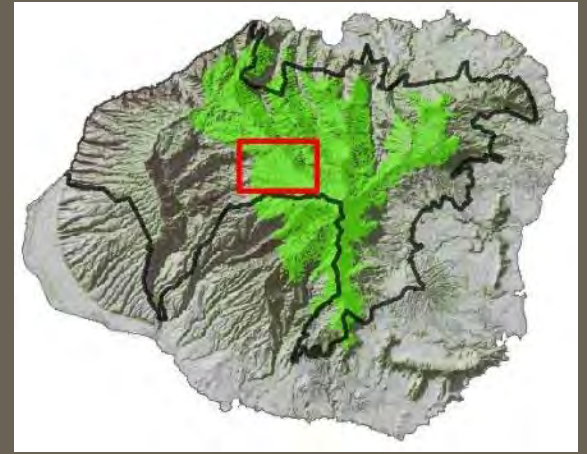
Animal Control After Fence Construction

On-Going Management Activities

- Finalized Infrastructure Locations
- Contractor work in progress
- Baseline Vegetation and Ungulate Monitoring
- On-The-Ground Weed Control

Special Projects

- One-Way Fence Gates/Traps
- Deer Fence and Control
- Intensive ROD Monitoring



Lā'au & NāmoloKama

Acres Protected: **3,300**

Fence Completion: **Ground-Truthing Phase**

Fence Length: **0.4 miles (Lā'au only)**

Lā'au Animal Control After Fence Construction

Namolokama Uses Natural Barriers and Small

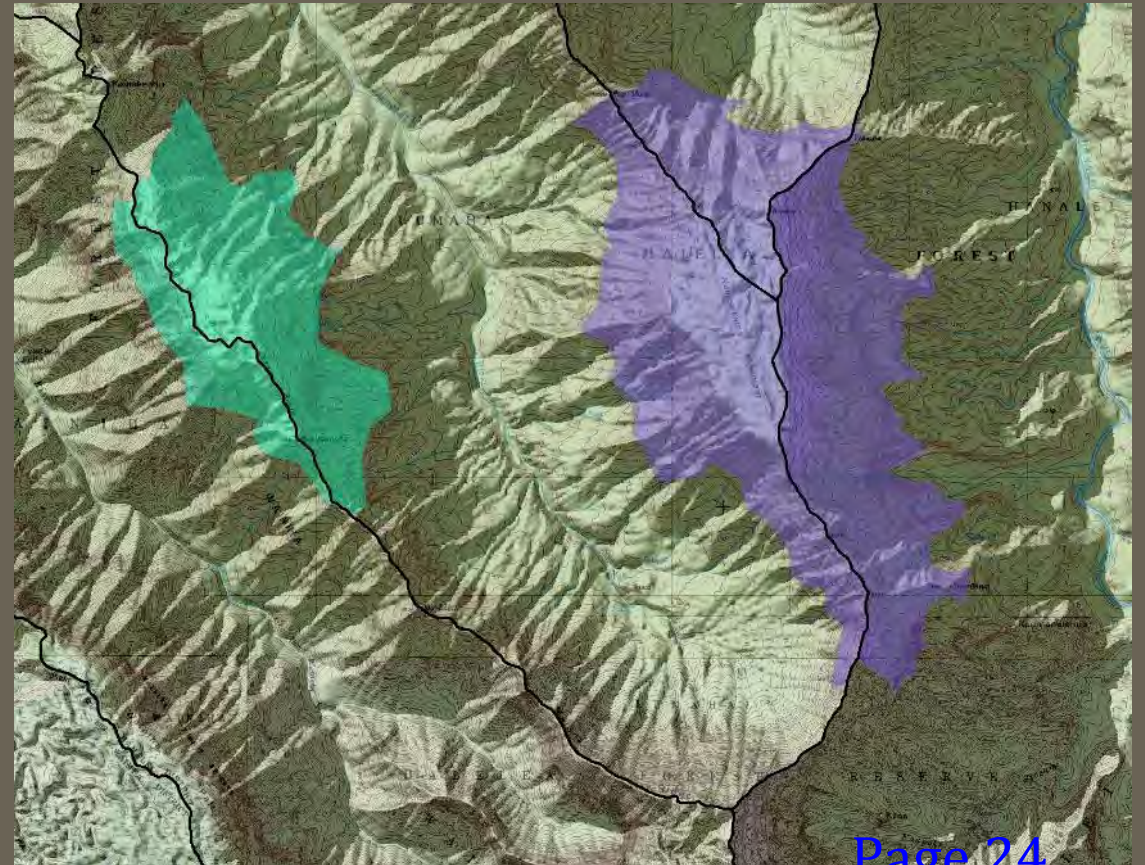
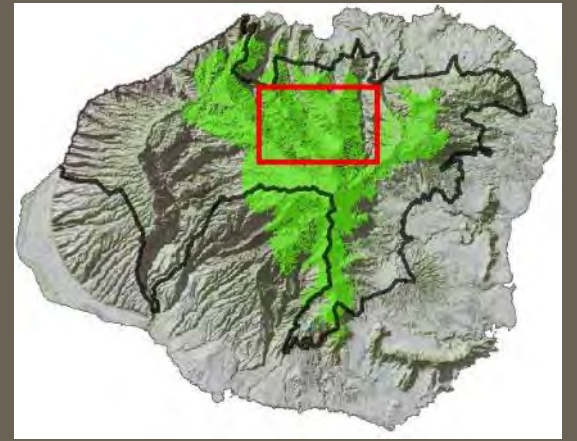
Strategic Fences Only

On-Going Management Activities

- Initial Ungulate Removal
- Fence Planning
- Baseline Vegetation and Ungulate Monitoring

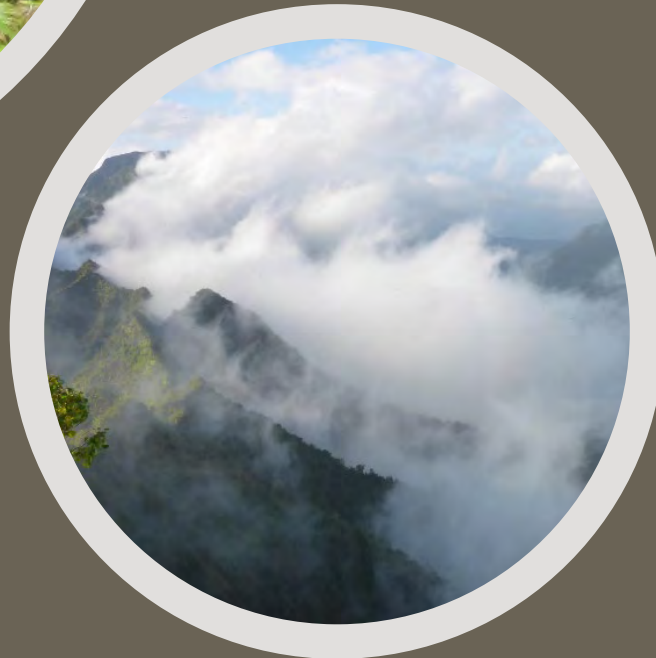
Special Projects

- Intensive Animal Removal and Suppression
- Wing Fence Scouting



Strategic Planning

- New fences
- Ungulate control plans
- Weed control
- New Technologies
- Rapid 'Ōhi'a Death
- Watershed Partnership meetings
- Hawai'i Association of Watershed Partnership meetings



Mohihi – FY21 CIP Funded

Acres Protected: **2,200**

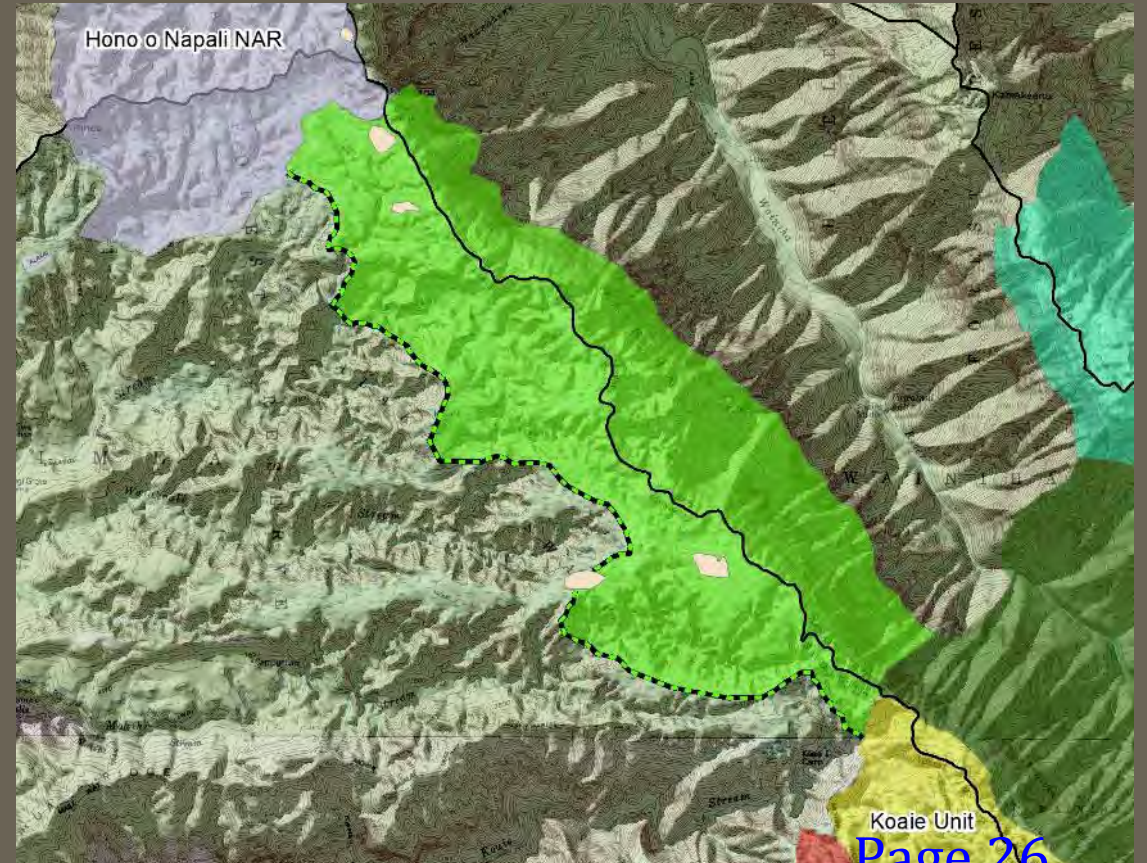
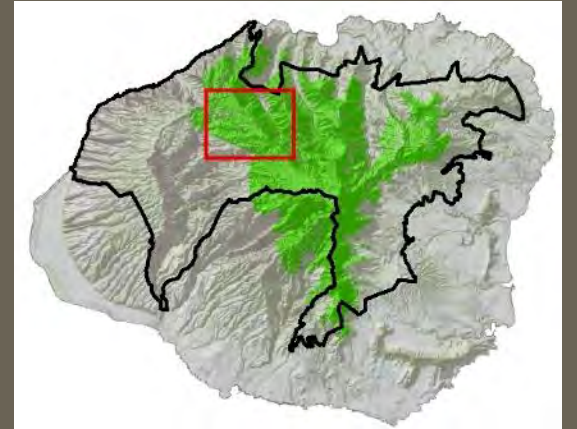
Fence Completion: **Anticipated FY24**

Fence Length: **5.2 miles (draft)**

Animal Control: **After Fence Construction**

Upcoming Projects

- Fence Scouting
- Watershed Condition Assessment
- Ungulate Control Plan Development
- Weed Control Prioritization



Lumaha'i Valley

Acres Protected: **3,300**

Fence Completion: **TBD**

Fence Length: **TBD**

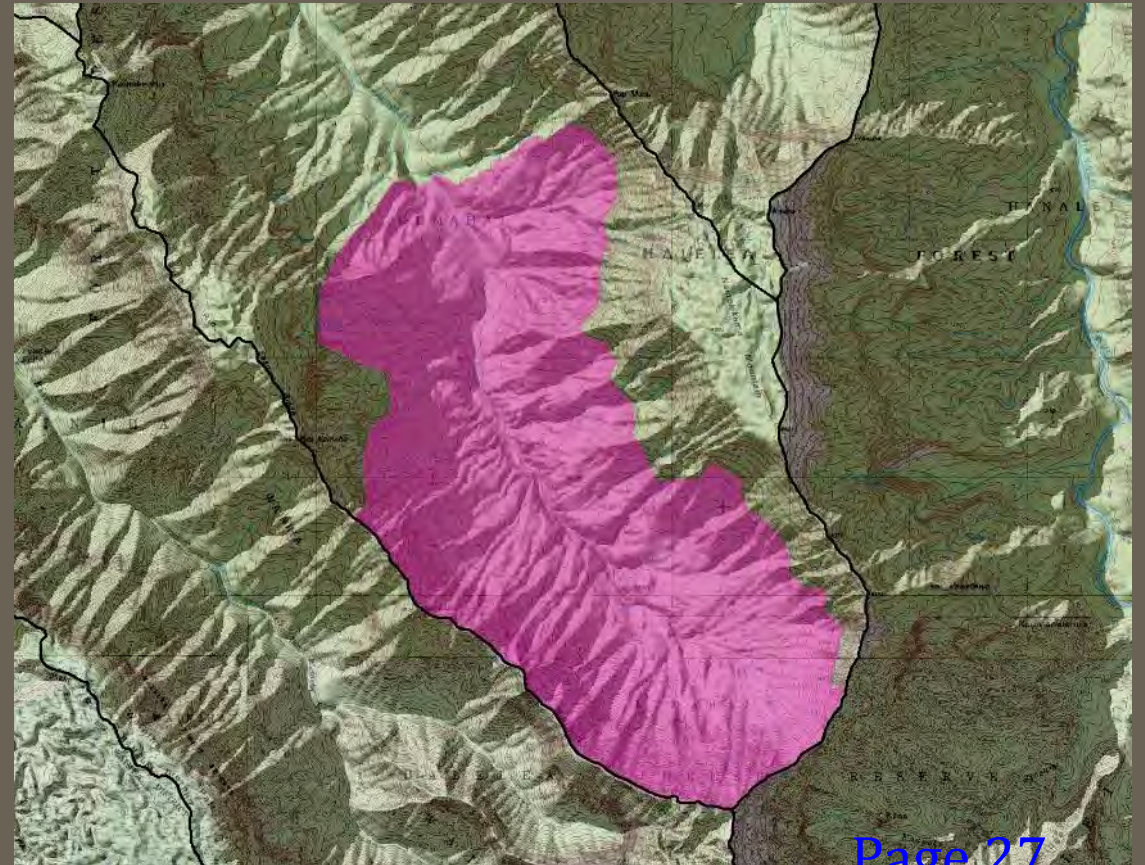
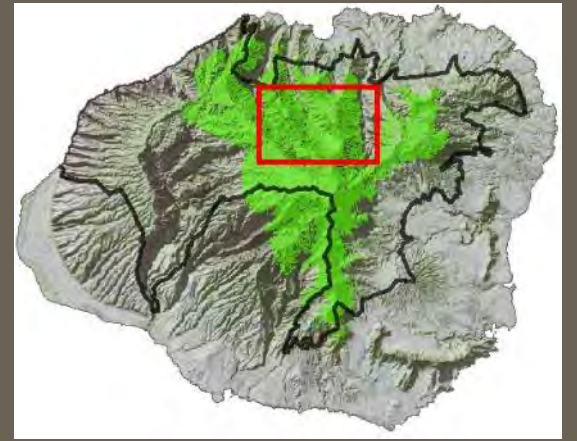
Animal Control: After Fence Construction

On-Going Management Activities

- Fence Planning
- TNC On-The-Ground Weed Control

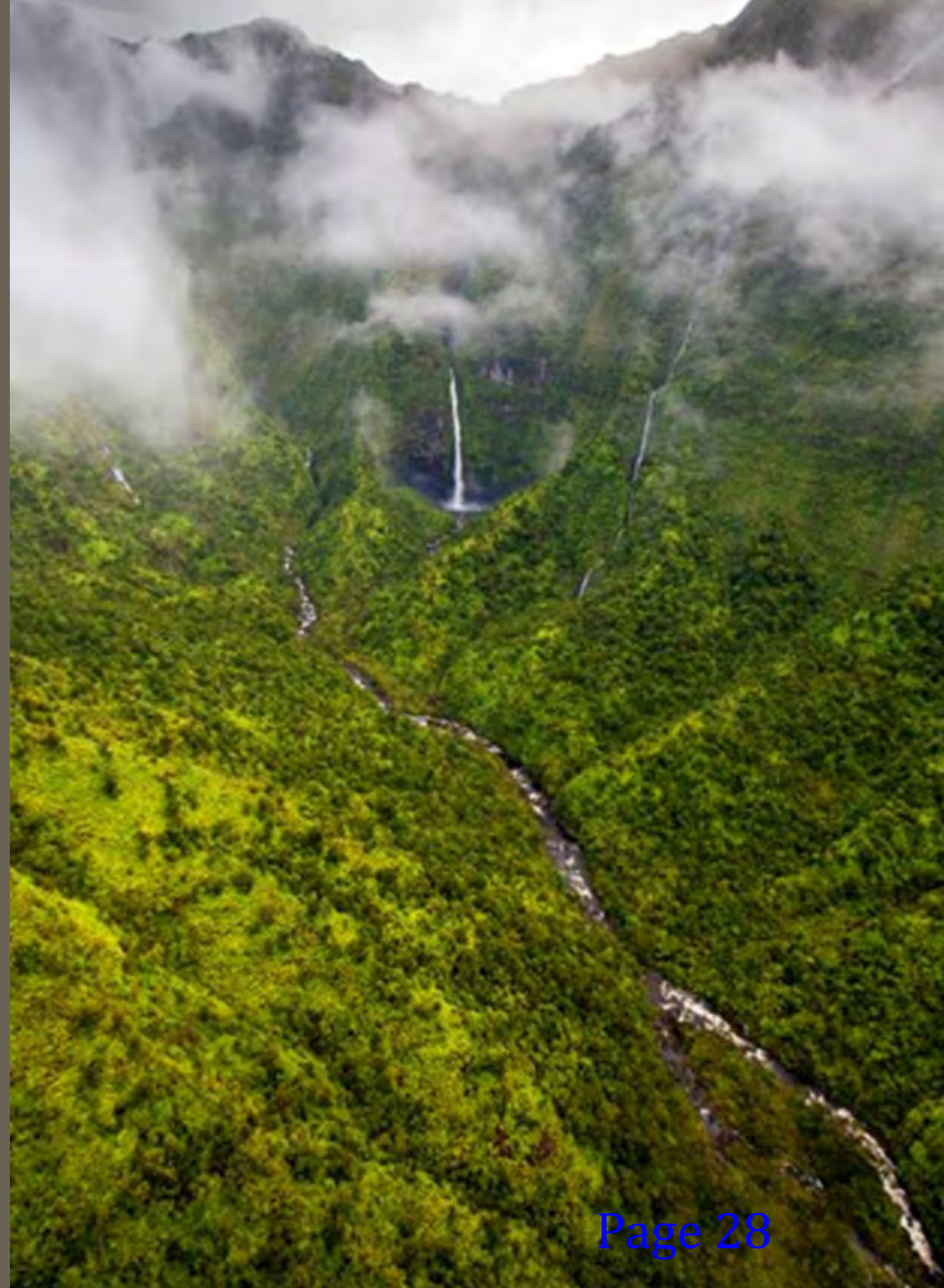
Special Projects

- Aerial ATF Control
- Management Plan Development



Summary

- *Sustained* essential work throughout the pandemic
- *Stability* from County, State, Federal and Private funding
- *Growing* consensus on value of watershed protection



Mahalo for your support



Protecting nature. Preserving life.



Old Business

Consent Calendar

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-26

June 24, 2021

Re: Discussion and Possible Action on Proposed Board Policy Board Policy No. 1, Health and Safety

RECOMMENDATION:

It is recommended that the Board approve the amendments to Board Policy No. 1, Health and Safety.

FUNDING:

Not applicable.

BACKGROUND:

Board Policy No. 1 was originally approved in 1981 and amended in 2013. There are two requested substantive changes.

- 1.) The first authorizes the Manager to delegate the management of the department's safety program.
- 2.) The second replaces safety equipment with personal protective equipment (PPE) and removes the requirement to provide safety equipment for customers. PPE must still be provided for visitors. One non substantive change is recommended; change "Chairperson" to "Chair".

MRK/mja

Attachment: Board Policy No. 1 – Health and Safety

Mgrrp/June 2021/21-26/ Discussion and Possible Action on Proposed Board Policy Board Policy No. 1, Health and Safety (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 1

RE: Health & Safety

In order to provide a safe and healthful work environment for employees, customers, and visitors, the Manager and Chief Engineer (Manager) shall implement and enforce a workplace safety program in compliance with applicable laws relating to hazard communication programs, health and safety standards, equipment guarding, etc., rules, regulations, and collective bargaining agreements.

The Manager and Chief Engineer may delegate the management of the safety program including education, training, and documentation.

The Manager ~~and Chief Engineer~~ shall provide information to employees about workplace safety and health issues through procedural manuals and policies, regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, and other written communications.

The Manager ~~and Chief Engineer~~ shall provide employees with periodic workplace safety education or training. The education or training shall cover potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

The Manager ~~and Chief Engineer~~ shall provide ~~safety equipment necessary or advisable for the safety of employees, customers, and visitors.~~ personal protective equipment (PPE) for the safety of employees with respect to their duties. The Manager and Chief Engineer shall also provide necessary safety equipment for visitors.

The Manager ~~and Chief Engineer~~ shall encourage employees to suggest or recommend ideas, concerns, or suggestions for improved safety in the workplace.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Date:

Chairperson, Kaua'i Board of Water Supply

RE: HEALTH & SAFETY

Effective Date: June 24, 2021

Supersedes: August 22, 2013; May 20, 1981

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-27

June 24, 2021

Re: Discussion and Possible Action to Rescind Board of Water Supply Policy No. 5,
Subdivision Approval

RECOMMENDATION:

It is recommended that the Board rescind Board of Water Supply Policy No. 5, Subdivision Approval.

FUNDING:

Not Applicable.

BACKGROUND:

Board Policy No. 5 was originally approved in 1970. The policy is no longer applicable. The current fire code requirement and standards do not allow for flexibility in determining the requirements.

MRK/mja


Attachment: Board Policy No. 5, Subdivision Approval

Mgrrp/June 2021/21-27/ Discussion and Possible Action to Rescind Board of Water Supply Policy No. 5, Subdivision Approval
(06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 5

RE: SUBDIVISION APPROVAL

In reviewing subdivision request of parcels which create only 1 or 2 additional lots in an area which, because of existing building development, has a minimum potential for additional development, it is not practical to require that fire protection be provided and that the primary criteria be that water service to our consumers is not adversely affected by the subdivision in question.



Chairman
Board of Water Supply

6/12/70

Date

RE: SUBDIVISION APPROVAL

Effective Date: June 12, 1970

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-28

June 24, 2021

Re: Discussion and Possible Action to Rescind Board of Water Supply Policy No. 6, Mainline Extension Plan – Engineering Costs

RECOMMENDATION:

It is recommended that the Board rescind Policy No. 6, Mainline Extension Plan – Engineering Costs.

FUNDING:

Not Applicable.

BACKGROUND:

The proportionate refund provision is no longer applicable because it was removed from **Part 3 Establishing Standards for Subdivision Water Systems** dated November 19, 2015.

MRK/mja

Attachment: Board Policy No. 6, Mainline Extension Plan – Engineering Costs

Mgrrp/June 2021/21-28/ Discussion and Possible Action to Rescind Board of Water Supply Policy No. 6, Mainline Extension Plan – Engineering Costs (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 6

RE: MAIN LINE EXTENSION PLAN - ENGINEERING COSTS

In establishing costs eligible under the proportionate refund provision, as described in Part 3, Section V, (3) of our Rules and Regulations, and Ordinance 94, relating to subdivisions, the reasonable cost of engineering services shall be included together with the actual construction cost and any other "customer advance" that the Board has approved.

The cost for engineering services shall not exceed 7% of the construction cost as agreed to be paid by the Board. Any deviation from this maximum shall have Board approval.

George A. Kawamura
Chairperson
Board of Water Supply

5/20/81
Date

RE: MAIN LINE EXTENSION PLAN - ENGINEERING COSTS

Effective Date: May 20, 1981

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-29

June 24, 2021

Re: Discussion and Possible Action to Rescind Board of Water Supply Policy No. 7, Water for Contract Construction of Water Projects

RECOMMENDATION:

It is recommended that the Board rescind Board of Water Supply Policy No. 7, Water for Contract Construction of Water Projects

FUNDING:

Not Applicable.

BACKGROUND:

The policy is no longer applicable because provisions outlined in the policy are now included in the Department of Water, County of Kauai, Rules and Regulations.

MRK/mja

Attachment: Board Policy No. No. 7, Water for Contract Construction of Water Projects

Mgrrp/June 2021/21-29/ Discussion and Possible Action to Rescind Board of Water Supply Policy No. 7, Water for Contract Construction of Water Projects (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 7

RE: WATER FOR CONTRACT CONSTRUCTION OF WATER PROJECTS

There will be a charge for the necessary use of water for the construction, testing and flushing of water works projects which will be turned over to the Board of Water Supply upon completion. The charge for water used for other construction, such as roads and sewers, will continue to be made under our prevailing rates.



Chairperson
Board of Water Supply

5/20/81

Date

RE: WATER FOR CONTRACT CONSTRUCTION OF WATER PROJECTS.

Effective Date: May 20, 1981

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-30

June 24, 2021

Re: Discussion and Possible Action on Proposed Board Policy Board Policy 9, Meter Reading, and Rendering of Bills

RECOMMENDATION:

It is recommended that the Board approve the amendments to Board Policy Board Policy 9, Meter Reading, and Rendering of Bills.

FUNDING:

Not applicable.

BACKGROUND:

Board Policy No. 9 was originally approved in 2013. Two, non-substantive changes are recommended :

1. Change Part 2, Section VIII to Part 2, Section VII to align with **Part 2 Rules and Regulations for Water Service Connections** dated September 9, 2017.
2. Change "Chairman" to "Chair".

MRK/mja

Attachment: Board Policy Board Policy 9, Meter Reading, and Rendering of Bills

Mgrrp/June 2021/21-26/ Discussion and Possible Action on Proposed Board Policy Board Policy 9, Meter Reading, and Rendering of Bills (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 9

RE: METER READING AND RENDERING OF BILLS

1. Pursuant to Part 2, Section ~~VIII~~VII, Article 1 of our Rules and Regulations, meters shall be read and bills shall be rendered monthly.
2. The public shall be notified of any change in advance of such change by letter in the customer's bill or by publication.

Date:

Chair~~person~~, Board of Water Supply

RE: METER READING AND RENDERING OF BILLS

Effective Date: June 24, 2021
Supersedes: March 21, 2013

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-31

June 24, 2021

Re: Discussion and Possible Action on Proposed Board of Water Supply Policy No. 16,
Reports – Out-of-State Travel

RECOMMENDATION:

It is recommended that the Board approve the amendments to Board Policy No. 16, Reports – Out-of-State Travel.

FUNDING:

Not applicable.

BACKGROUND:

Board Policy No. 9 was originally approved in 2010. Three non-substantive changes are recommended:

1. Replace the word "his" with "their" in the first paragraph.
2. Replace the word "gist" with "list" in the second paragraph.
3. Replace instances of "Chairman" or "[Chairperson](#)" with "Chair".

MRK/mja

Attachment: Board Policy No. 16, Reports – Out-of-State Travel

Mgrrp/June 2021/21-31/ Discussion and Possible Action on Proposed Board of Water Supply Policy No. 16, -Reports – Out-of-State Travel (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 16

RE: REPORTS – OUT-OF-STATE TRAVEL

Any Board member whose travel to the mainland is funded wholly or in part by the Department shall submit a written report to the Chairman within 30 days following ~~his~~their return.

The report shall contain the purpose(s) of the trip and a ~~gist~~list of activities and accomplishments or recommendations.

Following receipt by the Chair~~man~~, a copy shall be kept on file.

Date:

Chair~~person~~, Board of Water Supply

RE: REPORTS – OUT-OF-STATE TRAVEL

Effective Date: June 24, 2021
Supersedes: August 19, 2010

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-32

June 24, 2021

Re: Discussion and Possible Action on Proposed Board of Water Supply Policy No. 17,
Payment of Communication Devices

RECOMMENDATION:

It is recommended that the Board amend Board of Water Supply Policy No. 17, Payment of Communication Devices.

FUNDING:

Not Applicable.

BACKGROUND:

Board Policy No. 17 was originally approved in 1994 and amended in 2015. The policy is being simplified to cover all communication devices, accessories, and plans. The Manager is given the authority to determine who should be allocated communications equipment through a formal process to accountability purposes. As in the previous policy, the department is required to pay for all issued communications devices, required accessories, and plans. The recommended changes do not change the overall intent of the original policy. It recommended changes account for future changes in technology and position titles, that would require Board action for a minor action.

MRK/mja

Attachment: Board Policy No. No. 17, Payment of Communication Devices

Mgrrp/June 2021/21-32/ Proposed Board of Water Supply Policy No. 17, Payment of Communication Devices (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 17

RE: Assigning and Payment of Communication Devices

~~Communication d~~Devices, accessories, and ~~communications plans (subscriptions) of connections including, but not limited to cellular telephones, digital wireless phones, digital subscriber line (DSL), wireless routers, radio phones/walkie talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities) or RIM (research in motion) wireless devices~~ are an essential part of conducting ~~the the~~ business ~~of of in~~ the Department ~~of Water~~. ~~The Manager and Chief Engineer will designateassign the and should be considered~~ necessary equipment ~~to employees whose position necessitatesfor those assigned a communication device one~~ and ~~such device will be used for conducting the business of the Department of Water purposes only. The Department will institute a process toadd/delete/change user (ADCUA) form will be used to designate employees authorized to be issued a cellularcommunication device.~~

~~The Department shall pay for the communiication~~ charges ~~incurred for such communication devices at the current plan rate reviewed and set forth by the Manager and Chief Engineer for the following positions or as directed by the Manager's discretion: for all personnel.~~

- ~~1. Manager and Chief Engineer~~
- ~~2. Deputy Manager-Engineer~~
- ~~3. Chief of Operations~~
- ~~4. Assistant Chief of Water Operations~~
- ~~5. Water Service Supervisors~~
- ~~6. Public Relations and Assistant(s)~~
- ~~7. Employees who work out in the field (meter readers, inspectors electricians, operators, pipefitters, standby/after hour crews)~~
- ~~8. Division Heads (Construction Management, Engineering, Water Resources, Water Quality, Waterworks Controller)~~

Date:

Chair~~person~~, Board of Water Supply

RE: ASSIGNING AND PAYMENT OF COMMUNICATION DEVICES

Effective Date: **June 24, 2021**

Supersedes: July 23, 2015, December 23, 1994

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-33

June 24, 2021

Re: Discussion and Possible Action on Proposed Board of Water Supply Policy No. 22,
Budget and Contract Award Process

RECOMMENDATION:

It is recommended that the Board approve the amendments to Board Policy No. 22, Budget and Contract Award Process.

FUNDING:

Not applicable.

BACKGROUND:

Board Policy No. 22 was originally approved in 2002. Several changes are recommended:

1. Change the Title to Budget and Contract Award Process and Chief Procurement Officer Duties.
2. Allows the Manager and Chief Engineer to delegate some Chief Procurement Officer duties as permitted under the Procurement Code.
3. Outlines and clarifies some specific guidelines as to when the Manager and Chief Engineer is authorized to procure, award and approve contracts within the constraints of the Procurement Code in accordance with an approved budget.
4. The County Attorney must approve the contract as to form and legality as evidenced by the attorney's signature.
5. Delete paragraphs 5 and 6. The most substantive change is removing the requirement to seek Board approval to award a contract to other than the lowest offeror when a competitive process is used and under the budgeted amount. The only basis for an award to other than the lowest responsive bidder is because the lowest responsive bidder was rejected. For competitive procurements via Request for Proposals, an award is made to the responsible offeror whose proposal is determined in writing to be the most advantageous, taking into consideration price and the evaluation factors set forth in the request for proposals. While price is an element to be considered, it is not the primary factor in this procurement method. In each procurement method the determinations will be recorded in the contract file. It is recommended that this be removed from the policy because procurement laws and regulations are already in place and this additional step slows down the procurement process delaying contract implementation. The Chair's signature is not required on contracts since this policy now authorizes the Manager to execute those contracts since this policy pertains to items previously approved in the budget and contracts offered for less than or equal to the budgeted amount.
6. Change "Chairperson" to "Chair".

MRK/mja

Attachment: Board Policy No. 22, Budget and Contract Award Process

Mgrrp/June 2021/21-33/ Discussion and Possible Action on Proposed Board of Water Supply Policy No. 22, Budget and Contract Award Process (06/24/21):mja

BOARD OF WATER SUPPLY POLICY NO. 22

RE: BUDGET AND CONTRACT AWARD PROCESS AND CHIEF PROCUREMENT OFFICE DUTIES

Purpose:

To streamline and improve the efficiency of the procedure for the Department of Water ("Department") to procure and award formal contracts for services, equipment, materials, and construction while maintaining Board of Water Supply ("Board") oversight.

Procedure:

1. ~~1.~~—The Board approves the Department's Annual Operating and Capital Improvement Projects Budget.
2. ~~2.~~ The Hawai'i Public Procurement Code, Ch. 103D ("Procurement Code") identifies the Manager and Chief Engineer ("Manager") as the chief procurement officer for the Department.
- ~~2.3.~~ The Board authorizes the Manager ~~and Chief Engineer~~, pursuant to the Procurement Code, to procure, award, and approve formal contracts for services, equipment, materials, and construction as approved in the budget ~~that previously would come before the Board for its approval (e.g., formal bid contracts)~~, provided that the following guidelines are followed:
 - a. The Department follows applicable procurement procedures.
 - ~~a.b.~~ a.—The contract for services, equipment, materials and supplies, or construction is within the approved budget amount.
 - c. Should the Department require additional funds above the approved budget amount (e.g., contract amount exceeds the approved budget amount, additional funds required for contingencies or change orders that exceed the approved budget amount, etc.), the Department must be approved by the Board.
 - d. The contingency percentage shall be no greater than five (5) percent of the total contract award amount; any amount greater than five (5) percent must be approved by the Board.
 - e. Redirection of funds for purposes not approved in the budget must be approved by the Board.
 - b. ~~b.~~ The department follows applicable procurement procedures.
 - ~~e.f.~~ e.—The County Attorney must approve the contract as to form and legality as evidenced by the attorney's signatures ~~and signs contract as to form and legality.~~
 - ~~d.~~ d.—~~Should the department require additional funds above the approved budget amount (e.g., contract amount exceeds the approved budget amount, additional funds required for contingencies or change orders that exceed the approved budget amount, etc.), the department will come to the Board for its approval.~~

~~e. e. The contingency percentage, unless otherwise approved by the Board, shall be 5 percent of the total contract award amount.~~

~~f. f. Redirection of funds for other purposes not approved in the budget shall come to the Board for its approval.~~

3. The Department shall report to the Board, on a monthly basis, contracts awarded under this policy. ~~(e.g. formal bid contracts).~~

4. The Manager ~~and Chief Engineer~~ is authorized to sign such contracts.

~~5. The Board Chair is authorized to sign such contracts, as necessary.~~

~~6. When a competitive process is used and if a proposed contract award will be to other than the lowest bidder/offeror, the DOW Department will seek Board approval prior to award.~~

7. The Manager may delegate Chief Procurement Officer duties as permitted under the Procurement Ceode.

APPROVED BY:

Chairperson, Board of Water Supply

Re: Budget and Contract Award Process

Effective Date: June 24, 2021

Supersedes: June 12, 2002

New Business

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-34

June 24, 2021

Re: Discussion and Possible Action to Request Board Approval for Indemnification for PaperCut for HP software and hardware between the Board of Water Supply, County of Kaua'i and Xerox

RECOMMENDATION:

The Department recommends that the Board approve Option 1, which will allow the Department to move forward with the purchase and implementation of additional printers and software.

FUNDING: N/A

BACKGROUND:

Currently, the Department's Information Technology Division (IT) is managing and supporting a handful of printers and toners. These printers are used for staff who need to print documents that are confidential. Currently toners cost the IT Division several hundred dollars a year. Several of the printers have also been decommissioned.

One HP printer will remain in use for the foreseeable future. In order to keep printing secure for staff, IT needs to implement a card reader. This card reader will enable users to release their print jobs when their ID badges are scanned. Implementing this feature will reduce the risk of their documents missing.

However, before the IT Division can move forward with the software and hardware implementation Board approval is required as the agreement contains language for unspecified future obligations such as indemnification and governing law provisions.

The sections within the agreement that reference Indemnification, Limitation of Liability, and Governing Law and Arbitration are shown below:

XEROX TERMS AND CONDITIONS:

15. DEFAULT & REMEDIES. You will be in default under this Agreement if (1) Xerox does not receive any payment within 15 days after the date it is due, or (2) you breach any other obligation in this or any other agreement with Xerox. If you default, Xerox may, in addition to its other remedies (including the cessation of Maintenance Services), require immediate payment, as liquidated damages for loss of bargain and not as a penalty, of (a) all amounts then due, plus interest from the due date until paid at the rate of 1.5% per month; (b) the remaining Minimum Payments, not to exceed 6 such payments if this Agreement is for a one year Term, and 12 such payments for a multi-year Term; and, (c) all applicable Taxes. You will pay all reasonable costs, including attorneys' fees, incurred by Xerox to enforce this Agreement.

22. LIMITATION OF LIABILITY. For claims arising out of or relating to this Agreement, whether the claim alleges tortious conduct (including negligence) or any other legal theory, but excepting liability under the indemnification obligations set forth in this Agreement, Xerox will not be liable to you for any direct damages in excess of \$10,000 or the amounts paid hereunder, whichever is greater, and neither party will be liable to the other for any special, indirect, incidental, consequential or punitive damages. Any action you take against Xerox must be commenced within 2 years after the event that caused it.

29. MISCELLANEOUS. Notices must be in writing and will be deemed given 5 days after mailing, or 2 days after sending by nationally recognized overnight courier. Notices will be sent to you at the "Bill to" address identified in this Agreement, and to Xerox at the inquiry address set forth on your most recent invoice, or to such other address as either party may designate by written notice. You authorize Xerox or its agents to communicate with you by any electronic means (including cellular phone, email, automatic dialing and recorded messages) using any phone number (including cellular) or electronic address you provide to Xerox. This Agreement constitutes the entire agreement as to its subject matter, supersedes all prior oral and written agreements, and will be governed by the laws of the State of New York (without regard to conflict-of-law principles). In any action to enforce this Agreement, the parties agree (a) to the jurisdiction and venue of the federal and state courts in Monroe County, New York, and (b) to waive their right to a jury trial. If a court finds any term of this Agreement unenforceable, the remaining terms will remain in effect. The failure by either party to exercise any right or remedy will not constitute a waiver of such right or remedy. Each party may retain a reproduction (e.g., electronic image, photocopy, facsimile) of this Agreement which will be admissible in any action to enforce it, but only the Agreement held by Xerox will be considered an original. Xerox may accept this Agreement either by signature or by commencing performance. Administrative and contract support functions hereunder may be performed, inside or outside the U.S., by one or more of Xerox's subsidiaries or affiliates and/or third parties. Changes to this Agreement must be in writing and signed by both parties. Any terms on your ordering documents will be of no force or effect. The following four sentences control over every other part of this Agreement. Both parties will comply with applicable laws. Xerox will not charge or collect any amounts in excess of those allowed by applicable law. Any part of this Agreement that would, but for the last four sentences of this Section, be read under any circumstances to allow for a charge higher than that allowed under any applicable legal limit, is modified by this Section to limit the amounts chargeable under this Agreement to the maximum amount allowed under the legal limit. If, in any circumstances, any amount in excess of that allowed by law is charged or received, any such charge will be deemed limited by the amount legally allowed and any amount received by Xerox in excess of that legally allowed will be applied by Xerox to the payment of amounts legally owed under this Agreement, or refunded to you.

OPTIONS

Option 1:

Pro:

Approve Manager's Report.

The Department will be able to move forward with the purchase and implementation of PaperCut for HP software, hardware, and technical support to improve the Department's printing reliability and efficiency; and, be able to free up a majority of IT staff resources dedicated to supporting the smaller printers for other IT projects and priorities.

Cons: The Department would maintain status quo and continue to utilize and purchase toners for these printers and the limited IT staff resources to maintain, troubleshoot and support these printers.

Option 2: Deny request to approve Indemnification, Limitation of Liability, Arbitration, and Governing Law.

Pro: Status quo. No potential legal risk associated with indemnification, limitation of liability, arbitration, and governing law of the proposed PaperCut hardware, software, and technical support.

Cons: The Department would not be able to improve its printing reliability and efficiency; and, it would continue to dedicate the already limited IT staff resources and funds to maintain, troubleshoot and support the smaller printers instead of elsewhere.

JB/mja

Mgrrp/June 2021/21-34/ Discussion and Possible Action for Indemnification for PaperCut for HP software and hardware between the Board of Water Supply, County of Kaua'i and Xerox (06/24/21):mja

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-35

June 24, 2021

Re: Discussion and Possible Action to Request Board Approval for Indemnification for PaperCut for Xerox and Ricoh software and hardware between the Board of Water Supply, County of Kaua'i and Xerox

RECOMMENDATION:

The Department recommends that the Board approve Option 1, which will allow the Department to move forward with the purchase and implementation of additional printers and software.

FUNDING: N/A

BACKGROUND:

Currently, the Department's Information Technology Division (IT) is managing and supporting a handful of printers and toners. These printers are used for staff who need to print documents that are confidential. Currently toners cost the IT Division several hundred dollars a year. Several of the printers have also been decommissioned.

To lower costs, time, and resources in maintaining smaller printers, the IT Division looked into centralizing printers by purchasing additional machines. Once implemented, the smaller, personal printers will no longer be supported and eventually decommissioned. The new printers and added hardware and software will continue to maintain security that personal printers offered to prevent staff from getting a hold of sensitive documents.

Implementing a print release feature will ensure that employees can still print from a central printing location without worrying about missing documents. Users will be required to scan their ID badge in order for their print jobs to commence. This will reduce the need to have additional printers on staff workstations.

Most of the cost in maintaining the smaller printers come from purchasing toners. These toners cost the IT Division several hundred dollars per toner. Xerox has included toners in the cost to further reduce the need for staff to purchase additional toners.

However, before the IT Division can move forward with the software and hardware implementation Board approval is required as the agreement contains language for unspecified future obligations such as indemnification and governing law provisions.

The sections within the agreement that reference Indemnification, Limitation of Liability, and Governing Law and Arbitration are shown below:

XEROX TERMS AND CONDITIONS:

15. DEFAULT & REMEDIES. You will be in default under this Agreement if (1) Xerox does not receive any payment within 15 days after the date it is due, or (2) you breach any other obligation in this or any other agreement with Xerox. If you default, Xerox may, in addition to its other remedies (including the cessation of Maintenance Services), require immediate payment, as liquidated damages for loss of bargain and not as a penalty, of (a) all amounts then due, plus interest from the due date until paid at the rate of 1.5% per month; (b) the remaining Minimum Payments, not to exceed 6 such payments if this Agreement is for a one year Term, and 12 such payments for a multi-year Term; and, (c) all applicable Taxes. You will pay all reasonable costs, including attorneys' fees, incurred by Xerox to enforce this Agreement.

22. LIMITATION OF LIABILITY. For claims arising out of or relating to this Agreement, whether the claim alleges tortious conduct (including negligence) or any other legal theory, but excepting liability under the indemnification obligations set forth in this Agreement, Xerox will not be liable to you for any direct damages in excess of \$10,000 or the amounts paid hereunder, whichever is greater, and neither party will be liable to the other for any special, indirect, incidental, consequential or punitive damages. Any action you take against Xerox must be commenced within 2 years after the event that caused it.

29. MISCELLANEOUS. Notices must be in writing and will be deemed given 5 days after mailing, or 2 days after sending by nationally recognized overnight courier. Notices will be sent to you at the "Bill to" address identified in this Agreement, and to Xerox at the inquiry address set forth on your most recent invoice, or to such other address as either party may designate by written notice. You authorize Xerox or its agents to communicate with you by any electronic means (including cellular phone, email, automatic dialing and recorded messages) using any phone number (including cellular) or electronic address you provide to Xerox. This Agreement constitutes the entire agreement as to its subject matter, supersedes all prior oral and written agreements, and will be governed by the laws of the State of New York (without regard to conflict-of-law principles). In any action to enforce this Agreement, the parties agree (a) to the jurisdiction and venue of the federal and state courts in Monroe County, New York, and (b) to waive their right to a jury trial. If a court finds any term of this Agreement unenforceable, the remaining terms will remain in effect. The failure by either party to exercise any right or remedy will not constitute a waiver of such right or remedy. Each party may retain a reproduction (e.g., electronic image, photocopy, facsimile) of this Agreement which will be admissible in any action to enforce it, but only the Agreement held by Xerox will be considered an original. Xerox may accept this Agreement either by signature or by commencing performance. Administrative and contract support functions hereunder may be performed, inside or outside the U.S., by one or more of Xerox's subsidiaries or affiliates and/or third parties. Changes to this Agreement must be in writing and signed by both parties. Any terms on your ordering documents will be of no force or effect. The following four sentences control over every other part of this Agreement. Both parties will comply with applicable laws. Xerox will not charge or collect any amounts in excess of those allowed by applicable law. Any part of this Agreement that would, but for the last four sentences of this Section, be read under any circumstances to allow for a charge higher than that allowed under any applicable legal limit, is modified by this Section to limit the amounts chargeable under this Agreement to the maximum amount allowed under the legal limit. If, in any circumstances, any amount in excess of that allowed by law is charged or received, any

such charge will be deemed limited by the amount legally allowed and any amount received by Xerox in excess of that legally allowed will be applied by Xerox to the payment of amounts legally owed under this Agreement, or refunded to you.

OPTIONS

Option 1:

Approve Manager's Report.

Pro:

The Department will be able to move forward with the purchase and implementation of PaperCut for Xerox and Ricoh software, hardware, and technical support to improve the Department's printing reliability and efficiency; and, be able to free up a majority of IT staff resources dedicated to supporting the smaller printers for other IT projects and priorities.

Cons:

The Department would maintain status quo and continue to utilize and purchase toners for these printers and the limited IT staff resources to maintain, troubleshoot and support these printers.

Option 2:

Deny request to approve Indemnification, Limitation of Liability, Arbitration, and Governing Law.

Pro:

Status quo. No potential legal risk associated with indemnification, limitation of liability, arbitration, and governing law of the proposed PaperCut hardware, software, and technical support.

Cons:

The Department would not be able to improve its printing reliability and efficiency; and, it would continue to dedicate the already limited IT staff resources and funds to maintain, troubleshoot and support the smaller printers instead of elsewhere.

JB/mja

Mgrrp/June 2021/21-35/ Discussion and Possible Action for Indemnification for PaperCut for Xerox and Ricoh software and hardware between the Board of Water Supply, County of Kaua'i and Xerox (06/24/21):mja

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-36

June 24, 2021

Re: Discussion and Possible Action to Approve a Capital Expenditure to Replace the Batteries in the 2011 Nissan Leaf SV in the amount of \$11,020.45

RECOMMENDATION:

It is recommended that the Board approve the capital expense of \$11,020.45 to replace the batteries in the 2011 Nissan Leaf SV.

FUNDING:

This is not a request for additional funds to be added to the FY 21 budget. It is a request for Board approval to purchase replacement batteries for the Administration Division's Nissan Leaf that have failed. The cost to replace the batteries is \$11,020.45. Board approval is required in accordance with Board Policy #3 since the cost is in excess \$10,000 for a non-itemized, unbudgeted expense.

It is proposed that the batteries and installation can be paid by using excess funds from account # 10-40-604-999, Job 20-50, Waimea Well Pump B Replacement. There is \$15,875.38 of the original \$100,000 remaining.

BACKGROUND:

The 2011 Nissan Leaf is used as a pool vehicle for administration. In late April, the battery system failed. The typical service life for the battery system on an electric vehicle is ten years. A quote was obtained from Kuhio Auto Group (attached) to replace the batteries in the amount of \$11,020.45.

Maintenance personnel did an evaluation of the vehicles mechanical condition to determine if it was more cost effective to replace the batteries or replace the vehicle. Overall, the vehicle is in good mechanical condition and doesn't require any major maintenance. The maintenance staff estimates that we should be able to use the vehicle for another seven plus years with minor maintenance. A new electric vehicle would cost the department over \$40,000. Given the age and failed battery system, the vehicle would have very little trade-in or sale value at auction. It is more cost effective to replace the battery system than purchase a new vehicle.

OPTIONS:

Option 1: Approve the requested capital purchase.

Pros: Administration's pool vehicle will be operational in a short period of time with less overall financial impact to the department.

Con: High cost of battery replacement.

Option 2: Decline requested capital purchase.

Pro: No immediate cost to the Department.

Con: The Department will need to purchase a new pool vehicle for Administration requiring an increase in FY 22 budget of roughly \$45,000. New vehicles are difficult to obtain because of the chip shortage.

MRK/mja

Attachment: Kuhio Auto Group 2011 Nissan Leaf SV part and labor quote

Mgrrp/June 2021/21-36/ Discussion and Possible Action to Approve a Capital Expenditure to Replace the Batteries in the 2011 Nissan Leaf SV in the amount of \$11,020.45 (06/24/21):mja

County of Kauai Dept. of Water
 4398 Pualoke Ts.
 Lihue HI 96766
 Home: 8086526754
 Mobile: 8086526754
 Work: 8086526754
 Email: syasutake@kauaiwater.org

May 10, 2021 01:52 PM
 YMMS: 2011 Nissan Leaf SV
 Engine: Electric
 License:
 VIN:
 Odometer:

TYPE	DESCRIPTION	PART #	QTY	PRICE	RATE	HOURS	LINE TOTAL
Parts	Battery Cover	748n23fn0a	1.0	\$39.40	-	-	\$39.40
Parts	Battery Cover	748n33nf8a	1.0	\$38.61	-	-	\$38.61
Parts	Bolts	01125n0111	4.0	\$2.19	-	-	\$8.76
Parts	Clips	242207s020	1.0	\$2.63	-	-	\$2.63
Parts	Disconnect Switch	297c13nf0a	1.0	\$119.79	-	-	\$119.79
Parts	Bracket Assy.	740d03nf1a	2.0	\$92.17	-	-	\$184.34
Parts	HEV Battery Assy.	295b03nf8a	1.0	\$9,100.00	-	-	\$9,100.00
Labor	Labor	-	-	-	\$145.00	7.0	\$1,015.00

Labor:	\$1,015.00
Parts:	\$9,493.53
Shop Supplies:	\$15.00
Hazardous Materials:	\$1.75
Labor Taxes:	\$47.83
Parts Taxes:	\$447.34
TOTAL:	\$11,020.45

Customer Signature: _____



Michelle Bonilla
 Service Advisor

Kuhio Auto Group
 3039 Aikele Street
 Lihue, HI 96766
 Bus. Phone: 808-245-6751

michelle@kuhioautogroup.com
 Cell/TEXT: 808-639-9246
 Fax: 808-632-2401
 Shuttle: 808-635-3648

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-37

June 24, 2021

Re: Discussion and Possible Action on the Fourth Amendment to Contract No. 651, 2019-PROF-1, A.1 Special Counsel Services with Ashford & Wriston, LLP in the amount of \$40,000.00

RECOMMENDATION:

It is recommended that the Board approve additional funds for continued special counsel services.

FUNDING: FROM

Account No.	10-00-00-330-000			
Acct Description	Water Utility Fund (unrestricted)			
Funds Available	<i>Verified by WWC</i>		\$	40,000.00
Contract No.	651			
Vendor	Ashford & Wriston, LLP			
	Contract Amount	\$		25,000.00
	First Amendment	\$		50,000.00
	Second Amendment	\$		30,000.00
	Third Amendment	\$		25,000.00
	Total Funds Certified To Date	\$		130,000.00
Proposed Fourth Amendment:				
	Continued Special Counsel Services	\$		40,000.00
	Total Amendment	\$		40,000.00

Contract NTP Date: March 23, 2018

Original Contract End Date: N/A

New Contract End Date if Contract Time Extension: N/A

BACKGROUND:

At the November 22, 2017 Board meeting, the Board approved the procurement of Special Counsel and the expenditure of funds for environmental, land use, and regulatory compliance litigation and related legal services. Since then, Special Counsel secured a final judgment in favor of the Board. Plaintiff appealed to the Intermediate Court of Appeals. Additional funds are necessary to ensure continued legal representation and support related to CIV-18-1-0063, CAAP-20-0000487.

OPTIONS:

Option 1: **Approve Manager's Report as recommended.**
Pro: Ensures continued representation during the appeals process.

Con: None.

Option 2: **Do Not Approve Manager's Report as recommended.**

Pro: None.

Con: Will not ensure continued representation during the appeals process.

MRK/mja

Mgrrp/June 2021/21-37/Discussion and Possible Action on the Fourth Amendment to Contract No. 651, 2019-PROF-1, A.1
Special Counsel Services with Ashford & Wriston, LLP in the amount of \$40,000.00 (06/24/21):mja

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-38

June 24, 2021

Re: Discussion and Possible Action on the Department of Water's Organizational Restructuring and Converting Administrative Position

RECOMMENDATION:

It is recommended that the Board approve the new organizational structure, approve adding the Business Manager (EM-05) as a division head, and reclassify a senior clerk to an administrative support assistant.

FUNDING:

Not Applicable.

BACKGROUND:

The Department of Water has grown from a small utility at its inception to a medium to large utility over the years. The Manager's duties and responsibilities have changed over the years which require the person in that position to focus more on the strategic issues of the department. The day-to-day activities, that require immediate attention, consume much of the Manager's time and make it difficult to administer some larger pressing issues like improving department performance, contract negotiations, emergency management, land acquisition, legislative issues, and budgetary matters. Incorporating a business manager into the organizational structure will better allow the Manager and Deputy Manager to focus on these responsibilities.

The funding for the Business Manager position was included in the approved FY2022 budget. The Manager is seeking board approval to formally add the position to the Department of Water. Under the proposed new structure information technology (IT), information and education (Communications), human relations (HR), and administration would be consolidated under the business manager, leaving four main divisions: engineering, operations, fiscal, and administration.

There are several other proposed changes. The Private Secretary position will support both the Manager and Deputy Manager (front office). Administration, under the Business Manager, will provide backup support to the Private Secretary. Reallocating the Commission Support Clerk to the Business Manager removes any conflict of interest between the Manager's office and the Board. The Deputy's Secretary (#2354) will be reallocated to different position in future departmental restructuring. The department Contracts Officer (#2497) will be consolidated into a new section, Procurement, under the Fiscal Division. It is also proposed to reclassify the Senior Clerk (SR-10) position to an Administrative Support Assistant (SR-16). The additional skills are needed to support the front office when the Private Secretary is absent and supervise other administrative support staff. The additional salary is \$9,300 and is more than likely available in the budget due to other vacancies.

OPTIONS:

Option 1: Approve Manager's request to make changes to the department organizational

structure, add a business manager, and reclassify a senior clerk to an administrative support assistant.

Pros: Improved efficiency within the department. Manager and deputy more time to focus on high-level pressing issues. Department functions in a more normal mode in the absence of a manager and deputy.

Con: Additional funding needed to reclassify the administrative assistant position.

Option 2: Decline Manager's request to make changes to the department organizational structure, add a business manager, and reclassify a senior clerk to an administrative support assistant.

Pro: Savings realized not funding an additional position and reclassifying another.

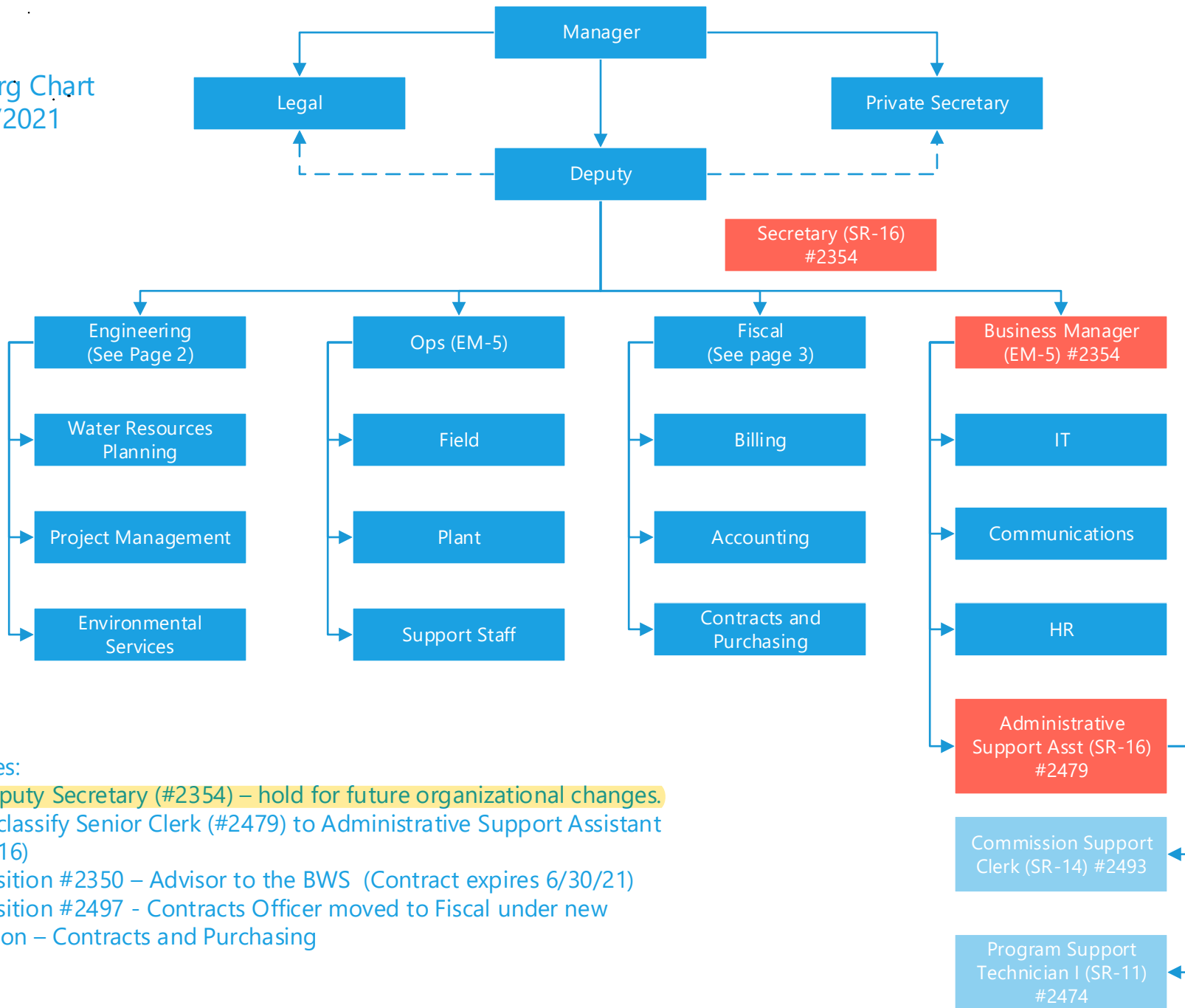
Con: Overwhelmed front office in the absence of a manager and/or deputy.

MRK/mja

Attachment: DOW Organizational Chart (05/25/2021)
Fiscal Organizational Chart (05/24/2021)

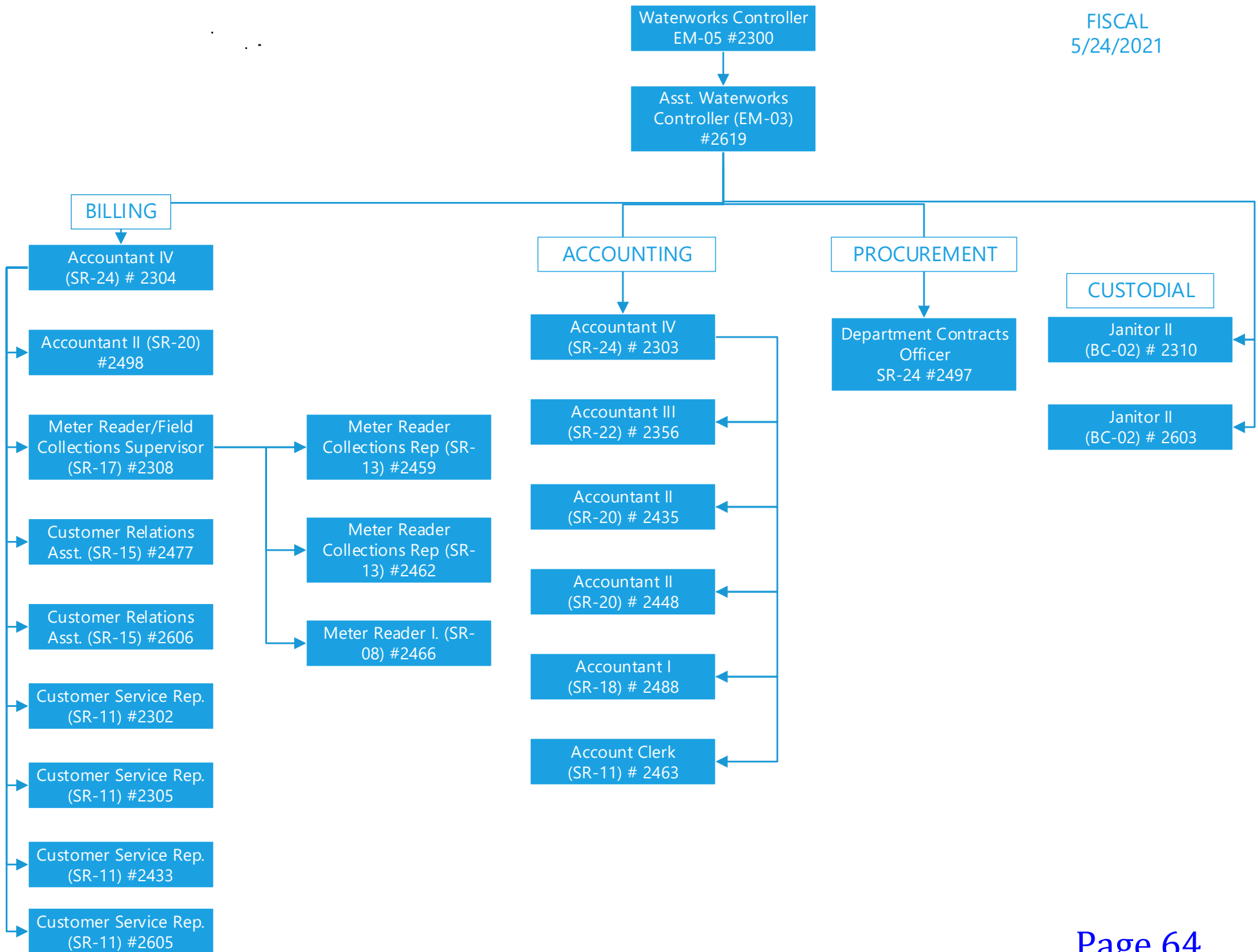
Mgrrp/June 2021/21-38/ Discussion and Possible Action on the Department of Water's Organizational Restructuring and Converting Administrative Position (06/24/21):mja

DOW Org Chart
5/25/2021



Notes:

- 🗨️ Deputy Secretary (#2354) – hold for future organizational changes.
 - Reclassify Senior Clerk (#2479) to Administrative Support Assistant (SR-16)
 - Position #2350 – Advisor to the BWS (Contract expires 6/30/21)
 - Position #2497 - Contracts Officer moved to Fiscal under new section – Contracts and Purchasing



Staff Reports



DEPARTMENT OF WATER

County of Kaua'i

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FISCAL REPORT: MONTHLY SUMMARY HIGHLIGHTS – MAY 2021

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

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

	<u>BUDGET</u>	<u>vs</u>	<u>EXPENSED</u>
· Operating Expenses	\$29,987,689		\$21,206,758
· Debt Principal Payment	4,730,495		4,874,991
· Capital Projects	<u>42,541,182</u>		<u>6,493,986</u>
TOTAL	<u>\$77,259,366</u>		<u>\$32,575,735</u>

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

- Total Revenue as of May 2021 was 10% below projection.
 - Water sales of \$22.74 million ("M") was \$1.67M or 8% higher than projected.
 - Other Water Revenue - Receipts of \$2.16M includes Revenue from Public Fire Hydrants of \$1.99M and 163 thousand ("K") from miscellaneous receipts decreased by 5%.
 - Capital Contributions: Contributions from Federal & State Grants – recorded \$852.3K from BAB Subsidy and some Federal grants.
 - Investment Income & Net Increase in FV of Investments –\$536.38K.

OPERATING EXPENSES: VARIANCE = BUDGET LESS ACTUAL

EXPENSES: POSITIVE INDICATES LESS SPENDING THAN PLANNED. **REVISED YTD BUDGET COLUMNS INCLUDE PO ROLLOVER FROM FY ENDING 2020.**

- YTD Operating Expenses before depreciation and amortization was \$21.206M. Total spending was \$8.78M less from the total approved budget, a positive variance of 29%.
 - Employee Related Expenses was \$9.56M with 7% positive variance.
 - Contracts & Services was \$4.55M with 59% positive variance.
 - Professional Services, Other Services – Billing, Communication, Insurance and Repairs and Maintenance for non-water systems are the main items contributing to the 59% positive variance.
 - Fuel & Utilities was \$2.31M with 17% positive variance.
 - Bulk Water Purchase was \$1.239M with a 26% positive variance.
 - Office & Operating Supplies was \$805.6K with 38% positive variance.
 - Training, Travel & Meeting Expenses – \$40.59K with 72% positive variance.
 - Debt Service – Interest Expense - \$2.7M with 3% positive variance.
 - Depreciation & Amortization (non-cash expenses) is \$6.6M with 1% positive variance.



DEPARTMENT OF WATER

County of Kaua'i

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NET OPERATING INCOME:

- Net Operating Income before depreciation and amortization - \$5.08M.
- Net Operating Income (loss) after depreciation & amortization was \$(1.54M)

NON-OPERATING PROCEEDS & DISBURSEMENTS

- SRF Loan Proceeds – None.
- FRC – Facility Reserve Charge –\$1.23M.
- YTD Debt Principal Payment is \$4.87M.

CAPITAL PROJECTS BUDGET: YTD DISBURSEMENTS = \$6,493,986.10

- Capital Projects: Water Utility Fund - \$6.4M.
- Capital Projects: FRC Fund – \$12.9K
- Capital Projects: BAB Fund - \$59.59K
- Capital Projects: SRF Loan Fund – None

II. BALANCE SHEET: SEE ATTACHED.

Statement of Net Positions as of May 31, 2021.

III. FY 2020 – 2021 CERTIFICATION OF FUNDS YTD \$2,427,349.14 (NO CHANGE FROM LAST MONTH)

	REPORT TO MANAGER (Within approved Budget)	MANAGER'S REPORT (New Budget Requests)
Water Utility Fund	\$822,220.44	\$1,519,150.00
FRC Fund	\$.00	\$.00
BAB Fund	\$.00	\$85,978.70
Total	\$822,220.44	\$1,605,128.70

IV. COMPARATIVE CHARTS:

METERED CONSUMPTION:

- May 2021 monthly metered consumption was 294.87 million gallons (mg); increased by 7.1 mg or 2% as compared from the same month of FY 2020.
- Year to Date (YTD) metered consumption as of 5/31/21 was 3,188 mg with a YTD cumulative decrease of 245.48 mg or 7% as compared from the same month of FY 2020.

V. OTHER FISCAL ONGOING ACTIVITIES/INITIATIVES:

- A new uniform single timesheet was introduced to both office and field staff. Started using on May 1, 2021.
- Microsoft (MS) Dynamics Great Plains will be replaced with Cloud - Dynamics Business Central. Staff training is ongoing. The "Go live" was originally scheduled on 4/12/21, later moved to the week of July 12th and moved again to the 1st week of October 2021.



DEPARTMENT OF WATER

County of Kaua'i

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- New Beacon Meters: testing and validation - Ongoing. Scheduled onsite staff training was cancelled due to COVID travel restrictions. Onsite training with the Consultants is scheduled at the end of this month, June 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 two ongoing IT initiatives: MS Dynamics 365 Business Central and the ongoing Beacon Meters upgrade to Advanced Metering Infrastructure (AMI).
- Budget Program Solution – It will be addressed concurrently with the Financial Policies Development procurement.
- Five (5) years Water Rate Study terminated; DOW will restart with an updated consumer database. Procurement started. We will provide more update next month.
- 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
 5/31/2021

	May				FY 2021			
	Original Budget	Revised Budget	Actual	Variance	Revised YTD Budget	YTD Actual	*Variance	%
I. REVENUES								
Revenue								
Water Sales	\$1,916,124.00	\$1,916,124.00	\$2,104,149.79	\$188,025.79	\$21,077,364.00	\$22,738,763.31	\$1,661,399.31	8%
Miscellaneous Revenues Total	206,692.00	206,692.00	215,586.18	8,894.18	2,273,612.00	2,156,056.53	(117,555.47)	-5%
Non-Operating Revenues Total	524,542.00	524,542.00	118,961.66	(405,580.34)	5,769,962.00	1,388,650.25	(4,381,311.75)	-76%
Total Revenue Total	2,647,358.00	2,647,358.00	2,438,697.63	(208,660.37)	29,120,938.00	26,283,470.09	(2,837,467.91)	-10%
II. OPERATING EXPENSES								
Total Employee-Related Expenses	935,356.00	935,356.00	911,352.74	24,003.26	10,288,916.00	9,555,916.49	732,999.51	7%
Total Contracts & Services	597,969.00	597,969.00	393,110.53	204,858.47	11,015,146.46	4,552,680.08	6,462,466.38	59%
Total Exceptional Expenses								
Total Fuel & Utilities	248,865.00	248,865.00	225,064.15	23,800.85	2,793,478.80	2,314,351.54	479,127.26	17%
Total Bulk Water Purchase	151,681.00	151,681.00	257,394.64	(105,713.64)	1,668,491.00	1,239,400.48	429,090.52	26%
Total Office & Operating Supplies	86,282.00	86,282.00	40,413.52	45,868.48	1,302,597.85	805,592.06	497,005.79	38%
Total Training, Travel & Meeting Exp	13,260.00	13,260.00	2,273.69	10,986.31	145,860.00	40,589.18	105,270.82	72%
Total Interest Expense	252,109.00	252,109.00	245,293.44	6,815.56	2,773,199.00	2,698,227.84	74,971.16	3%
Total Operating Expenses	2,285,522.00	2,285,522.00	2,074,902.71	210,619.29	29,987,689.11	21,206,757.67	8,780,931.44	29%
Net Operating Income (Loss) Bei	361,836.00	361,836.00	363,794.92	1,958.92	(866,751.11)	5,076,712.42	5,943,463.53	686%
Total Depreciation & Amortization	604,388.00	604,388.00	604,791.78	(403.78)	6,648,268.00	6,613,467.57	34,800.43	1%
Net Operating Income (Loss)	(242,552.00)	(242,552.00)	(240,996.86)	1,555.14	(7,515,019.11)	(1,536,755.15)	5,978,263.96	80%
Total Non Operating Proceeds	33,333.00	33,333.00	174,310.00	140,977.00	366,663.00	1,232,108.55	865,445.55	236%
Debt Principal Payment	430,045.00	430,045.00	50,118.07	379,926.93	4,730,495.00	4,874,991.25	(144,496.25)	-3%
Net Proceeds (Expenditures)	(639,264.00)	(639,264.00)	(116,804.93)	522,459.07	(11,878,851.11)	(5,179,637.85)	6,699,213.26	56%
III. CAPITAL BUDGET								
Capital Projects	2,350,620.00	2,350,620.00	128,699.35	2,221,920.65	42,541,181.81	6,493,986.10	36,047,195.71	85%

Assets and Deferred Outflows

Current Assets	
Cash	\$5,678,101.40
Equity interest in pooled investments	8,294,230.00
Receivables:	
Accounts, net of allowance for doubtful accounts	1,579,920.22
Due from other funds	
Unbilled accounts	1,378,549.63
Grants and subsidies	584,018.92
Accrued interest	209,775.36
Total receivables	<u>3,752,264.13</u>
Materials and supplies	1,089,731.90
Prepaid expenses	41,940.68
Total current asset	<u>18,856,268.11</u>
Restricted Assets:	
Facility reserve charge funds:	
Cash	3,264,399.84
Equity interest in pool investments	
Accounts receivable and other	199,038.63
Total facility reserve charge funds	<u>3,463,438.47</u>
Bond funds:	
Cash	1,208,554.22
Equity interest in pooled investments	8,625,509.10
Accrued interest	47,120.38
Total bond funds	<u>9,881,183.70</u>
Total restricted assets	<u>13,344,622.17</u>
Equity Interest in Pooled Investment - Noncurrent	
Investment - Non-Current	24,482,215.70
Investment - Reserves	9,300,000.00
Investment - Debt Service Reserve	
Total Equity Interest in Pooled Investment - Noncurrent	33,782,215.70
Utility Plant:	
In service	346,903,709.16
Accumulated depreciation	(147,986,781.97)
Total utility plant	<u>198,916,927.19</u>
Construction work in progress	22,313,408.39
Total property, plant and equipment	<u>221,230,335.58</u>
Total assets	287,213,441.56

1. DEPT OF WATER, COUNTY OF KAUAI NEW
For the Eleven Months Ending Monday, May 31, 2021

Deferred Outflow of Resources - Deferred Refunding Costs, net 8,786,101.18

Total assets and deferred outflows 295,999,542.74

***Allowance for doubtful accounts** (234,431.02)

Liabilities and Net Position

Current Liabilities:

Accounts payable and accrued liabilities 1,190,206.93

Contracts payable, including retainages 627,728.66

Accrued Vacation And Compensatory Pay, current portion 498,172.67

Due to/Due From Other Funds

Customer overpayment 186,491.60

Customer deposits and advances 495,529.55

Current portion of long term debt 5,160,540.98

Current portion of capital lease obligation 0.03

Total current liabilities **8,158,882.15**

Long-Term Debt 57,232,044.66

Capital Lease Obligation

OPEB & Retirement Benefits 31,046,479.55

Accrued Vacation and Compensatory Pay 971,573.47

Deferred Inflow of Assets 555,205.00

Total liabilities and deferred inflows: **97,964,184.83**

Net Position:

Water Utility Reserves 9,300,000.00

Restricted FRC 3,455,587.71

Restricted Build American Bonds 9,774,151.03

Invested in Capital Assets Net of Related Debt 158,807,609.01

Unrestricted 16,698,010.16

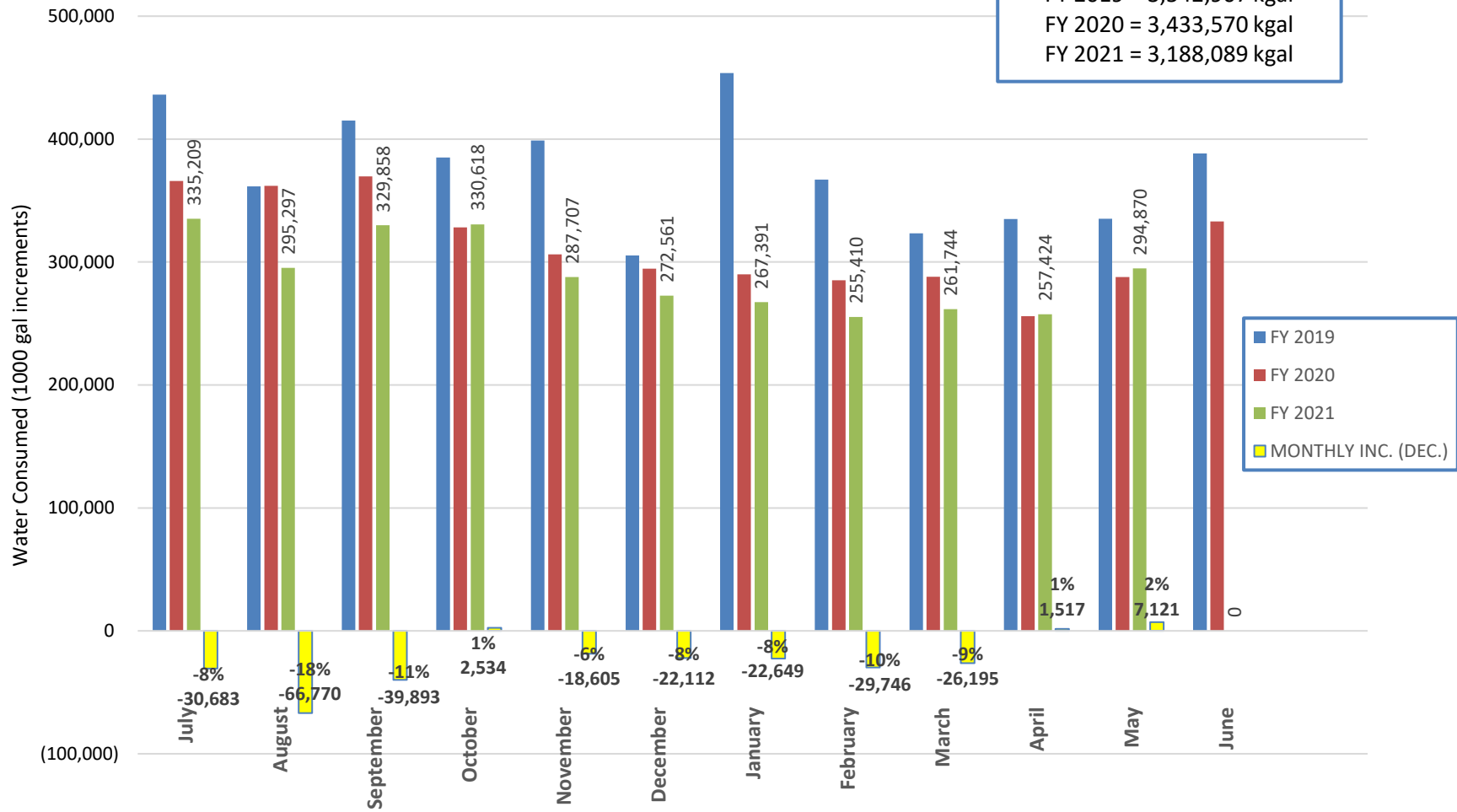
Total net position **198,035,357.91**

Total liabilities, deferred inflows and net position: **295,999,542.74**

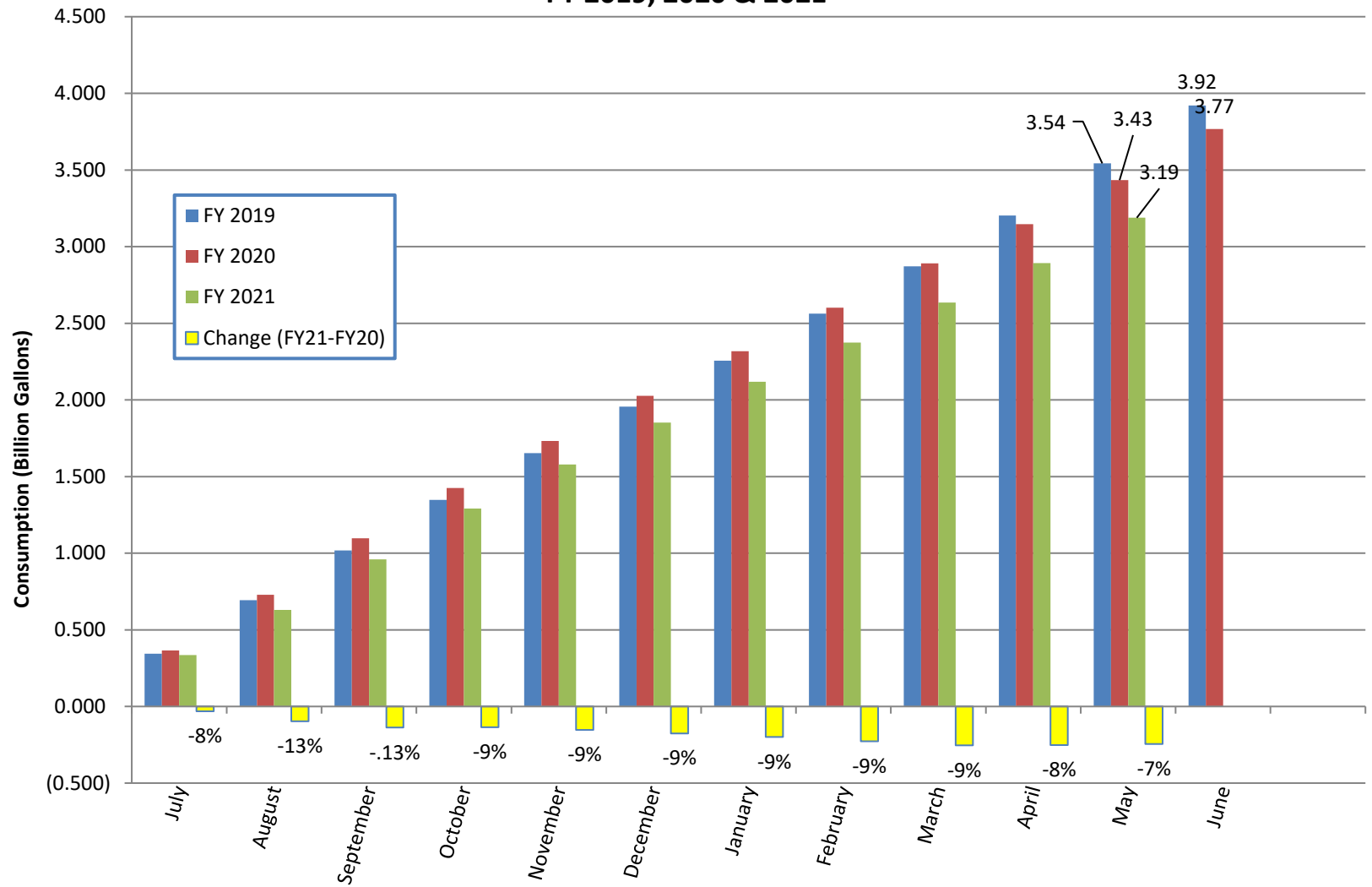
MONTHLY CONSUMPTION

FY 2019, 2020 & 2021

Total Through May
 FY 2019 = 3,542,907 kgal
 FY 2020 = 3,433,570 kgal
 FY 2021 = 3,188,089 kgal

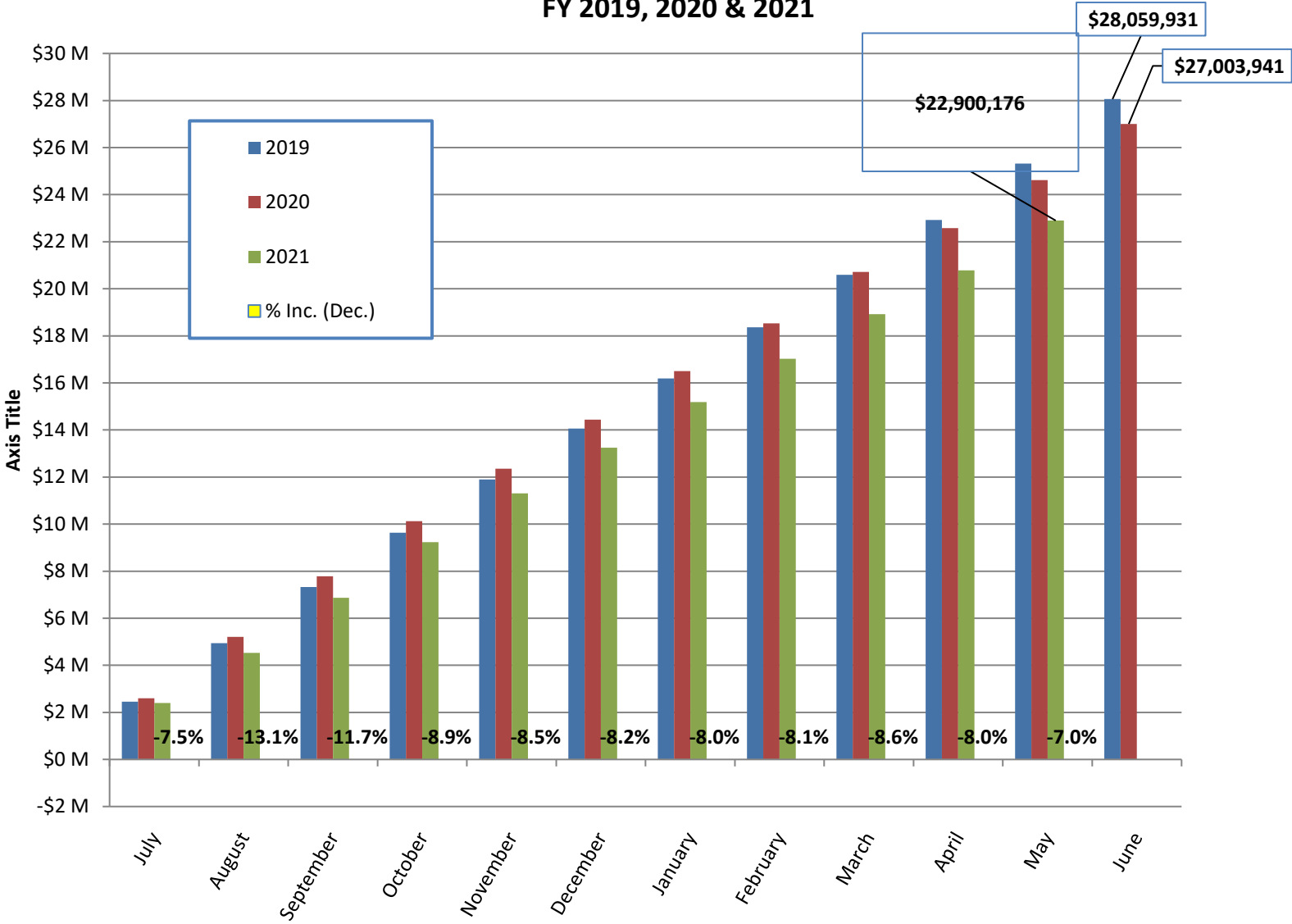


YTD CUMULATIVE WATER CONSUMPTION FY 2019, 2020 & 2021

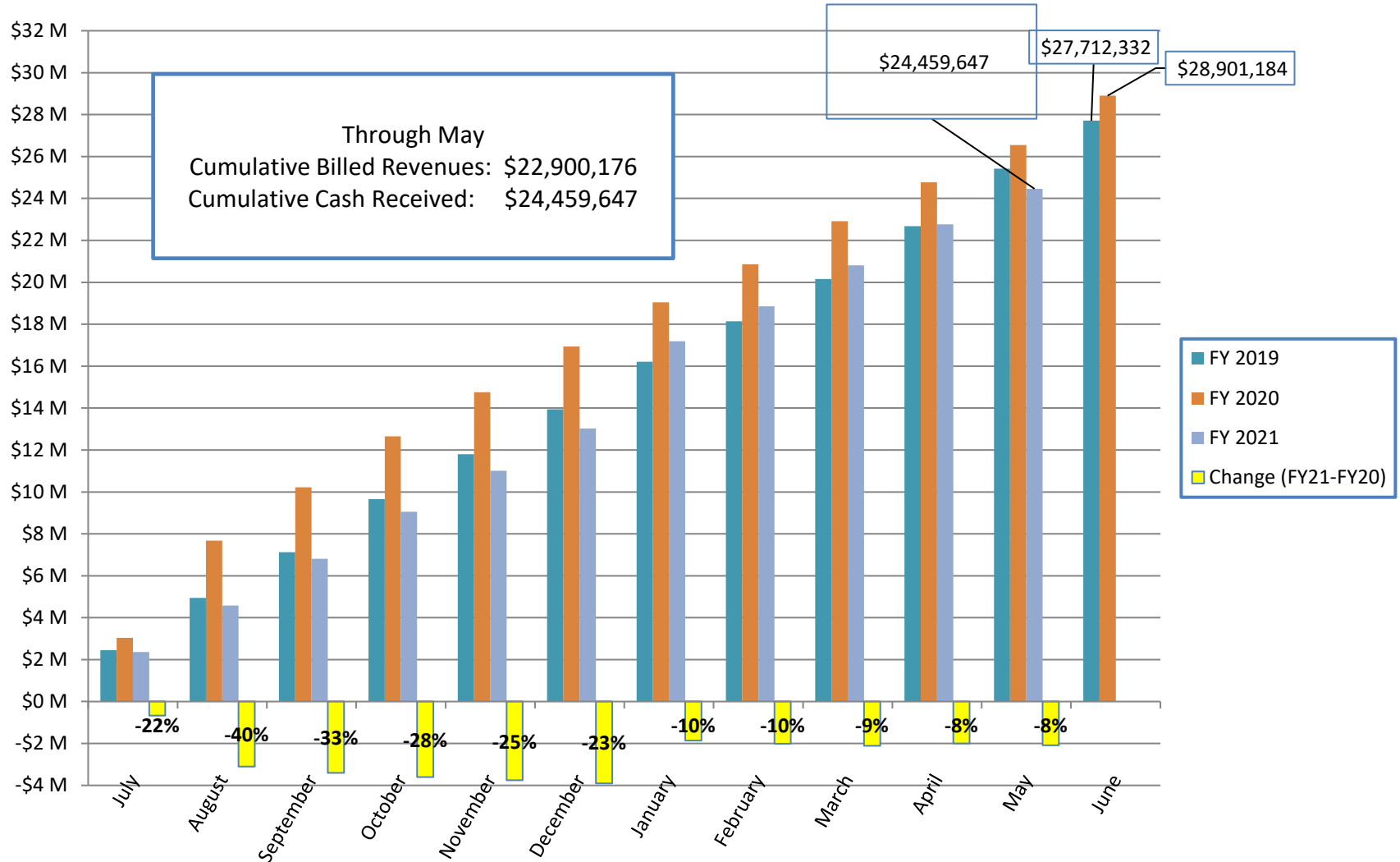


CUMULATIVE BILLED REVENUES

FY 2019, 2020 & 2021



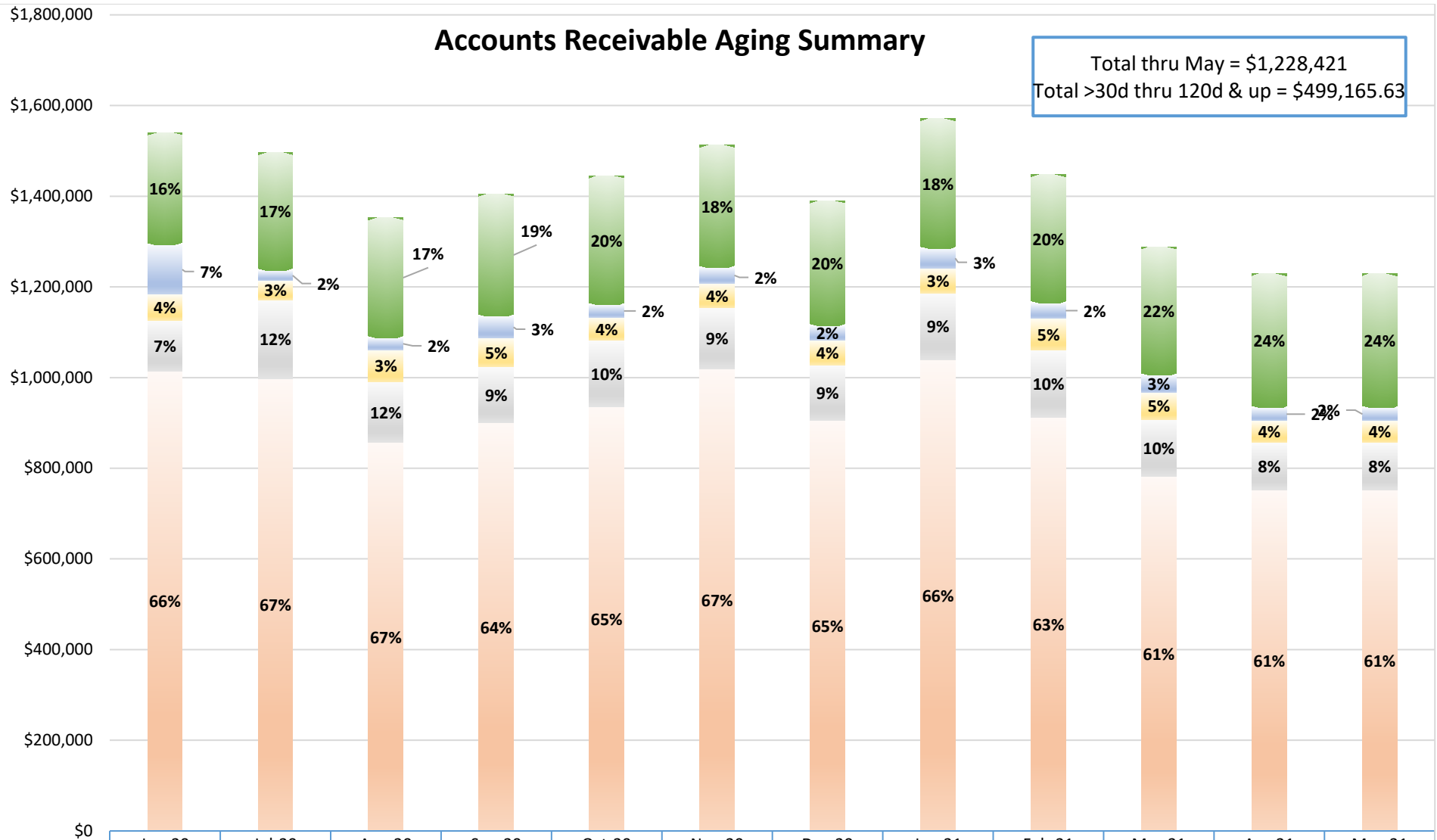
WU CUMULATIVE CASH RECEIPTS FY 2019, 2020 & 2021



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

Accounts Receivable Aging Summary

Total thru May = \$1,228,421
Total >30d thru 120d & up = \$499,165.63



	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
121 days and over	\$247,167	\$259,985	\$265,097	\$269,845	\$284,230	\$270,064	\$275,630	\$285,894	\$282,561	\$282,746	\$295,191	\$295,191
91-120 days	\$109,466	\$22,617	\$26,278	\$48,399	\$27,822	\$34,480	\$31,783	\$43,603	\$34,412	\$38,586	\$28,801	\$28,801
61-90 days	\$57,756	\$42,403	\$70,981	\$63,689	\$51,326	\$54,366	\$54,399	\$54,665	\$70,380	\$59,276	\$48,425	\$48,425
31-60 days	\$112,070	\$174,030	\$133,850	\$123,235	\$145,805	\$134,340	\$123,236	\$147,762	\$147,068	\$125,361	\$103,880	\$103,880
0-30 days	\$1,013,854	\$997,485	\$856,561	\$900,032	\$935,900	\$1,019,504	\$904,886	\$1,038,902	\$912,997	\$782,492	\$752,624	\$752,624

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve it!"

INFORMATION & EDUCATION SPECIALIST REPORT

June 24, 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>
05/07/21	n/a	Grant funds available for past due water bills	Applications accepted May 10, 2021	Website update
05/17/21	KEKAHA - Kopa'a Street, Hale Lio Street, Ou Street, and a portion of Pueo Road, from Kopa'a Street to Kekaha Road	Water service shutdown scheduled – install main line valves	May 19 from 9 a.m. to 1 p.m.	BlackBoard CTY Door to door Notice
05/18/21	HANALEI - Anae Road and a portion of Weke Road; between Aku Road and Anae Road	Emergency water service shutdown – Repair damaged water line	May 18 from approx. 9 a.m. to 11 a.m.	BlackBoard CTY
05/19/21 <i>PSA</i>	All Systems	Courtesy reminder for hotels, large commercial properties to flush plumbing fixtures	n/a	Emails sent to specialty groups
05/26/21 06/01/21	HANAPEPE - a portion of Hanapepe Road, from Hana Road to Kona Road	Water service shutdown scheduled – install new water main	June 2-3 from 9 p.m. to 5 a.m.	BlackBoard CTY Reminder notice sent out on 06/01
06/02/21	Update: Service area includes Koula Road			
06/02/21	HANAPEPE - a portion of Hanapepe Road, from Hana Road to Kona Road	Water service shutdown until further notice – to access and conduct remaining water main installation work.	June 3 extended from 5 a.m. Water restored 3:15 p.m.	BlackBoard CTY Direct calls & visits

PSA: Public Service Announcement

Other media:

- The Department was mentioned in the Garden Island newspaper article entitled, "Grant funds available for water bills" published on May 12, 2021. The article included information about the Kauai Coronavirus Rent and Utilities Assistance Relief Program and how water customers can apply for payment assistance on past due accounts (*Attached*).

Public Relations Program

Community Outreach & Education

- The Department's "Wise Water Wednesday" campaign for the month of June will include water emergency preparedness, conservation, and smart water use tips. The campaign serves as a weekly reminder of Department's efforts to promote wise water use at home or business and educate the community about water service. The Wise Water Wednesday campaign is featured weekly, on the Department's Facebook page, via radio advertisements and in the Garden Island Newspaper.
- Promotional advertisement was published via Facebook, on the www.kauaiwater.org website and via newspaper advertisement to support the county's efforts of the Kauai Coronavirus Rent and Utilities Assistance Relief Program. Special emphasis was placed on water customers to encourage past due service accounts to take advantage of the program. The paid advertisement placements were created by staff and published within the Department's existing media contract, at no additional cost to the budget (*Attached*).

Upcoming Community Outreach & Educational Events

- Water Emergency Preparedness Awareness – June to Nov. 2021
- Imagine a Day Without Water – October 21, 2021

Project WET Hawaii

- Jonell Kaohelaulii submitted monthly update for Project WET Hawaii on May 17, 2021. The update included progress on future planning for the state's program thru summer.

Miscellaneous

- Jenny Paleracio published the May 2021 edition of the employee newsletter, "As the Water Flows".

Attachments: *The Garden Island* (Grant funds available for water bills)
 The Garden Island (DOW's CRUA Banner Ad)

Grant funds available for water bills

LIHU'E — The county Department of Water alerts customers that federal grant funds are available to assist with past-due bill payments through the County of Kaua'i Coronavirus Rent and Utilities Assistance Relief Program. Online applications for payment assistance are being taken now at kauairenthelp.com.

Customers with past-due accounts are encouraged to apply for bill-payment assistance through this program. DOW has not charged a late-payment fee on past-due accounts since the beginning of the COVID-19 pandemic in 2020. However, the waiver may be ending soon. "This is an excellent opportunity for residents to receive help to pay for essential services like water, at no cost to them," said Mark Knoff, DOW's interim manager and chief engineer.

"We're all in this together, and our staff is readily available to provide customers with the billing documents needed to complete their applications online."

DOW customers who meet the minimum requirements of this relief program will be asked to provide copies of past-due bills. To request a copy of water bills, email DOW at billing@kauaiwater.org or call Billing Services at 808-245-5442. To learn more about eligibility requirements or to apply for the program, visit kauairenthelp.com, email rent@kgefco.org or call 808-482-3777.

•••

The Garden Island

Published in the Garden Island Newspaper on 05-12-2021 and 05-19-2021



APPLY TODAY!

HERE TO HELP...

Department of
Water
County of Kaua'i

TO APPLY, VISIT
WWW.KAUAIRENTHelp.COM
OR EMAIL:
RENT@KGEFCU.ORG

APPLICATIONS FOR PAYMENT ASSISTANCE
ARE BEING ACCEPTED ONLINE OR VIA EMAIL.
FOR MORE INFO VISIT KAUAIRENTHelp.COM
OR CALL 482-3777. MAHALO.

To request a copy of your past due water bill,
email: billing@kauaiwater.org

*Kaua'i Coronavirus
Rent & Utilities Assistance
Relief Program*

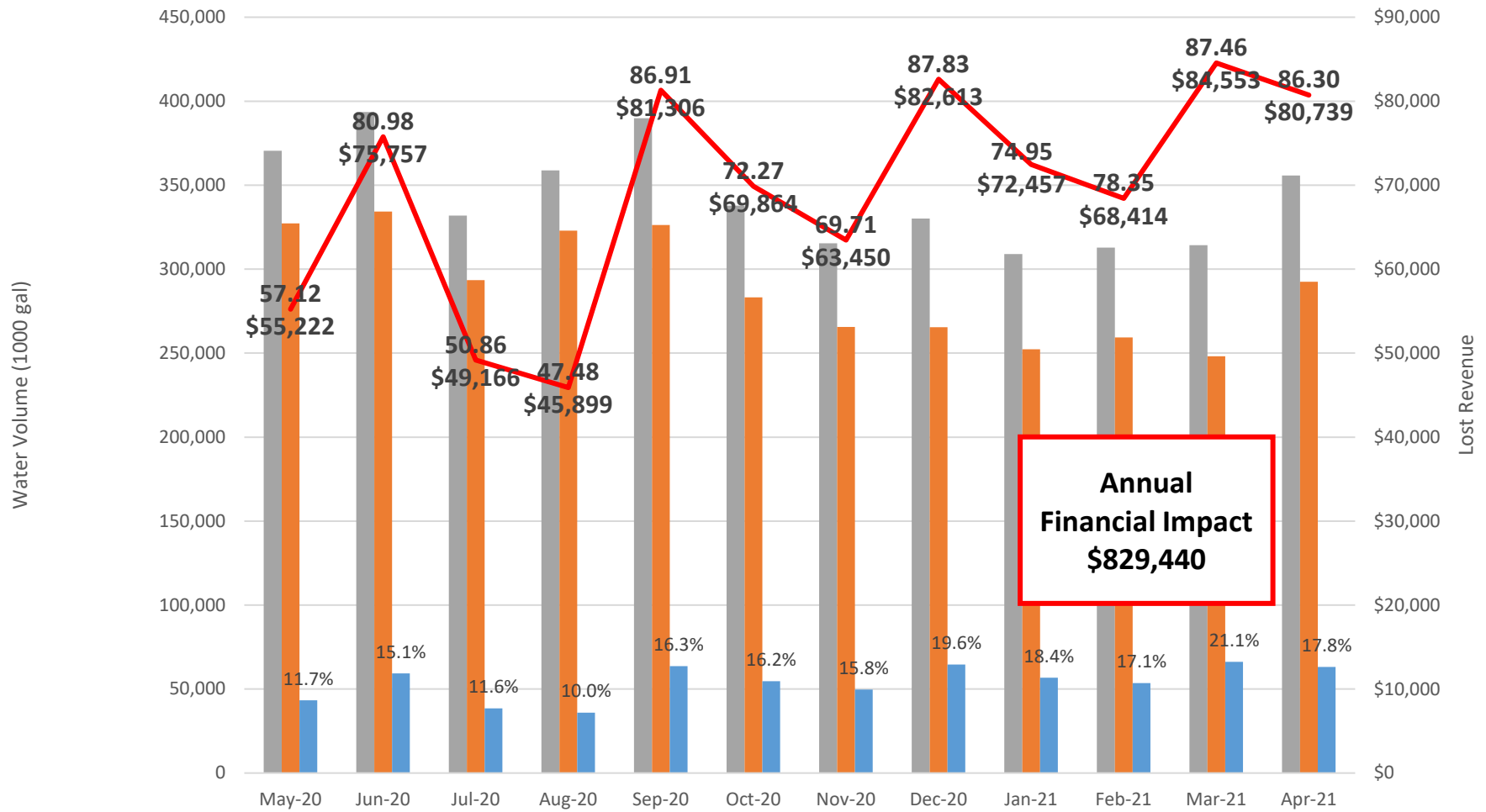
IF YOU HAVE A PAST DUE WATER
ACCOUNT, YOU MAY QUALIFY FOR
UTILITY PAYMENT ASSISTANCE.

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								
August								
September								
October								
November	20	205	63	4	129	91	14	0
December	38	217	68	4	165	102	33	2
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								

Operations Contract Dashboard				
Open for Bid				
Type	Contract Number	Job Number	Title	Contractor/Vendor
Awaiting Board Approval				
Type	Contract Number	Job Number	Title	Contractor
Processing/Notice to Proceed				
Type	Contract Number	Job Number	Title	Contractor
Equipment	706		Sewage Lift Station Control System NTP 4/5/21	Xio, Inc.
Services	693		Koloa Well D CO#4 - no cost time extension	Derrick's Well Drilling
Equipment	707		Compact Track Loader NTP 4/19/2021	Bacon Universal Co., Inc.
Equipment	699		Kapilimao NaOCl CO#2 - no cost time extension	AqueoUSvets

Highlights
1. Estimated non-revenue water due to flushing and reported leaks for the month of May is 515,209 gallons

Monthly Water Audit March 2020 - February 2021



	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Produced	370,458	393,627	331,959	358,841	389,892	337,846	315,350	330,207	309,068	312,917	314,312	355,704
Customer Meter Read	327,214	334,303	293,457	322,898	326,223	283,136	265,663	265,514	252,328	259,343	248,100	292,478
Waterloss	43,244	59,324	38,502	35,943	63,669	54,710	49,687	64,693	56,740	53,574	66,212	63,226
Waterloss	\$55,222	\$75,757	\$49,166	\$45,899	\$81,306	\$69,864	\$63,450	\$82,613	\$72,457	\$68,414	\$84,553	\$80,739

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S UPDATE

June 24, 2021

Pursuant to Board Policy No. 3

CONTRACTS AWARDED/EXTENSION/AMENDMENTS:

**1 NINTH AMENDMENT TO CONTRACT NO. 535, JOB NO. WRP 01 FY 05-06
KAUAI WATER USE AND DEVELOPMENT PLAN WITH FUKUNAGA AND
ASSOCIATES, INC. FOR A CONTRACT TIME EXTENSION TO NOVEMBER
14, 2021**

FUNDING:

Account No.	10-22-10-540-010			
Acct Description	WU/Plan/Admin/Professional Services			
Funds Available	Verified by WWC		\$	N/A
Contract No.	535			
Vendor	Fukunaga and Associates, Inc.			
	Contract Amount	\$	513,000.00	
	5% Contingency	\$	1,000.00	
	First Amendment	\$	0.00	
	Second Amendment	\$	0.00	
	Third Amendment	\$	0.00	
	Fourth Amendment	\$	0.00	
	Fifth Amendment	\$	114,400.00	
	Sixth Amendment	\$	0.00	
	Seventh Amendment	\$	0.00	
	Eighth Amendment	\$	0.00	
	Total Funds Certified To Date	\$	628,400.00	
Ninth Amendment:				
	Contract Time Extension of 180 calendar days	\$	0.00	
	Total Amendment	\$	0.00	
	Contract Amount To Date	\$	627,400.00	
Fund Balance			\$	N/A

BACKGROUND:

Contract NTP Date: July 25, 2011
Original Contract End Date: January 10, 2014

New Contract End Date: November 14, 2021

Notice to proceed for this project was issued on July 25, 2011 with a contract completion date of January 10, 2014. A request for a contract time extension was reviewed, granted and executed on September 10, 2014 to extend the contract completion date to July 2, 2016. An additional contract time extension was reviewed, granted and executed on September 7, 2016 to extend the contract completion date to December 19, 2018.

Due to circumstances beyond the contractor's control, the project has not been able to be completed by the December 19, 2018 contract completion date as several significant policy and water-related issues have caused delays and changes in the original scope of the project. Some of these changes include the coordination of the Kaua'i Water Use and Development Plan (KWUDP) with the Kaua'i General Plan Update, evaluation of the recently completed Līhu'e Community Plan and South Community Plan, coordination with the Commission on Water Resource Management (CWRM) on the update of the Aquifer Section and System sustainable yields (SY) and a request by CWRM regarding the evaluation of traditional and customary practices of the resource.

The project originally evaluated the 2000 Kaua'i General Plan, which has since been updated by the County of Kaua'i Planning Department and approved by the Kaua'i County Council in 2018. The DOW and its consultant coordinated with the Planning Department periodically during the update process to ensure that the impacts of the Kaua'i General Plan Update would be reviewed and addressed in the KWUDP. Additionally, the evaluation of the recently completed Līhu'e Community Plan and South Kaua'i Community Plan were conducted. The evaluation of these recently completed plans, Kaua'i General Plan update, Līhu'e Community Plan and South Kaua'i Community Plan, were not part of the original proposal.

In late 2015, CWRM provided preliminary information of the Aquifer Section and System SY. The information at the time indicated that the new SY for the Hanamā'ulu and Kōloa Aquifer System Areas may have significant impact on the comparison with water demands associated with the full build-out of the County General Plan and Community Development Plans. Discussion and feedback ensued between CWRM, the DOW and the Planning Department regarding the SY values. Subsequent discussion with CWRM indicated that the new SY would not be as low as the 2016 estimates and should not have a significant impact on the comparison with full build-out water demands. It was emphasized that, while CWRM is confident in the new SY values, the SY values may still change and are not final until the Water Resource Protection Plan (WRPP) Update is approved. A public review of the draft WRPP Update was released on November 2, 2018.

In 2016, CWRM also requested that counties incorporate the Ka Pa'akai analysis into the Water Use and Development (WUDP) update to the greatest extent possible and specifically mentioned the Aha Moku Advisory Committee (AMAC). The AMAC is administratively attached to the DLNR and which is utilized as a conduit for identifying valued resources, traditional and customary practices and appropriate mitigation. An AMAC representative has been added to the KWUDP stakeholder advisory group.

These unanticipated changes have caused work to proceed at a pace slower than originally anticipated and have required additional resources and coordination efforts with other agencies, stakeholder groups and the public to verify that information originally obtained at the onset of the project is still accurate and current. Additionally, a higher level of coordination and outreach is required to gather stakeholder and public advisory group information. Hence, a fifth location for public meetings will be added, on top of the four locations originally planned, for greater outreach.

In order to complete the project with the additional project requirements noted above and provide the necessary time for the approval process, Fukunaga and Associates, Inc. provided a fee proposal of \$114,400.00 and a contract time extension request of 180 days.

The proposal for the additional tasks were requested and received by the Department on December 13, 2018. In an effort to review the proposal and prepare a contract amendment for the additional scope and time required to complete the project, the Department issued a Stop Work Order on December 17, 2019 for sixty (60) calendar days ending on February 17, 2019. A Stop Work Order Supplemental Agreement was issued by the Procurement Office on February 7, 2019 to extend the suspension of the Contract an additional ninety (90) calendar days end on May 8, 2019.

A third contract amendment was issued to allow the performance of the Contract to resume at the end of the suspension period, May 8, 2019, and continue pending the anticipated approval and execution of a fourth amendment by the Board at its May 24, 2019 meeting.

The Board at its May 24, 2019 Board meeting, decided to defer the Manager's updates to be heard at a subsequent Board meeting. The Manager's update included the report to manager requesting approval to execute a fourth contract amendment for additional tasks, cost and time.

A fourth contract amendment was issued to allow the performance of the Contract to continue from May 24, 2019, for one hundred eighty (180) calendar days or less to allow the Board time to review and approve a fifth amendment for additional tasks, time and cost to this Contract.

A fifth contract amendment was issued on June 28, 2019 to extend the Contract an additional one hundred eighty (180) calendar days to address the changes in scope and provide compensation for the additional tasks, for completion date of December 25, 2019.

A sixth contract amendment was issued on December 20, 2019 to extend the Contract an additional one hundred eighty (180) calendar days to accomplish the additional scope and tasks identified in the fifth contract amendment, with a completion date of June 17, 2020.

A seventh contract amendment was issued on May 28, 2020 to extend the Contract an additional one hundred eighty (180) calendar days to accomplish the additional scope and tasks identified in the fifth contract amendment, with a completion date of November 24, 2020.

A eighth amendment was issued to allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending May 18, 2021 to accomplish the work.

This ninth amendment will allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending November 14, 2021 to accomplish the work.

2 FOURTH AMENDMENT TO CONTRACT NO. 651, JOB NO. 2018-PROF-1, A.1 SPECIAL COUNSEL TO PROVIDE ENVIRONMENTAL, LAND USE, AND REGULATORY COMPLIANCE LITIGATION IN THE AMOUNT OF \$40,000.00

FUNDING:

FROM:				
Account No.	10-00-00-330-000			

MANAGER'S UPDATE

Re: Manager's Update for May 2021 to June 2021

June 24, 2021

Page 4 of 8

Acct Description	Water Utility Fund (unrestricted)		\$	40,000.00
	<i>Per Manager's Report No. 21-</i>			
	<i>At Board Meeting 06/24/21)</i>			
TO:				
Account No.	10-01-10-540-010			
Acct Description	WU/Admin/Admin/Professional Services-General			
Funds Available	<i>Verified by WWC</i>		\$	40,000.00
Contract No.	651			
Vendor	Ashford & Wriston, LLP			
	Contract Amount	\$		25,000.00
	First Amendment	\$		50,000.00
	Second Amendment	\$		30,000.00
	Third Amendment	\$		25,000.00
	Total Funds Certified To Date	\$		130,000.00
Fourth Amendment:				
	Continued Special Counsel Services, per Manager's Report No. 21	\$		40,000.00
	Total Funds Requested	\$		40,000.00
		\$		<40,000.00>
	Contract Amount To Date	\$		170,000.00

BACKGROUND:

Contract NTP Date: March 23, 2018

Original Contract End Date: N/A

New Contract End Date if Contract Time Extension: N/A

At the November 22, 2017 Board meeting, the Board approved the procurement of Special Counsel and the expenditure of funds for environmental, land use, and regulatory compliance litigation and related legal services. Since then, Special Counsel secured a final judgment in favor of the Board. Plaintiff appealed to the Intermediate Court of Appeals. Additional funds are necessary to ensure continued legal representation and support related to CIV-18-1-0063, CAAP-20-0000487.

3 CONTRACT NO. 708, RFQ NO. AIR 2021-2022 TO FURNISH THE SERVICES AND MAINTENANCE OF DOW'S VARIOUS AIR CONDITIONING UNITS AWARDED TO KAUAI AIR CONDITIONING AND REFRIGERTAION, INC. IN THE AMOUNT OF \$35,606.00

FUNDING:

Account No.	10-40-60-561-000			
-------------	------------------	--	--	--

Acct Description	WU/Ops/T and D/Repairs and Maintenance – Other than Water System (A/C & Refrigerator Maintenance)			
Funds Available	<i>Verified by WWC (Per approved Budget FY 2021-2022)</i>			\$ 40,000.00
Contract No.	708			
Vendor	Kauai Air Conditioning & Refrigeration, Inc.			
	Contract Amount	\$	35,606.00	
	5% Contingency	\$	N/A	
	Total Funds Certified	\$	35,606.00	
Fund Balance				\$ 4,394.00

BACKGROUND:

The air conditioning maintenance and service contract will be expiring on 6/30/21. Request For Quotes were solicited and they were the only one that responded with a quote of \$35,606.00.

4 CONTRACT NO. 709, IFB JOB NO. 18-07 KUKUIOLONO 0.2 MG TANK DEMOLITION, KALAHEO WATER SYSTEM AWARDED TO PACIFIC CONCRETE AND CORING INC. IN THE AMOUNT OF \$380,968.25

FUNDING:

Account No.	10-21-00-604-167			
Acct Description	WU/CM/R&R-Kukuiolono Tank Demo			
Funds Available	<i>Verified by WWC</i>			\$ 750,000.00
Contract No.	709			
Vendor	Pacific Concrete Cutting & Coring, Inc.			
	Contract Amount	\$	380,968.25	
	5% Contingency	\$	19,048.00	
	Total Funds Certified	\$	400,016.25	\$ <400,016.25>
Fund Balance				\$ 349,983.75

5 SOLE SOURCE CONTRACT NO. 710, JOB NO. SS-2022-02, WATER QUALITY LABORATORY TESTING SERVICES AWARDED TO EUROFINS EATON ANALYTICAL, LLC

MANAGER'S UPDATE

Re: Manager's Update for May 2021 to June 2021

June 24, 2021

Page 6 of 8

FUNDING:

Account No.	10-10-40-540-010			
Acct Description	WU/Qual/Purification/ Professional Services - General			
Funds Available	<i>Per Approved Budget FY 2021- 2022 and Verified by WWC</i>		\$	45,250.00
Contract No.	710			
Vendor	Eurofins Eaton Analytical, LLC			
	Contract Amount	\$	45,250.00	
	5% Contingency	\$	N/A	
	Total Funds Certified	\$	45,250.00	\$ <\$45,250.00>
Fund Balance			\$	0.00

BACKGROUND:

Eurofins Eaton Analytical, LLC is the only provider that complies with the State of Hawaii, Department of Health, Safe Drinking Water Branch, Electronic Data Delivery data management system Safe Drinking Water Information System. Vendor provides laboratory testing services required by the U.S. Safe Drinking Water Act.

6 EIGHTH AMENDMENT TO CONTRACT NO. 666, JOB NO. IT-2018-4, REVIEW AND UPDATE I.T. STRATEGIC PLANNING, IMPLEMENTATION AND SUPPORT WITH BRIO CONSULTING, LLC IN THE AMOUNT OF \$80,000.00 AND TIME EXTENSION UNTIL DECEMBER 31, 2021.

FUNDING:

FROM:				
Account No.:	10-00-00-330-000			
	Water Utility Fund (unrestricted)	\$	80,000.00	
TO:				
Account No.:	10-02-10-540-010			
	WU/IT/Admin/Professional Services		\$	80,000.00
Funds Available	<i>Verified by WWC, Reference Manager's Report No. 21-17</i>			
Contract No.	666			
Vendor	Brio Consulting, LLC			
	Contract Amount	\$	79,979.00	
	Contingency	\$	201.00	
	First Amendment	\$	9,820.00	
	Second Amendment	\$	70,000.00	

MANAGER'S UPDATE

Re: Manager's Update for May 2021 to June 2021

June 24, 2021

Page 7 of 8

	Third Amendment	\$	229,380.00	
	Fourth Amendment	\$	79,860.00	
	Fifth Amendment	\$	144,000.00	
	Sixth Amendment	\$	687,986.00	
	Seventh Amendment	\$	160,000.00	
	Total Funds Certified To Date	\$	1,461,226.00	
Eighth Amendment:				
	Contract Time Extension and Additional Funds (Per Manager's Report No. 21-17)	\$	80,000.00	\$ <80,000.00>
	Total Amendment	\$	80,000.00	
	Contract Amount To Date	\$	1,541,025.00	

BACKGROUND:

Contract NTP Date: September 1, 2018
Original Contract End Date: December 29, 2018
New Contract End Date: December 31, 2021

The additional funds of \$80,000 was approved during the December 18, 2020 board meeting to continue Task 1, for IT infrastructure support, ending March 31, 2021. Please reference Manager's Report 21-17. The Department is extending the contract period though December 31, 2021 with no additional funding required.

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:

- Welcome for new Deputy – Judy Hayducsko
- Board delegation to Manager and Chief Engineer on legislative actions.
- Board Advisor's contract expires June 30
- Auction results
- Parking Restrictions for DOW lot to County Council for approval
- Water Quality Reports posted July 1

ADVISOR REPORT TO THE BOARD OF WATER SUPPLY UPDATE

Period ending May 31, 2021

- Handled emails and texts from staff

MANAGER'S UPDATE

Re: Manager's Update for May 2021 to June 2021

June 24, 2021

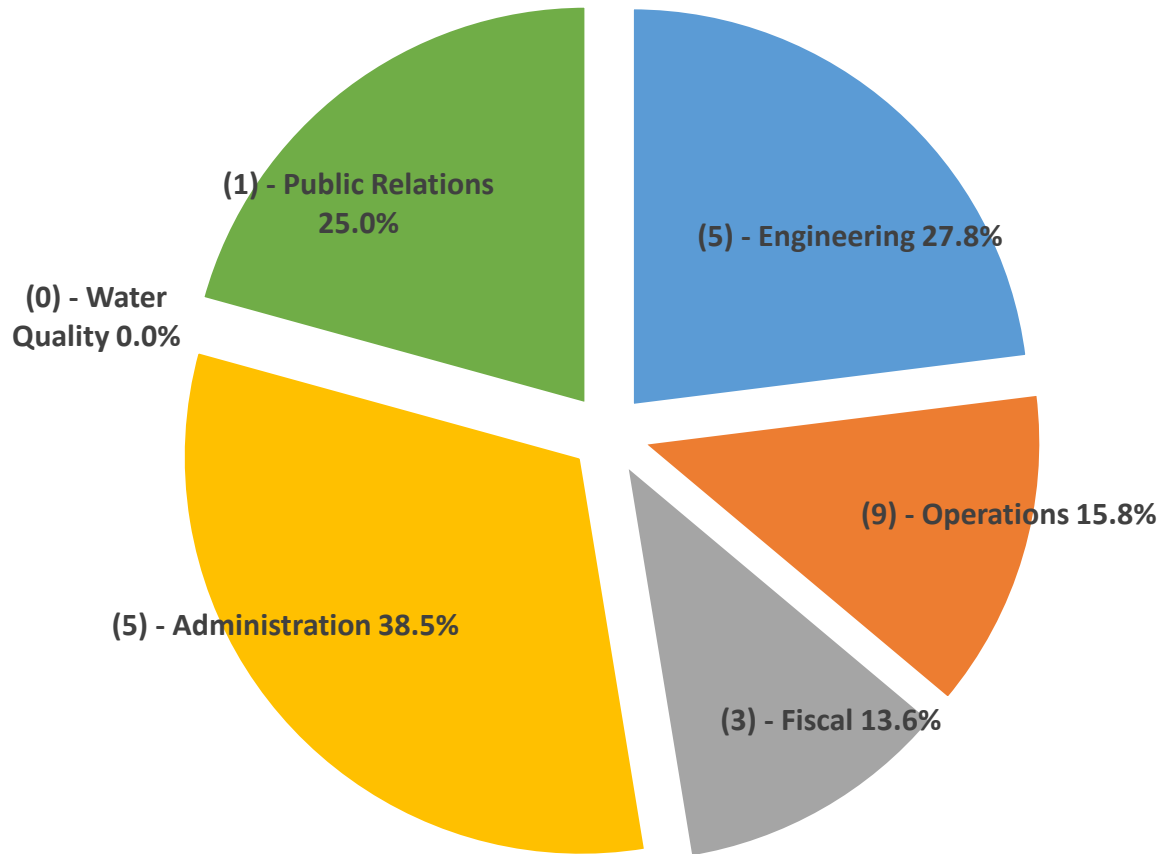
Page 8 of 8

- Prepared for and participated in DOW Board Meeting

Attachment: Personnel Matters

Mgrrp/Manager's Update (June 24, 2021):mja

Personnel Dashboard



Vacancies by Division

(# Vacancies), Division, Percent Vacant

Summary

Total Authorized = 117

Total Vacant = 23

Actively Recruiting = 7

Highlights

1. Deputy Manager-Engineer started 6/1/2021.
2. Civil Engineer VI -Water Resources & Planning starts 6/16/2021.
3. Pipefitter Helper starts 6/16/2021.
4. Commission Support Clerk starts 7/1/2021.

YEAR	VEHICLE DESCRIPTION	VEHICLE ID NO.	LICENSE NO.	COST NEW
2000	NISSAN FRONTIER EXTRA CAB PICKUP 4X4	1N6ED26Y8YC3566559	CK1636	\$ 20,768
2003	FORD PICKUP TRUCK	1FTZR45E13PA14929	CK1758	\$ 23,488
2003	FORD ESCAPE 4D MPVH 4X4	1FMYU921X3KA31486	CK1759	\$ 23,426
2003	FORD ESCAPE 4D MPVH 4X4	1FMYU921X3KD21176	CK1769	\$ 22,595
2003	FORD ESCAPE 4D MPVH 4X4	1FMYU92183KD21175	CK1770	\$ 22,595
2007	FORD MPVH	1FMEU63E67UB09257	CK1957	\$ 25,332
2007	FORD RANGER 4X2 REG CAB	1FTZR44E67PA88841	CK1961	\$ 21,311
2007	FORD RANGER TRUCK 4X4	1FTZR45E87PA98284	CK1973	\$ 24,823
2009	FORD RANGER REG CAB 4X2	1FTYR10D19PA15256	CK2067	\$ 16,191
2010	JEEP PATRIOT (MPVH)	1J4NF2GB2AD555964	CK2122	\$ 22,995
2010	TOYOTA MPVH T5522/4WD	JTEBW3EH6A2046957	CK2134	\$ 40,004
2011	DODGE -DR1500	1D7RV16P0BS648565	CK2143	\$ 30,541
2012	DODGE PICKUP - DR1500 -CREW CAB -4X4	1C6RD7KP3CS193128	CK2189	\$ 27,361
2012	DODGE PICKUP - DR1500 -QUAD CAB -4X4	1C6RD6FP9CS189380	CK2188	\$ 28,547
2014	FORD EXPLORER	1FM5K8B8XEGB11389	CK2264	\$ 36,365
2014	FORD F150	1FTEX1EMXEFA18979	CK2265	\$ 41,818
2014	FORD F150	1FTEX1EMXEFA18978	CK2266	\$ 41,818
2015	FORD F250	1FT7X2B6XFEC37906	CK2341	\$ 40,276
2015	FORD F250 TRUCK	1FT7X2B60FEB32632	CK2310	\$ 37,278
2016	NISSAN FRONTIER PICKUP	1N6BD0CT0GN710349	CK2345	\$ 27,714
2016	FORD F-250 SUPER DUTY PICKUP	1FT7X2B63GEA16195	CK2352	\$ 65,415
2016	FORD F-150 PICKUP	1FTEX1EP9GKE49902	CK2356	\$ 44,513
2016	FORD F-250	1FT7X2B60GEC85979	CK2355	\$ 47,149
2016	FORD F-550	1FDUF5GT4GED28818	CK2389	\$ 71,469
2016	CHEVROLET COLORADO PICKUP	1GCHSBE30G1290742	CK2357	\$ 40,954
2017	FORD F-250 PICKUP	1FD7XB60HEF21138	CK2426	\$ 57,430
2018	JEEP CHEROKEE	1C4RJFAG8JC303062	CK2414	\$ 39,491
2017	FORD F250 PICKUP	1FD7X2BT5HEF21139	CK2424	\$ 62,661
2018	FORD F-150 PICKUP	1FTEX1EP1JKC35929	CK2425	\$ 51,435
2019	NISSAN MPVH PICKUP	5N1AT2MV3KC787844	CK2474	\$ 28,894
2019	NISSAN MPVH PICKUP	5N1AT2MV9KC738311	CK2473	\$ 28,894
2019	NISSAN FRONTIER PICKUP	1N6BD0CT1KN707369	CK2478	\$ 24,514
2019	FORD F-150 4X4	1FTFX1E4XKKD16746	CK2493	\$ 51,264
2019	DODGE RAM PICKUP	3C6JR7DT3KG523039	CK2524	\$ 39,767
2019	FORD RANGER PICKUP	1FTER4FH5KLA60468	CK2500	\$ 35,695
2020	FORD F-150 4X4 W/ WORKPOD INSERT	1FTEX1EPXLKE47716	CK2568	\$ 54,036
2004	FORD F477 TRUCK 4X2	1FDXF47P84EA40144	CK1785	\$ 70,798
2007	FORD F450 TRUCK W/UTILITY BODY 4X2	1FDXF47RX8EB44383	CK1964	\$ 76,298
2008	FORD F450 TRUCK W/UTILITY BODY 4X2	1FDXF47R88EB44382	CK1965	\$ 72,283
2008	FORD x464 TRUCK (Utility)	1FDXX46R98EE24679	CK2047	\$ 74,689
2008	FORD x464 TRUCK (Utility)	1FDXX46R58EE24680	CK2048	\$ 74,689
2013	FORD F450 TRUCK (Utility)	1FDOX4GT7DEB87969	CK2237	\$ 99,161
2016	FORD F-450 PICKUP	1FD0X4GT2GEA50572	CK2350	\$ 122,626
2016	FORD F-450 SUPER DUTY PICKUP	1FDOX4GT2GEA39054	CK2351	\$ 95,836
2020	FORD F450 TRUCK W/UTILITY BODY 4X4	1FDUF4HT2LEE48135	CK2585	\$ 84,012
2017	FORD F-550 PICKUP	1FDOX5GT7HEF21140	CK2423	\$ 111,802
2017	FORD F-550 PICKUP	1FDOX5GT7HEF21141	CK2422	\$ 111,829
2020	FORD F-550 W/ CRANE BODY	1FDUF5HT3LEC50024	CK2569	\$ 157,142
2005	GMC DUMP (Formerly CK1816, License Plate Replaced)	1GDE5C12X5F508002	CK2420	\$ 63,379
2008	GMC C5500 DUMP TRUCK	1GDE5C1928F415833	CK2020	\$ 72,659
2011	INTERNATIONAL DUMP TRUCK	1HTMKAZM8BH338342	CK2128	\$ 96,983
2014	PETERBILT DUMP TRUCK	1NPPL40X3FD265675	CK2304	\$ 183,197
2019	INTERNATIONAL TANK TRUCK	3HAMKTAR3KL319193	CK2438	\$ 137,821

YEAR	VEHICLE DESCRIPTION	VEHICLE ID NO.	LICENSE NO.	COST NEW
2019	PETERBILT DUMP TRUCK	2NP3HJ8X3KM641610	CK2466	\$ 155,732
2020	Peterbilt 348 DUMP TRUCK	2NP3HJ8X7LM693291	CK2539	\$ 152,228
2020	Peterbilt 348 DUMP TRUCK	2NP3HJ8X4MM749351	CK2574	\$ 155,444
2011	NISSAN LEAF 4DSD	JN1AZ0CPXBT008582	CK2153	\$ 37,986
2012	FORD VAN	1FTSS3ES2CDA59255	CK2166	\$ 52,804
2012	TOYOTA RAV4 2WD V-6	JTMZK4DV0C5027835	CK2160	\$ 26,687
2012	TOYOTA RAV4 2WD V-6	JTMZK4DV3C5027960	CK2162	\$ 26,687
2012	TOYOTA RAV4 4WD V-6	JTMBK4DV5C5109190	CK2161	\$ 28,094
2012	TOYOTA RAV4 4WD V-6	JTMBK4DV5CD019270	CK2163	\$ 28,094
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2000	TRAIL KING FLAT BED TRAILER TK24	1TKCO2423YM101249	CK577	\$ 14,974
2000	ZIEMAN FLAT BED TRAILER 1185	1ZCE26S23YZP21766	CK583	\$ 7,877
2009	ZIEMAN CARRIER TRAILER	1ZCE26E299ZP28203	CK774	\$ 8,646
2012	TRAIL KING TRAILER TK20LP	1TKC02226CM115537	CK792	\$ 16,078
2014	HOMEMADE TRAILER	DOW101014KAU	CK815	\$ 5,000
2014	HOMEMADE TRAILER	DOW101014KAU2	CK816	\$ 5,000
2016	TRAIL KING TK50RB ROLL BACK TRAILER	1TKC03039GM119248	CK834	\$ 65,520
2004	BIG TEX UTILITY TRAILER	16VNX122441E158884	CK706	\$ 7,836
2006	SHPBLT MSTL TRAILER	1S9ES182X5H364230	CK727	\$ 12,474
2006	SHPBLT MSTL TRAILER	1S9ES18235H364229	CK729	\$ 20,722
2007	ZIEMAN TRAILER	1ZCE26E227ZP27603	CK741	\$ 8,125
2021	16k Tilit Deck Felling Trailer	5FTCE252M1001118	CK867	\$ 19,686
2021	16k Tilit Deck Felling Trailer	5FTCE252XM1001117	CK868	\$ 19,686
2021	16k Tilit Deck Felling Trailer	5FTCE2523M1001119	CK869	\$ 19,686