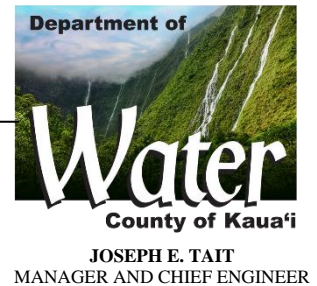


## **BOARD OF WATER SUPPLY**

**JULIE SIMONTON**, CHAIR  
**GREGORY KAMM**, VICE CHAIR

**KURT AKAMINE**, SECRETARY  
**LAWRENCE DILL**, MEMBER  
**KA'AINA HULL**, MEMBER  
**TROY TANIGAWA**, MEMBER



### REGULAR MONTHLY MEETING NOTICE AND AGENDA

Thursday, September 22, 2022  
9:30 a.m. or shortly thereafter

Meetings of the Board of Water Supply, County of Kaua'i will be conducted in-person at the Department of Water Board Room, 2<sup>nd</sup> Floor located at 4398 Pua Loke Street, Lihue, Kauai, Hawaii, and remotely in accordance with Act 220, Session Laws of Hawai'i 2021 via interactive conference technology as follows:

**Click on the link below to join on your computer or mobile app by VIDEO:**

<https://us06web.zoom.us/j/85089821501>

**OR**

**Dial phone number and enter conference ID to call in and join by AUDIO:**

**Phone: 888 788 0099 US Toll-free**  
**Phone Conference ID: 850 8982 1501**

**Please Note:** If you do not provide a name, unique identifier, or alias when joining the meeting, you will be renamed to allow staff to address and manage individual guests.

In the event of a lost connection the Board will recess for up to 30 minutes to restore the connection. If the connection cannot be restored within 30 minutes, the Board will continue the meeting to 12:00 p.m. or shortly thereafter. If the visual link cannot be restored, the Board may reconvene with an audio-only link using the above dial-in phone number and conference ID. A lost connection only applies to remote connections provided as part of the remote meeting but does not apply to a public member being unable to access the meeting due to a connectivity issue on their end.

### CALL TO ORDER

### ROLL CALL

### ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, October 27, 2022 – 9:30 a.m.

### APPROVAL OF AGENDA

### APPROVAL OF MEETING MINUTES

1. Regular Board Meeting – August 25, 2022
2. Executive Session Meeting – August 25, 2022
3. Finance Committee Meeting – September 9, 2022

## **PUBLIC TESTIMONY**

### **BOARD COMMITTEE REPORTS**

1. Report of the Finance Committee of the Board of Water Supply, County of Kauai re: Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023

### **OLD BUSINESS**

1. Manager's Report No. 23-03 Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023

### **NEW BUSINESS**

1. Manager's Report No. 23-04 Discussion and Adoption of Resolution No. 23-02, Farewell to Darren Lizama (Retiree), Water Service Supervisor III, Operations Division
2. Manager's Report No. 23-05 Discussion and Possible Action to approve the Conveyance of Water Facility from County of Kauai, Housing Agency for Lima Ola Subdivision, Phase I, Subdivision No. S-2018-13; TMK: (4) 2-2-001:054, Eleele, Kauai, Hawaii
3. Discussion and Possible Action on Annual Evaluation Process for the Manager and Chief Engineer
  - a. Establish evaluation criteria

### **STAFF REPORTS**

1. Fiscal - Statement of Revenues and Expenditures
  - b. August Monthly Summary Budget
  - c. Accounts Receivable Aging Summary
2. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education, Upcoming Events, and Project WET
3. Operational Activities – Monthly service dashboard & highlights, Monthly comparison of water produced, customer meter read, and water loss
4. Manager and Chief Engineer – update on monthly activities, personnel matters, and required communications to the Board

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

1. Hanalei Satellite Base Yard update
2. Organizational changes
3. Final Performance Benchmarks & Division Dashboards

### **TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:**

1. Updates and assignments of DOW Programs
2. Strategic Technology Business Plan

### **EXECUTIVE SESSION:**

Pursuant to Hawai'i Revised Statutes (HRS) §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the Executive Session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2), the purpose of this Executive Session is for the Board to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held.

## **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 during the Public Testimony portion.

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](mailto:board@kauaiwater.org)  
Phone: (808) 245-5406  
Fax: (808) 245-5813

### **Public Testimony**

You do not need to register to provide oral testimony on the day of the meeting. Please note that public testimony is taken after the approval of the meeting agenda to ensure public testimony is received before any action is taken on an agenda item. The length of time allocated to present oral 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](mailto:board@kauaiwater.org) as soon as possible. Requests made as early as possible will allow adequate time to fulfil your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

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

DRAFT

MINUTES

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, August 25, 2022

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, August 25, 2022. Chair Julie Simonton called the meeting to order at 9:35 a.m. The following Board members were present:

**Prior to the Call to Order, an Oath of Office was given to new Board of Water Supply member Tom Shigemoto.**

**BOARD:**

Ms. Julie Simonton, *Chair*  
Mr. Gregory Kamm, *Vice Chair (remote)*  
Mr. Tom Shigemoto  
Mr. Lawrence Dill  
Mr. Ka'aina Hull

**EXCUSED:**

Mr. Kurt Akamine, *Secretary*  
Mr. Troy Tanigawa

Quorum was achieved with 5 members present at Roll Call.

**STAFF:**

Manager & Chief Engineer Joseph Tait	Waterworks Controller Marites Yano
Commission Support Clerk Cherisse Zaima	Info. and Education Specialist Jonell Kaohelaulii
Deputy County Attorney Mahealani M. Krafft ( <i>remote</i> )	Chief of Operations Valentino Reyna
Deputy Manager Judith Hayducsko ( <i>remote</i> )	I.T. Specialist Wayne Takabayashi
Civil Engineer Michael Hinazumi	

**ANNOUNCEMENTS**

Next Scheduled Meeting: Thursday, September 22, 2022 – 9:30 a.m.

**APPROVAL OF AGENDA**

Manager Tait requested that an Executive Session be added at the end of the meeting. The agenda, as amended, was approved with no objections.

**APPROVAL OF MEETING MINUTES**

1. Regular Board Meeting – July 28, 2022
2. Executive Session – July 28, 2022

The meeting minutes were approved with no objections.

**PUBLIC TESTIMONY**

No public testimony was received.

**NEW BUSINESS**

*Manager's Report No. 23-01* Discussion and Adoption of Resolution No. 23-01, Farewell to Alan Iwasaki (Retiree), Water Service Investigator II, Operations Division

Chief of Operations Val Reyna read Resolution No. 23-01 into the record.

**Board Member Hull moved to approve Manager’s Report No. 23-01, seconded by Mr. Dill; with no objections, motion carried 5:0**

Manager’s Report No. 23-02 Discussion and Possible Action for Job No. 02-14, Package A – Well and Drainage Package of Water Plan 2020 No. WK-08, Kapaa Homesteads 325’ Tanks, Two 0.5 MG Tanks, and WK-39, Drill and Develop Kapaa Homesteads Well No. 4, Wailua-Kapaa Water System for Additional Construction Funding

Civil Engineer Michael Hinazumi provided a summary of the report. In reference to the removal of the retention aspect of the drainage system, Board member Dill asked whether that had been reviewed and approved by Public Works. Mr. Hinazumi explained that the drainage basin was not a requirement by Public Works but was a mutual benefit to for the landowner; however due to the maintenance and liabilities with the structure, they agreed to create another system.

Board member Shigemoto asked what kind of discussion occurred with the landowner prior to the start of the project. Mr. Hinazumi explained that as part of DOW’s normal process the Department reached out to the landowner and they all agreed on the drainage structure as well as an agreement to utilize the water that would potentially be stored. However, during the course of construction and the development of legal documents for the easements, DOW and the landowner could not come to an agreement on the maintenance and long-term liabilities related to the use of the property. He stated that those things are generally worked out up-front, but he is not certain how this developed this far without a mutual agreement. Chair Simonton added that at the time, she and former Chair Kamm visited the property, prompted by letters from lawyers being exchanged, and feels that DOW did a good job of working with the landowner to reach a solution that satisfied everyone. Mr. Shigemoto asked at the point that the retention pond was built, what solutions were offered relating to the potential liabilities. Mr. Hinazumi stated the concerns were with the long-term maintenance as well as security enforcement and potential breach of the security fence. Mr. Shigemoto commented that it is troubling that this is a quarter of a million-dollar error and hopes this is the exception and not the rule. He added that he does not fully understand where this money is coming from, but noted it is a huge hit on someone’s budget. Mr. Hinazumi stated he completely agrees, noting that DOW has since revamped its Engineering structure as well as training for staff in how to resolve issues up-front at the planning stage vs. the construction stage.

Upon clarification from Mr. Hinazumi that this project was started in 2016/2017, Manager Tait noted that this is not the first, nor will it be the last project that was inherited from years ago that has either been retooled, re-reviewed by the new Engineering team, or readdressed as far as cost estimates. Board member Hull stated this particular issue was initiated prior to and has been on-going as long as he has been on the board, noting that there were significant management issues as well as a significant amount of time that the Department was without a Manager. The action before the board today was set in motion a year ago with Manager Tait taking the helm and numerous executive session discussions on how to put a patch on these major issues. Chair Simonton added that the team that is in place now started from the point of the agreement with lawyers. Joe added that since he arrived things are still in the process of being corrected where necessary, not just in Engineering, but throughout the Department in general.

Board member Dill stated that though he was not a part of previous board discussion relating to this, his understanding is the Department presented this and showed plans to the landowner, who discussed the desire to access water for his agricultural activities, and all information was given

which he agreed to and signed-off on it to which Mr. Hinazumi replied yes. Mr. Dill added that he has difficulty holding the Department largely to blame noting the landowner was present at the Board meeting where he admitted lack of expertise in the area and when he saw what was going on in the field, he eventually changed his mind. He does not blame the Department and gives them kudos for walking it back to reach out to the landowner and spending funds to satisfy both parties. Legally, everything was done properly, but moreover, ethically, and morally he feels the Department handled itself appropriately. He feels the main reason this is before them today is because the landowner did not have a grasp of what would be out there in the field, and while it is an unfortunate situation, he thinks the Department has taken steps to try and address these situations on behalf of our customers moving forward.

**Board member Dill moved to approve Manager's Report 23-02, seconded by Mr. Shigemoto; with no objections, motion carried 5:0.**

Manager's Report No. 23-03 Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023

Board member Dill stated that in reviewing the report presented, which is essentially a summary of numerous budget items, he would not feel comfortable approving this at this time and would be recommending that the Finance Committee review how this report was prepared, what's behind it and make sure it's understood well before bringing it back before the full board for a decision.

**Board member Dill moved to refer Manager's Report 23-03 to the Finance Committee, seconded by Mr. Shigemoto; with no objections, motion carried 5:0.**

## **STAFF REPORTS**

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

Waterworks Controller Marites Yano provided an overview of the Fiscal Report highlighted their ongoing technical issues for which consultants have been contacted. Two reports were not submitted in time and were provided at the board meeting to be received for the record. In response to Chair Simonton regarding the long-standing issues with the Great Plains accounting software, Ms. Yano explained that the existing consultant is not available to help immediately so they are going through the solicitation process for another consultant.

Ms. Yano provided an overview of the Statement of Net Position for June and July. Manager Tait referenced the top 3 items on Page 22 which he noted were not accurate and were going to be adjusted to which Ms. Yano stated yes. He asked if he was incorrect in saying that budget vs. actual expenses is about 37% to date. Ms. Yano stated she would not look at the bottom numbers since it included capital projects which are big. She would take Capital Projects out of the picture and look at the Operating Expenses which reflects a more realistic analysis. Board member Dill stated his understanding is that the budget column represents encumbrances rather than actual expenses, so it is not comparing apples to apples. He requested again that the information provided to the board shows a more appropriate comparison. Comparing the Revised YTD Budget numbers vs. the YTD actual numbers on Page 24 under Expenses, Total Contracts and Services, Mr. Dill asked if the \$11 million represents the budget projection or what was encumbered. Ms. Yano stated it represents the budget, and the encumbrances are what is being submitted today in the



Supplemental Budget. Mr. Dill rephrased his question stating his assumption is that the \$11 million represents Contracts & Services that were budgeted encumbered in FY 22 but were not actually expended. Ms. Yano stated the \$11 million was budgeted for Professional Services but has not been encumbered. Mr. Dill asked for a comparison of what we would encumber in 2022 as opposed to the amount we were going to spend to which Ms. Yano stated roughly \$4 million is being rolled over as professional services not spent. Mr. Dill asked whether the \$11 million is the amount we anticipated encumbering in FY22 to which Ms. Yano stated that was the initial plan; however, we have not encumbered it. Mr. Dill then stated that, right off the bat, is a problem as there is still no apples-to-apples comparison with this line item, which is a very big number. Ms. Yano stated she could probably provide a column for the encumbered amount as well as a revised report.

2. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education, Upcoming Events, and Project WET

Information and Education Specialist Jonell Kaohelaulii provided an overview of the PR Report submitted highlighting the completion of their Habitat For Humanity Eleele partnership. They hosted a New Homeowners Welcome presentation that included information on water services, how to apply for water service, how to read their bill and ways to conserve water. The Make-A-Splash festival plans are being finalized and there are currently 747 5<sup>th</sup> grade students from 11 schools that will be participating and 7 outer-island agencies will be assisting. Because it's been 2 years since the last event, there will be a small ceremony prior to the event which will include a blessing, and welcome.

3. Operational Activities – Monthly service dashboard & highlights, Monthly comparison of water produced, customer meter read, and water loss

Chief of Operations Val Reyna provided an overview of the Operations Report submitted noting that 5 hydrants were hit. Mr. Reyna pointed out an error under Work Orders Closed and Auto Repair Shop which he failed to include numbers for but will provide an update at the next meeting. Board member Dill stated State DOT noticed a trend of less utility poles being hit during the height of the COVID restrictions to which Mr. Reyna stated DOW did notice a similar trend during the pandemic.

Chair Simonton asked for an update on the GasBoy replacement to which Mr. Reyna stated they are in contact with the contractors, and all necessary information has been submitted. Once that is finalized, they will be coming to install the system; they are nearing completion.

4. Manager and Chief Engineer – update on monthly activities, personnel matters, and required communications to the Board

Manager Tait stated he will be handling much of his discussion in closed session. He reported that DOW vacancies have grown from 25 to 29 vacancies over the last month, and while Debra is doing a phenomenal job, the County HR process is a factor. Manager Tait thanked the Board for their feedback on the proposed benchmarks which will be presented at the next Board meeting.

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

1. Retirement Resolutions
2. Status update on dashboard and benchmarks



**TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS:**

1. Facility Improvement Program including discussion regarding Base Yard Improvements
2. Hanalei Satellite Base Yard updates
3. Future Organizational changes
4. Updates on Department Programs

**EXECUTIVE SESSION:**

Pursuant to Hawai'i Revised Statutes (HRS) §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the Executive Session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

1. Pursuant to Hawai'i Revised Statutes §92-4 and §92-5(a)(6), the purpose of this Executive Session is for the Board to consider sensitive matters related to public safety or security.

The Board entered into Executive Session at 10:21 a.m.

The Board resumed in Open Session at 10:32 a.m.

**ADJOURNMENT**

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Approved,

Cherisse Zaima  
Commission Support Clerk

Kurt Akamine  
Secretary, Board of Water Supply

MINUTES  
FINANCE COMMITTEE MEETING  
September 9, 2022

The Finance Committee of the Board of Water Supply, County of Kauai resumed its meeting on Wednesday, September 9, 2022. Committee Chair Lawrence Dill called the meeting to order at 2:14 p.m. Quorum was achieved with 2 members present.

**COMMITTEE MEMBERS**

Lawrence Dill, *Committee Chair*  
Ka'aina Hull

**EXCUSED**

Kurt Akamine

**PUBLIC TESTIMONY**

The department received no public testimony prior to the meeting, and there were no registered speakers.

There were two (2) guests who joined the meeting remotely.

**NEW BUSINESS:**

1. *Manager's Report No. 23-03* Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023 (*referred from August 25, 2022 Regular Board Meeting*)

Commission Support Clerk Cherisse Zaima noted there was one item to be received for the record, which had been posted to the Department's website and made available to the public.

Committee Chair Dill stated that he would like a better understanding of what the original proposed number was in the budget that was approved by the Board, what the updated number is, and what is causing the change in the Supplemental Budget. Waterworks Controller Marites Yano explained that the Supplemental Budget consists of Purchases Orders and other Encumbrances that DOW has not expended, but that were included as part of the FY 22 Budget approved by the Board. The FY 23 Budget that was approved by the Board in May 2022 included estimated purchase orders and contracts to be encumbered. At that time the estimated Purchase Orders were \$16,083,221. At the request of Chair Dill, the Budget Resolution approved in May was provided to the Committee as a reference. Ms. Yano provided a recap of the Fund Balance Projections stating that the prior year encumbrances were at \$16 million during which time they were working on some contracts of which \$14 million was estimated to be encumbered. Because the budget was prepared in early April, the existing purchase orders at the time were reviewed, but within the 2-month period between May and June, they encumbered additional contracts that totaled approximately \$12.8 million; \$10.6 million was encumbered under the SRF funds. In response to Chair Dill, Ms. Yano explained that the \$10.6 million was not estimated as of April 2022 but is included under the Adjusted Balance line item 'New Capital Outlay' at the bottom of the page as they were able to encumber that at the end of the fiscal year. Referencing the prior year encumbrances under Fund Balance Projections line items 'PO & Contracts' and 'Current Fiscal Year – Contracts in Progress' that reflect \$16 million and \$17.3 million respectively, Ms. Yano explained that Page 4 of the Supplemental Budget presented today shows \$37.8 million in Capital Outlay, noting that the increase is a result of the last two

items – SAF and SRF – that total \$23.4 million. Manager Joe Tait asked to clarify how much of this came in after the Board approved the Budget Resolution in May. Ms. Yano explained that \$14 million were estimated to be encumbered for State grants, noting that only the grants that were set to expire by June 30, 2022 were encumbered.

Referencing the (WU) Water Utility/State Grants column under Fund Balance Projections, Mr. Dill asked why it reflects negative \$16,575,711. Ms. Yano explained that those resources are on a reimbursement basis, meaning the department spends the money up-front and submit a claim to the State for reimbursement once they spend any money on the project. She added that it is shown as a negative as there is no beginning cash balance. Mr. Dill noted under that same column in line item ‘Transfers (Out) it shows \$26,425,711 and stated he would assume that would be under ‘Transfers In’ to which Ms. Yano confirmed it was placed one line off in error.

Mr. Dill asked to clarify that this Fund Balance Projections worksheet is what was approved by the Board in May and asked if there is an updated worksheet that shows the changes for the Supplemental Budget. Ms. Yano stated she did not have one prepared but can prepare one for the Board meeting. Mr. Dill stated he would like to see those changes.

Mr. Dill referenced Page 4 of the Manager’s Report under the ‘Water Utility’ line item that shows \$12.5 million, comparing it to the Fund Balance Projections worksheet that shows an increase of a half a million dollars and asked if that was due to the actual being different from what was projected. Ms. Yano replied yes, noting that some purchase orders were encumbered before the end of the fiscal year.

Referencing Page 4 of the Manager’s Report Mr. Dill noted the ‘FRC’ line item reflects \$451,855 and asked what that number compares to in the Fund Balance Projections. Ms. Yano explained that the estimated rollover is about \$440,000 off. Mr. Dill stated for clarification that the total is \$451,000 but we projected only \$44,000 and asked what the reason was for that big difference. Ms. Yano stated that there was a drill and test at Kilauea costing \$346,000 that happened sooner than anticipated. Mr. Dill asked what the additional \$500,000 of the Water Utility was used for to which Ms. Yano stated there was a big encumbrance of \$250,000 for Professional Services relating to IT vulnerabilities.

Mr. Dill referenced the State Appropriation Fund (SAF) which shows \$12.8 million in the Supplemental Budget and asked to clarify that it corresponds to the \$14 million in the Fund Balance Projections ‘Current Fiscal Year – Contracts in Process’ line item to which Ms. Yano confirmed adding that the department is anticipating a \$14 million grant but have only encumbered \$12.8 million as of June 30. Mr. Dill asked why it is labeled Contracts in Process noting the terminology doesn’t provide a clear explanation.

In response to Mr. Dill’s request for clarification on the \$10.6 million under SRF, Ms. Yano explained they were not expecting to encumber it at the end of the fiscal year so it was put under the ‘New Capital Outlay’ line item in the amount of \$13 million.

Mr. Dill asked what the \$4.5 million under Operating Expenses on Page 4 of the Manager’s Report compares to on the Fund Balance Projections worksheet. Ms. Yano explained that it falls under the Water Utility General fund in Contracts in Process, noting that they had some encumbrances before the end of the fiscal year for as-needed construction monies for contracts. Mr. Dill again asked what the \$4.5 million in the Supplemental Budget compares to in the Fund

Balance Projections. Ms. Yano stated Operating Expenses are \$4.5 million and the ‘Prior Year Encumbrances – PO & Contracts’ and ‘Current Fiscal Year – Contracts in Process’ in the amounts of \$12 million and \$3 million, respectively, were for as-needed construction management services that were encumbered before the end of the year. Manager Tait questioned for clarification that Operating Expenses went from \$12.3 million to \$4.5 million to which Ms. Yano explained that the \$15 million that consists of both the ‘Prior Year Encumbrances – PO & Contracts’ and the ‘Current Fiscal Year – Contracts in Process’ can be compared to Page 4 of the Manager’s Report that shows \$12.5 million Water Utility and \$4.5 million of Operating Expenses. Mr. Dill expressed that he is struggling to see those comparisons because they are presented in two completely different formats. He pointed out that on the Fund Balance Projections worksheet there is an entry of \$30.8 million that’s called Operating Expenses. Ms. Yano asked that be disregarded, explaining that what is being discussed today is the comparison of the estimated purchase order rollovers before the actuals whereas the ‘Operating Expenses’ he is looking at reflects the new budget for FY 23. Mr. Dill stated what is being discussed today is the Supplemental Budget that was submitted for approval and what he wants to see is how it got from what was approved in May to what is being requested today. Ms. Yano stated what is being requested is what is shown in the top portion of the Fund Balance Projections. Manager Tait requested that a report be created in the same format that the Fund Balance Projections worksheet that would reflect the changes between the previously approved Budget Resolution and the Supplemental Budget. Ms. Yano stated she would reformat the report and provide it a the next Board meeting to which Mr. Dill stated he would like that by the next Finance Committee meeting.

Mr. Dill stated he will need to see that information in a format that better illustrates the information they are looking for. Committee member Hull agreed. For clarification, using the approved Fund Balance Projections worksheet as an example, Mr. Dill explained that he would like that exact same format used to show the Supplemental Budget numbers, suggesting additional columns be added to show those side-by-side comparisons. Board member Hull requested those drafts be sent to the Chair prior to the next Finance meeting to ensure it contains the information as requested by the committee in the appropriate format.

### **ADJOURNMENT**

The Finance Committee meeting recessed at 2:55 p.m. and scheduled to reconvene on Monday, September 19, 2022 at 2:30 p.m.

Respectfully submitted,

Cherisse Zaima  
Commission Support Clerk

Approved,

Kurt Akamine  
Secretary, Board of Water Supply

BOARD

COMMITTEE

REPORTS



## **BOARD OF WATER SUPPLY – FINANCE COMMITTEE**

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**Lawrence Dill, Chair**

**Ka'aina Hull, Member**

**Kurt Akamine, Member**

### **BOARD REPORT**

September 22, 2022

**Subject: Finance Committee Report  
Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023**

**Report of the Finance Committee of the Kauai County Board of Water Supply:**

The Finance Committee met on September 9, 2022 to discuss the proposed Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023. An additional Finance Committee meeting was scheduled for September 19, 2022. Recommendations are to be presented at the September 22, 2022 Regular Board meeting.

Sincerely,

Lawrence Dill, P.E.  
Finance Committee Chair

LD/crz



A horizontal splash of clear blue water with bubbles and ripples, set against a white background. The water is positioned behind the text.

# OLD BUSINESS

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-03

August 25, 2022

Re: Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Budget for Fiscal Year 2023

### RECOMMENDATION:

The Department is requesting Board approval to rollover the budget of the attached list of Outstanding Purchase Orders (PO) into the current Fiscal Year (FY) 2022- 2023 DOW Budget.

### BACKGROUND:

The Board approved the Operating & New Capital Outlay Budgets for FY 2023 on May 26, 2022.

In addition to the approved Operating and Capital Outlay budgets, the Department requests Board approval to rollover the attached list of Outstanding Purchase Orders from the FY 2022 budget to the FY 2023 Operating and Capital Outlay budget. These PO Rollovers are existing encumbrances of contracts and miscellaneous purchase orders for materials and services as of June 30, 2022. The Outstanding PO list is attached.

If approved, the FY 2023 budget will be increased as follows:

<b>Operating Expenses - W/U</b>		\$ 4,504,225.18
<b>Capital Outlay:</b>		37,757,967.27
<b>Water Utility</b>	\$ 12,530,862.40	
<b>FRC</b>	451,855.33	
<b>BAB</b>	1,371,249.54	
<b>SAF</b>	12,800,000.00	
<b>SRF</b>	10,604,000.00	
<b>Total PO Rollovers</b>		<b>\$ 42,262,192.45</b>

### OPTIONS:

**Option 1: Approve the Supplemental Budget for Fiscal Year 2023 as recommended.**

Pro: The Department will be able to continue the implementation of its ongoing programs and projects.

Con: None known.

**Option 2: Do not approve the Supplemental Budget for Fiscal Year 2023.**

Pro: None Known.

Con: The DOW is still obliged to fulfill its contractual obligations for the remaining terms of the contract.

MY/

**Supplemental Budget - FY 2022- 2023**  
**Year End Encumbrance Increase Report**  
**FY 2022 PO Rollvers**

<b>FY Encumbrance Increase Budget</b>	<b>\$42,262,192.45</b>
<b>Water Utility Fund - Prior Year Encumbrances - Operating Expenses</b>	<b>\$4,504,225.18</b>

PO Number	Account Number	Description	Amount
PO0004964	10-01-10-540-010	WU-Adm-Adm-Professional Services	7,386.37
		<b>10-01-10-540-010 Total</b>	<b>\$ 7,386.37</b>
PO0005250	10-01-10-541-010	WU-Adm-Adm-Other Services	250,000.00
		<b>10-01-10-541-010 Total</b>	<b>\$ 250,000.00</b>
PO0005008	10-01-10-542-010	WU-Adm-Adm-Public Relations-General	649.21
PO0005026	10-01-10-542-010	WU-Adm-Adm-Public Relations-General	1,151.84
PO0005125	10-01-10-542-010	WU-Adm-Adm-Public Relations-General	5,091.06
PO0005222	10-01-10-542-010	WU-Adm-Adm-Public Relations-General	296.00
		<b>10-01-10-542-010 Total</b>	<b>\$ 7,188.11</b>
PO0005057	10-02-10-540-010	WU-Adm/IT-Adm-Professional Services	8,973.43
PO0005078	10-02-10-540-010	WU-Adm/IT-Adm-Professional Services	6,270.00
PO0005243	10-02-10-540-010	WU-Adm/IT-Adm-Professional Services	18,810.00
PO0005254	10-02-10-540-010	WU-Adm/IT-Adm-Professional Services	25,000.01
		<b>10-02-10-540-010 Total</b>	<b>\$ 59,053.44</b>
PO0004750	10-02-10-543-000	WU-IT-Adm-Communication Services-	195.84
PO0005105	10-02-10-543-000	WU-IT-Adm-Communication Services-	7,195.00
PO0005193	10-02-10-543-000	WU-IT-Adm-Communication Services-	1,110.01
PO0005237	10-02-10-543-000	WU-IT-Adm-Communication Services-	564.12
		<b>10-02-10-543-000 Total</b>	<b>\$ 9,064.97</b>
PO0004933	10-02-10-545-000	WU-IT-Adm-Rentals and Leases-	983.32
		<b>10-02-10-545-000 Total</b>	<b>\$ 983.32</b>
PO0005076	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	75,280.00
PO0005104	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	7,020.00
PO0005180	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	69.90
PO0005218	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	0.01
PO0005251	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	900.01
PO0005252	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	9,952.15
PO0005255	10-02-10-561-000	WU-IT-Adm-Repairs and Maint-Non Water System	630.22
		<b>10-02-10-561-000 Total</b>	<b>\$ 93,852.29</b>
PO0004983	10-02-10-563000	WU-IT-Adm-Operating Supplies-	33.80
PO0004938	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	1,276.95
PO0004939	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	10,217.60
PO0004995	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	1,265.71
PO0005075	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	2,200.00
PO0005168	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	19.96
PO0005181	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	582.36
PO0005239	10-02-10-563-000	WU-IT-Adm-Operating Supplies-	9,641.06
		<b>10-02-10-563-000 Total</b>	<b>\$ 25,237.44</b>
PO0004723	10-10-40-540-010	WU-Eng-Adm-Professional Services	6,669.00

PO0005013	10-10-40-540-010	WU-Eng-Adm-Professional Services	4,389.00
		<b>10-10-10-540-000 Total</b>	<b>\$ 11,058.00</b>
PO0005024	10-10-40-563-000	WU-Eng-Purif-Operating Supplies	561.86
PO0005225	10-10-40-563-000	WU-Eng-Purif-Operating Supplies	8,078.47
		<b>10-02-10-563-000 Total</b>	<b>\$ 8,640.33</b>
PO0004301	10-20-10-540-010	WU-Eng-Adm-Professional Services	12,016.68
PO0004593	10-20-10-540-010	WU-Eng-Adm-Professional Services	80,039.82
PO0004705	10-20-10-540-010	WU-Eng-Adm-Professional Services	1,571.00
PO0005197	10-20-10-540-010	WU-Eng-Adm-Professional Services	20,000.00
		<b>10-20-10-540-010 Total</b>	<b>\$ 113,627.50</b>
PO0002835	10-21-10-540-010	WU-Eng/CM-Adm-Professional Services	279,570.40
PO0004461	10-21-10-540-010	WU-Eng/CM-Adm-Professional Services	700,000.00
PO0005044	10-21-10-540-010	WU-Eng/CM-Adm-Professional Services	11,412.38
PO0005260	10-21-10-540-010	WU-Eng/CM-Adm-Professional Services	1,000,000.00
		<b>10-21-10-540-010 Total</b>	<b>\$ 1,990,982.78</b>
PO0004217	10-22-10-540-010	WU-Eng/WRP-Adm-Professional Services	138,211.40
PO0005038	10-22-10-540-010	WU-Eng/WRP-Adm-Professional Services	26,160.00
PO0005146	10-22-10-540-010	WU-Eng/WRP-Adm-Professional Services	1,103,245.72
PO0005235	10-22-10-540-010	WU-Eng/WRP-Adm-Professional Services	46,175.87
		<b>10-22-10-540-010 Total</b>	<b>\$ 1,313,792.99</b>
PO0005246	10-31-10-540-010	WU-Acct-Adm-Professional Services	1,000.00
PO0004959	10-31-10-540-010	WU-Acct-Adm-Professional Services	124,357.79
		<b>10-31-10-540-010 Total</b>	<b>\$ 125,357.79</b>
PO0005245	10-31-10-540-020	WU-Acct-Adm-Professional Services	106,800.00
		<b>10-31-10-540-020 Total</b>	<b>\$ 106,800.00</b>
PO0005123	10-40-60-560-000	WU-Ops-TandD-Repairs and Maintenance-Water System	75,000.00
PO0005144	10-40-60-560-000	WU-Ops-TandD-Repairs and Maintenance-Water System	100,000.00
		<b>10-40-60-560-000 Total</b>	<b>\$ 175,000.00</b>
PO0004960	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	2,934.03
PO0005082	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	22,923.65
PO0005132	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	5,333.87
PO0005171	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	245.99
PO0005189	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	8,524.39
PO0005190	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	6,260.76
PO0005204	10-40-60-561-000	WU-Ops-TandD-Repairs and Maint-Non Water System	2,653.74
		<b>10-40-60-561-000 Total</b>	<b>\$ 48,876.43</b>
PO0005157	10-31-10-562-000	WU-Acct-Adm-Office Supplies	144.17
PO0005191	10-31-10-562-000	WU-Acct-Adm-Office Supplies	180.24
		<b>10-31-10-562-000 Total</b>	<b>\$ 324.41</b>
PO0005143	10-20-10-563-000	WU-Eng-Adm-Operating Supplies	895.00
		<b>10-20-10-563-000 Total</b>	<b>\$ 895.00</b>
PO0005145	10-21-10-563-000	WU-Eng/CM-Adm-Operating Supplies	895.00
		<b>10-21-10-563-000 Total</b>	<b>\$ 895.00</b>
PO0005192	10-30-20-563-000	WU-Bill-Collection-Operating Supplies	844.00
		<b>10-30-20-563-000 Total</b>	<b>\$ 844.00</b>
PO0005083	10-40-50-563-000	WU-Ops-PowerAndPump-Operating Supplies	6,655.00
PO0005224	10-40-50-563-000	WU-Ops-PowerAndPump-Operating Supplies	8,328.80

PO0005226	10-40-50-563-000	WU-Ops-PowerAndPump-Operating Supplies	4,537.70
PO0005011	10-40-50-563-010	WU-Ops-PandP-Supplies-Inv Stock	1,727.18
		<b>10-40-50-563-000 Total</b>	<b>\$ 21,248.68</b>
PO0005176	10-40-60-563-000	WU-Ops-TandD-Bulk Water Purchase	7,356.37
PO0005186	10-40-60-563-000	WU-Ops-TandD-Bulk Water Purchase	3,223.46
PO0005214	10-40-60-563-000	WU-Ops-TandD-Bulk Water Purchase	3,823.90
PO0005229	10-40-60-563-000	WU-Ops-TandD-Bulk Water Purchase	1,756.46
		<b>10-40-60-563-000 Total</b>	<b>\$ 16,160.19</b>
PO0005056	10-40-60-563-010	WU-Ops-TandD-Bulk Water Purchase	8,929.54
PO0005223	10-40-60-563-010	WU-Ops-TandD-Supplies-Inv Stock	108,026.60
		<b>10-40-60-563-010 Total</b>	<b>\$ 116,956.14</b>
<b>All Funds - Prior Year Encumbrances - Capital Outlay</b>			<b>\$ 37,757,967.27</b>
<b>Water Utility Fund - Prior Year Encumbrances - Capital Outlay</b>			<b>\$ 12,530,862.40</b>
<b>Water Utility Fund - Prior Year Encumbrances - Miscellaneous Capital Purchases</b>			<b>\$ 780,834.49</b>
PO0004956	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	25,479.93
PO0005091	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	13,021.47
PO0005154	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	4,462.86
PO0005212	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	14,447.11
PO0005240	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	214,012.87
PO0005241	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	17,950.02
PO0005242	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	19,200.00
PO0005253	10-02-00-604-999	WU-IT-RandR Misc. Capital Purchases	12,094.10
		<b>10-02-00-604-999 Total</b>	<b>\$ 320,668.36</b>
PO0005248	10-02-00-605-999	WU-IT-Exp- Misc. Capital Purchases--	64,500.44
		<b>10-02-00-605-999 Total</b>	<b>\$ 64,500.44</b>
PO0005249	10-30-00-604-999	WU-Bill-RandR Capital Purchases	47,138.41
		<b>10-30-00-604-999 Total</b>	<b>\$ 47,138.41</b>
PO0004566	10-40-00-604-999	WU-Ops-RandR Capital Purchases	30,478.10
PO0004831	10-40-00-604-999	WU-Ops-RandR Capital Purchases	7,839.09
PO0005054	10-40-00-604-999	WU-Ops-RandR Capital Purchases	52,713.41
PO0005068	10-40-00-604-999	WU-Ops-RandR Capital Purchases	38,429.30
PO0005090	10-40-00-604-999	WU-Ops-RandR Capital Purchases	58,534.00
PO0005185	10-40-00-604-999	WU-Ops-RandR Capital Purchases	58,453.38
		<b>10-40-00-604-999 Total</b>	<b>\$ 246,447.28</b>
PO0005088	10-40-00-605-999	WU-Ops-Exp Misc Capital Purchases	102,080.00
		<b>10-40-00-605-999 Total</b>	<b>\$ 102,080.00</b>
<b>Water Utility Fund - Prior Year Encumbrances - Capital Outlay - CIP</b>			<b>\$ 11,750,027.91</b>
PO0004335	10-20-00-604-001	WU-Eng-ALLR-KW-07 Paua Valley Tank Repair	17,270.12
PO0003601	10-20-00-604-148	WU-Eng-56%R-Kuhio Hwy Hardy-Oxford 16IN Main Repla	108,491.31
PO0002836	10-20-00-604-157	WU-Eng-16-4-WKK-03-Kilauea Wells MCC Rehab	92,769.92
PO0003581	10-20-00-604-160	WU/Eng-Job No. 18-2 Island Wide Rehabilitation of Stora	346,218.15
PO0004577	10-20-00-604-164	WU-Eng-18-9 Makaleha Tunnel Water Line Repairs	241,268.00
		<b>10-20-00-604-001... Total</b>	<b>\$ 806,017.50</b>
PO0002624	10-20-00-605-139	WU-Eng-ALLE-Moloaa Tank Site Acquisition	125,200.00
		<b>10-20-00-605-139 Total</b>	<b>\$ 125,200.00</b>
PO0004404	10-21-00-604-001	WU-Eng/CM-ALLR-KW-07 Paua Valley Tank Repair	2,210,848.31



PO0005257	10-21-00-604-029	WU/Const/Capital Outlay/09-01, Yamada Tank, Clearwell &	1,060,000.00
PO0005258	10-21-00-604-029	WU/Const/Capital Outlay/09-01, Yamada Tank, Clearwell &	2,040,000.00
PO0003576	10-21-00-604-146	WU-Eng-Hanapepe-Eleele Connecting Pipeline HE-1 and HE-	909,736.41
PO0005219	10-21-00-604-157	WU/Eng-Kilauea Wells MCC rehab	520,000.00
PO0004976	10-21-00-604-167	WU-Eng-18-7 Kukuilono UST (underground storage tank) a	400,016.25
		<b>10-21-00-604-001... Total</b>	<b>\$ 7,140,600.97</b>
PO0003577	10-21-00-605-017	WU/Cns/1.45%R-18In Cane Haul Main (1.45% RR of \$3.15M	2,990,220.00
PO0005221	10-21-00-605-153	WU-Eng-Haena 0.2 MG tank (EXP)	4,020.00
		<b>10-21-00-605-017... Total</b>	<b>\$ 2,994,240.00</b>
PO0005198	10-40-00-604-170	WU/Ops/R&R/Meter Replacement Program	125,369.44
PO0005200	10-40-00-604-170	WU/Ops/R&R/Meter Replacement Program	63,600.00
		<b>10-40-00-604-170 Total</b>	<b>\$ 188,969.44</b>
PO0005209	10-40-00-605-176	Hanalei Satellite Ops Facility	495,000.00
		<b>10-40-00-605-176 Total</b>	<b>\$ 495,000.00</b>
<b>FRC Fund - Prior Year Encumbrances - Capital Outlay - CIP</b>			<b>\$ 451,855.33</b>
PO0004612	20-20-00-605-117	ESAKI SURVEYING & MAPPING INC.	26,832.00
PO0004545	20-20-00-605-118	FRC-Cns-ALLE-WK-39-Kapaa Homestead Well No. 4	61,504.69
PO0002616	20-20-00-605-153	FRC-Eng-Haena 0.2 MG tank (EXP)	16,811.38
PO0003149	20-20-00-605-154	FRC-Eng-Drill and Test Kilauea Well #3 (EXP)	346,707.26
		<b>20-20-00-605-117... Total</b>	<b>451,855.33</b>
<b>BAB Fund - Prior Year Encumbrances - Capital Outlay - CIP</b>			<b>\$ 1,371,249.54</b>
PO0004218	30-20-00-604-105	BAB-Eng-ALLR-09-01 K-01 Kalaheo 1111FT & 1222FT	2,513.75
PO0004334	30-20-00-604-105	BAB-Eng-ALLR-09-01 K-01 Kalaheo 1111FT & 1222FT	33,672.05
		<b>30-20-00-604-105 Total</b>	<b>\$ 36,185.80</b>
PO0004748	30-20-00-605-116	BAB/Eng/Capital Outlay/WK-08-Kapaa Homestead 313' 1.0 MG Tank (Ornellas) (0% RR of \$10M)	40,978.70
PO0004929	30-20-00-605-116	BAB/Eng/Capital Outlay/WK-08-Kapaa Homestead 313' 1.0 MG Tank (Ornellas) (0% RR of \$10M)	24,843.75
PO0002611	30-20-00-605-120	BAB-Eng-90%E-0206WKK15-Kilauea 466 Tnk Puu Pane W3	29,861.24
PO0002608	30-20-00-605-125	ESAKI SURVEYING & MAPPING INC.	53,508.05
PO0002620	30-20-00-605-139	BAB-Eng-ALLE-Moloaa Tank Site Acquisition	94,222.00
		<b>30-20-00-605-116...Total</b>	<b>\$ 243,413.74</b>
PO0003577	30-21-00-605-017	WU/Cns/1.45%R-18In Cane Haul Main (1.45% RR of \$3.15M	1,091,650.00
		<b>30-21-00-605-116... Total</b>	<b>1,091,650.00</b>
<b>SAF Fund - Prior Year Encumbrances - Capital Outlay - CIP</b>			<b>\$ 12,800,000.00</b>
PO0005220	40-21-00-604-157	SAF/Eng-Kilauea Wells MCC rehab	2,600,000.00
		<b>40-21-00-605-029 Total</b>	<b>\$ 2,600,000.00</b>
PO0005256	40-21-00-605-029	SAF/Const/Capital Outlay/09-01, Yamada Tank, Clearwell &	10,200,000.00
		<b>40-21-00-605-029 Total</b>	<b>\$ 10,200,000.00</b>
<b>SRF Fund - Prior Year Encumbrances - Capital Outlay - CIP</b>			<b>\$ 10,604,000.00</b>
PO0005259	60-21-00-604-029	SRF-Const/Capital Outlay/09-01 Yamada Tank Clearwell, Co	10,604,000.00
		<b>60-21-00-605-029 Total</b>	<b>\$ 10,604,000.00</b>
			<b>\$ 42,262,192.45</b>

## Revised Fund Balance Projections

Revised Fund Projections PO Rollovers as of June 30, 2022	Water Utility General Fund	Water Utility General Fund R_6/30/22	Variance	WURF (30% of Previous Years' Last Audited Operating Revenue)	**Facility Reserve Charge Fund	**Facility Reserve Charge Fund R_6/30/22	Variance
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$45,224,545</b>	<b>\$46,636,967</b>	<b>\$1,412,422</b>	<b>\$9,300,000</b>	<b>\$2,419,249</b>	<b>\$2,624,430</b>	<b>\$205,181</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$12,026,808	\$10,919,750	-\$1,107,058		\$44,666	\$451,855	\$407,189
FY 2022 - Procurement in Process	\$3,260,221	\$6,115,338	\$2,855,117				\$0
Current Liabilities, excluding Debt (-)	\$3,350,085	\$4,152,181	\$802,096				\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$26,587,432</b>	<b>\$25,449,698</b>	<b>-\$1,137,734</b>	<b>\$9,300,000</b>	<b>\$2,374,583</b>	<b>\$2,172,575</b>	<b>-\$202,009</b>
Revenues	\$60,195,936	\$60,195,936	\$0		\$1,027,843	\$1,027,843	\$0
Non- Revenue Cash - Inflow	\$0	\$0	\$0				\$0
Transfers In	\$100,000	\$100,000	\$0				\$0
Transfers (Out)	-\$26,425,711	-\$26,425,711	\$0	-\$100,000			\$0
<b>Adjusted Balance</b>	<b>\$60,457,658</b>	<b>\$59,319,924</b>	<b>-\$1,137,734</b>	<b>\$9,200,000</b>	<b>\$3,402,426</b>	<b>\$3,200,417</b>	<b>-\$202,009</b>
Operating Expenses	\$30,787,791	\$30,787,791	\$0		\$0	\$0	\$0
Short Term Debt - Principal Repayment	\$4,961,483	\$4,961,483	\$0	\$0	\$0	\$0	\$0
Miscellaneous Capital Purchases - TFFE	\$6,234,397	\$6,234,397	\$0				\$0
New Capital Outlay - CIP	\$10,499,938	\$10,499,938	\$0	\$0	\$4,400,000	\$4,400,000	\$0
Supplemental Budget # 1							
Interfund Transfer							
<b>Estimated Available Balance: WURF &amp; CIP Reserve</b>	<b>\$7,974,047</b>	<b>\$6,836,313</b>	<b>-\$1,137,734</b>	<b>\$9,200,000</b>	<b>-\$997,574</b>	<b>-\$1,199,583</b>	<b>-\$202,009</b>

Note 1: FRC fund balance is not sufficient to fund the Proposed Capital Outlay -

## Revised Fund Balance Projections

Revised Fund Projections PO Rollovers as of June 30, 2022	BAB Fund	BAB Fund R_6/30/22	Variance	WU/ State Grants	WU/ State Grants R_6/30/22	Variance
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$9,501,960</b>	<b>\$9,361,900</b>	<b>-\$140,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$1,436,037	\$1,371,250	-\$64,787	\$2,575,711	\$0	-\$2,575,711
FY 2022 - Procurement in Process			\$0	\$14,000,000	\$12,800,000	-\$1,200,000
Current Liabilities, excluding Debt (-)			\$0			\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$8,065,923</b>	<b>\$7,990,650</b>	<b>-\$75,273</b>	<b>-\$16,575,711</b>	<b>-\$12,800,000</b>	<b>\$3,775,711</b>
Revenues	\$35,000	\$35,000	\$0	\$0	\$0	\$0
Non- Revenue Cash - Inflow				\$0	\$0	
Transfers In	\$0	\$0	\$0	\$26,425,711	\$26,425,711	\$0
Transfers (Out)	\$0	\$0	\$0			\$0
<b>Adjusted Balance</b>	<b>\$8,100,923</b>	<b>\$8,025,650</b>	<b>-\$75,273</b>	<b>\$9,850,000</b>	<b>\$13,625,711</b>	<b>\$3,775,711</b>
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Short Term Debt - Principal Repayment	\$0	\$0		\$0	\$0	
Miscellaneous Capital Purchases - TFFE			\$0			\$0
New Capital Outlay - CIP	\$6,850,000	\$6,850,000	\$0	\$9,850,000	\$9,850,000	\$0
Supplemental Budget # 1						
Interfund Transfer						
<b>Estimated Available Balance: WURF &amp; CIP Reserve</b>	<b>\$1,250,923</b>	<b>\$1,175,650</b>	<b>-\$75,273</b>	<b>\$0</b>	<b>\$3,775,711</b>	<b>\$3,775,711</b>

Note 1: FRC fund balance is not sufficient to fund the Proposed Capital Outlay -

## Revised Fund Balance Projections

Revised Fund Projections PO Rollovers as of June 30, 2022	SRF Funds	SRF Funds R_6/30/22	Variance	TOTALS	REVISED TOTALS_R 6.30.22	Variance
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,445,755</b>	<b>\$67,923,297</b>	<b>\$1,477,542</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)			\$0	\$16,083,221	\$12,742,854	-\$3,340,367
FY 2022 - Procurement in Process		\$10,604,000	\$10,604,000	\$17,260,221	\$29,519,338	\$12,259,117
Current Liabilities, excluding Debt (-)			\$0	\$3,350,085	\$4,152,181	\$802,096
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$0</b>	<b>-\$10,604,000</b>	<b>-\$10,604,000</b>	<b>\$29,752,228</b>	<b>\$21,508,924</b>	<b>-\$8,243,304</b>
Revenues	\$13,000,000	\$13,000,000	\$0	\$74,258,779	\$74,258,779	\$0
Non- Revenue Cash - Inflow				\$0	\$0	
Transfers In			\$0	\$26,525,711	\$26,525,711	\$0
Transfers (Out)	\$0	\$0	\$0	-\$26,525,711	-\$26,525,711	\$0
<b>Adjusted Balance</b>	<b>\$13,000,000</b>	<b>\$2,396,000</b>	<b>-\$10,604,000</b>	<b>\$104,011,007</b>	<b>\$95,767,702</b>	<b>-\$8,243,304</b>
Operating Expenses			\$0	\$30,787,791	\$30,787,791	\$0
Short Term Debt - Principal Repayment				\$4,961,483	\$4,961,483	
Miscellaneous Capital Purchases - TFFE			\$0	\$6,234,397	\$6,234,397	\$0
New Capital Outlay - CIP	\$13,000,000	\$2,396,000	-\$10,604,000	\$44,599,938	\$33,995,938	-\$10,604,000
Supplemental Budget # 1				\$0	\$0	
Interfund Transfer				\$0	\$0	
<b>Estimated Available Balance: WURF &amp; CIP Reserve</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,427,396</b>	<b>\$19,788,092</b>	<b>\$2,360,696</b>

Note 1: FRC fund balance is not sufficient to fund the Proposed Capital Outlay -

DEPARTMENT OF WATER  
PO Rollover  
Summary of Changes  
30-Jun-22

Fund Projections	Approved Budget V_5/26/2022	Supplemental Budget PO Rollovers_6/30/2022	Variance
<b>WUF</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$45,224,545</b>	<b>\$46,636,967</b>	<b>\$1,412,422</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$12,026,808	\$10,919,750	-\$1,107,058
FY 2022 - Procurement in Process	\$3,260,221	\$6,115,338	\$2,855,117
Current Liabilities, excluding Debt (-)	\$3,350,085	\$4,152,181	\$802,096
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$26,587,432</b>	<b>\$25,449,698</b>	<b>-\$1,137,734</b>
<b>FRC</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$2,419,249</b>	<b>\$2,624,430</b>	<b>\$205,181</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$44,666	\$451,855	\$407,189
FY 2022 - Procurement in Process			\$0
Current Liabilities, excluding Debt (-)			\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$2,374,583</b>	<b>\$2,172,575</b>	<b>-\$202,009</b>
<b>BAB</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$9,501,960</b>	<b>\$9,361,900</b>	<b>-\$140,060</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$1,436,037	\$1,371,250	-\$64,787
FY 2022 - Procurement in Process			\$0
Current Liabilities, excluding Debt (-)			\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$8,065,923</b>	<b>\$7,990,650</b>	<b>-\$75,273</b>
<b>SAF</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$2,575,711	\$0	-\$2,575,711
FY 2022 - Procurement in Process	\$14,000,000	\$12,800,000	-\$1,200,000
Current Liabilities, excluding Debt (-)			\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>-\$16,575,711</b>	<b>-\$12,800,000</b>	<b>\$3,775,711</b>
<b>SRF</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)		\$0	\$16,083,221
FY 2022 - Procurement in Process	\$10,604,000	\$10,604,000	\$17,260,221
Current Liabilities, excluding Debt (-)			\$0
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$0</b>	<b>-\$10,604,000</b>	<b>-\$10,604,000</b>
<b>Totals</b>			
<b>Cash, Investments &amp; Receivables (as of 4.30.22)</b>	<b>\$66,445,755</b>	<b>\$67,923,297</b>	<b>\$1,477,542</b>
Prior Year Encumbrances - PO & Contracts (-) (5.15.22)	\$16,083,221	\$12,742,854	-\$3,340,367
FY 2022 - Procurement in Process	\$17,260,221	\$29,519,338	\$12,259,117
Current Liabilities, excluding Debt (-)	\$3,350,085	\$4,152,181	\$802,096
<b>Estimated Available Resources for Budget Appropriation - 7/1/22</b>	<b>\$29,752,228</b>	<b>\$21,508,924</b>	<b>-\$8,243,304</b>

Department of Water  
Purchase Order List  
As of 6/30/22

PO Number		Document Date	Remaining Subtotal
PO0002608	30-20-00-605-125	3/21/2017	\$53,508.05
PO0002611	30-20-00-605-120	3/21/2017	\$29,861.24
PO0002616	20-20-00-605-153	3/21/2017	\$16,811.38
PO0002620	30-20-00-605-139	3/21/2017	\$94,222.00
PO0002624	10-20-00-605-139	3/21/2017	\$125,200.00
PO0002835	10-21-10-540-010	6/30/2017	\$279,570.40
PO0002836	10-20-00-604-157	6/30/2017	\$92,769.92
PO0003149	20-20-00-605-154	11/16/2017	\$346,707.26
PO0003576	10-21-00-604-146	6/12/2018	\$909,736.41
PO0003577	10-21-00-605-017	6/12/2018	\$2,990,220.00
PO0003577	30-21-00-605-017	6/12/2018	\$1,091,650.00
PO0003581	10-20-00-604-160	6/12/2018	\$346,218.15
PO0003601	10-20-00-604-148	6/27/2018	\$108,491.31
PO0004217	10-22-10-540-010	7/19/2019	\$138,211.40
PO0004218	30-20-00-604-105	7/19/2019	\$2,513.75
PO0004301	10-20-10-540-010	9/24/2019	\$12,016.68
PO0004334	30-20-00-604-105	10/24/2019	\$33,672.05
PO0004335	10-20-00-604-001	10/24/2019	\$17,270.12
PO0004404	10-21-00-604-001	1/13/2020	\$2,210,848.31
PO0004461	10-21-10-540-010	2/18/2020	\$700,000.00
PO0004545	20-20-00-605-118	5/5/2020	\$61,504.69
PO0004566	10-40-00-604-999	5/20/2020	\$30,478.10
PO0004577	10-20-00-604-164	6/2/2020	\$241,268.00
PO0004593	10-20-10-540-010	6/15/2020	\$80,039.82
PO0004612	20-20-00-605-117	6/23/2020	\$26,832.00
PO0004705	10-20-10-540-010	9/2/2020	\$1,571.00
PO0004723	10-10-40-540-010	9/30/2020	\$6,669.00
PO0004748	30-20-00-605-116	10/15/2020	\$40,978.70
PO0004750	10-02-10-543-000	10/16/2020	\$195.84
PO0004831	10-40-00-604-999	1/27/2021	\$7,839.09
PO0004929	30-20-00-605-116	5/21/2021	\$24,843.75
PO0004933	10-02-10-545-000	5/21/2021	\$983.32
PO0004938	10-02-10-563-000	5/24/2021	\$1,276.95
PO0004939	10-02-10-563-000	5/24/2021	\$10,217.60
PO0004956	10-02-00-604-999	6/17/2021	\$25,479.93
PO0004959	10-31-10-540-010	6/22/2021	\$124,357.79
PO0004960	10-40-60-561-000	6/22/2021	\$2,934.03
PO0004964	10-01-10-540-010	7/9/2021	\$7,386.37
PO0004976	10-21-00-604-167	7/13/2021	\$400,016.25
PO0004983	10-02-10-563-000	7/20/2021	\$33.80
PO0004995	10-02-10-563-000	7/28/2021	\$1,265.71



PO0005008	10-01-10-542-010	8/23/2021	\$649.21
PO0005011	10-40-50-563-010	8/24/2021	\$1,727.18
PO0005013	10-10-40-540-010	8/24/2021	\$4,389.00
PO0005024	10-10-40-563-000	9/22/2021	\$561.86
PO0005026	10-01-10-542-010	9/23/2021	\$1,151.84
PO0005038	10-22-10-540-010	10/14/2021	\$26,160.00
PO0005044	10-21-10-540-010	10/21/2021	\$11,412.38
PO0005054	10-40-00-604-999	11/8/2021	\$52,713.41
PO0005056	10-40-60-563-010	11/9/2021	\$8,929.54
PO0005057	10-02-10-540-010	11/12/2021	\$8,973.43
PO0005068	10-40-00-604-999	11/18/2021	\$38,429.30
PO0005075	10-02-10-563-000	11/30/2021	\$2,200.00
PO0005076	10-02-10-561-000	11/30/2021	\$75,280.00
PO0005078	10-02-10-540-010	12/2/2021	\$6,270.00
PO0005082	10-40-60-561-000	12/3/2021	\$22,923.65
PO0005083	10-40-50-563-000	12/3/2021	\$6,655.00
PO0005088	10-40-00-605-999	12/7/2021	\$102,080.00
PO0005090	10-40-00-604-999	12/7/2021	\$58,534.00
PO0005091	10-02-00-604-999	12/8/2021	\$13,021.47
PO0005104	10-02-10-561-000	12/27/2021	\$7,020.00
PO0005105	10-02-10-543-000	12/27/2021	\$7,195.00
PO0005123	10-40-60-560-000	1/21/2022	\$75,000.00
PO0005125	10-01-10-542-010	1/21/2022	\$5,091.06
PO0005132	10-40-60-561-000	1/28/2022	\$5,333.87
PO0005143	10-20-10-563-000	2/9/2022	\$895.00
PO0005144	10-40-60-560-000	2/9/2022	\$100,000.00
PO0005145	10-21-10-563-000	2/9/2022	\$895.00
PO0005146	10-22-10-540-010	2/14/2022	\$1,103,245.72
PO0005154	10-02-00-604-999	2/24/2022	\$4,462.86
PO0005157	10-31-10-562-000	3/8/2022	\$144.17
PO0005168	10-02-10-563-000	3/18/2022	\$19.96
PO0005171	10-40-60-561-000	3/24/2022	\$245.99
PO0005176	10-40-60-563-000	4/5/2022	\$7,356.37
PO0005180	10-02-10-561-000	4/8/2022	\$69.90
PO0005181	10-02-10-563-000	4/8/2022	\$582.36
PO0005185	10-40-00-604-999	4/13/2022	\$58,453.38
PO0005186	10-40-60-563-000	4/21/2022	\$3,223.46
PO0005189	10-40-60-561-000	4/25/2022	\$8,524.39
PO0005190	10-40-60-561-000	4/25/2022	\$6,260.76
PO0005191	10-31-10-562-000	4/25/2022	\$180.24
PO0005192	10-30-20-563-000	4/26/2022	\$844.00
PO0005193	10-02-10-543-000	4/27/2022	\$1,110.01
PO0005197	10-20-10-540-010	5/9/2022	\$20,000.00
PO0005198	10-40-00-604-170	5/10/2022	\$125,369.44
PO0005200	10-40-00-604-170	5/11/2022	\$63,600.00

	<b>Subtotal</b>		<b>\$12,742,854.38</b>
PO0005204	10-40-60-561-000	5/17/2022	\$2,653.74
PO0005209	10-40-00-605-176	5/18/2022	\$495,000.00
PO0005212	10-02-00-604-999	5/23/2022	\$14,447.11
PO0005214	10-40-60-563-000	5/24/2022	\$3,823.90
PO0005218	10-02-10-561-000	5/31/2022	\$0.01
PO0005219	10-21-00-604-157	6/2/2022	\$520,000.00
PO0005220	40-21-00-604-157	6/2/2022	\$2,600,000.00
PO0005221	10-21-00-605-153	6/2/2022	\$4,020.00
PO0005222	10-01-10-542-010	6/2/2022	\$296.00
PO0005223	10-40-60-563-010	6/7/2022	\$108,026.60
PO0005224	10-40-50-563-000	6/7/2022	\$8,328.80
PO0005225	10-10-40-563-000	6/13/2022	\$8,078.47
PO0005226	10-40-50-563-000	6/14/2022	\$4,537.70
PO0005229	10-40-60-563-000	6/14/2022	\$1,756.46
PO0005235	10-22-10-540-010	6/17/2022	\$46,175.87
PO0005237	10-02-10-543-000	6/20/2022	\$564.12
PO0005239	10-02-10-563-000	6/27/2022	\$9,641.06
PO0005240	10-02-00-604-999	6/27/2022	\$214,012.87
PO0005241	10-02-00-604-999	6/27/2022	\$17,950.02
PO0005242	10-02-00-604-999	6/28/2022	\$19,200.00
PO0005243	10-02-10-540-010	6/28/2022	\$18,810.00
PO0005245	10-31-10-540-020	6/28/2022	\$106,800.00
PO0005246	10-31-10-540-010	6/28/2022	\$1,000.00
PO0005248	10-02-00-605-999	6/29/2022	\$64,500.44
PO0005249	10-30-00-604-999	6/29/2022	\$47,138.41
PO0005250	10-01-10-541-010	6/29/2022	\$250,000.00
PO0005251	10-02-10-561-000	6/30/2022	\$900.01
PO0005252	10-02-10-561-000	6/30/2022	\$9,952.15
PO0005253	10-02-00-604-999	6/30/2022	\$12,094.10
PO0005254	10-02-10-540-010	6/30/2022	\$25,000.01
PO0005255	10-02-10-561-000	6/30/2022	\$630.22
PO0005256	40-21-00-605-029	6/30/2022	\$10,200,000.00
PO0005257	10-21-00-604-029	6/30/2022	\$1,060,000.00
PO0005258	10-21-00-604-029	6/30/2022	\$2,040,000.00
PO0005259	60-21-00-604-029	6/30/2022	\$10,604,000.00
PO0005260	10-21-10-540-010	6/30/2022	\$1,000,000.00
	<b>Subtotal</b>		<b>\$29,519,338.07</b>
	<b>Totals</b>		<b>\$42,262,192.45</b>

Department of Water  
Purchase Order List  
As of 5/15/22

PO Number	Document Date	Remaining Subtotal	Hold
PO0002608	3/21/2017	\$53,508.05	No
PO0002611	3/21/2017	\$29,861.24	No
PO0002616	3/21/2017	\$16,811.38	No
PO0002620	3/21/2017	\$94,222.00	No
PO0002624	3/21/2017	\$125,200.00	No
PO0002835	6/30/2017	\$279,570.40	No
PO0002836	6/30/2017	\$92,769.92	No
PO0003149	11/16/2017	\$346,707.26	No
PO0003575	6/12/2018	\$611,089.29	No
PO0003576	6/12/2018	\$2,546,001.98	No
PO0003577	6/12/2018	\$3,195,675.00	No
PO0003577	6/12/2018	\$1,091,650.00	No
PO0003581	6/12/2018	\$346,218.15	No
PO0003601	6/27/2018	\$108,491.31	No
PO0003807	9/18/2018	\$11,324.52	No
PO0004217	7/19/2019	\$138,211.40	No
PO0004218	7/19/2019	\$2,513.75	No
PO0004300	9/24/2019	\$21,000.00	No
PO0004301	9/24/2019	\$12,016.68	No
PO0004334	10/24/2019	\$33,672.05	No
PO0004335	10/24/2019	\$17,270.12	No
PO0004404	1/13/2020	\$2,210,848.31	No
PO0004461	2/18/2020	\$700,000.00	No
PO0004545	5/5/2020	\$61,504.69	No
PO0004548	5/6/2020	\$14,200.60	No
PO0004566	5/20/2020	\$30,478.10	No
PO0004577	6/2/2020	\$241,268.00	No
PO0004593	6/15/2020	\$80,039.82	No
PO0004612	6/23/2020	\$26,832.00	No
PO0004619	7/7/2020	\$753.93	No
PO0004656	7/27/2020	\$982.00	No
PO0004698	8/31/2020	\$40.00	No
PO0004705	9/2/2020	\$1,571.00	No
PO0004723	9/30/2020	\$6,669.00	No
PO0004748	10/15/2020	\$40,978.70	No
PO0004750	10/16/2020	\$195.84	No
PO0004778	11/23/2020	\$7,938.00	No
PO0004811	1/19/2021	\$4,764.50	No
PO0004831	1/27/2021	\$7,839.09	No
PO0004852	2/22/2021	\$2,912.46	No

PO0004863	3/5/2021	\$340.04	No
PO0004864	3/5/2021	\$0.01	No
PO0004872	3/12/2021	\$843.75	No
PO0004899	4/7/2021	\$33.90	No
PO0004929	5/21/2021	\$24,843.75	No
PO0004933	5/21/2021	\$983.32	No
PO0004938	5/24/2021	\$1,276.95	No
PO0004939	5/24/2021	\$10,217.60	No
PO0004943	6/1/2021	\$362.32	No
PO0004956	6/17/2021	\$25,479.93	No
PO0004959	6/22/2021	\$124,357.79	No
PO0004960	6/22/2021	\$2,934.03	No
PO0004962	7/7/2021	\$177.73	No
PO0004964	7/9/2021	\$9,110.80	No
PO0004971	7/13/2021	\$0.00	No
PO0004973	7/13/2021	\$2,100.00	No
PO0004974	7/13/2021	\$1,864.85	No
PO0004976	7/13/2021	\$400,016.25	No
PO0004983	7/20/2021	\$33.80	No
PO0004984	7/21/2021	\$1,176.00	No
PO0004995	7/28/2021	\$1,265.71	No
PO0004998	8/10/2021	\$9,296.71	No
PO0005008	8/23/2021	\$2,596.84	No
PO0005009	8/23/2021	\$764.40	No
PO0005011	8/24/2021	\$14,994.63	No
PO0005013	8/24/2021	\$12,929.00	No
PO0005018	9/8/2021	\$4,973.69	No
PO0005022	9/20/2021	\$1,019.00	No
PO0005023	9/20/2021	\$1,241.97	No
PO0005024	9/22/2021	\$561.86	No
PO0005026	9/23/2021	\$2,303.68	No
PO0005028	9/27/2021	\$103.00	No
PO0005038	10/14/2021	\$26,160.00	No
PO0005041	10/14/2021	\$0.01	No
PO0005042	10/21/2021	\$30,754.11	No
PO0005044	10/21/2021	\$47,253.96	No
PO0005050	11/1/2021	\$124.60	No
PO0005052	11/4/2021	\$3,225.00	No
PO0005054	11/8/2021	\$68,542.06	No
PO0005056	11/9/2021	\$27,217.04	No
PO0005057	11/12/2021	\$8,973.43	No
PO0005063	11/15/2021	\$3,717.28	No
PO0005068	11/18/2021	\$111,099.43	No
PO0005070	11/22/2021	\$72,670.13	No
PO0005075	11/30/2021	\$2,200.00	No

PO0005076	11/30/2021	\$140,800.00	No
PO0005078	12/2/2021	\$6,270.00	No
PO0005081	12/2/2021	\$30,143.18	No
PO0005082	12/3/2021	\$27,305.48	No
PO0005083	12/3/2021	\$6,655.00	No
PO0005088	12/7/2021	\$102,080.00	No
PO0005090	12/7/2021	\$58,534.00	No
PO0005091	12/8/2021	\$13,021.47	No
PO0005104	12/27/2021	\$10,490.00	No
PO0005105	12/27/2021	\$7,195.00	No
PO0005106	12/27/2021	\$49.21	No
PO0005112	1/6/2022	\$59,837.47	No
PO0005123	1/21/2022	\$75,000.00	No
PO0005125	1/21/2022	\$5,091.06	No
PO0005130	1/28/2022	\$4,702.50	No
PO0005132	1/28/2022	\$5,333.87	No
PO0005143	2/9/2022	\$895.00	No
PO0005144	2/9/2022	\$150,000.00	No
PO0005145	2/9/2022	\$895.00	No
PO0005146	2/14/2022	\$1,340,000.00	No
PO0005150	2/18/2022	\$117.15	No
PO0005154	2/24/2022	\$4,462.86	No
PO0005155	2/28/2022	\$1,186.18	No
PO0005157	3/8/2022	\$144.17	No
PO0005159	3/8/2022	\$0.01	No
PO0005162	3/10/2022	\$3,157.14	No
PO0005163	3/10/2022	\$1,092.00	No
PO0005164	3/15/2022	\$5,281.67	No
PO0005165	3/18/2022	\$4,100.32	No
PO0005168	3/18/2022	\$19.96	No
PO0005169	3/22/2022	\$0.01	No
PO0005170	3/24/2022	\$0.00	No
PO0005171	3/24/2022	\$6,467.31	No
PO0005172	3/24/2022	\$617.77	No
PO0005176	4/5/2022	\$7,356.37	No
PO0005177	4/5/2022	\$1,714.71	No
PO0005178	4/5/2022	\$576.75	No
PO0005179	4/7/2022	\$6.04	No
PO0005180	4/8/2022	\$69.90	No
PO0005181	4/8/2022	\$582.36	No
PO0005183	4/13/2022	\$16,485.74	No
PO0005184	4/13/2022	\$994.81	No
PO0005185	4/13/2022	\$58,453.38	No
PO0005186	4/21/2022	\$3,223.46	No
PO0005187	4/21/2022	\$1,514.14	No

PO0005188	4/25/2022	\$0.00	No
PO0005189	4/25/2022	\$11,099.47	No
PO0005190	4/25/2022	\$8,667.87	No
PO0005191	4/25/2022	\$268.28	No
PO0005192	4/26/2022	\$844.00	No
PO0005193	4/27/2022	\$1,110.01	No
PO0005194	5/5/2022	\$240.52	No
PO0005195	5/6/2022	\$3,356.02	No
PO0005196	5/9/2022	\$750.94	No
PO0005197	5/9/2022	\$20,000.00	No
PO0005198	5/10/2022	\$125,369.44	No
PO0005200	5/11/2022	\$63,600.00	No
PO0005201	5/11/2022	\$12,251.30	No
		<u>\$16,083,221.20</u>	



A horizontal splash of clear blue water with bubbles, positioned behind the text. The splash is wider and more turbulent on the right side, tapering off towards the left.

NEW

BUSINESS

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-04

September 22, 2022

Re: Discussion and Adoption of Resolution No. 23-02, Farewell to Darren Lizama (Retiree),  
Water Service Supervisor III, Operations Division

It is requested that the Board approve Resolution 23-02, and wish Darren Lizama, Water Service Supervisor III, a happy retirement.

VR/mja

Attachment: Resolution No. 23-02 Mahalo and Aloha Darren Lizama

*Mahalo and Aloha***Darren Lizama***Water Service Supervisor III*

WHEREAS Darren Lizama joined the Department of Water (DOW) on July 15, 1995, as a Laborer I, got promoted to the pipefitter series as a Pipefitter Helper on April 16, 2001, promoted to Equipment Operator II on August 16, 2005, transferred to Water Service Investigator II on November 16, 2013, and promoted to his current position as Water Service Supervisor III on June 16, 2018; and

WHEREAS, after more than twenty-seven (27) years of service to the County of Kaua'i and DOW customers, Darren decided it is time to pursue other interests; and

WHEREAS, now Darren can dedicate more time to traveling and taking care of his family, specifically babysitting his grandson; and

WHEREAS, Darren can now spend more time doing things he is passionate about: fishing and working as an arborist; and

WHEREAS, in 2022, the Department has grown to more than 100 employees (plus vacancies), over 80 vehicles and equipment, some of which are now retired too and will be hitting the auction block, 52 deep well sources, 19 booster pumping stations, 60 storage tanks, 75 control valve stations, the equivalent of more than 22,400 service connections, and more than 400 miles of mainlines, 4,000 valves, and 2,600 hydrant and standpipes, and more importantly over 80,000 customers that Darren will not have to worry about receiving emergency calls in the middle of the night during inopportune time and inclement weather; and

WHEREAS, Darren has tremendously benefitted our community and has played an important role in repairing, maintaining, and replacing the growing and aging DOW water distribution, source and storage infrastructure and facilities as well as ensuring that the DOW delivers safe and potable drinking water; and

WHEREAS, Darren demonstrated his dedication and loyalty to the Department by working independently and fulfilling his assignments, and getting along with all of his co-workers, and making himself available to help during water related emergencies anytime of the day or night; and

WHEREAS, in addition to his many years of dedicated, loyal, and devoted service with the Department of Water of the County of Kaua'i, we will miss the "can do" attitude by which Darren performs his work duties and work assignments; and

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

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



We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on September 22, 2022.

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Julie Simonton, Chairperson

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Kurt Akamine, Secretary

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-05

September 22, 2022

Re: Discussion and Possible Action to approve the Conveyance of Water Facility from County of Kauai, Housing Agency for Lima Ola Subdivision, Phase I; Subdivision No. S-2018-13; TMK: (4) 2-1-001:054; Eleele, Kaua'i, Hawai'i

### **RECOMMENDATION:**

It is recommended that the Board approve the Conveyance of Water Facility (COWF) whereby County of Kauai, Housing Agency transfer unto the Board of Water Supply, County of Kauai, all of its right, title and interest to the water facilities, in place complete, identified in "Exhibit A" of the subject agreement.

**FUNDING:** N/A.

### **BACKGROUND:**

The County of Kauai, Housing Agency installed new water facilities and appurtenances in accordance with the Board of Water Supply's rules and regulation, standards and policies. The development is in the final process of attaining a certificate of completion.

### **OPTIONS:**

**Option 1: Approve the Conveyance of Water Facility agreement.**

Pros: The facilities will be transferred to the Board of Water Supply, the project will move to closure and water service will be provided by the DOW.

Cons: None.

**Option 2: Do not approve the Conveyance of Water Facility agreement.**

Pros: None

Cons: The project will not be accepted and water service will not be provided.

Attachments: Lima Ola Subdivision Phase I – COWF Exhibit A

Conveyance of Water Facility from County of Kauai, Housing Agency for Lima Ola Subdivision, Phase I; Subdivision No. S-2018-13; TMK: (4) 2-1-001:054; Eleele, Kaua'i, Hawai'i

**LAND COURT SYSTEM**

**REGULAR SYSTEM**

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After Recordation Return By:    **MAIL [XX]**    Pickup [   ]

TO:

**DEPARTMENT OF WATER  
4398 PUA LOKE STREET  
LIHUE, KAUAI, HAWAII 96766**

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<p><b>CONVEYANCE OF WATER FACILITY</b> for <b>TMK: (4) <u>  2  </u> - <u>  1  </u> - <u>  0  </u> <u>  0  </u> <u>  1  </u> : <u>  0  </u> <u>  5  </u> <u>  4  </u> ;</b></p>
--

**KNOW ALL MEN BY THESE PRESENTS:**

In compliance with the Rules and Regulations of the Department of Water, County of Kauai, State of Hawaii, and in consideration of the water supply, service, and maintenance hereafter to be provided by said department,

<u>Owner Name</u>	<u>Owner Mailing Address</u>	<u>Owner Business Address</u>
County of Kauai Housing Agency	4444 Rice Street Suite 330 Lihue, Kauai, Hawaii 96766	4444 Rice Street Suite 330 Lihue, Kauai, Hawaii 96766

herein the “OWNER”, does hereby convey and transfer unto the Board of Water Supply, County of Kauai, State of Hawaii, herein the “BOARD”, whose mailing address is 4398 Pua Loke Street, Lihue, Kauai, Hawaii 96766, for:  
Tax Map Key No. (4) 2 - 1 - 0 - 0 -1 : 0 5 4 ; District: Hanalei , Kauai, Hawaii;  
PROJECT NAME: Construction Plans for Lima Ola Subdivision Phase I ,  
PROJECT NO.: Not Applicable , SUBDIVISION NO.: S-2018-13 , all its right-, title and interest in and to: see Exhibit “A” .

The OWNER covenants with the BOARD”, and the Board’s successors and assigns, that it is the lawful owner of the facilities above conveyed and that the same is free and clear of all liens and claims and that it will hold said BOARD free and clear of all claims against said facilities of all persons whomsoever.

Counterparts. This Conveyance may be executed in counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single instrument as though the signature of all the parties are upon the same document.

Form and Legality. This Conveyance has been approved as to form and legality by the County Attorney as required by the Charter of the County of Kauai. No modification of any term herein, other than the completion of the fillable fields, is permitted without the express written approval of the County Attorney or a Deputy County Attorney. Any such modification made without the express written approval of the County Attorney or Deputy County Attorney will result in the revocation of the approval as to form and legality.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the parties to this Agreement hereby make and duly execute this Conveyance to be effective upon the date signed by the Chair of the Board of Water Supply, County of Kauai.

OWNER(S)

RECOMMENDED FOR APPROVAL:

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_

\_\_\_\_\_

By: Adam P. Roversi

By: Aaron Larrimore

Its: Housing Director

Its: Deputy County Attorney

ACCEPTED:

\_\_\_\_\_

By: Reiko Matsuyama

Its: Director of Finance

STATE OF HAWAII            )  
  ) ss.  
COUNTY OF KAUAI        )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the 5<sup>th</sup> Circuit, State of Hawaii, before me appeared **Reiko Matsuyama**, to me personally known or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the **Director of Finance** for the **County of Kauai** executed **Conveyance of Water Facilities** for **S-2018-13 – Lima Ola Subdivision Phase I**, TMK: (4) 2 - 1 - 0 0 1 : 0 5 4; dated \_\_\_\_\_ and consisting of \_\_\_\_\_ pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, have been duly authorized to execute such instrument in such capacity.

\_\_\_\_\_  
Notary Public, State of Hawaii  
Name of Notary: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_



APPROVED:

ACCEPTED:  
BOARD OF WATER SUPPLY,  
COUNTY OF KAUAI

\_\_\_\_\_  
By: Joseph E. Tait  
Manager & Chief Engineer  
Department of Water, County of Kauai

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Board of Water Supply

STATE OF HAWAII            )  
  ) ss.  
COUNTY OF KAUAI        )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the 5<sup>th</sup> Circuit, State of Hawai'i, before me appeared \_\_\_\_\_, to me personally known or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the \_\_\_\_\_ for the **Board of Water Supply, County of Kauai** executed **Conveyance of Water Facilities** for TMK: (4) 2 - 1 - 0 0 1 : 0 5 4 ; dated \_\_\_\_\_ and consisting of \_\_\_\_\_ pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, have been duly authorized to execute such instrument in such capacity.

\_\_\_\_\_  
Notary Public, State of Hawaii  
Name of Notary: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

Exhibit "A"  
Department of Water Conveyance  
Description of Lima Ola Water facilities

- Water Main
  - 3,400 LF – 8" Ductile Iron Pipe
  - 1,020 LF – 12" Ductile Iron Pipe
- Water Laterals
  - 19 – 1 ½" Copper Double Service Laterals for future 5/8" Water Meter to service single family Lots 5 to 43
  - 4 – 8" Ductile Iron Laterals for future RPDA to service Lots 1, 2, 3 & 45; includes 8" ductile iron lateral piping, 8" gate valve with valve box and cover, 8" cap with 2 ½" cleanout
- Fire Hydrant
  - 12 – Fire Hydrants, includes 6" ductile iron FH lateral piping, 6" gate valve with valve box and cover, and FH assembly appurtenances
- Mainline Valves
  - 9 – 8" Gate Valves, includes valve box and cover
  - 4 – 12" Gate Valves, includes valve box and cover
  - 1 – 1" Copper Air Relief Valve (Below Ground), includes 1" copper tubing, type "X" meter box and cover
  - 2 – 1" Copper Air Relief Valves (Above Ground), includes 1" copper tubing, telespar tubing, and air relief valve assembly appurtenances

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 22-55

December 23, 2021

Re: Discussion and Approval of the Manager and Chief Engineer's Goals

### RECOMMENDATION:

It is recommended that the Board discuss and approve the Manager and Chief Engineer's goals.

### Manager and Chief Engineer's Goals & Benchmarking

As Manager of the Department of Water (DOW), I offer these Goals and Initial Key Performance Indicators (KPI's) to be derived through new DOW Benchmarks for the remainder of FY 2021-2022, leading up to my first full budget to be presented in draft form to this Board in Spring 2022 with final adoption of FY22-23 goals, benchmarks, and final budget during June's 2022 Board Meeting.

### 90-day Work Culture Assessment

*This report IS NOT intended nor meant in a negative or punitive manner. It is simply a synopsis and snapshot of the operating culture within DOW observed since arriving October 1, 2021.*

The department has suffered for many years by inconsistent and short-tenured leadership arena that failed to provide stable, effective expectations of responsibility, accountability and lacked an adequate, agreed-upon vision for the future of DOW. My countless interviews with staff, Board Members, and customers and my reviews of the department activities since 2009 have strongly indicated that lingering issues pertaining to **morale**, **camaraderie** and **trust** on a department-wide scale have existed for many years. Challenges with and/or absence of the required partnering mindset with related and similar County departments has led to **strained relationships** and inter-departmental process breakdowns. This change process is a management of evolution rather than revolution.

I am the sixth department manager in eight years and the eighth manager since 2009. As a direct result of this chaotic history, the following culture exists:

- Adherence to policies and procedures widely varies by division and may change depending on the new Manager that comes on board. There is no consistency between senior leadership to ensure that current policies and procedures still stand in absence of a manager.
- Individual performance documentation is generally absent.
- Daily activities within the department are filled with drama resulting in much time spent on non-productive discussions and wasted energy.
- Lack of a consistent management structure has forced staff to "fend for themselves" when critical decisions are required such as contracting, retaining consultants, purchasing, etc.

- DOW functions as a fire department – pipe breaks, we respond, hydrant broken, we respond, pump stops or valve fails, we respond. Report is late or missed to an important sister department at the County, well, “we’ll get it to you.” Reactive culture exists versus proactive planning in managing some divisions.
- Almost every previous, short-term manager has tweaked the organization through mini-reorganization proposals to the Board that occurred without consideration of the department as a whole – the cause and effect upon other untouched areas of DOW and the process changes required after each structure change was not communicated or defined to affected staff, which has caused a whole lot of failed processes and silos among divisions. Employees did not know that a reorganization was being implemented, how it would affect their position, what would change until “after the fact.”
- Initial observation from staff included, “We’ll just wait-out the new manager” and “that’s the way we’ve done it for years, why change now?” There haven’t been effective meetings held with employees to help them understand of new procedures, policies, or expectations within each division. That has caused divisions to function not knowing who has the ball on specific assignments/projects.
- Dire need exists for improved processes to identify required versus actual workflows. This impacts staffing, planning and hiring decisions. Our current staff shortage of critical, qualified workers has impacted water system coverage.

### **Outstanding DOW Issues**

To address and accomplish the required corrections within DOW, sustained day-to-day management of practice, process, and organizational needs must also include patience with dedicated staff who have endured a decade-plus of chaotic leadership and yet kept the water flowing and the department running.

The absence of standard water industry benchmarks within the department drives the strategy, focus, and need for establishment of performance targets that enables the Board and Manager alike, the ability to prioritize an appropriate budget focus and corresponding appropriations year-over-year. This is an opportune time in the department’s history to holistically reset the organization from every division and level through the review of current processes and practices. This will not be a quick-fix turnaround approach but rather a halting of the unmanaged evolution throughout the past decades to a strategic, decision-driven and transparent path forward that implements corrections throughout the entire organization.

My objective is to build trust and confidence with our employees, our partners at the Department of Public Works, Planning Department, Department of Human Resources, Department of Finance, especially the Division of Information Technology, the Mayor’s Office and, above all, our Ratepayers.

The following, in no particular order, are identified issues and observations that require attention, initial decisions and/or final resolution:

- Performance of consultants – Management must hold retained professionals accountable for quality of delivered products and costs that display value to DOW.

- Records and File Management – Money was budgeted, no progress toward implementation. The DOW does not have a structured filing system to upkeep digital files. All divisions are filing documents on their own. There is a central location for files on SharePoint, but the system is not built out and there has been no attention for senior leadership to implement with their teams, thus piling of files in multiple locations.
- Department does not utilize GIS – This and other required technology can be leveraged with County systems, but a relationship gap exists.
- We need a new strategic financial format and reporting dashboard to the Board – all divisions need this.
- Delinquent accounts management needs to be overhauled.
- Standard Operating Procedures are outdated, and some are redundant. Process changes are implemented without updating the SOPs.
- General Purchasing Policies and Procedures, Procurement thresholds and Requirements are not in line with the County and needs to be updated.
- Contracting in Fiscal and IT is chaotic – gap in management planning between common division users.
- Water Plan - updating needed to formally address system expansion and project delivery to resolve water-restricted areas on the island.
- Facilities Reserve Charge (FRC) needs assessment of model options and plan forward.
- Grant(s) Program in various stages of use with deadlines approaching and implementation plans required.
- Rate review is planned – several decisions and factors much precede launching this – FRC, training on model, develop new assumptions for baseline, etc.
- Workday, a new payroll and timekeeping software, is scheduled, but staff will need training and personal accountability for this transition to be successful.
- Website is outdated and ineffective for many users – more information through easier navigation is required.
- Operations Division Base Yard needs overhaul and final decision by the Board – management needs to submit updated approach.
- Department asset decisions have been inconsistent and siloed – Asset plan required.
- Parking continues to be a challenge – changing the Base Yard and bill drop-off location can alleviate most of the issue.
- Staffing continues to be problematic and with four retirements this month.
- A need exists on the island for staging areas for operations staff.
- Standby and overtime performed by higher level managers. This should be assigned to front-line staff. Manpower shortages are the cause, and clarity is needed on job descriptions.
- Many traditional utility programs either don't exist or need updating. These include: HSE program / safety officer; ERP update (underway); Asset Management Program; Fleet Management Program; Records Retention/File Storage; Apprenticeship/Internship Program; Meter Replacement Program (underway); Strategic Technology Business Plan; Staffing & Demographics Plan; Facilities Management Plan; Formal Training Programs – all areas including administration.

- Building layout makeover needed soon to best place staff and equipment in a safer working environment. Storage is years behind in implementing solutions.
- Many administrative tasks are inconsistent, disconnected by division and are dependent on a few experienced professionals rather than knowledge retention being shared, documented and passed down.
- New Department-wide Organizational Structure required to eliminate inefficiencies, redundancies, and confusion to accomplish the issues above as well many others not listed.

The preceding list is by no means all-inclusive, and many more issues are highlighted in the following short-term goals and anticipated benchmarks.

### **Short-term Goals** (Through FY21-22)

1. **Address outstanding issues related to the lack of a strong Information Technology Strategy and Plan** – Major components of a efficiently managed department do not exist or are in need of significant upgrading.  
**2<sup>nd</sup> Qtr. 2022**
2. **Greatly reduce permit/project response and turnaround time** – this is currently based on estimates and customer calls/complaints – no benchmark exists yet.  
**1<sup>st</sup> Qtr. 2022**
3. **Complete New Emergency Response Plan** – This document has historically existed and with the department needing to provide County EOC and DOW staff a working document with updated practices and procedures, this is a high priority.  
**1<sup>st</sup> Qtr. 2022**
4. **Deliver new Organizational Structure** – Present to the Board an updated layout that identifies how the department will function to best deliver services.  
**1<sup>st</sup> Qtr. 2022**
5. **Establish Health & Safety Program** – DOW needs to institute a first ever robust Safety Program ASAP.  
**1<sup>st</sup> Qtr. 2022**
6. **Develop new Financial Strategy & Plan** – Recommend a FY22-23 Financial Strategy that leverages new benchmarks, funding guidelines and a forward-looking roadmap that marries a new Water Infrastructure and Investment Plan (WIIP).  
**2<sup>nd</sup> Qtr. 2022**
7. **Develop Straightforward Division Dashboards** – the Board needs to know how we're performing, and the Ratepayers need transparency about how we spend their money.  
**2<sup>nd</sup> Qtr. 2022**

8. **Identify and account for all DOW Assets** – recordkeeping and current management of all DOW property is behind in removing and identifying actual needs for equipment, vehicles, tools, furniture, etc.

2<sup>nd</sup> Qtr. 2022

9. **Resolve outstanding strategic and legal issues** – Provide the Board with options to resolve current, on-going program and project issues.

2<sup>nd</sup> Qtr. 2022

10. **Redefine Operations Division Job Descriptions** – Provide County HR options that reflects traditional water system operations job requirements, tasks and certification levels to improve recruitment efforts.

2<sup>nd</sup> Qtr. 2022

Again, the aforementioned FY 21-22 Goals only reflect the remaining six months of our current budget – due to my start date and budget numbers having already been set. Presented with the FY 22-23 Annual Budget will be my new annual Goals supported by the next fiscal budget cycle in June.

#### **PROPOSED “MAJOR” BENCHMARK OBJECTIVES**

To my knowledge, the department has never established performance benchmarks and Key Performance Indicators (KPI's) to provide a quarterly reporting mechanism available to the Ratepayers, Board, and DOW staff to measure progress throughout any fiscal year. These benchmarks are usually derived for a combination of type of municipality – State, County, City, Special District, etc., and size of the organization – as well as specific service provided – water, power, wastewater, gas, streets, transportation, etc. I usually use a combination of effective KPI's from traditionally accepted water industry standards to customizing benchmarks that are of specific importance to the agency and what types of issues experienced in the past is driving the need to capture our unique trending results. To adequately provide the Board with stretch goals for FY22-23, we need to establish baseline benchmark data, or we'll never be able to document if we're making progress versus prior years as we move forward – if we don't measure it, how then do we define success?

The following **tangible**, proposed benchmarks – by Division – have been of particular interest to DOW or I have observed an existing need to focus on performance in that area:

#### **FISCAL**

Investment return

Grant funds management – received vs. expended by deadlines

Budget vs. Actual vs. FY expected monthly expenditures

Capital funds management – received vs. expended by project timelines

Revenue – expected & unexpected revenue sources

Expenditures – expected vs. unexpected

Establish an error-free billing protocol and delivery of service

## **ENGINEERING**

Projects: initiated vs. completed  
annual vs. multi-year  
measure initiation to expected completion dates  
Capital vs. non-capital staff hours vs. corresponding budgets  
Hours expended towards administrative processing & technical review  
Monthly response and turnaround time to customers  
Initiate the plans and rollout for an effective GIS program

## **OPERATIONS**

Number of regulatory violations by type – initial vs. check sample results  
Number of infrastructure failures by type – pipelines, pumps, valves, hydrants, etc.  
Repair response times  
Repair completion times  
Staff required per emergency event  
Cost of emergency by event  
Pipeline replacement by miles/annually or experienced area-specific failures?  
Unaccounted water vs. produced and metered sources

Vehicle management – How well do we manage mobile assets:  
Assigned vs. unassigned vehicles of the total fleet  
Pool vehicles in fleet – assigned by divisions  
Annual miles driven/annual fuel costs  
Surplus/depreciated vehicles annually

Equipment management – How well do we manage heavy, mobile, stationary, and tool/parts inventory:

Mobile assets (non-standard trucks & cars) do we need vs. have (excavation, generators, trailers, dump trucks, etc.)  
Mobile tools and hand tools – have vs. need

Preventive (PM) vs. Reactive/Corrective Maintenance (CM) – Are we 80% PM vs. 20% CM?  
CMMS tool utilized?  
Daily scheduled PM's?  
Annual schedule of assets to be replaced? (e.g. Pipeline Replacement)  
Staff dedicated to PM's by region/area?

## **INFORMATION TECHNOLOGY**

Total value of consulting contracts vs. actual delivered projects.  
How many staff-delivered projects.  
Number and value/cost of projects shared with County IT Department.  
Total value of stranded technology equipment (servers, laptops, cell phones, monitors, desktops, etc.)



## **HUMAN RESOURCES**

Current staffing demographics – tenure, progression of employees, location, equity, etc.  
Vacancies vs. budgeted staffing level  
Compensation vs. COLA  
Workplace injuries / time missed

## **MANAGEMENT**

Establish face-to-face, individual employee meetings frequency with all staff.  
Develop consultant performance metrics department-wide – which firms are worth hiring again?  
Require available technologies to be utilized for all processes and practices – no manual administrative work.

Department overtime vs. % of total department/division compensation = staffing calculation to determine staffing strategy

The following **intangible** benchmarks must be documented and although they are sometimes difficult to measure, they are indeed easy to recognize:

- Arrive on time, do your job, help others to best do their jobs.
- Escape the kindergarten mentality and graduate to professionalism – much less drama needed.
- Worry about doing the best job YOU can rather than gossiping about what SOMEONE ELSE is doing.
- Hold ourselves accountable by accepting responsibility for our actions AND inactions.
- Staff needs to initiate communication – stop waiting for the other person to “hopefully” communicate job-related issues.
- Demand follow-through, resolution and/or closing out an issue you’re working on – don’t let it sit until deadlines cannot be met just because someone didn’t ask you for an update.
- Initiate adherence to rules, procedures, practices, and policies – don’t wait to be told to do so.
- Realize respect through intent (actions)

Now that I’ve listed several benchmarks to target and measure, how do we plan to do so? The identification of metrics will be derived from three water industry sources – QualServe Benchmarking Program developed by the American Water Works Association (AWWA), the Water Environment Federation (WEF), and the Water Research Foundation (AWWARf). I have utilized these processes during multiple organizational and operational assessments throughout the country since 2002. Prior to these initiatives, EMA Services, Inc., provided Competitive Assessments since 1995 with which I was involved in until 2005.

To analyze and determine the effectiveness of DOW, I am using the Effective Utility Management (EUM) framework developed and endorsed by USEPA and the trade associations serving the water and wastewater industry. This framework includes subject areas such as Operational Optimization, Employee and Leadership Training, Water Resource Adequacy, Operational Resilience, Financial Viability, and other issues of focus.

I will provide the Board with final benchmarking metrics in preparation for the FY22-23 budget preparation in March 2022. I have been here 10 weeks and with more research to do regarding internal decisions that were made prior to joining DOW, I ask for your support defining what additional target areas or subjects I may have overlooked to be included in our final benchmarking program. Please provide me with feedback regarding the aforementioned priorities of goals and proposed benchmarks.

Mgrrp/December 2021/22-55/Discussion and Approval of the Manager and Chief Engineer's Goals (12/23/21):

Approved at 04-28-22  
Board Meeting

**COUNTY OF KAUA'I  
EVALUATION FACTORS: APPOINTEES/MANAGERS**

Name/Title: \_\_\_\_\_  
Review Dates: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Excellent (4)	Superior (5)	Score
--------------------	-----------------------	------------------	---------------	--------------	-------

**1 Customer Service:** Courtesy in dealing with customers and effectiveness in meeting the customer's needs. (Customers may include, but not limited to, the public; Mayor; County Council; Board or Commission; and other department/agency heads and deputies.)

Has shown little interest in meeting the needs of the customers. Antagonize the customers in dealings with them.	Is occasionally discourteous when working with customers. Sometimes is not effective in meeting the needs of customers.	Almost always courteous and effective when dealing with customers.	Is pleasant and helpful when dealing with customers.	Courteous and effective when dealing with customers; goes far beyond the call of duty to serve customers.	
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**Trend:** Improving  Same  Declining

**Recommendation(s) for Improvement:** \_\_\_\_\_

**2 Planning and Organizing:** Establishing a course of action, structuring or arranging resources, and setting priorities for self and others to accomplish specific goals. Demonstrated ability to plan ahead, schedule work, set realistic goals, anticipate and prepare for future assignments, set logical priorities and use time wisely.

Usually disorganized, and often in a crisis caused by lack of planning and organizing.	Has difficulty in setting priorities and/or in attaining goals.	Usually does a good job in assigning priorities. Able to attain most goals.	Seldom in a crisis due to lack of planning and organizing. Is able to attain nearly all goals.	Does a superior job in assigning priorities. Anticipates problems and decides how to handle them. Accomplishes tasks ahead of schedule in most instances.	
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**Trend:** Improving  Same  Declining

**Recommendation(s) for Improvement:** \_\_\_\_\_

Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Excellent (4)	Superior (5)	Score
--------------------	-----------------------	------------------	---------------	--------------	-------

3 **Leadership:** Measurement of getting people to willingly work to accomplish an objective. Utilization of appropriate interpersonal styles and methods to guide individuals or groups toward effective task accomplishment. Controlling and evaluating performance, utilization of resources available to accomplish tasks, effective employee development and counseling and sharing leadership when appropriate.

Inhibit subordinate motivation to accomplish tasks or improve personal development. Fails to take initiative and rarely knows job status. Shares little or no information with superiors or subordinates.	Sometimes fails to sufficiently motivate employees to accomplish tasks or develop employees. Shares very little information with superiors or subordinates.	Effectively motivates to accomplish tasks and develop employees. Takes action to solve problems. Maintains a good method of sharing information with superiors and subordinates.	Consistently effective in motivating employees to accomplish tasks and improve personal development. Maintains excellent method of sharing information. Most potential problems are detected early.	Exceptionally effective leader. Maintains highly motivated and developed employees. Problems are consistently detected early, and information is shared in the most efficient manner. This person is always on top of things.	
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Trend: Improving  Same  Declining

Recommendation(s) for Improvement: \_\_\_\_\_

4 **Communication:** Expression of ideas orally and in writing, providing relevant and timely information to superiors, co-workers, subordinates and other customers, listening and understanding others.

Written work is often incomplete and contain errors. Fails to clearly express opinion on ideas.	Written work usually contains some errors. Thoughts are not presented in a logical order in conversation, often has trouble being understood.	Reports are generally accurate but occasionally contain errors. Routing reports are performed adequately, but more important or complex reports require closer supervision.	Reports are consistently accurate and well organized, seldom needing correction. This person can capably prepare and present important oral or written reports. Listens well and can be understood.	Writes well-organized, understandable and accurate reports. Oral or written presentation is excellent, needs minimal improvement. In less formal conversation, this person listens well in addition to getting the point across.	
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Trend: Improving  Same  Declining

Recommendation(s) for Improvement: \_\_\_\_\_

Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Excellent (4)	Superior (5)	Score
--------------------	-----------------------	------------------	---------------	--------------	-------

**5 Personnel Management:** Selecting, managing, motivating and developing employees, following prescribed personnel policies and practices, including equal employment opportunity. Effectiveness in utilization of personnel resources.

Has difficulty in selecting, managing, motivating and developing staff members to meet individual and group goals. Often disregards prescribed personnel policies and practices.	Somewhat effective in selecting, managing, motivating and developing staff members to meet individual and group goals. Usually follows prescribed personnel policies and practices. However, some improvement of these skills is needed.	Generally effective in selecting, managing, motivating and developing staff members to meet individual and group goals. Follows prescribed personnel policies and practices. Effective in managing personnel resources.	Very effective in selecting, managing, motivating and developing staff members to meet individual and group goals. Follows prescribed personnel policies and practices. Handles employee performance problems effectively and selects well-qualified candidates.	Exceptionally effective and creative in selecting, managing, motivating and developing staff members to meet individual and group goals. Follows prescribed personnel policies and practices. Demonstrates skill and creativity in dealing with employee performance problems, and selecting well-qualified candidates.	
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**Trend:** Improving  Same  Declining

**Recommendation(s) for Improvement:** \_\_\_\_\_

**6 Achieving Goals:** Effective organizational management to achieve defined program measurements, goals, and objectives. Establish realistic program measurements, goals and objectives for employees. Produce a reasonable volume of work on schedule, demonstrating accuracy, thoroughness and dependability.

Does not achieve defined objectives, and establishes unrealistic goals for employees. Develops error prone, incomplete work. Work is generally untimely. Regular reminders needed to obtain compliance.	Goals are not always achieved, and accuracy and volume of work is sometimes less than standard. Work is frequently untimely. Some monitoring required.	Effective in the establishment of realistic, achievable goals; production of work is dependable and generally accurate. Work is generally timely.	Goals are consistently achieved. The volume, accuracy and thoroughness of work is very effective. Work is almost always timely.	Exceptional manager, achieving extremely high standards. Production of work is exceptional due to high degree of accuracy, volume, and thoroughness. Work is always timely.	
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**Trend:** Improving  Same  Declining

**Recommendation(s) for Improvement:** \_\_\_\_\_

Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Excellent (4)	Superior (5)	Score
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7 **Policy Development:** The development and implementation of sound policy, which identifies and analyzes problems effectively and develops alternative solutions. This encompasses job knowledge, which includes depth, currency and breadth.

Cannot develop a policy independently and does not identify or analyze problems.	Often is not able to develop a sound policy based on job knowledge. Often does not identify solutions.	Effective establishment of sound policy based on analysis of problems. Develops some alternative solutions.	Consistently develops and implements sound policies. Very knowledgeable and effectively analyzes problems.	Exceptional development and implementation of sound policy. Significant thorough research and analysis conducted and several feasible alternate solutions are developed.	
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Trend: Improving  Same  Declining

Recommendation(s) for Improvement: \_\_\_\_\_

8 **Financial Management:** Effective development and implementation of financial budgets and controls, operating within prescribed fiscal limits, incorporating key costs control issues.

Frequently pays inadequate attention to financial budgets and controls in planning and completing work. Work is frequently over budget. Fails to fully utilize budget resources, or budget fails to provide for program requirements.	Sometimes pay inadequate attention to financial budgets and controls in planning and completing work. Work is sometimes over budget without adequate attempts to control costs. Occasionally attempts to circumvent county guidelines.	Attentive to financial budgets and controls, and generally operates within prescribed financial limits. Budget overruns are infrequent, and causes are normally identified and justified. Implements plans to control costs where possible. Effective in managing fiscal resources.	Consistently effective in developing financial budgets and controls and in operating within prescribed financial limits. Seeks opportunities to control costs, and adapts plans and methods to prevent budget overruns.	Exceptionally effective in developing budgets and controls (incorporating low cost control issues) and in operating within prescribed financial limits. Actively seeks opportunities to control costs, adapts plans and methods to prevent budget overruns, and encourages and assists others in effecting cost savings.	
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Trend: Improving  Same  Declining

Recommendation(s) for Improvement: \_\_\_\_\_  
comment \_\_\_\_\_

**OVERALL TREND:**      Improving       Same       Declining

**TOTAL AVERAGE SCORE:**      \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee      Date

\_\_\_\_\_  
Signature of Rater      Date

**EMPLOYEE COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF KAUAI – LIQUOR CONTROL COMMISSION  
DIRECTOR OF LIQUOR CONTROL – FISCAL YEAR PERFORMANCE EVALUATION**

<b><u>Name:</u></b> Leo Sandoval	<b><u>Appointment Date:</u></b> June 1, 2021
<b><u>Reason for Report:</u></b> Fiscal Year Performance Evaluation	<b><u>Period of Report:</u></b> June 1, 2021 to June 30, 2022

**CRITICAL PERFORMANCE FACTORS**

**1. Leadership Skills and Professional Qualities**

- Leads by example. Exhibits honesty, integrity and self-discipline.
- Sets and enforces professional standards.
- Motivates and develops subordinates. Serves as a mentor.
- Accepts personal responsibility.

<b><u>Discussion:</u> (Provide specific examples of performance. Absent examples mark <u>Unable to Rate</u> below)</b>		
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<b>Meets Expectations</b>	<b><i>Does NOT Meet Expectations</i></b>	<b><i>Unable to Rate</i></b>

**2. Policies, Procedures, Rules and Regulations**

- Knows and implements the technical and administrative aspects of implementing and enforcing Federal, State, and County rules, regulations, statues, and ordinances that apply to intoxicating liquor, administrative and judicial rules of evidence and investigation, and the principles that apply to matters under the jurisdiction of the Department of Liquor Control.
- Adheres to and implements collective bargaining agreements.
- Applies knowledge and experience to daily operations and non-routine situations.
- Has drafted a list of necessary Standard Operating Procedures (SOP)

<b><u>Discussion:</u> (Provide specific examples of performance. Absent examples mark <u>Unable to Rate</u> below)</b>		
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<b>Meets Expectations</b>	<b><i>Does NOT Meet Expectations</i></b>	<b><i>Unable to Rate</i></b>



**3. Planning, Organizing, and Setting Priorities**

- Sets priorities. Develops realistic and attainable goals with accompanying metrics to measure progress.
- Completed a strategic plan that addresses Department operations, the needs of licensees, and Commission operations.
- Develops plans to achieve Departmental and County goals.
- Anticipates and solves problems.
- Anticipates and budgets for future personnel and equipment.
- Develops contingency plans for major events and emergency operations.

**Discussion:** (Provide specific examples of performance. Absent examples mark Unable to Rate below)

- 
- 

<b>Meets Expectations</b>	<b>Does NOT Meet Expectations</b>	<b>Unable to Rate</b>
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**4. Personnel and Resource Management**

- Provides or otherwise coordinates specialized training for all Department of Liquor Control staff to maintain current on tactics, techniques, and procedures necessary for job performance.
- Recognizes and addresses personnel problems at the earliest stages.
- Pursues, to the extent allowed by law, external funding sources and uses other resources outside of the Department of Liquor Control to enhance and advance the said Department’s capabilities.
- Prepares the budget in accordance with Department and County policies. Exercises fiscal control, with emphasis on controlling overtime.

**Discussion:** (Provide specific examples of performance. Absent examples mark Unable to Rate below)

- 
- 

<b>Meets Expectations</b>	<b>Does NOT Meet Expectations</b>	<b>Unable to Rate</b>
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**5. Communications**

- Provides positive feedback and corrective counseling to subordinate personnel as appropriate.
- Maintains on-going communications with governmental entities, the liquor industry, licensees and related personnel, media and the community on Department news, events, regulatory changes, public safety issues and incidents.
- Keeps the Liquor Control Commission and County leadership informed on incidents that could affect Departmental operations and community relations.
- Responds promptly to Commission requests for information.

**Discussion:** (Provide specific examples of performance. Absent examples mark Unable to Rate below)

- 
- 

Meets Expectations	Does NOT Meet Expectations	Unable to Rate
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**6. Customer/Stakeholder Service**

(Definitions: Customer is a licensee or any related personnel or a member of the public requesting assistance from the Department. Stakeholder is a staff member, governmental official or staff, or a member of the public.

- Prioritizes appropriately resolving conflicting Customer and Stakeholder requests.
- Establishes formal processes/tools across the Department that measure customer needs, satisfaction levels, and experiences.
- Uses existing data and resources to identify a long-term strategy to sustain customer satisfaction.
- Develops strong relationships with major Stakeholders so that they advocate for and support the Liquor Control Department.

**Discussion:** (Provide specific examples of performance. Absent examples mark Unable to Rate below)

- 
- 

Meets Expectations	Does NOT Meet Expectations	Unable to Rate
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**Achievement of Goals: (Provide explanation for goals Not Achieved)**

**Summary of Performance:**

**Employee Signature:**

I acknowledge receipt of this Performance Evaluation.

**Director of Liquor Control**

**Date**

**Evaluation Certification:**

**Liquor Control Commission, Chair**

**Date**

- **Word Document format – Box expands to accommodate additional narrative.**

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

STAFF

REPORTS



DEPARTMENT OF WATER  
County of Kaua'i

*"Water has no Substitute – Conserve It!"*

**FISCAL REPORT: MONTHLY SUMMARY HIGHLIGHTS – AUGUST 2022**

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

**YEAR TO DATE (YTD) BUDGET & ACTUAL EXPENSES SUMMARY – AS OF AUGUST 2022**

	BUDGET	EXPENSED	ENCUMBERED	TOTAL EXPENSED + ENCUMBERED
· Operating Expenses	\$5,106,172	\$3,447,115	1,257,101	4,704,216
· Debt Principal Payment	3,879,804	3,681,406	224,858	3,906,265
· Capital Projects	<u>7,700,418</u>	<u>222,191.57</u>	0	222,192
TOTAL	<u>\$16,686,394.00</u>	<u>\$7,350,712.57</u>	<u>\$1,481,959.47</u>	<u>\$8,832,672.04</u>

**REVENUES:** VARIANCE = "ACTUAL" LESS "BUDGET" - POSITIVE INDICATES HIGHER PERFORMANCE THAN EXPECTED & NEGATIVE IS VICE VERSA.

- Total Revenue as of August 2022 was 40% below projection.
  - Water sales of \$5.5 million (M) was \$376.3 thousand ("K) or 7% higher than projected.
  - Other Water Revenues - Revenues from Fire hydrants and other water revenue receipts of \$403.9K were \$5.4K below projection.
  - Capital Contributions: Contributions from Federal & State Grants – Total receipt was \$85.9K or 98% below monthly projection. This projection consists of the anticipated reimbursement from the State Appropriation Fund for CIP's that are in progress.
  - Investment Income & Net Increase in FV of Investments –\$72.6K.
  - Miscellaneous Revenues - \$1,950K.

**OPERATING EXPENSES:** VARIANCE = BUDGET LESS ACTUAL

EXPENSES: POSITIVE VARIANCE INDICATES LOWER ACTUAL EXPENSES VS. BUDGET. **REVISED YTD BUDGET COLUMNS DOES NOT INCLUDE PO ROLLOVER FROM FY ENDING 2022.**

- YTD Operating Expenses before depreciation and amortization were \$3.4M. Year to date (YTD) expensed plus encumbered were \$402K lower than budget.
  - Employee Related Expenses –\$1.9MK with an 8% positive variance.
  - Contracts & Services – \$908K with a 40% positive variance.
    - Professional Services, Other Services – Billing, Communication, Insurance and Repairs and Maintenance for non-water systems are the main items contributing to the 40% positive variance.
  - Fuel & Utilities – \$810K with a 46% negative variance.
  - Bulk Water Purchase –\$154.1K with a 52% positive variance.
  - Office & Operating Supplies – \$237.4K with 103% negative variance.
  - Training, Travel & Meeting Expenses – \$9.9K or 81% positive variance.
  - Debt Service – Interest Expense - \$652.1K.



# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

- Depreciation & Amortization (non-cash expenses) is \$556.8K.

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## NET OPERATING INCOME: BASED ON YTD ACTUAL RECEIPTS AND DISBURSED

- Net Operating Income before depreciation and amortization - \$3.1M.
- Net Operating Income after depreciation & amortization was a positive \$2.0M.

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## NON-OPERATING PROCEEDS & DISBURSEMENTS

- SRF Loan Proceeds – None.
- FRC – Facility Reserve Charge –\$494.8K.
- YTD Debt Principal Payment is \$3.7M.

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## CAPITAL PROJECTS BUDGET: YTD DISBURSEMENTS = \$222,191.57

- Capital Projects: Water Utility Fund - \$222.2K
- Capital Projects: FRC Fund – None
- Capital Projects: BAB Fund - None
- Capital Projects: SRF Loan Fund - None

## II. COMPARATIVE CHARTS:

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### METERED CONSUMPTION:

- August 2022, monthly metered consumption of 375.2 million gallons (mg) decreased by 27.4 mg as compared from the same month of FY 2022.
- Year to Date (YTD) metered consumption as of 8/31/22 was 743.6 mg with a YTD cumulative decrease of 62.7 mg as compared from the same month of FY 2022.

## III. STATEMENT OF NET POSITION (BALANCE SHEET): TO BE RECEIVED FOR THE RECORD.

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

## IV. OTHER FISCAL ONGOING ACTIVITIES/INITIATIVES:

- MS Great Plains (GP) – Ongoing technical issues. Fiscal is working with IT in securing Consultants for “As needed technical support”.
- Meter Issues – DOW unable to secure sufficient inventory for meter replacement.
- Fiscal Year end closing as of 6/30/22.
- Financial Audit - ongoing

MY/



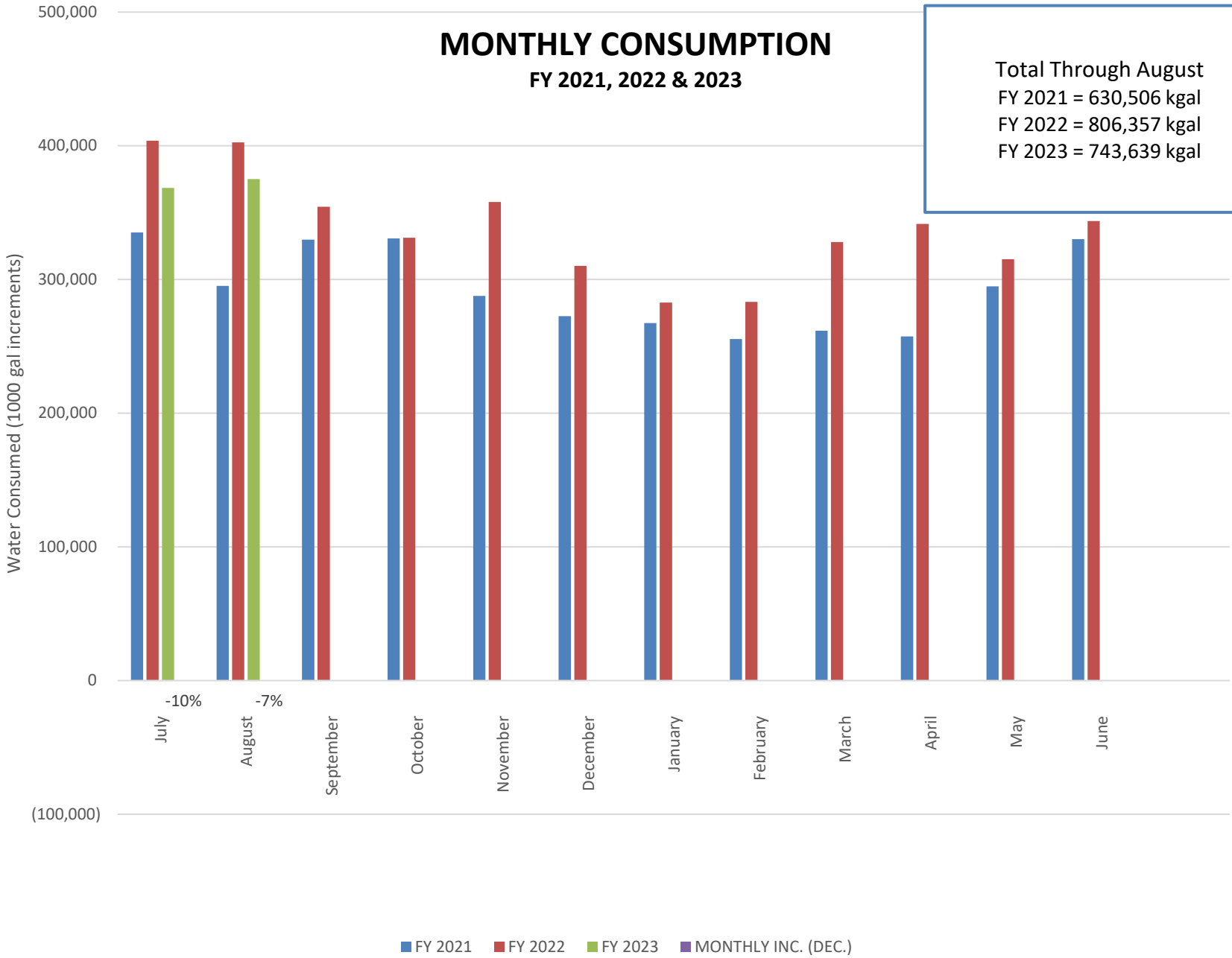
Department of Water, County of Kauai  
 Monthly Budget Summary vs. Actual  
 SUMMARY  
 8/31/2022

	August			FY 2023					
	Revised Budget	Actual	Variance	Revised YTD Budget	YTD Expensed	YTD Encumbered	YTD Expensed & Encumbered	Variance	%
<b>I. OPERATING BUDGET</b>									
<b>Revenue</b>									
Water Sales	\$2,548,205.00	\$2,753,016.74	\$204,811.74	\$5,096,410.00	\$5,472,693.89		\$376,283.89		7.%
Other Water Revenue	183,470.00	\$185,747.50	\$2,277.50	366,940.00	369,217.00		\$2,277.00		1.%
Other Water Revenue	12,500.00	\$7,334.24	(\$5,165.76)	25,000.00	17,319.49		(\$7,680.51)		(31.%)
Other Water Revenue Total	195,970.00	\$193,081.74	(\$2,888.26)	391,940.00	386,536.49		(\$5,403.51)		(1.%)
Capital Contributions Total	2,265,432.00	\$18,718.28	(\$2,246,713.72)	4,530,864.00	85,940.32		(\$4,444,923.68)		(98.%)
Investment Income Total	25,000.00	(\$694.74)	(\$25,694.74)	50,000.00	72,600.71		\$22,600.71		45.%
Miscellaneous Revenues Total	709.00	\$1,848.06	\$1,139.06	1,418.00	1,950.44		\$532.44		38.%
<b>Grand Total</b>	<b>5,035,316.00</b>	<b>2,965,970.08</b>	<b>(2,069,345.92) #</b>	<b>10,070,632.00</b>	<b>6,019,721.85</b>		<b>(4,050,910.15)</b>		<b>(40.%)</b>
<b>Expenses</b>									
<b>Employee-Related Expenses</b>									
Total Employee-Related Expenses	1,050,437.00	743,406.69	307,030.31	2,100,874.00	1,680,473.12	252,409.72	1,932,882.84	167,991.16	8.%
Total Contracts & Services	762,969.00	262,233.45	500,735.55	1,525,938.00	547,578.52	360,431.74	908,010.26	617,927.74	40.%
Total Fuel & Utilities	276,874.00	\$214,116.53	\$62,757.47	553,748.00	540,495.46	269,465.53	809,960.99	(256,212.99)	(46.%)
Total Bulk Water Purchase	159,849.00	\$4,709.31	\$155,139.69	319,698.00	154,055.45		154,055.45	165,642.55	52.%
Total Office & Operating Supplies	58,500.00	9,038.95	49,461.05	117,000.00	91,116.66	146,233.57	237,350.23	(120,350.23)	(103.%)
Total Training, Travel & Meeting Expenses	26,179.00	3,541.04	22,637.96	52,358.00	9,893.68	0.00	9,893.68	42,464.32	81.%
Total Interest Expense	218,278.00	198,261.27	20,016.73	436,556.00	423,501.77	228,560.69	652,062.46	(215,506.46)	(49.%)
<b>Total Operating Expenses</b>	<b>2,553,086.00</b>	<b>1,435,307.24</b>	<b>1,117,778.76</b>	<b>5,106,172.00</b>	<b>3,447,114.66</b>	<b>1,257,101.25</b>	<b>4,704,215.91</b>	<b>401,956.09</b>	<b>8.%</b>
<b>Net Operating Income (Loss) Before Depreciation &amp; Amortization</b>									
	<b>\$2,482,230.00</b>	<b>\$1,741,768.12</b>	<b>\$3,226,863.88</b>	<b>\$4,964,460.00</b>	<b>\$3,117,684.71</b>	<b>(\$1,257,101.25)</b>	<b>(\$4,704,215.91)</b>	<b>\$3,648,954.06</b>	<b>74.%</b>
<b>Depreciation &amp; Amortization</b>									
Depreciation	599,173.00	\$578,283.94	\$20,889.06	1,198,346.00	1,124,526.28		1,124,526.28	73,819.72	6.%
Amortization	19,655.00	\$10,526.17	\$9,128.83	39,310.00	21,052.34		21,052.34	18,257.66	46.%
Total Depreciation & Amortization	618,828.00	588,810.11	\$30,017.89	1,237,656.00	1,145,578.62	0.00	1,145,578.62	92,077.38	7.%
<b>Net Operating Income (Loss)</b>	<b>1,863,402.00</b>	<b>1,152,958.01</b>	<b>3,196,845.99</b>	<b>3,726,804.00</b>	<b>1,972,106.09</b>	<b>(1,257,101.25)</b>	<b>(5,849,794.53)</b>	<b>3,556,876.68</b>	<b>95.%</b>
<b>Non Operating Proceeds</b>									
<b>Total Non Operating Proceeds</b>	<b>66,667.00</b>	<b>0.00</b>	<b>(66,667.00)</b>	<b>133,334.00</b>	<b>494,780.22</b>	<b>494,780.22</b>	<b>494,780.22</b>	<b>361,446.22</b>	<b>271.%</b>
<b>Transfers Out(In) to Other Funds</b>									
Debt Principal Payment	413,457.00	\$0.00	\$413,457.00	3,879,804.00	3,681,406.34	224,858.22	0.00	198,397.66	5.%
<b>Net Proceeds (Expenditures)</b>	<b>1,516,612.00</b>	<b>1,152,958.01</b>	<b>363,653.99</b>	<b>(19,666.00)</b>	<b>(1,214,520.03)</b>	<b>(987,179.25)</b>	<b>(5,355,014.31)</b>	<b>2,997,032.80</b>	
<b>II. CAPITAL BUDGET</b>									
Capital Projects (See Attached for Details)	3,300,237.00	\$165,939.01	\$3,134,297.99	7,700,418.00	222,191.57	0.00	0.00	7,644,165.44	99.%

# MONTHLY CONSUMPTION

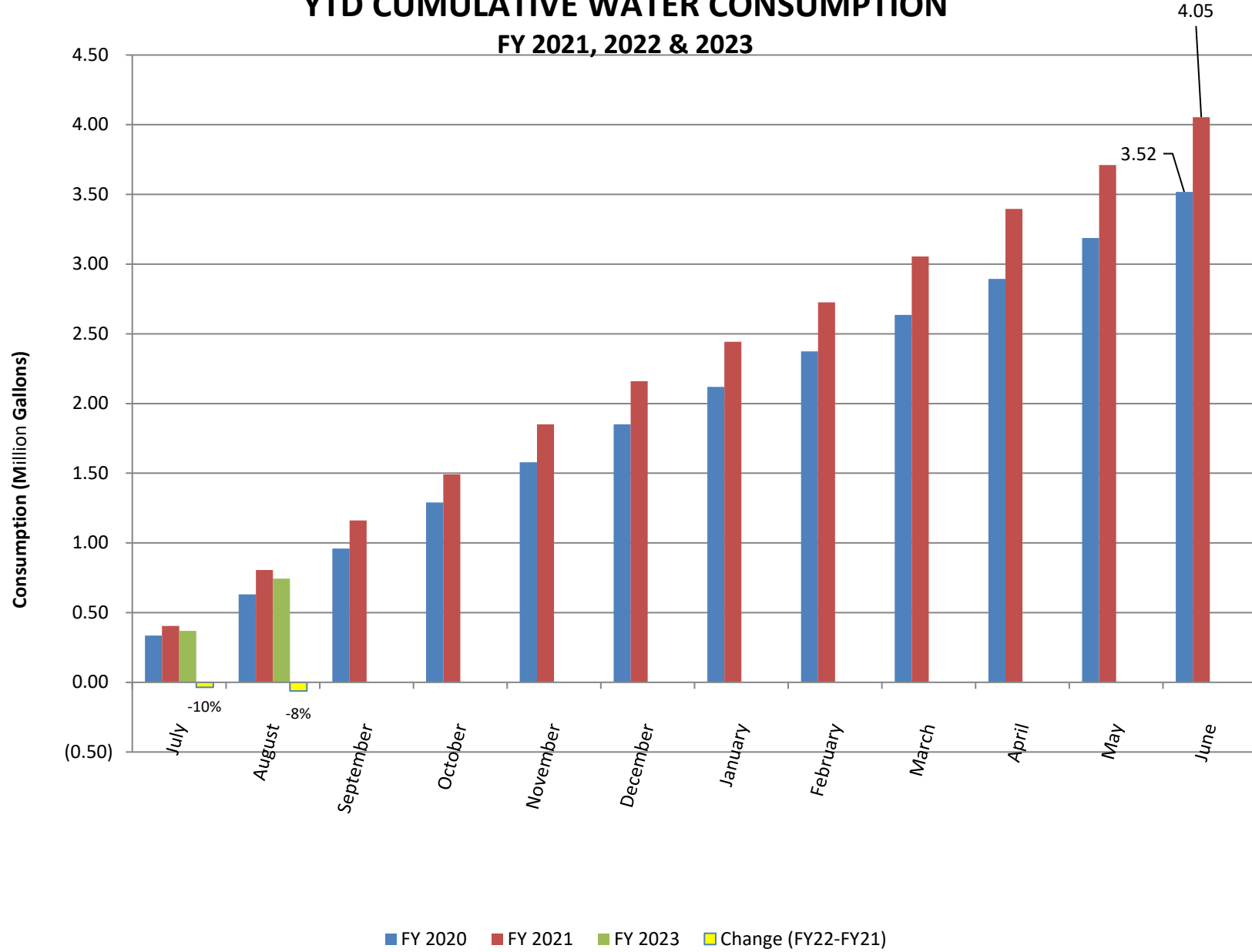
FY 2021, 2022 & 2023

Total Through August  
 FY 2021 = 630,506 kgal  
 FY 2022 = 806,357 kgal  
 FY 2023 = 743,639 kgal

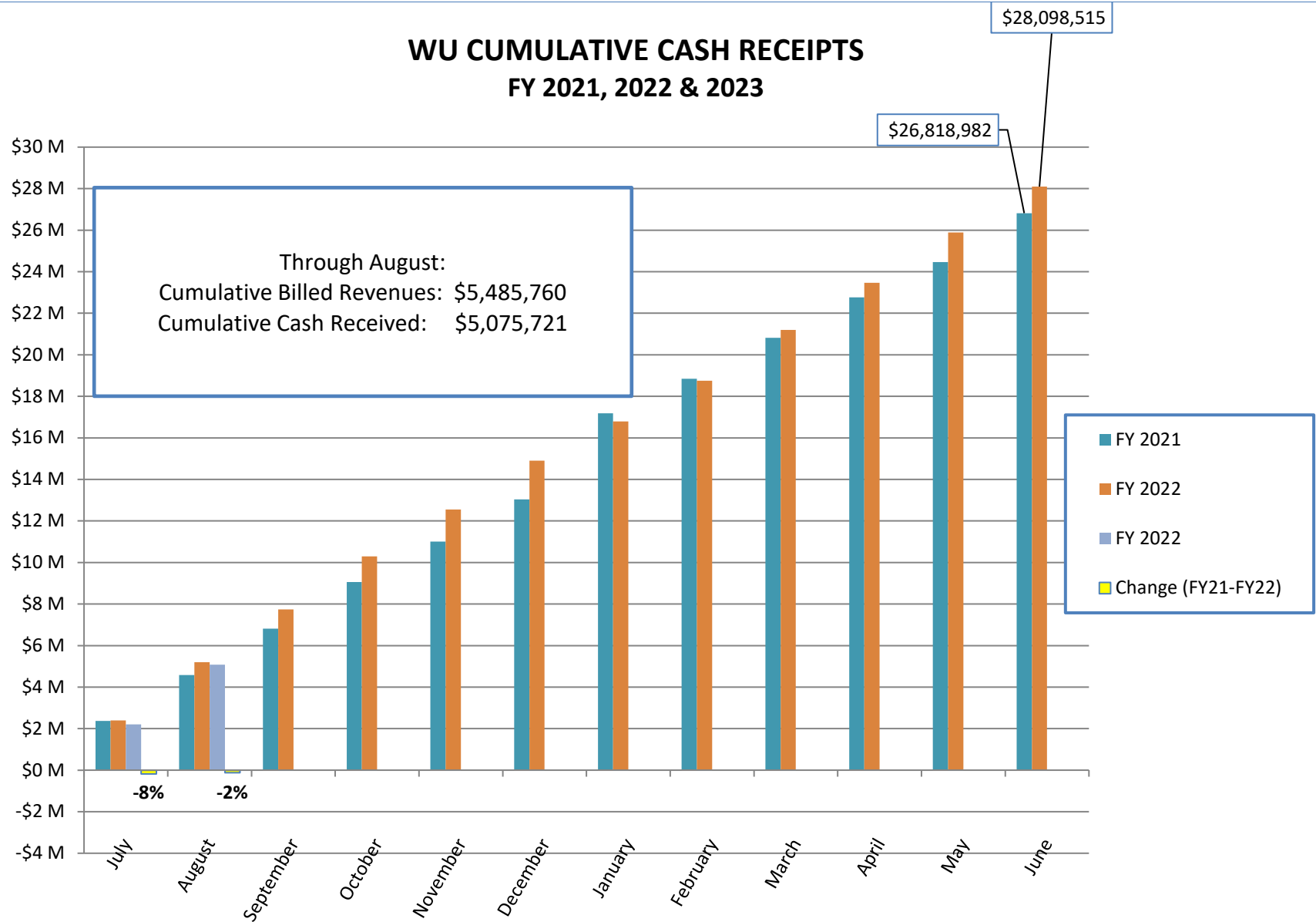




## YTD CUMULATIVE WATER CONSUMPTION FY 2021, 2022 & 2023

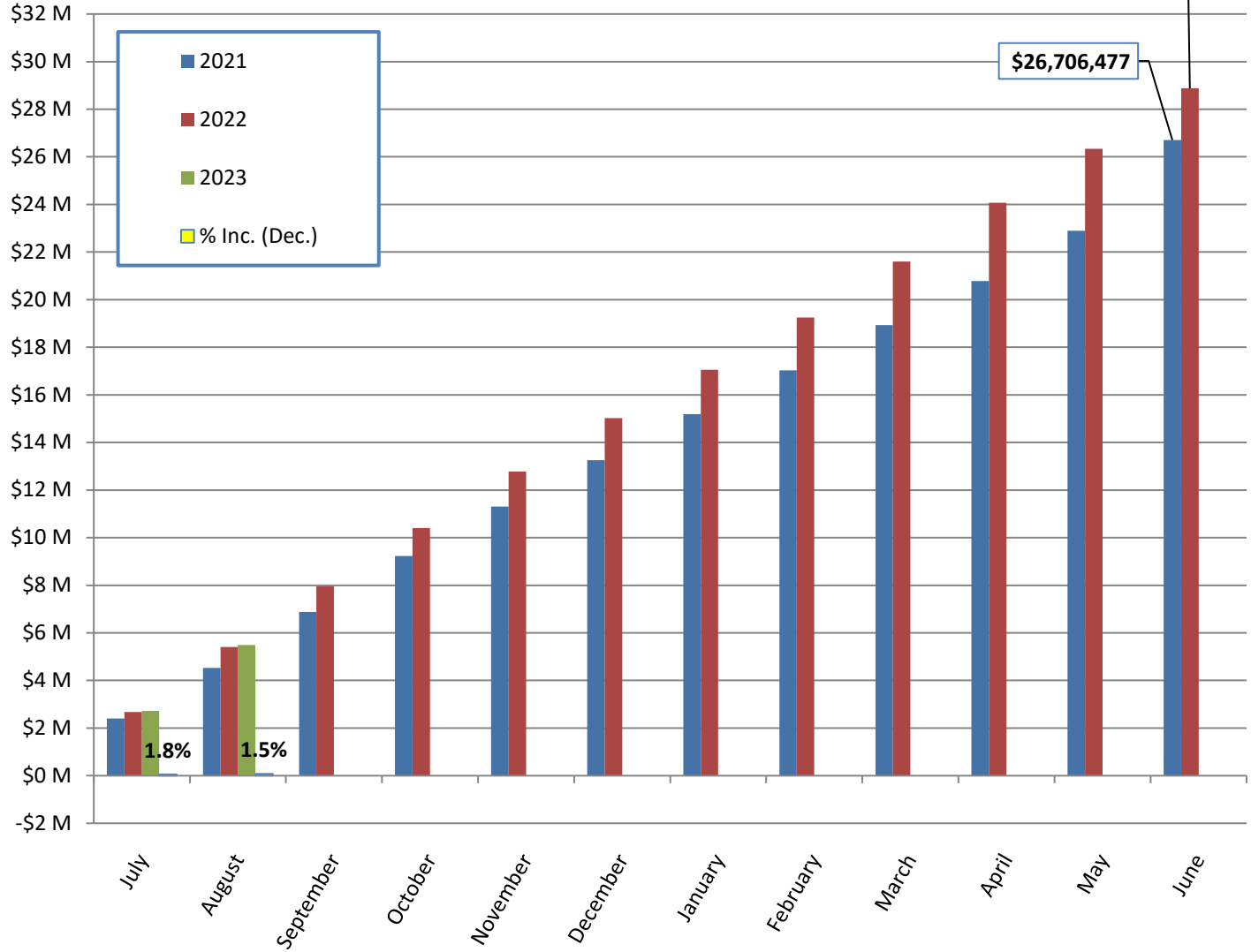


## WU CUMULATIVE CASH RECEIPTS FY 2021, 2022 & 2023



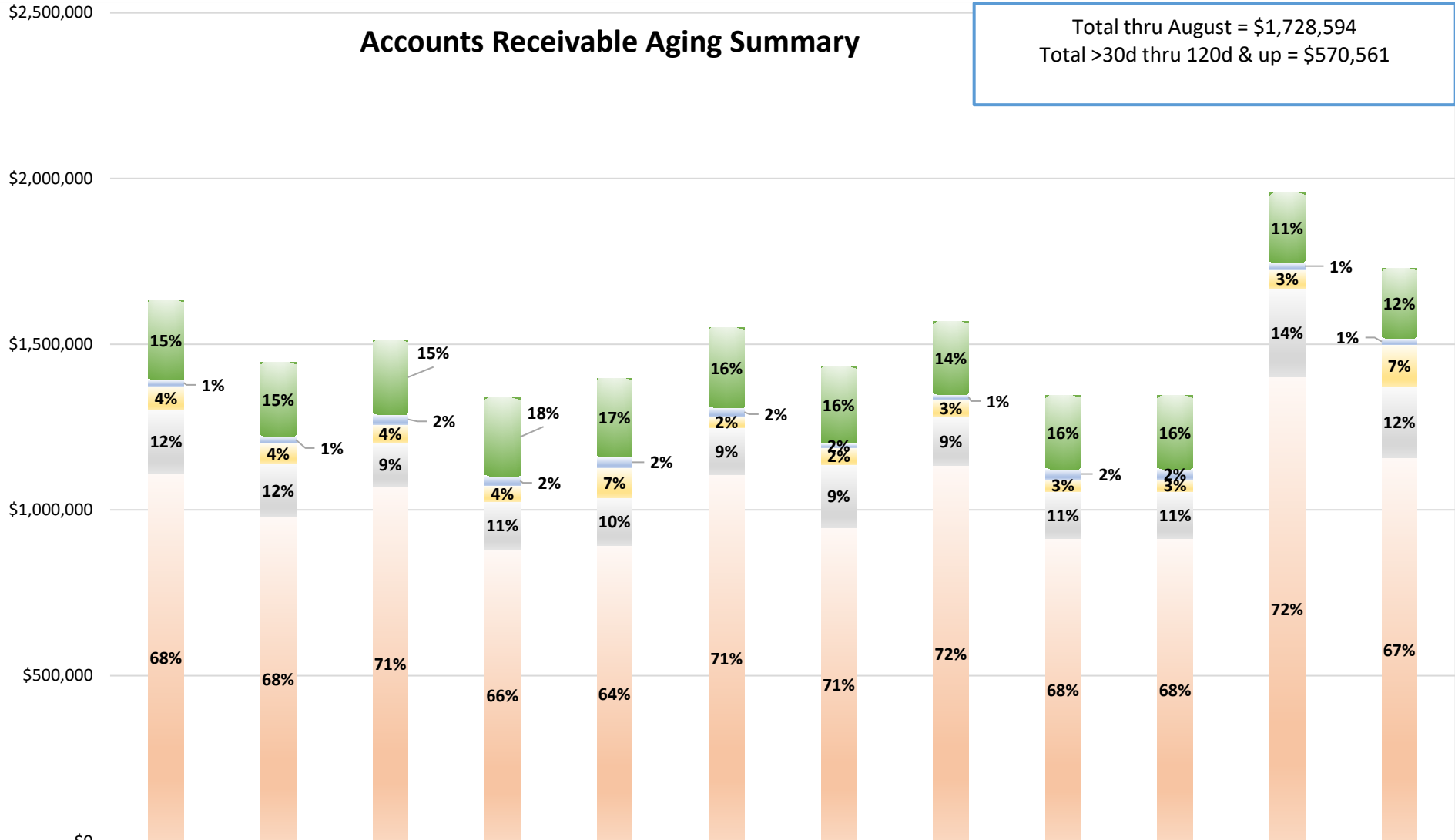
Note: July '19-'20 receipts included a \$2.29 million state appropriation grant for the Hanapēpē

## CUMULATIVE BILLED REVENUES FY 2021, 2022 & 2023



# Accounts Receivable Aging Summary

Total thru August = \$1,728,594  
 Total >30d thru 120d & up = \$570,561



	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
121 days and over	\$240,783	\$223,428	\$224,064	\$235,516	\$238,389	\$241,358	\$232,210	\$220,795	\$221,053	\$221,053	\$211,003	\$211,010
91-120 days	\$18,305	\$21,463	\$30,065	\$29,192	\$31,305	\$27,490	\$12,167	\$14,142	\$30,088	\$30,088	\$20,731	\$19,444
61-90 days	\$73,096	\$59,044	\$55,620	\$47,341	\$90,933	\$33,108	\$51,517	\$51,435	\$38,119	\$38,119	\$57,214	\$125,977
31-60 days	\$189,626	\$163,726	\$132,167	\$144,413	\$145,059	\$142,017	\$190,304	\$147,763	\$143,026	\$143,026	\$266,490	\$214,131
0-30 days	\$1,111,708	\$977,992	\$1,070,638	\$881,641	\$892,283	\$1,106,268	\$946,677	\$1,134,531	\$912,477	\$912,477	\$1,401,627	\$1,158,032

**Assets and Deferred Outflows**

**Aug-22**

**Current Assets**

Cash	3,749,575
Equity interest in pooled investments	9,049,820

**Receivables:**

Accounts, net of allowance for doubtful accounts	1,764,685
Due from other funds	
Unbilled accounts	1,433,159
Grants and subsidies	897,321.30
Accrued interest	161,209

**Total receivables** 4,256,375

Materials and supplies	1,006,099
Prepaid expenses	45,232

**Total current asset** 18,107,102

**Restricted Assets:**

**Facility reserve charge funds:**

Cash	2,830,761
Equity interest in pool investments	
Accounts receivable and other	396,081

**Total facility reserve charge funds** 3,226,842

**Bond funds:**

Cash	1,022,596
Equity interest in pooled investments	8,254,101
Accrued interest	34,723

**Total bond funds** 9,311,421

**Total restricted assets** 12,538,263

**Equity Interest in Pooled Investment - Noncurrent**

Investment - Non-Current	26,563,190
Investment - Reserves	9,000,000

Investment - Debt Service Reserve

**Total Equity Interest in Pooled Investment - Noncurrent** 35,563,190

**Utility Plant:**

In service	361,866,206
Accumulated depreciation	(130,501,033)

**Total utility plant** 231,365,173

Construction work in progress 9,283,778

**Total property, plant and equipment** 240,648,951

**Total assets** 306,857,505

Deferred Outflow of Resources - Deferred Refunding Costs, net 8,161,142

**Total assets and deferred outflows** 315,018,647

**\*Allowance for doubtful accounts** (209,467.29)

**Liabilities and Net Position**

**Current Liabilities:**

Accounts payable and accrued liabilities	4,690,661
Contracts payable, including retainages	682,403
Accrued Vacation And Compensatory Pay, current portion	546,028
Due to/Due From Other Funds	
Customer overpayment	(37,603)
Customer deposits and advances	741,600
Current portion of long term debt	1,280,077
Current portion of OPEB	758,405

**Total current liabilities** 8,661,572

Long-Term Debt	51,655,885
Capital Lease Obligation	
OPEB & Retirement Benefits	28,512,570
Accrued Vacation and Compensatory Pay	1,061,074
Deferred Inflow of Assets	3,349,684

**Total liabilities and deferred inflows:** 93,240,784

**Net Position:**

Water Utility Reserves	9,000,000
Restricted FRC	3,218,991
Restricted Build American Bonds	9,196,281
Invested in Capital Assets Net of Related Debt	187,712,989
Unrestricted	12,649,601

**Total net position** 221,777,862

**Total liabilities, deferred inflows and net position:** \$ 315,018,647

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve it!"*

## INFORMATION & EDUCATION SPECIALIST REPORT

September 22, 2022

### Public Notices and Announcements

All news releases are sent to statewide media partners, published online via the Department's Facebook page and on the County of Kaua'i's website at [www.kauai.gov/press-releases](http://www.kauai.gov/press-releases). Notices labeled as a Public Service Announcement (PSA) are shared directly with local radio stations, newspaper and posted on the Department's Facebook page. Additionally, roadwork notices are emailed to the Department of Transportation (DOT) communications office.

### Service Announcements:

<i>Date Issued</i>	<i>Water System &amp; Affected Service Areas</i>	<i>Announcement</i>	<i>Effective Date &amp; Times</i>	<i>Other Notices</i>
08/18/22	KALAEHO – portion of Waha Road	Emergency water service shutdown, lane closure	Aug. 18, 2022 from 9:30 p.m. to 12:30 a.m. on Aug. 19, 2022	Kauai County Alerts
08/28/22	Wainiha-Haena	Water conservation notice issued	Aug. 28, 2022 from 6:30 p.m.	Kauai County Alerts
08/28/22		Water conservation notice lifted	Aug. 28, 2022 9 p.m.	Kauai County Alerts

### Public Relations Program

#### Community Outreach & Education

- The Department's "Wise Water Wednesday" campaign for the month of September includes Billing service reminders; including Automatic Bill Payments, a monthly reminder to check for household leaks and encouraging customers to replace old showerheads with EPA WaterSense labeled fixtures. This weekly media campaign is featured on the Department's Facebook page, in radio advertisements and is published as a banner ad in the Garden Island Newspaper.
- The Department sponsored a hydration station at the Kauai Visitor Industry Charity Walk on August 20, 2022, at the Vidinha Stadium soccer field. This sponsored event station provided an opportunity for community outreach and education and provided participants with chilled water served in the Department of Water's reusable water bottles. Approximately 175 reusable water bottles were distributed to participants along with 25 kitchen aerators and approximately 80 low-flow showerheads. Special thanks to PR staff Terri Amorin and Jonell Kaohelaulii and community volunteers David Amorin and Vernon Kaohelaulii for assisting with this hydration station.
- The Department of Water sponsored a door prize and 160 reusable water bottles to benefit the Kaua'i Filipino Chamber of Commerce scholarship fund and golf tournament. The door prize was a gift bag that included DOW logo items and water conservation resources.

### Upcoming Community Outreach & Educational Events

- Make a Splash with Project WET Festival in Lihue – September 15, 2022
- Water Station at the Ohana Fit Fest in Princeville – October 1, 2022

- National Imagine a Day Without Water – October 21, 2022

### **Project WET Hawaii**

- The Make a Splash with Project WET festival will be held at the Vidinha Stadium soccer field on Thursday, Sept. 15, 2022. There are currently 753 students registered to attend and approximately 156 volunteers that will be participating in the event over a 2-day period (set-up and event day). We are grateful to the following community volunteer groups who have committed their time, staff and educational presentations to support this year's festival:
  - Aqua Engineers, Inc.
  - Representative from American Water Works Association – Hawaii Section
  - Carollo Engineers, Inc.
  - City & County of Honolulu – Storm Water Branch
  - Department of Land and Natural Resources – Aquatic Resources, Kaua'i Branch
  - East & West Kaua'i Soil and Water Conservation Districts
  - Grove Farm Land Corporation
  - Hawaii Rural Water Association
  - National Oceanic & Atmospheric Administration (NOAA) – Marine Animal Rescue Program
  - Kapa'a High School JROTC cadet program
  - Kaua'i Farm Bureau
  - Kauai Invasive Species Committee
  - Kodani and Associates Engineers, LLC.
  - The Nature Conservancy
  - Uncle Tilo's Clean Water, LLC.
- Project WET is conducting its first hybrid Facilitator training workshop to coincide with the Make a Splash festival. Jonell and Facilitator, Tonya Ketzka will be leading the training portion for 3 new facilitators via in-person and virtual meetings. The participants will be conducting their in-person teach-back sessions during the Make a Splash festival on Sept. 15<sup>th</sup>, where they will serve as activity presenters. Their final training will be held on Monday, Sept. 19<sup>th</sup>.



## Operations Services Dashboard

Month	Leak Repairs	Calls for Service	Meters Installed and Replaced	Temporary Hydrant Meters	Work Orders Issued	Work Orders Closed	One Call Requests	Auto Repair Shop	Hydrants Hit
Jan-22	36	207	171	1	293	265	29	22	2
Feb-22	35	184	45	2	361	175	43	14	1
Mar-22	30	225	24	2	182	180	35	19	1
Apr-22	28	196	42	3	191	180	29	58	3
May-22	39	169	26	0	172	165	28	31	2
Jun-22	35	231	21	1	196	186	30	42	*0
Jul-22	27	230	18	1	176	168	34	31	5
Aug-22	58	156	78	3	220	215	18	28	1
Sep-21	19	193	106	1	180	180	39		1
Oct-21	32	198	23	0	146	144	25		1
Nov-21	28	189	13	0	126	125	47	12	4
Dec-21	27	193	15	1	131	120	24	18	0

## Operations Contract Dashboard

### Open for Bid

Type	Contract Number	Job Number	Title	Contractor/Vendor
Good and Services		2023-01	Koloa Well A Replacement	TBD Bid Opening 9/22/2022

### Awaiting Board Approval

Type	Contract Number	Job Number	Title	Contractor

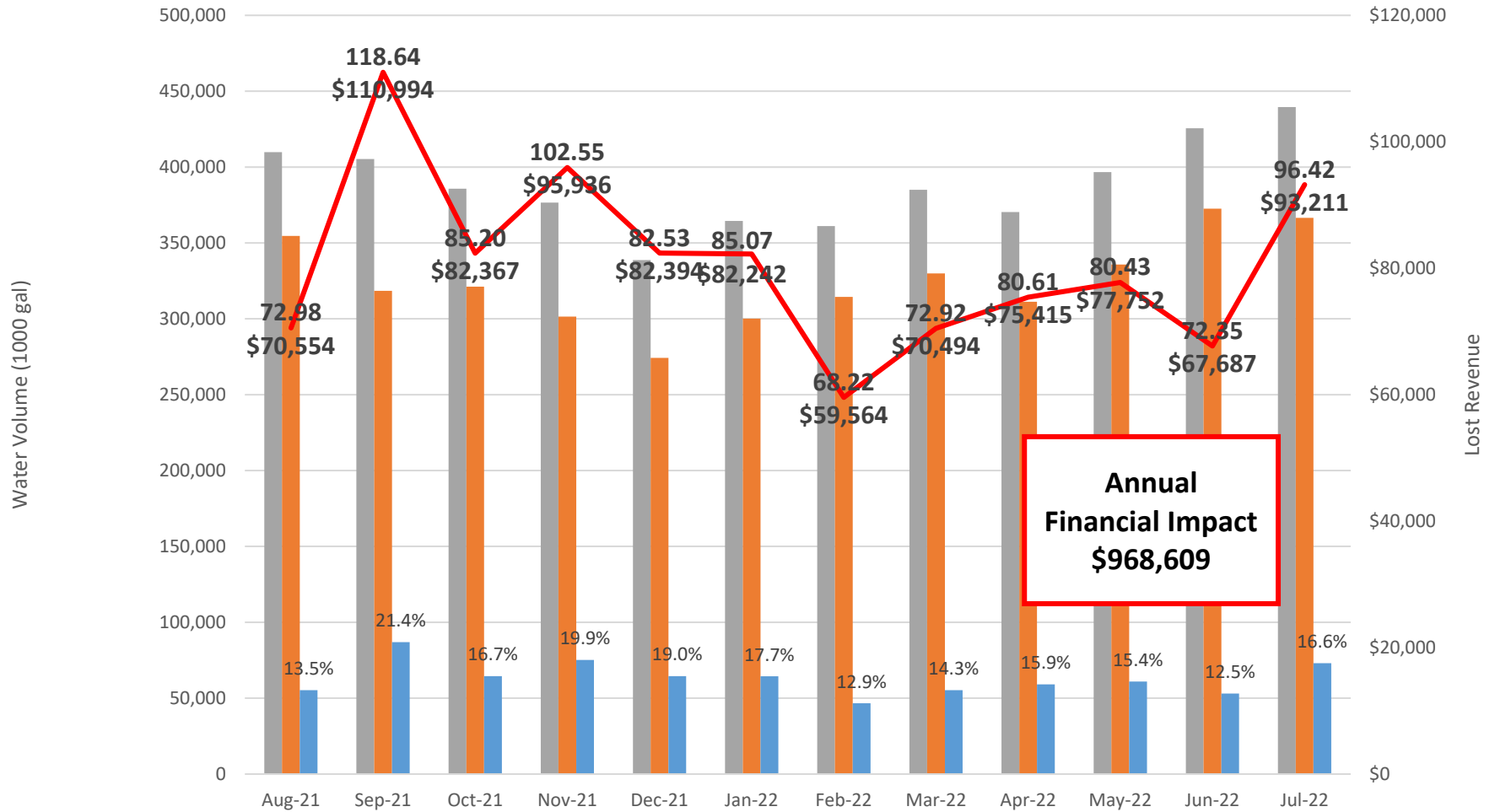
### Processing/Notice to Proceed

Type	Contract Number	Job Number	Title	Contractor

## Highlights

1. Estimated non-revenue water due to flushing and reported leaks for the month of August are 10,594,502 gallons mostly from the main-line on Rice Street fronting the Marriott.

## Monthly Water Audit August 2021 - July 2022



	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
Produced	409,825	405,337	385,707	376,586	338,739	364,525	361,076	385,067	370,322	396,641	425,598	439,498
Customer Meter Read	354,575	318,419	321,207	301,460	274,217	300,122	314,433	329,864	311,266	335,754	372,593	366,506
Waterloss	55,250	86,918	64,500	75,126	64,522	64,403	46,643	55,203	59,056	60,887	53,005	72,992
Waterloss	\$70,554	\$110,994	\$82,367	\$95,936	\$82,394	\$82,242	\$59,564	\$70,494	\$75,415	\$77,752	\$67,687	\$93,211

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER’S UPDATE

September 22, 2022

*Pursuant to Board Policy No. 3*

**CONTRACTS AWARDED/EXTENSION/AMENDMENTS:**

**1 SUBJECT:** SOLE SOURCE NO. SS-2023-01, CONTRACT AWARD TO RSM US LLC  
MICROSOFT DYNAMICS GREAT PLAINS ANNUAL SOFTWARE LICENSE  
AND AS-NEEDED TECHNICAL SUPPORT

RECOMMENDATION:

It is recommended that the Manager a contract with RSM US LLC for Microsoft Great Plains Annual Software Renewal and As-Needed Technical Support.

FUNDING:

Account No.	10-02-10-561-000			
Acct Description	WU/IT/Admin/Repairs and Maintenance – Other than Water System			
Funds Available	<i>Verified by WWC</i>		\$	12,000.00
Contract No.	731			
Vendor	RSM US LLC			
	Contract Amount	\$		12,000.00
	5% Contingency	\$		n/a
	Total Funds Certified	\$		12,000.00
Fund Balance			\$	0.00

BACKGROUND:

RSM US, LLC, an authorized value-added reseller of Microsoft Great Plains Dynamics, has been working with the DOW since June of 2016 supplying us with as needed technical support in addition to the renewal of the DOW’s Microsoft Dynamics Great Plains annual software license. In accordance with HAR Chapter 3-122-81 NO. 3 & 6, Sole Source Procurements for annual license and maintenance for computer software is approved by the Procurement Policy Board. This sole source was posted on 09/02/22 and did not receive any written objections during the 7-day posting period.

*Pursuant to Board Policy No. 24*

**CONVEYANCE OF WATER FACILITIES NONE**

**PERSONNEL MATTERS**

*Please see attached.*

Attachment: Personnel Matters Chart

Mgrrp/Manager’s Update (September 22, 2022)

## % Vacancy Within Each Division Level

