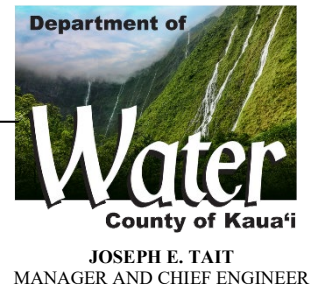


## **BOARD OF WATER SUPPLY**

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**JULIE SIMONTON**, CHAIR  
**GREGORY KAMM**, VICE CHAIR  
**KURT AKAMINE**, SECRETARY

**LAWRENCE DILL**, MEMBER  
**KA'AINA HULL**, MEMBER  
**TOM SHIGEMOTO**, MEMBER  
**TROY TANIGAWA**, MEMBER



### REGULAR MONTHLY MEETING NOTICE AND AGENDA

Thursday, October 27, 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/87409610307>

**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: 874 0961 0307**

**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, November 17, 2022 – 9:30 a.m.

### APPROVAL OF AGENDA

### APPROVAL OF MEETING MINUTES

1. Finance Committee Meeting – September 19, 2022
2. Regular Board Meeting – September 22, 2022

## **PUBLIC TESTIMONY**

### **NEW BUSINESS**

1. Discussion and Adoption of Resolution No. 23-03, Mahalo to Participants and Partners of the 2022 Make a Splash with Project WET Water Festival

### **STAFF REPORTS**

1. Fiscal - Statement of Revenues and Expenditures
  - a. September Monthly Summary Budget
  - b. 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

### **QUARTERLY REPORTS**

1. Build America Bond – Statement of Expenditures
2. Claims Settled by Department of Water
3. Engineering
4. Information Technology

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

1. Election of Officers for 2023
2. Update on Department Organizational Charts

### **TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING**

1. DOW Draft Audit Financial Statements and Independent Auditor's Report for Fiscal Year Ending 2022
2. Manager and Chief Engineer Goals for Calendar Year 2023
3. Update regarding DOW's Water System Investment Plan
4. Report from Manager and Chief Engineer – Manager's DOW Performance Audit
5. Updates on various DOW Programs identified in December, 2021-22

### **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).

Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a)(2) and (4) 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, and to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities:

1. Annual Job Performance Evaluation for the Manager and Chief Engineer
2. Supreme Court Ruling – KIA’I WAI O WAI’ALE’ALE

## **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  
FINANCE COMMITTEE MEETING  
September 19, 2022

The Finance Committee of the Board of Water Supply, County of Kauai resumed its meeting on Monday, September 19, 2022. Committee Chair Lawrence Dill called the meeting to order at 2:32 p.m. Quorum was achieved with 3 members present.

**COMMITTEE MEMBERS**

Lawrence Dill, *Committee Chair*  
Ka'aina Hull  
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. MR 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*)

Finance Chair Dill noted that additional documents have been provided as requested by the Committee at the last meeting. He requested an explanation of what makes up each non-zero variance and what the changes are from the original Budget Resolution approved in May to what is included in the Supplemental Budget being presented today.

**Page 12, Water Utility General Fund, Cash, Investments & Receivables Variance in the amount of \$1,412,422:**

Waterworks Controller Marites Yano explained that the first line item – Cash, Investments & Receivables – represent the revenues received and expenditures paid out up until April 30, 2022. Mr. Dill stated he understands that, noting that the projection was \$45.2 million but the actual was \$46.6, and asked for an explanation of what caused the number to go up. Ms. Yano stated that it is a combination of whatever was spent, but she did not receive the itemized expenditures for the remaining two-month period. Manager Tait asked to clarify that the \$1.4 million represents what was received in investment return or revenue after the original budget was presented in April to which Ms. Yano replied yes, explaining that this line item reflects the revenues and expenses and will always change. Mr. Dill stated he may have misunderstood as he thought the \$45.2 million was the projection for June 30 to which Ms. Yano stated no, explaining it is the actual number. Manager Tait asked to clarify that the budget approved in May was based on the \$45.2 million, and that they still had May and June left to receive income from revenue or investment returns. Ms. Yano stated yes but stated that she would not count much on the investment returns as their receipts mainly come from water sales, noting what reduces the revenue is what was paid out during May and June. She added that they also may have received some invoices that they haven't paid out, but they still recognize it as an expense.

She pointed out the 'Current Liabilities' also changed from \$3.4 million as of April 30, 2022 to \$4.2 million as of June 30 meaning they have received services or materials, but haven't paid out on it. She further explained that the difference between the \$1.4 million increase in 'Cash, Investments and Receivables' are offset by the increase in Current Liabilities; the variance is actually about \$600,000. Manager Tait asked whether all the variance numbers shown the numbers that would have been submitted had the books been closed in June to which Ms. Yano replied yes. Mr. Dill stated he is comfortable with the June 30 number but asked to clarify whether the \$45.2 million as of April 30 is exclusive of any projections as of May and June to which Ms. Yano replied yes, those are the actual cash balances as of April 30. Mr. Dill then stated for clarification that we are not considering water revenues for May and June in doing the budget for the following year, which he would like to see included in the initial proposed budgets. Ms. Yano explained that while they were able to project their operating revenues and expenses for May and June, they were not able to project what was paid out in contracts, which are extraordinary expenses; those expenses are based on a completed job. Committee member Akamine asked if those contract numbers can be annualized at an average to which Assistant Waterworks Controller explained that it would be difficult to annualize as sometimes contracts lay dormant for six or seven months and though costs are accrued, it may not get paid out until after the year end. Mr. Dill then suggested communicating with their contractors and have them provide a projected estimate of their billing expenses for the last 2 months of the fiscal year.

#### Page 12, Water Utility Fund, Prior Year Encumbrances

Board Member Dill asked whether those encumbrances would include those construction contracts that are currently active to which Ms. Yano replied yes. She noted that this line item shows balances as of April 30, 2022; she added a line below that to show procurement in process, noting they had anticipated encumbering contracts before the end of the fiscal year. She referenced the last three columns on Page 14 where it shows an estimated encumbrance of \$17.3 million in contracts but ended up with \$29.5 million.

In response to Committee Chair Dill, Ms. Yano explained that the 'Prior Year Encumbrances' line item reflects actual contracts as of April 30, and 'Procurement in Process' reflects contracts that were encumbered after April. Mr. Dill questioned whether payments to existing contracts should already be included under the 'Prior Year Encumbrances' line item to which Ms. Yano replied no, explaining that though they are active contracts, they may not have completed the work. Mr. Dill asked whether they are showing the expense of the entire contract to which Ms. Yano stated they are showing the remaining amount for the actual contract and the actual contract balance as some of those projects haven't been started. She elaborated by stating they are simply showing how much is encumbered from the existing funds allocated for these contracts and cannot be spent. Mr. Dill asked if these contracts are expected to last more than Fiscal Year 2023 to which Ms. Yano stated yes, based on their experience they have lasted more than 2 years. He asked for example, if it is a \$2 million contract but we're only expecting to spend \$1 million in Fiscal Year 2023, should that entire contract amount be shown. Ms. Yano stated if they do not show it, it may result in the department over-awarding for contracts they do not have. In response to Mr. Dill, Ms. Yano agreed that this method of reporting is too conservative to which Mr. Dill asked what change is recommended to the reporting. He added that he does not know the significance of the numbers shown and asked for clarification on the

'Prior Year Encumbrances' line for the BAB Fund and W/U State Grants, specifically asking if the \$12.8 million in State Grants will be spent in Fiscal Year 2023. Ms. Yano stated that she would like to defer that to the engineers as they are the ones managing the projects to which Mr. Dill stated that while he understands that it is Ms. Yano's responsibility to assemble the numbers. Mr. Dill stated he feels we may be over-projecting the numbers to which Manager Tait questioned whether variances are being identified by what we know or what we estimate? He noted that typically contracts have milestone dates that are attached to a payment with the expectation that they have met that milestone. He asked if we know a milestone date has not been met but we estimate it will be met by the time the budget is presented to the Board, is that accounted for? Ms. Yano stated the amount of the entire contract is accounted for, and they do not have any progress reports on a project. Manager Tait then stated if they know up front based on the CM reports from the contractors that provide a status of the project, that should then adjust the expected variance. Ms. Yano stated that would require working with the Project Manager to get an estimate of how much will be paid out in the Fiscal Year; Fiscal is not doing that as part of the current process now. Assistant Waterworks Controller Marcelino Soliz stated that our Attorney's legal opinion was that if it is a multi-year contract the entire amount should be stipulated; however, it makes more sense to him accounting-wise to stipulate that each year is based on fund availability and you should only account for the first-year period. He stated for example that last year there was \$15.4 million of CIP Projects for which they only paid out \$549,000 leaving \$14.9 million to be carried forward. He added that theoretically, if a P.O. is submitted on an annual basis, which is then closed out at the end of the year and if funds are available it is executed. He noted there are some contracts that are seven years old that we have not paid a dime for, so the amounts get carried over. Civil Engineer Dustin Moises added that past practice has been that as long as the contract was executed the full amount was encumbered and would continue to be carried over until the contract was fully paid out.

Committee Member Hull stated he could understand the concern of using over-conservative practices if the Department was scrambling to get funds for their projects. However, Manager Tait is still in the process of righting the ship, it seems that the Department has more cash available than there are engineers and staff to run projects. He noted that they could have Fiscal re-adjust the way they do the estimates to make more cash available, but to what end? Manager Tait stated that goes back to Chair Dill's question of how the Department would account for the funds differently than the standard practice of rolling funds forward. Ms. Yano stated that they can require that Project Managers submit a timeline with an estimated budget. Mr. Akamine asked if it makes a difference if grant monies came in, but the project was not started in the ensuing years, do we capture that as a credit? Ms. Yano explained that grants and SRF loans are accounted as Anticipated Revenues, adding that what is shown in P.O. Rollovers in the amount of \$42.5 million is not exactly what is being used as cash. Mr. Dill stated he did not think this would be solved today as there seem to be some legal requirements to have 100% of the funds available when the contract is signed. He is unsure if there is an option to enter into a contract for a specific amount but will only guarantee a certain amount of funds for the first year and additional funding upon Board approval. He would like to see what options are available.

Page 12, Prior Year Encumbrances, PO & Contracts Variance in the amount of -\$1.1 million

Ms. Yano stated the negative number represents what was paid out to which Mr. Dill stated for clarification that the \$12 million is the actual amount that was paid out from May 15 to June 30 to which Ms. Yano confirmed.

The \$2.9 million variance under Procurement in Process represents Purchase Orders that were encumbered up until May 15 as detailed on Page 18. Mr. Dill asked to clarify that if he excludes the \$12.7 million at the top of the page, the rest of the numbers total to \$29.5 million to which Ms. Yano stated yes, explaining that those are the additional encumbrances made after May 15. Ms. Yano provided an explanation of some of the bigger numbers listed on Page 18.

#### Page 12, Current Liabilities Variance in the amount of \$802,096

Ms. Yano explained the current obligations were \$3.4 million but went up to \$4.2 million by June 30.

Ms. Yano noted that these are all unaudited and that the audited financial statements will vary as they take into account any year-end adjustments based on valuation for retirement, pension, and EUTF. Those expenses are detailed on Page 11. Mr. Dill asked whether the OPEB expenses in the audited statement is the only thing that would affect the supplemental budget to which Ms. Yano stated there are other reclassification adjustments at the end of the year as value is added to unpaid vacation and comp time and accrued liabilities may change as well. Mr. Dill stated that it seems like the numbers will increase a bit based on the audit and requested that the department provide a summary of the impact the audit has made on the supplemental budget.

#### Page 13, Transfer In under W/U State Grants in the amount of \$26,425,711

Mr. Dill noted that there is no change there, but it is listed as a 'Transfer Out' of the Water Utility General Fund, but a 'Transfer In' to the Water Utility State Grants. Ms. Yano explained it is a transfer and once the money is received from the State it is transferred to be accounted separately from the General Fund; the receiving end is the Water Utility Fund. Mr. Dill asked if that transfer is part of the \$60 million Revenue number to which Ms. Yano stated yes, but it is being transferred out. Mr. Dill stated it would be cleaner to not include it as part of the General Fund Revenues line item under State Grants for the next budget presentation. Mr. Dill used the reporting for the BAB Fund and the FRC Fund as an example of how he'd like to see the State Grant Funds reported.

#### Page 14, SRF Funds

Ms. Yano explained \$13 million was projected, but before the end of the year, \$10.6 million was encumbered bringing the New Capital Outlay – CIP to \$2.4 million.

Mr. Dill requested that the Department provide a report to the Board on how multi-year projects are affecting the annual budget, how they are being reporting, and what accounting options are available.

Mr. Dill also requested that the date in parentheses for line item 'Cash, Investments & Receivables' be removed, and include that date in the appropriate columns instead.



Committee member Hull moved to refer Manager’s Report No. MR 23-03 back to the full Board with a recommendation to approve the Supplemental Budget based on discussions held in the Finance Committee meeting, seconded by Mr. Akamine; with no objections, motion carried with 3 Ayes.

**ADJOURNMENT**

The meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Cherisse Zaima  
Commission Support Clerk

Approved,

Kurt Akamine  
Secretary, Board of Water Supply

DRAFT

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, September 22, 2022

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, September 22, 2022. Chair Julie Simonton called the meeting to order at 9:32 a.m. The following Board members were present:

**BOARD:**

Ms. Julie Simonton, *Chair*  
Mr. Gregory Kamm, *Vice Chair*  
Mr. Kurt Akamine  
Mr. Tom Shigemoto  
Mr. Lawrence Dill (*entered at 9:35 a.m.*)

**EXCUSED:**

Mr. Ka'aina Hull  
Mr. Troy Tanigawa

Quorum was achieved with 4 members present at Roll Call.

**ANNOUNCEMENTS**

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

**APPROVAL OF AGENDA**

**The agenda was approved with no objections.**

**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

**The meeting minutes were approved with no objections.**

**PUBLIC TESTIMONY**

No public testimony was received.

**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

Staff informed the Board of an updated Finance Committee Report to be received for the record which included the Finance Committee's recommendation to approve the DOW 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

Board member Dill provided a summary of the discussions of the Finance Committee Meeting sessions held on September 6<sup>th</sup>, 9<sup>th</sup>, and 19<sup>th</sup>, 2022.

Mr. Dill reported that the most significant change was the receipt of State Grant funding, which changed the numbers the most significantly. The Finance Committee was satisfied that the Supplemental Budget was appropriate, and approval is recommended.

Waterworks Controller Marites Yano referenced Page 28 to highlight the big ticket items that contributed to the \$29.5 million in Purchase Orders that was added.

**Board Member Akamine moved to approve Manager's Report No. 23-03, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.**

### **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

Chief of Operations Val Reyna read Resolution No. 23-02 into the record.

**Board member Akamine moved to approve Manger's Report No. 23-04, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.**

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

Civil Engineer Michael Hinazumi provided a summary of Manger's Report No. 23-05. Vice Chair Kamm asked how many lots there will eventually be to which Mr. Hinazumi stated he does not have the exact number off the top of his head, but there are 3 phases, of which they are currently working to move forward with Phase 2.

**Board Member Dill moved to approve Manger's Report No. 23-05, seconded by Mr. Shigemoto; with no objections, motion carried with 5 Ayes.**

3. Discussion and Possible Action on Annual Evaluation Process for the Manager and Chief Engineer
  - a. Establish evaluation criteria

Commission Support Clerk Cherisse Zaima explained that Manager Tait's one-year employment anniversary is coming up on October 1, 2022 and his annual evaluation is due. In response to Deputy County Attorney Mahealani Krafft, Ms. Zaima stated COK HR has provided a deadline of September 30, 2022; however, it was confirmed that it is not a hard deadline and the Board can submit their evaluation beyond that date. The criteria for the evaluation as well as the form to be utilized must be voted on before the actual evaluation process can begin. Board member Akamine asked if a special committee can be created to discuss and propose a new process and form to which Ms. Zaima stated a Permitted Interaction Group made up of no more than two members can be created; however, Ms. Krafft clarified that the establishment of a PIG committee including the details of the scope of the PIG would need to be posted on a meeting agenda to be discussed and approved by the full Board. Additionally, this option would require several subsequent meetings to report on findings, and then to vote on recommendations which would require at least 2 additional Regular Board meetings. Another option discussed was having meetings of the

Committee of the Whole; however, this would require all Board members be present, as well as meeting Sunshine Law posting requirements which did not seem ideal.

Chair Simonton suggested, for fairness, the same criteria and process be used for this annual evaluation as was used for the 6-month evaluation. Ms. Zaima noted that during that evaluation the Board had some concerns with the form provided by County HR as they felt it was a bit too generalized. Board member Dill suggested the same form could be used along with dividing Manager Tait's goals into categories that relate to each of the questions.

**Board Member Akamine moved to utilize the same process used for the Manager's 6-month evaluation, and to include the Manager's updated goals and benchmarks for the Department as evaluation criteria in completing the form provided by County HR, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.**

### **STAFF REPORTS**

1. Fiscal - Statement of Revenues and Expenditures
  - b. August Monthly Summary Budget
  - c. Accounts Receivable Aging Summary

Waterworks Controller Marites Yano provided an overview of the Fiscal report submitted. Mr. Dill asked if we are current on our OPEB payments, and whether the entire County is current to which Ms. Yano replied yes.

Referencing the Monthly Budget Summary vs. Actual on Page 62, Ms. Yano pointed out the YTD Encumbered and YTD Expensed and Encumbered columns that were added. Mr. Dill asked how the Variance column on the right is calculated to which Ms. Yano explained it compares the Revised YTD budget column minus the YTD Expensed and Encumbered column. Chair Simonton referenced the 'Capital Contributions Total' line item, noting that number is skewing everything at a 98% variance. Ms. Yano explained that grants anticipated being received from the State are considered Capital Contributions, of which \$4.5 million was estimated to be received; however, they have not received any funds since the grants are on a reimbursement basis. Ms. Simonton asked if that could be placed in a separate category, noting that seeing a -40% variance on revenue is concerning.

Mr. Dill asked for an example of 'Employee Related Expenses' under the Expenses section. Ms. Yano explained that in addition to Salaries and Wages, it includes Fringe Benefits – Social Security, Retirement, Health Benefits – while it has been approved, they had not been paid at the close of this period. Ms. Simonton asked why 'Office and Operating Supplies' appear over-budgeted already. Ms. Yano explained that this summary shows the YTD as of August 31, and should a large order for supplies is placed, some of the biggest being in Operations, a P.O. is created and shows as encumbered; however, only what was delivered is shown in actual expenses. Ms. Simonton stated her assumption is that more materials will need to be ordered, and she is wondering why there is such a large variance only 2 months into the Fiscal Year that is likely going to get bigger. Chief of Operations Val Reyna provided details on the types of large, recurring expenses they incur to which Ms. Simonton reiterated her concern and questioned whether this means the Department will not be ordering anything else for the rest of the year? Ms. Yano further explained that the budget shown under revised YTD budget only shows the July/August budget, so this number needs to be multiplied for 12 months; the variance percentage only reflects 2 months, not the entire year. Ms. Simonton stated with her explanation,

it makes sense; however, it's not clear when looking at this summary. She asked if the YTD budget could be revised to reflect that more accurately. Board member Shigemoto stated he did not understand this budgeting system, but noted that was this included in the review of the Supplemental Budget that was just approved to which Mr. Dill stated no. He further explained that they just looked at the total annual costs, not the burn rate. He added that he understands what the Chair is proposing to get a better idea of the budget amounts but feels that would involve a fair amount of paperwork to go through every line item. Mr. Dill requested that Mr. Reyna provide a summary on the 'Office & Operating Supplies' and the 'Fuel & Utilities' line items at the next Board meeting just for confirmation to the Board that the budget will be back on track by the end of the Fiscal Year. As it appears from this summary, it looks like they are going to blow the budget.

Mr. Dill pointed out another item that throws the budget numbers around, as discussed during the Finance Committee meetings, are the Capital Projects, explaining that they are required to encumber the total amount of the project even though some of them are multi-year projects. So if you have a 2-year project totaling \$10 million, that whole amount needs to be encumbered in a single fiscal year rather than \$5 million one year, and \$5 million the next. He does not know how to address that issue to more accurately reflect the actual rate of expenditures but suggested that those expenses be shown separately to alleviate the appearance of the budget projections being way off. Ms. Yano stated she will adjust her report next month to even out the operating revenues and operating expenses. Manager Tait suggested attaching a page listing the anomalies or exceptions for that month as well.

There was further discussion on the requirements for multi-year construction contracts versus multi-term professional services contracts and the related Purchase Order process.

Vice Chair Kamm stated that this is all public record, so it is especially important that this is clarified and easy to understand.

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 Public Relations report submitted highlighting the Make-A-Splash event that was held on September 15, 2022. She recognized the various community volunteer groups and agencies that assisted with the event.

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 highlighting the August leak repairs totaling 58, which is the highest number in the last 12 months. As a result of that, August water loss was at more than 10 million gallons. Chair Simonton asked if those leaks had gone on for a while and then finally became visible, or did we have that many breaks. Mr. Reyna explained that largest leak fronting the Marriott may have gone unnoticed for a while because there is a drainage way. The most challenging thing is that unless someone notices and reports it, they may not know about it, citing the Anini leak as an example. Mr. Dill asked to clarify that the Department has a Leak Detection Program to which Mr. Reyna stated there is a program, but it is not being utilized right now due to a lack of

personnel. They are actively recruiting and working with HR on training entry-level employees to qualify for these jobs. Mr. Dill expressed his concern with the statement that these leaks would never be found unless someone calls to notify the Department to which Mr. Reyna stated he misspoke. He explained that staff does go out when they notice a spike in water loss in a particular area. Mr. Shigemoto asked how many of the wells are on the SCADA system, and whether they are able to determine if there is a leak with the data that comes to which Mr. Reyna stated unless the leak is large it will not register. Mr. Shigemoto asked to clarify that the warnings are dependent on the amount of water loss to which Mr. Reyna explained when a storage tank reaches a certain level, they receive an alarm if the pumps do not replenish. Ms. Simonton added that the actual water loss number provided is based on Operation's well pumping data along with Fiscal's meter-reading data, so it only provides a snapshot. Manager Tait stated the Department is in the middle of the Water Investment Plan Study which involves assessing the SCADA system, GIS and other hydraulic modeling. Once that study is complete, the Department will be able to implement a more efficient water loss protection system thorough SCADA as well as a pipeline replacement program to provide more permanent solutions to address our aging pipe systems. Mr. Dill stated his assumption is that they are looking at hotspots in the system to help identify areas of priority for pipe replacement projects. Mr. Reyna stated yes, explaining that there are problem areas and priority areas that are assessed. Ms. Simonton asked how they are keeping track of where the leaks are and asked if this can somehow be included in some kind of reporting system that can be referenced in the future. Mr. Reyna stated they refence their work orders in their MPET system and look at how many repairs were conducted in a certain area.

Mr. Shigemoto asked what the typical response/repair time to reports of leaks to which Mr. Reyna stated an average of 2-3 hours, but that is also dependent upon whether there are other leaks being worked on, and the level of priority. Mr. Shigemoto asked if a leak repair could take weeks or months to which Mr. Reyna explained sometimes a supervisor will see a small leak that is not a safety hazard, is not impacting other customers, and the customer whose line is affected is not reporting reduced pressure. Mr. Dill asked how much AC pipe we still have in our system to which Mr. Hinazumi stated at least 10 percent and possibly up to 25 percent. Mr. Shigemoto asked if HDPE is an accepted material to which Mr. Reyna stated it is not the preferred material, but it depends on the location.

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

Manager Joe Tait provided an overview of the Manager's Update submitted highlighting the Sole-Source Contract Award to FSM US LLC for the Great Plains software license which is a critical tool for Fiscal's financial reporting. He noted some of the challenges the Department is facing with recruiting through County HR. He pointed out challenges with finding candidates that the Department knows are qualified, but do not qualify with COK DHR noting that no one at DHR has any Water background. Additionally, the time the recruiting process takes – in some cases upwards of 5 months – results in good candidates acquiring employment elsewhere. Manager Tait congratulated Michael Hinazumi, Wayne Takabayashi, and Jason Kagimoto for the new opportunities they are taking on. He also commended Wayne Takabayashi in I.T. and Debra Peay in HR as they are one-person shops in their areas of work.

Manager Tait stated that they have completed System Water Audits and Sanitary surveys and are continuing to meet with contractors, developers and customers to address water loss issues.

Ongoing discussions continue with Grove Farm and Goodfellow which will be discussed in Executive Session at the October Board meeting. The Department is exploring grant opportunities that were not being utilized, and though there is a tremendous amount of money available, it requires a lot of effort to obtain, and the Department does not have a Grant Writer position. Vice Chair Kamm asked if it would be possible to hire a non-County employee contract-hire for Grant Writer, noting there are many people that are good at that. Manager Tait explained that they have to be careful of what collective bargaining agreements say as if a position is listed in their collective bargaining agreement that would need to be their first option.

Manager Tait stated he spent a few days in the field visiting sites with staff and extended a huge thank you to the East and West side crews; Virgil, Naka, Darren and their staff. It was a good learning experience to understand what they are doing and what resources, tools and equipment they need.

**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.

Ms. Zaima informed the Board that in lieu of the Executive Session, Manager Tait wished to meet with board members individually or in pairs to provide personnel updates, and if necessary, hold an executive session at the October Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 10:48 a.m.

Respectfully submitted,

Approved,

Cherisse Zaima  
Commission Support Clerk

Kurt Akamine  
Secretary, Board of Water Supply

A horizontal splash of clear blue water with bubbles and ripples, set against a white background. The splash is centered and spans most of the width of the page.

NEW

BUSINESS



# *Make a Splash Festival Mahalo!*

## **PARTICIPANTS AND PARTNERS OF THE 2022 MAKE A SPLASH WITH PROJECT WET WATER FESTIVAL**

WHEREAS, Participants and partners: Reynold Abigania, Zyris Aldin, Terrilyn Amarin, Kathy Archer, Nicolai Barca, Megan Breneman, Darwin Bukoski, Albert Cadavona, Sherilyn Cadiente, Princess Calumag, Lenny Camat, Any Canavan, Chris Caoagas, Michael Carle, Krist'l Castillo-Gray, Dan Chang, Haylin Chock, Kai Coelho, Michael Crutchfield, Larry Dabin, Greg DeVito, Christine Dochin, Erin Doi, Mason Drapesa-Morse, Marleen Duarte, Kelly Dummill, Regina Flores, Ryan Fu, Serf Galvez, Kendall Gorospe, Gina Gudoy, Kelly Hadama, Keely Hassett, Katie Horgan, Darren Horner, Nikki Ige, Neal Iseri, Kahikina Kaae-Whittle, Jonell Kaohelaulii, Vernon Kaohelaulii, Virgi Kapanui, Ed Kawamura Jr., Mele Khalsa, Ethan Kim, Dan Kittredge, Amy Kiyotsuka, Braden Kobayashi, Daniel Koge, Takara Kunioka, Sharyl Lam Yuen, Bessie Lee, Lani Loketi, Todd Lolla, Michael Mack, Bekki Malapit, Kreig Medeiros, Deann Megenall, Florendo Melchor, Dustin Moises, Duane Moriguchi, Kyra Moriguchi, Guy Moriguchi, Michael Muramoto, Connie Nagata, Chris Nakamura, Brennan Namakaeha, Kyle Napoleon, Tyler Navaro, John Nelson, Lou Nishida, Mike Ogata, Karen Ogihara, Mimi Orly, Kimo Ortiz, Camden O'Toole, David Paul, Kevin Pongasi, Tineal Puaoi, Sunee Putisan, Stetson Raposas, Malia Reis, Danielle Restelli, Juanita Reyher-Colon, Val Reyna, Daynes Reynolds, Allan Rietow, Selwyn Rita, Kim Rogers, Howard Sakahara, Reid Samio, Herman Santos, Jenni Scott, Tyrus Shigematsu, Tom Shigemoto, Shawn Shimabukuro, Ross Shinsato, Saydielyn Simao-Arakaki, Jeffrey Silva, Rayjerry Silva, Ryan Smith, David Smith, Kayson Smith-Bejgrowicz, Ann Sokei, Marcy Soliz, Cody Statler, Scott Suga, Aaron Swink, Jonelle Taira-Kakutani, Joe Tait, Wayne Takabayashi, Darren Tamekazu, Derek Tanaka, Elshae Tanimoto, Shahyrrar Tariq, Ryan Terry, Jamie Thronton, Kyle Tokuda, Domie Tolentino, Kylei Tom, Heather Ylitlo-Ward, Russell Yonahara, Peggy Yoshioka, Wiley Yoshioka, Sergeant Ian Verasammy, Aqua Engineers Inc., American Water Works Association – Hawaii Section, East & West Kaua'i Soil and Water Conservation Districts, Carollo Engineers, Inc., City & County of Honolulu – Storm Water Branch, Department of Land and Natural Resources – Aquatic Resources Kauai Branch, Grove Farm Company Inc., Hawai'i Rural Water Association, Kaua'i County Farm Bureau, , National Oceanic Administration Association – Marine Animal Rescue Program, Kapa'a High School-JROTC Warrior Battalion, Kaua'i Board of Water Supply, Kaua'i Bus, Kaua'i Invasive Species Committee, Kodani and Associates LLC, The Nature Conservancy, Uncle Tilo's Clean Water LLC and UH College of Tropical Agriculture and Human Resources – Kaua'i Agricultural Research Center.

WHEREAS, your coordination, hard work and commitment towards the success of the Department of Water's 17<sup>th</sup> Make a Splash with Project WET Water Festival held on September 15, 2022 is honored and gratefully acknowledged; and

WHEREAS, your enthusiasm, professionalism and interaction with the students and teachers exemplified leadership qualities that encouraged the significance and value of water education on Kaua'i; and

WHEREAS, your efforts played an instrumental role in building awareness of our most precious natural resource by conducting activities in a fun, interactive manner for students whereby promoting a critical decision making process about water and our environment; and

WHEREAS, your volunteerism and partnership in this event resulted in awareness of the connection between the water source and the ways their habits can affect the future of our drinking water by educating them on issues such as conservation and source protection whereby they gain the knowledge and understanding to cherish water and engage their family and friends to do the same; and

WHEREAS, we are honored to celebrate the continuity of this important water education event alongside volunteers whom we know we can count on to support future Make a Splash with Project WET Festivals; therefore

BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUA'I, STATE OF HAWAII in recognition of your outstanding service and commitment to the Department of Water and our Garden Island community, does hereby extend, a heartfelt Mahalo for the contributions made to restart the Department's annual Make a Splash with Project WET Water Festival.

BE IT FURTHER RESOLVED that a copy of this Resolution is forwarded to all participants and partners.

We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting held on October 27, 2022.

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Julie Simonton, Chairperson

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Kurt Akamine, Secretary



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/



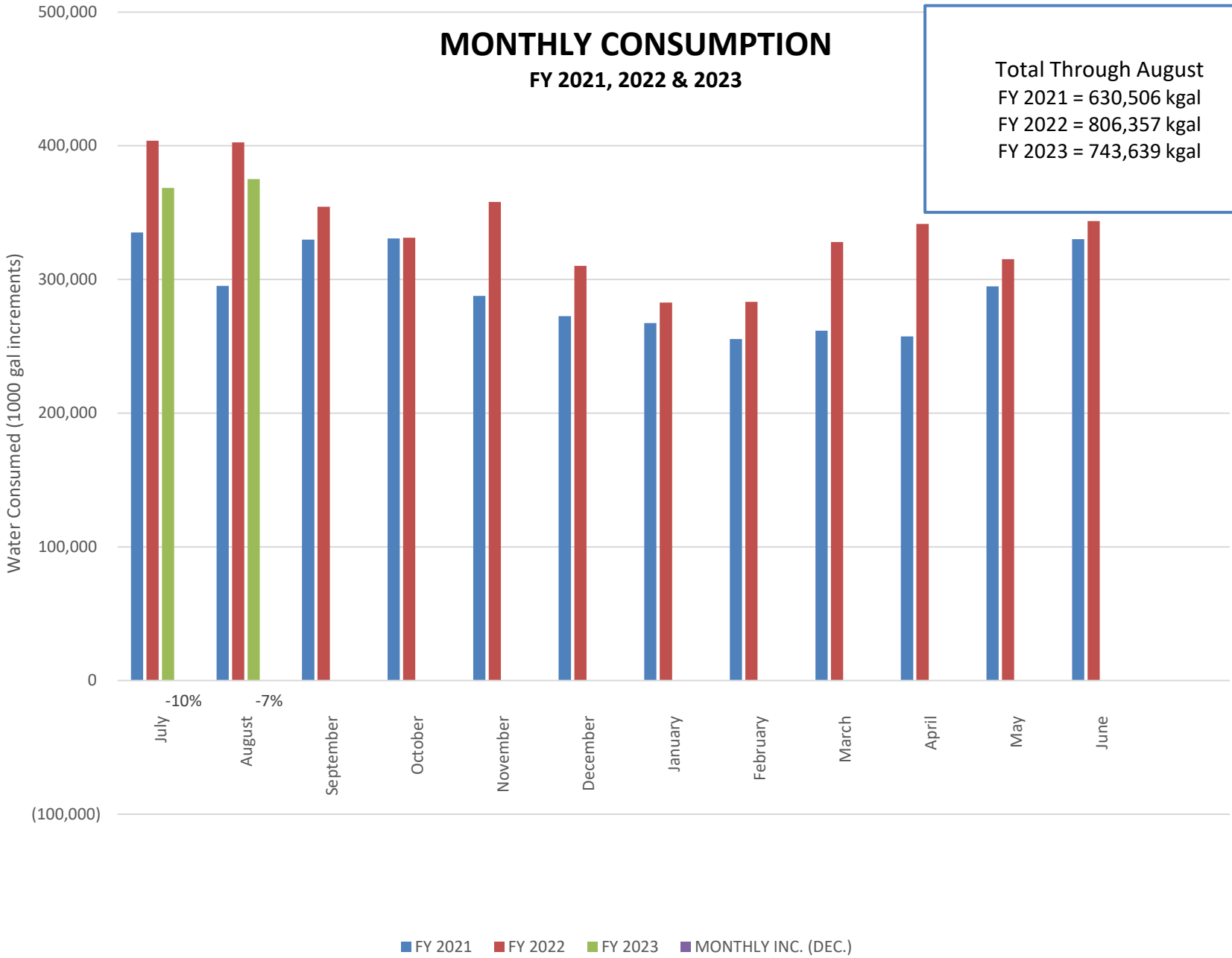
Department of Water, County of Kauai  
 Monthly Budget Summary vs. Actual  
 SUMMARY  
 8/31/2022

	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.%

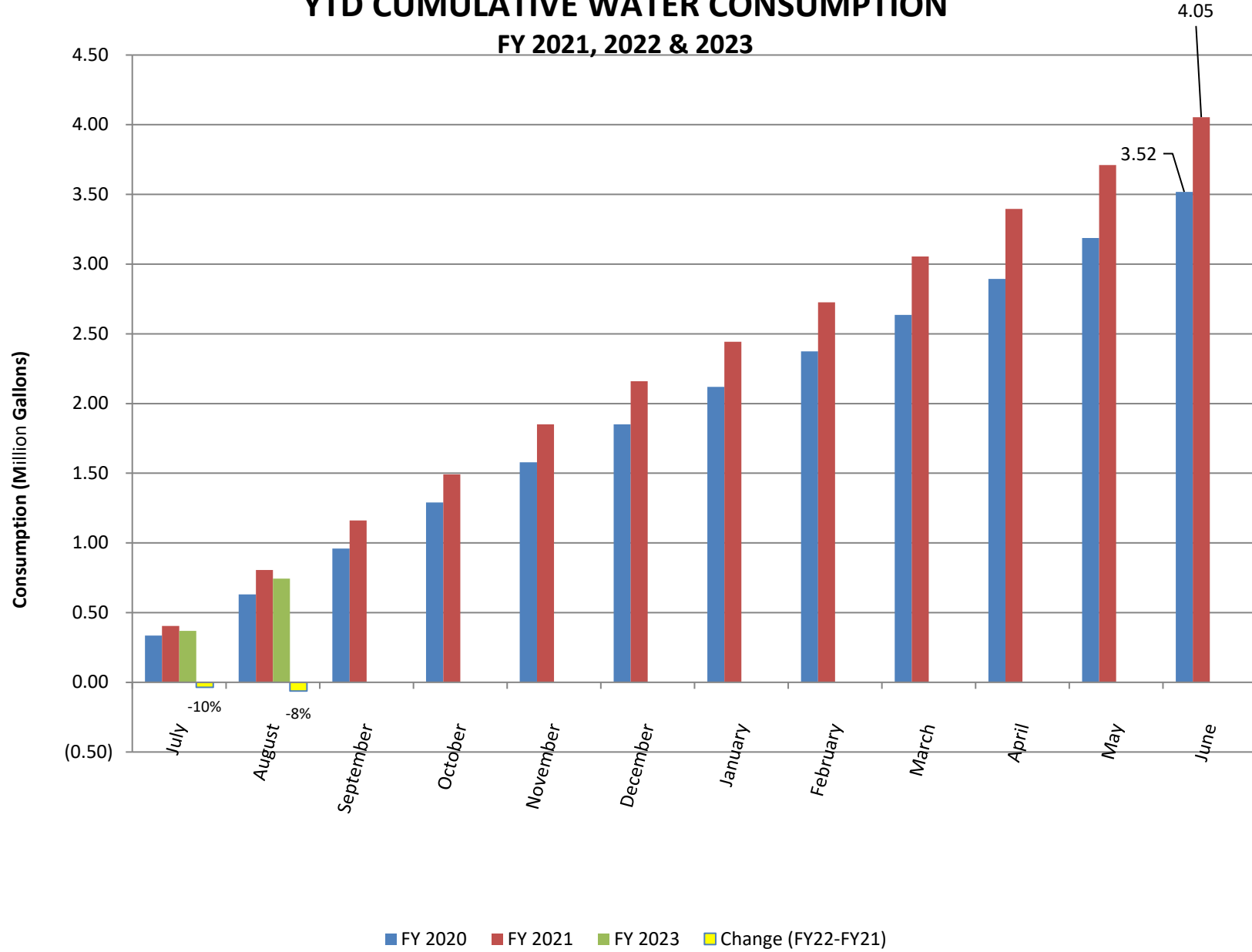
# MONTHLY CONSUMPTION

FY 2021, 2022 & 2023

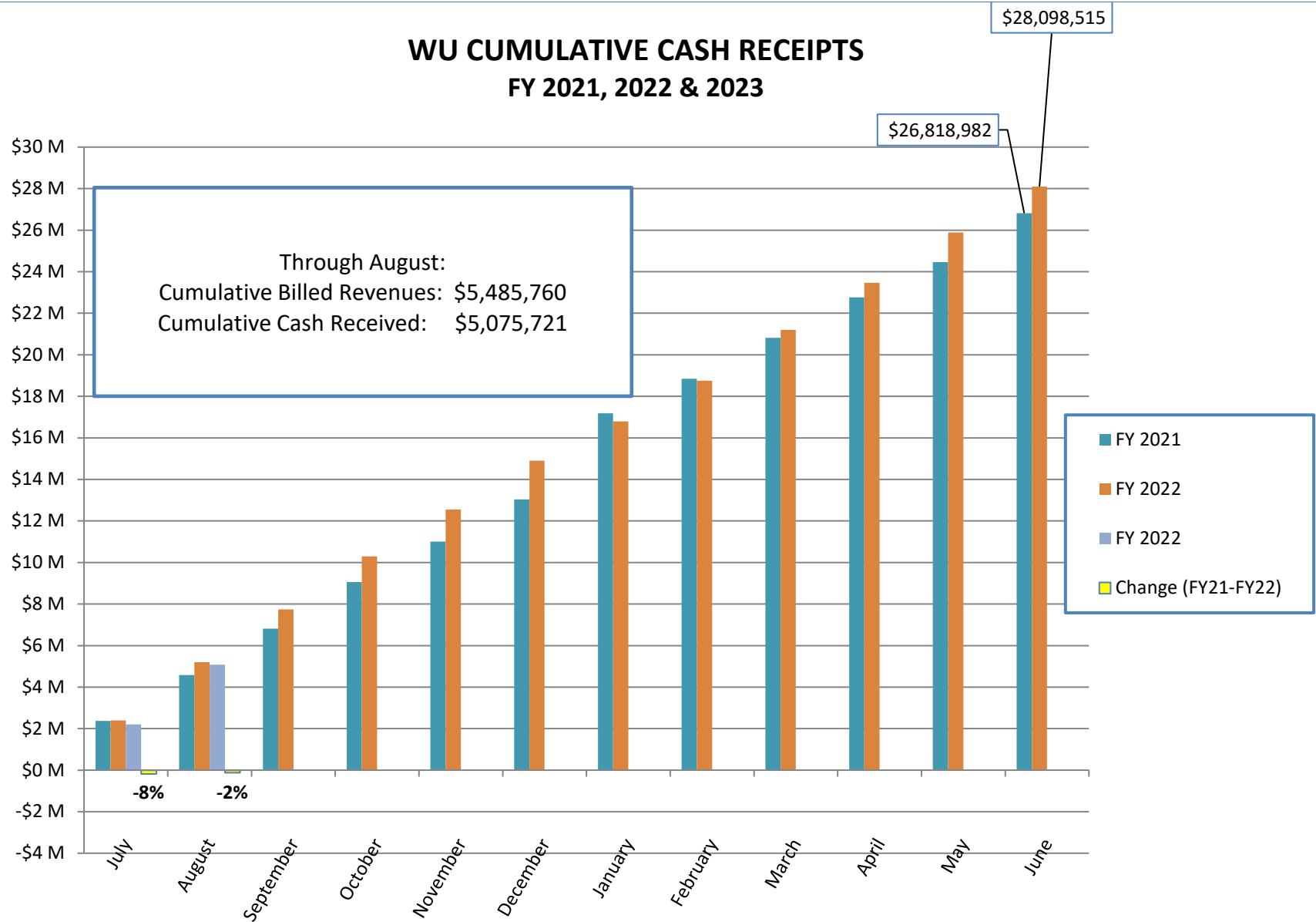
Total Through August  
 FY 2021 = 630,506 kgal  
 FY 2022 = 806,357 kgal  
 FY 2023 = 743,639 kgal



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



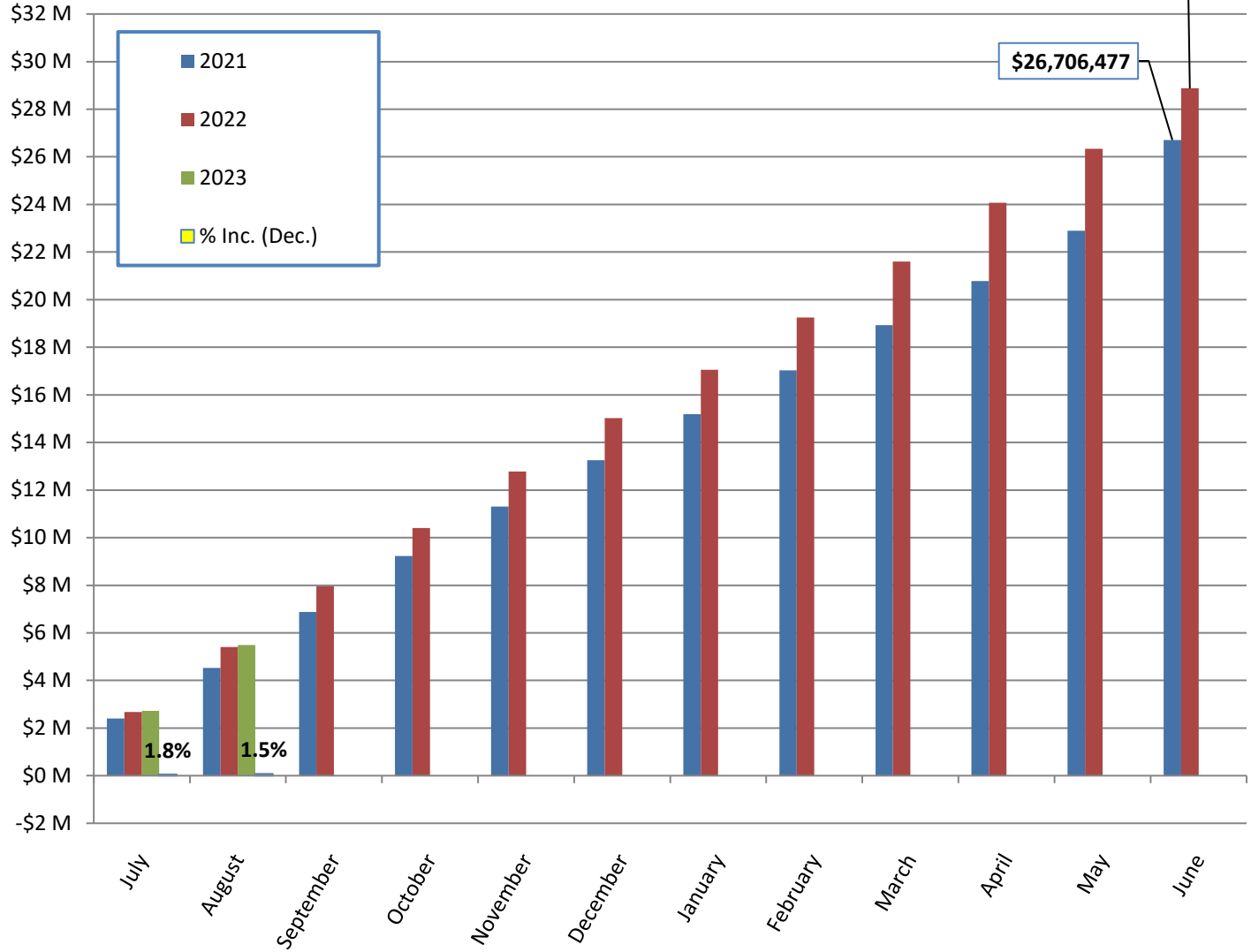
## WU CUMULATIVE CASH RECEIPTS FY 2021, 2022 & 2023



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

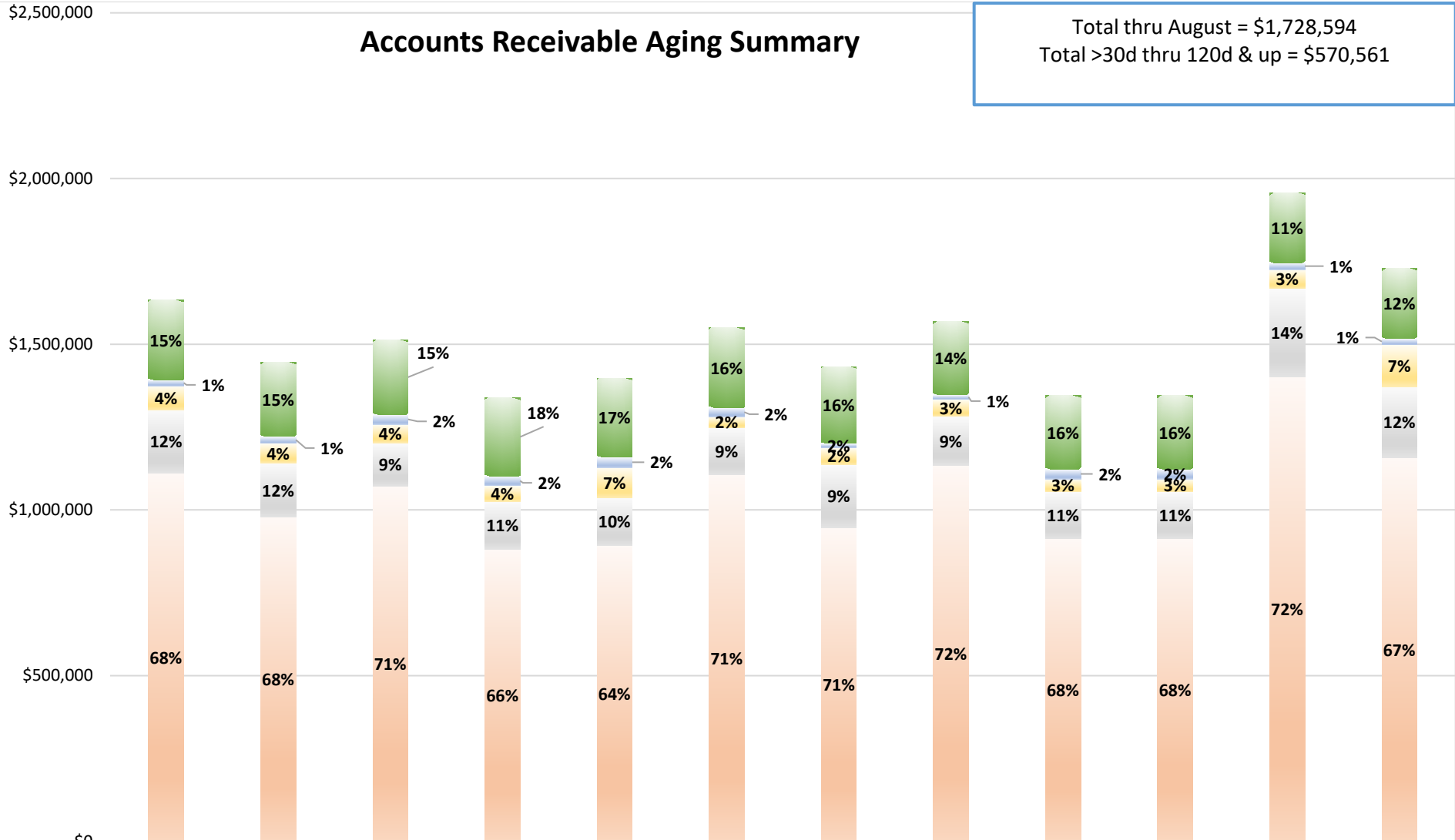


## CUMULATIVE BILLED REVENUES FY 2021, 2022 & 2023



# 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

# DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve it!"

## INFORMATION & EDUCATION SPECIALIST REPORT

October 27, 2022

### Public Notices and Announcements

All news releases are sent to statewide media partners, published online via the Department of Water's (DOW) 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>
09/16/2022	n/a	Hawaii's largest water education festival returns to Kaua'i	n/a	Garden Island Newspaper (Attached)
09/23/2022	n/a	DOW announces sealed bid auction, inspection by appointment only	n/a	Garden Island Newspaper (Attached) Radio Spots scheduled
10/10/2022	KILAUEA - Anini Road	Water service shutdown schedule for Anini Road	Oct. 11, 2022 From 10 a.m. to 2 p.m.	Kaua'i County Alert
10/13/2022	n/a	DOW transitions to new meter technology island wide	n/a	

Other media:

- DOW was mentioned in media articles announcing the recent supreme court ruling on the department's proposed 18-inch mainline project. Media coverage included online news articles and local newspaper articles (Attached).

### Public Relations Program

#### Community Outreach & Education

- The Department's "Wise Water Wednesday" campaign for the month of October includes an announcement about the sealed bid auction, outdoor water-saving tips, Automatic Bill Pay service and the national campaign, Imagine a Day Without Water. 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 hosted a hydration station at the Ohana Fit Fest on October 1, 2022, in Princeville in partnership with the North Shore Community Foundation. This water refill station provided an opportunity for community outreach while providing event participants

with chilled water served in the Department of Water’s reusable water bottles. Approximately 200 reusable water bottles were distributed to participants along with 15 leak detection kits, 20 five-minute shower timers and 9 high efficiency shower heads. Special thanks to PR staff Terri Amorin and Jonell Kaohelaulii and community volunteer David Amorin for assisting with this hydration station.

- The Department of Water has been selected as a two-time Excellence Award winner for its excellence in education and outreach efforts by the Environmental Protection Agency’s (EPA) WaterSense program. PR’s key accomplishments included hosting promotional exhibits to promote EPA WaterSense labeled fixtures, a distribution of over 550 ‘make a splash in-a-bag’ water education kits to students and certifying 8 Project WET Facilitators to teach water education statewide. The awards ceremony was held at the WaterSmart Innovations conference in Las Vegas on October 6, 2022. Information & Education Specialist, Jonell Kaohelaulii, Manager and Chief Engineer, Joe Tait and Waterworks Information Technology Manager attended the conference and accepted the award on behalf of the Department. (Photos attached)
- The Department is honoring “Imagine a Day Without Water” (IADWW) with a variety of activities to bring awareness to the value of water and highlight the critical role of water infrastructure. During the month of October, the Department is hosting a hydration station in the community, a IADWW themed lobby display reminding customers about the importance of water in daily activities and from October 16-21st the Department’s Facebook page will publish daily IADWW educational posts in partnership with other county and state agencies in a statewide social media campaign.
- The Department of Water is donating 180 reusable water bottles and drawstring backpacks to benefit the Halau Ka Lei Mokihana ‘o Leina’ala Ho’ike event scheduled for Oct. 21 in Lihue. The event’s theme is on the preservation of water.

### **Upcoming Community Outreach & Educational Events**

- National Imagine a Day Without Water – October 21, 2022
- Kauaʻi Construction Career Day Fair – November 3, 2022

### **Project WET (Water Education Today) Hawaii**

- DOW hosted its 17<sup>th</sup> Make a Splash with Project WET festival at the Vidinha Stadium soccer field on Thursday, Sept. 15, 2022. 753 fifth grade students and their teachers participated in this year’s event. The impact of this event spanned over 10 elementary schools from both private and public, and included 19 local and neighbor island volunteer agencies. A total of 173 volunteers participated over a 2-day period to help with set up, clean up, conducted activities, facilitated safety measures and provided overall support for the 11 activity stations at the festival. The success of this year’s event would not have been possible without our hard-working employees, volunteers and partners who participated on various levels. (Photos attached)
- A Make a Splash resolution has been submitted to the Board to publicly recognize all of this year’s DOW staff and community volunteers for their esteemed contributions to water education and sustainable practices through the Department’s signature annual event, the Make a Splash with Project WET Festival.

*HawaiiNewsNow* (State's supreme court rules unanimously against Kauai County in water case)  
*GardenIsland* (Supreme Court DOW study flawed)  
*Garden Island* (DOW auction bids due soon)  
*Kauainownews* (County announces auction of used equipment, supplies at Department of Water)  
*AWWAHI\_GardenIsland* (Make a Splash mahalo ad)  
*GardenIsland* (Grove Farm sells its free water)  
EPA WaterSense entry and awards photos  
*Kauainownews* (Water Department upgrading meter tech island wide)

### **Water shutdown on 'Anini Road Wednesday**

'ANINI — The county Department of Water announced a water-service shutdown on 'Anini Road to conduct mainline repair and maintenance Wednesday, Sept. 28, from 10 a.m. to 5 p.m., weather-permitting.

Customers on 'Anini Road are advised to prepare for the shutdown by taking the following steps:

- ▶ Store water to meet needs until service can be restored; ▶ Notify family, neighbors and tenants of the shutdown.

Those with faulty water heaters should ensure that their water heaters do not empty.

Water-service updates are posted to the DOW's Facebook page at [www.facebook.com/KauaiDOW](https://www.facebook.com/KauaiDOW).

## State's supreme court rules unanimously against Kauai County in water case

By [Ben Gutierrez](#)

Published: Sep. 23, 2022 at 9:29 PM HST | Updated: Sep. 23, 2022 at 10:16 PM HST



HONOLULU (HawaiiNewsNow) - Environmentalists are calling a Hawaii Supreme Court ruling a victory, as justices sided against Kauai County in a dispute over water resources.

In a 54-page opinion issued Friday, the court ruled unanimously that the county's Department of Water failed to do a thorough environmental assessment for a proposed 18-inch main, which officials said would serve communities from Puhi to Kapaa.

The justices ruled in favor of the group Kia'i Wai 'o Wai'ale'ale. The group challenged the county's plan for a 9,000-foot long water pipe that would draw from the East Wailua watershed.

"We didn't feel they were properly evaluating the environment when they didn't consider any of the stream source or upslope source of the water," said group member Bridget Hammerquist.

"We're putting in a pipeline so we're only going to consider the environmental impacts within the footprint of the pipeline," said the group's attorney Lance Collins, characterizing the county's action. "Water's flowing through the pipeline, and it's gotta come from somewhere and it's going to go somewhere."

The high court agreed, saying the department needs to study the line's broader impacts. For example, how much water would the pipeline take from the environment?

"We don't know because they didn't do the analysis," said Hammerquist. "They didn't consider the impact to the streams and that's what the justices had a problem with."

The court also said the water department was "not candid" in its reason for the project.

"The record is clear that this is part of the Lihue development plan and all of, basically, the development that is slated for the urban core of Kauai," said Collins.

In a statement issued Friday evening, DOW manager and chief engineer Joe Tait said, "We have received the Court's judgment late this afternoon regarding their decision to require DOW to perform a new Environmental Assessment and are analyzing Kia'i Wai's other claims at this time."

The Department of Water must now prepare a new environmental assessment while a lower court considers whether to halt any work on the project.

Environmentalists called it a warning for future projects.

"It basically tells the government that when you consider projects involving water, you really have to consider both upstream and downstream impacts," said Collins.

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## SUPREME COURT: DOW STUDY FLAWED

*Department says it will comply with judgment*

**Guthrie Scrimgeour**

THE GARDEN ISLAND

LIHU'E — The state Supreme Court turned the tables in the case between the Kaua'i Department of Water and Kia'i Wai O Wai'ale'ale last week, issuing a ruling in favor of the community group.

The 52-page, unanimous ruling reversed a series of Circuit Court judgments in favor of the DOW.

The case is centered around the environmental assessment for a proposed 9,000-foot, 18-inch water main which would increase water capacity for Grove Farm's Lihu'e area development. The project is a collaboration between the county and Grove Farm, with the corporation shouldering one third of the roughly \$3 million in costs and DOW ratepayers covering the other two thirds.

A 2018 assessment concluded that the project would have no significant environmental impact.

But later that year, Kia'i Wai O Wai'ale'ale filed a 10-count complaint contesting the adequacy of the assessment.

The Friday court ruling largely agrees with the community organization, saying the study was too narrow.

Supreme Court justices ruled that "KDOW did not properly analyze the impact of water withdrawals facilitated by the relief line," and that they "erred by limiting the scope of its environmental analysis to the physical footprint of the proposed project."

"The (environmental assessment) does not analyze possible increased water withdrawals, concluding the relief line "will not increase withdrawal of water," the ruling reads. "However, the record — including the (environmental assessment) itself — indicates the relief line will carry more water from an upgraded water-treatment plant to meet the needs of new developments."

Another point of contention was the public-comment process. The ruling states that KDOW finalized

the environmental assessment without waiting to receive mailed comments, suggesting "that the [consideration of comments] is an afterthought and that proceedings were merely moving in predestined grooves."

The court further ruled that the public participation was hindered because the EA did not provide a "candid assessment" of the line's purpose and function.

Bridget Hammerquist of Kia'i Wai 'o Wai'ale'ale called the ruling "a big win for the environment," arguing that the project posed a danger to the local aquifer.

"How many million gallons are they taking from the stream?" said Hammerquist. "How much can you take from the streambed and not restore the aquifer?"

The court ordered KDOW to issue a new EA that "either analyzes the effects of increased water use or explains how the relief line will not facilitate increased water withdrawals." The case is now being sent to the environmental court for further proceedings, including a determination of whether injunctive relief is warranted.

The DPW Monday said it would comply with the ruling.

"The project will remain on hold until the department receives confirmation it has met its obligations under the law, or the department determines that it cannot proceed with the project," said KDOW in a statement.

No construction has occurred on the main, due to the active case.

...

*Guthrie Scrimgeour, reporter, can be reached at 808647-0329 or [gscrimgeour@thegardenisland.com](mailto:gscrimgeour@thegardenisland.com).*



## **DOW auction bids due soon**

LIHUE — The Department of Water announced in a press release a sealed-bid auction sale to dispose used, as-is property from its inventory.

Bids must be submitted by 2 p.m. on Oct. 18.

Items offered for sale are at the DOW's base yard and can be inspected by appointment only from 8 a.m. to 2 p.m. on Thursday, Oct. 13 and Friday, Oct. 14. Items listed for sale include miscellaneous equipment, furniture and office supplies.

To view a complete list of items, visit the DOW's website at [kauaiwater.org](http://www.kauaiwater.org) and click on "DOW bids and awards," or the direct link at <http://www.kauaiwater.org/contractawards.asp>.

Prospective bidders are required to submit sealed bids in accordance with the provisions of the sealed bid sale by 2 p.m. on Tuesday, Oct. 18, to the DOW.

For more information or to schedule an appointment to inspect an item, call Krist'l Gray-Castillo at 808-245-5445.

Kauai News

# County Announces Auction of Used Equipment, Supplies at Department of Water

September 25, 2022 · 12:04 PM HST

\* Updated October 4, 2022 · 11:38 AM

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A A A

The county will conduct a sealed bid auction of items no longer being used by the Department of Water.

Items for sale include miscellaneous equipment, furniture and office supplies. To view a complete list of items, visit the Water Department's [website](#) and click on "DOW bids and awards" or click [here](#).

Items for sale are at the department's baseyard and can be inspected by appointment only from 8 a.m.-2 p.m. Oct. 13-14.

Sealed bids must be submitted to the Water Department by 2 p.m. Oct. 18.

For more information or to schedule an appointment to inspect an item, call Krist'I Gray-Castillo at 808-245-5445.



*Similar advertisement was also published in the Garden Island newspaper on 09-25-2022*

“Make a Splash mahalo”



The Kaua'i Department of Water recognizes the following agencies for their contribution towards the success of the 2022 Make a Splash with Project WET Festival held on Kaua'i on Sept. 15th. MAHALO for your dedication towards educating our future water leaders.



- Aqua Engineers, Inc.
- AWWA – Hawai'i Section
- Carollo Engineers, Inc.
- City & County of Honolulu – Storm Water Branch
- DLNR – Aquatic Resources, Kaua'i Branch
- Department of Water staff & retirees
- East & West Kaua'i Soil and Water Conservation Districts
- Grove Farm Land Corporation
- Hawai'i Rural Water Association
- NOAA, Marine Animal Rescue Program
- Kapa'a High School JROTC Program
- Kaua'i Board of Water Supply
- Kaua'i Farm Bureau
- Kaua'i Invasive Species Committee
- Kodani and Associates Engineers, LLC.
- The Kaua'i Bus
- The Nature Conservancy
- Uncle Tilo's Clean Water, LLC.
- UH-CTAHR

For more information on Project WET Hawaii, Make a Splash Festival or upcoming training workshops, please contact Jonell Kaohelaui'i at [projectwethawaii@kauaiwater.org](mailto:projectwethawaii@kauaiwater.org)



# 2022 Make a Splash event photos

post-event survey quotes in yellow



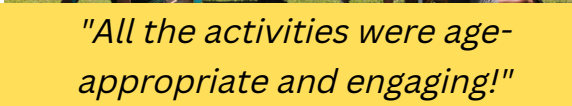
**"This was a great educational event. Students loved it!"**



**"They were all very helpful, positive and energetic with the kids"**



**"We had a great time...thank you!"**



**"All the activities were age-appropriate and engaging!"**



**"It was very organized and well planned out"**



### **Grove Farm sells its free water**

The Hawai'i Supreme Court has decided in favor of Kia'i Wai o Wai'ale'ale in their suit challenging a decision by Judge Watanabe favoring the Kauai Department of Water (KDOW).

The suit challenged the construction of a 1.7-mile, 18-inch diameter pipe from the Waiahi surface (ditch) water-treatment plant to Lihu'e.

KDOW and Grove Farm, co-owners of the treatment plant, claimed the new pipe was to address a pressure problem in the already existing 16-inch pipe. Kia'i Wai o Wai'ale'ale showed that the new pipe was really to deliver water for Grove Farm's property developments on the Eastside, notably their Lihu'e Development Master Plan.

Underlying the immediate impacts of KDOW being required to start over with its environmental assessment is the presence of Grove Farm in the equation.

Because the predecessor sugar barons massively diverted streams to grow sugar cane with impunity, Grove Farm claims "legacy" rights to own the water. The Public Trust Doctrine, enshrined in Hawai'i's Constitution, bestows Hawai'i's people ownership of the water at its source, and anyone wanting to take it for their own purpose must apply for a lease and pay for the water.

Grove Farm diverts several streams on its own property, has never applied for a lease and pays nothing. Then it sells the water to the water-treatment plant for about \$2 million a year, costs that are passed along to water customers.

Grove Farm no more owns the water it has taken than Trump owns the classified documents he has taken that belong to the American people.

With the Supreme Court's ruling that the diversion of upstream waters must be reckoned with, all this may come to light. And not a moment too soon.

*Kip Goodwin, Wailua Homesteads*

Photos from DOW's EPA WaterSense partner 2021 program and 2022 awards ceremony



Students from Kapa'a Elementary School wave in appreciation of their "MAS in-a-bag" goody bags (2021).

**FREE Faucet Aerators kits**  
available at our office  
*\*one per household, while supplies last.*  
**Lobby Hours: 7:45 a.m. to 4:30 p.m., Mon-Fri, except holidays.**



For our valued customers,  
**Please help yourself**  
to these effective  
conservation tools  
and information.

**Department of Water**  
County of Kauai

**Consider installing water-saving fixtures in your home today!**  
4398 Pua Loke Street, Lihue, HI 96766 | 808-245-5400

Advertisement promoting low-flow, WaterSense labeled fixtures. DOW distributed 126 aerator kits during the month-long giveaway held in the lobby.



DOW's advertisement posted on its Facebook page and published in the Kaua'i Family Magazine -Winter 2021 issue promoting WaterSense labeled products.



DOW hosted Project WET (Water Education Today) workshops to certify eight neighbor island Facilitators that will help provide water education statewide.



(Left to right): DOW Manager and Chief Engineer, Joe Tait with DOW's Jonell Kaohelauli'i and Wayne Takabayashi at the EPA WaterSense awards ceremony.



Group photo at the EPA WaterSense awards ceremony held during the WaterSmart Innovations Conference and Expo on Oct. 6, 2022.



Hawaii News

# Water Department upgrading meter tech islandwide

October 14, 2022 · 6:30 AM HST

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A A A

The county is upgrading its water meter technology islandwide.

The Department of Water is transitioning to advanced water meter technology for its more than 24,000 customer accounts as part of a meter replacement program. The program is aimed at upgrading and replacing meter equipment to improve advanced metering infrastructure islandwide.

No customer action is required.

The Water Department uses automatic meter reading technology that will be updated. Equipment also will be replaced to maintain advanced metering infrastructure compatibility. The upgraded technology saves the department time and from having the added expense of manually reading each meter.



As part of this transition process, the department's billing services has been performing targeted, manual meter readings based on recorded average monthly water usage. These readings are for various types of meters requiring upgraded technology.

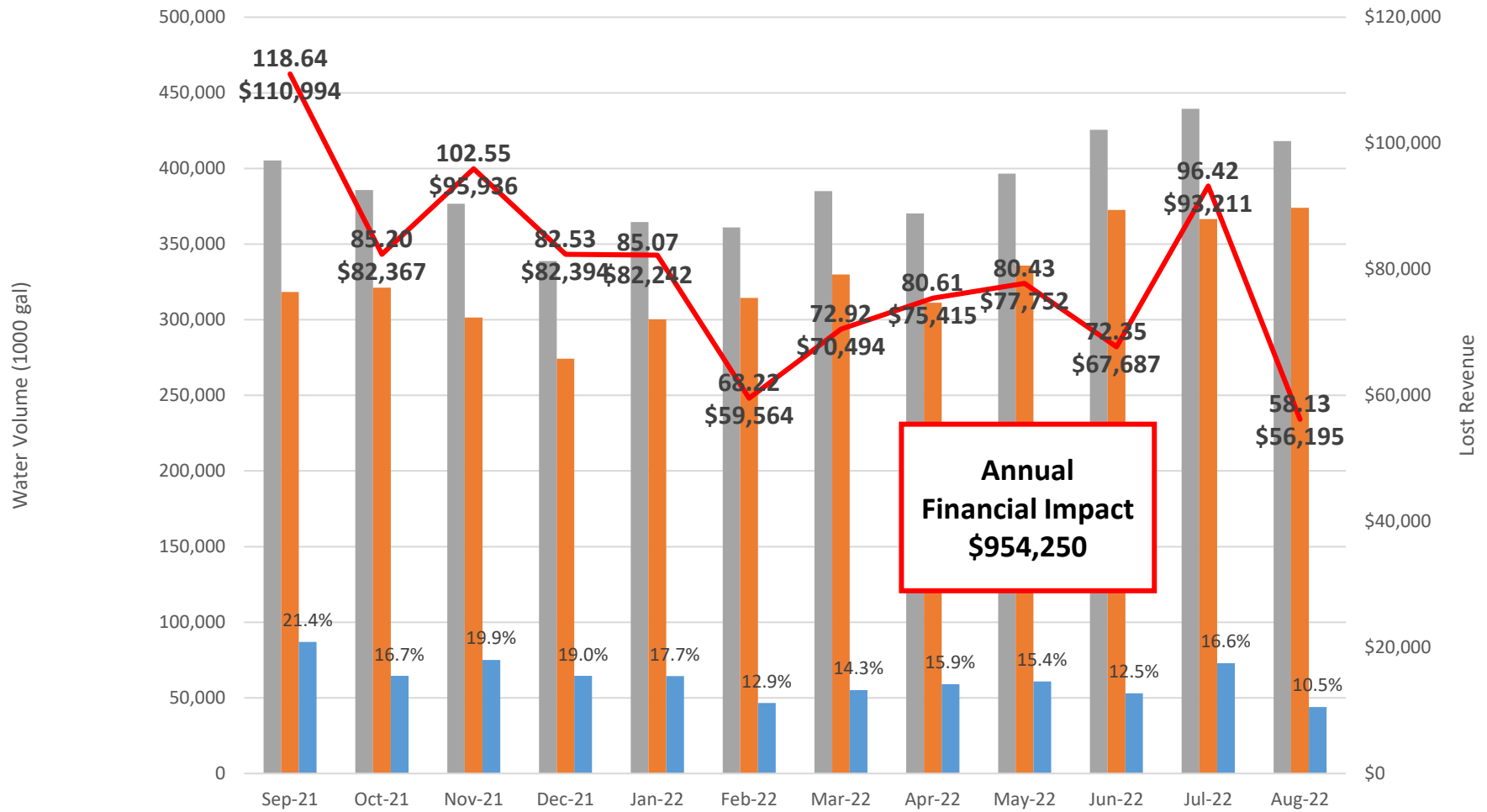
As the program progresses, Customers with questions relating to their account as the program progresses can contact the department's billing services at 808-245-5442 or via email at [billing@kauaiwater.org](mailto:billing@kauaiwater.org).

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-22	38	183	68	2	178	176	6	34	0
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 (resolicit no bid received)	Bid Opening 11/07/2022
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 September are 1,688,703 gallons.

## Monthly Water Audit September 2021 - August 2022



	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Produced	405,337	385,707	376,586	338,739	364,525	361,076	385,067	370,322	396,641	425,598	439,498	418,076
Customer Meter Read	318,419	321,207	301,460	274,217	300,122	314,433	329,864	311,266	335,754	372,593	366,506	374,070
Waterloss	86,918	64,500	75,126	64,522	64,403	46,643	55,203	59,056	60,887	53,005	72,992	44,006
Waterloss	\$110,994	\$82,367	\$95,936	\$82,394	\$82,242	\$59,564	\$70,494	\$75,415	\$77,752	\$67,687	\$93,211	\$56,195

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S UPDATE

October 27, 2022

Pursuant to Board Policy No. 3

**CONTRACTS AWARDED/EXTENSION/AMENDMENTS:**

**1 12<sup>th</sup> AMENDMENT TO CONTRACT NO. 535, JOB NO. WRP 01 FY06-06, KAUA'I WATER USE AND DEVELOPMENT PLAN UPDATE WITH FUKUNAGA & ASSOCIATES, INC. FOR ADDITIONAL CONTRACT TIME OF 180 DAYS AND \$22,000.00**

FUNDING:

Account No.	10-20-10-540-010			
Acct Description	WU/Eng/Admin/Professional Services			
Funds Available	Verified by WWC		\$	22,000.00
Contract No.	535			
Vendor	Fukunaga & Associates, Inc.			
	Contract Amount	\$	513,000.00	
	5% Contingency	\$	1,000.00	
	First Amendment	\$	0.00	
	Second Amendment	\$	0.00	
	Third Amendment	\$	0.00	
	Fourth Amendment	\$	0.00	
	Fifth Amendment	\$	114,400.00	
	Sixth Amendment	\$	0.00	
	Seventh Amendment	\$	0.00	
	Eighth Amendment	\$	0.00	
	Ninth Amendment	\$	0.00	
	Tenth Amendment	\$	0.00	
	Eleventh Amendment	\$	0.00	
	Total Funds Certified To Date	\$	628,400.00	
<b>Twelfth Amendment:</b>				
	Additional contract time of 180 calendar days and additional cost to incorporate the KaPa'akai analysis into the WUDP update and address CWRM's comments which requested be added beyond the Contractor's scope of work	\$	22,000.00	
	Total Amendment	\$	22,000.00	\$ <22,000.00>

Contract Amount To Date	\$	649,400.00	

**BACKGROUND:**

Contract NTP Date: July 25, 2011  
Original Contract End Date: January 10, 2014  
New Contract End Date: May 8, 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

An eighth amendment was executed to allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending May 18, 2021 to accomplish the work identified in the fifth amendment.

A ninth amendment was executed to allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending November 14, 2021 to accomplish the work identified in the fifth amendment.

A tenth amendment was executed to allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending May 13, 2022 to accomplish the work identified in the fifth amendment.

An eleventh amendment was executed to allow the Contractor additional contract time of one hundred eight (180) calendar days, ending November 9, 2022 to accomplish the work identified in the fifth amendment.

This twelfth amendment will allow the Contractor additional contract time of one hundred eighty (180) calendar days, ending May 8, 2023 and additional budget of \$22,000.00 to accomplish the work identified in the fifth amendment and address CWRM's comments which requested information be added to the report beyond the Contractor's scope of work.

**2 1<sup>st</sup> AMENDMENT REVISION TO CONTRACT NO. 669, JOB NO. 18-07, KUKUOLONO UNDERGROUND STORAGE AND TANK REMOVAL WITH ENVIRO SERVICES & TRAINING CENTER LLC IN THE AMOUNT OF \$27,740.30**

FUNDING:

Account No.	10-20-10-540-010			
Acct Description	WU/Eng/Admin/Professional Services]			
Funds Available	Verified by WWC		\$	27,740.30
Contract No.	669			
Vendor	Enviro Services & Training Center, LLC			
	Contract Amount	\$	25,692.54	
	5% Contingency	\$	1,285.00	
	Total Funds Certified To Date	\$	26,977.54	
Revised First Amendment:				
	Update cost to resume contract to review submittals, perform air monitoring, and soil sampling with supporting documentation	\$	27,740.30	
	Total Amendment	\$	27,740.30	\$ <27,740.30>
	Contract Amount To Date	\$	53,432.84	

BACKGROUND:

Contract NTP Date: November 26, 2018  
 Original Contract End Date: May 24, 2019  
 New Contract End Date: TBD

In 2007, an effort was made to execute a land swap exchange between DOW, the County of Kaua'i, and the Kukuilono Trust. The exchange was meant to provide enough room for the DOW to construct a new 0.5 MG water tank next to the currently located active water tank on TMK: 2-3-005:025.

The County owns a parcel located on TMK: 2-3-005:006, which contains an abandoned water tank. The Trust owns a parcel located on TMK: 2-3-005-025.

As part of our agreement with the County of Kaua'i, the DOW is tasked to remove and dispose of an abandoned 0.2 – million-gallon reinforced concrete storage tank located on TMK: 2-3-005:006. The removal and disposal include foundations, old pavements, slab on grade and equipment slabs, all exposed piping and other surrounding structures and obstructions designated for removal. The project is in the Kalaheo, Kaua'i, Hawai'i area accessed by a road from Papalina Road.

Enviro Services & Training Center, LLC was selected as the Professional Services Consultant. Their original scope of work included four tasks. Task 1: Perform a limited hazardous materials survey on the abandoned aboveground water tank located on TMK: (4) 2-3-005:006 to identify the presence of asbestos-containing material (ACM) and lead-containing paint (LCP). Task 2: Consultant to assist with the Underground Storage Tank (UST) closure planning, excavation monitoring, UST decommissioning, tank shell disposal, and subsurface soil release assessment. Task 3: Compare resultant data applicable to DOH HEER Office Environmental Action Levels (EALs). Prepare a final UST closure report documenting UST closure activities, including a summary of the on-site activities, soil sample data evaluation, and any findings and conclusions. Prepare a notice of permanent closure for submittal to the DOH. Task 4: The Consultant to provide a schedule for all work done on Project for purposes of monitoring the Project's progress and planning. The contracted price for this scope of work was \$25,692.54.

On March 6, 2020, the First Amendment to Contract No. 669 was executed. This amendment included three additional tasks. Task 5: The Consultant included the review of the Contractor's submittals pertaining to the asbestos and lead abatement work. The Consultant would also oversee the abatement progress and Industrial Hygiene (IH) certifications in accordance with the project specifications. Task 6: The Consultant would also provide air monitoring and inspection services to ensure regulatory and specification compliance during abatement or renovation involving hazardous materials. In addition, the Consultant shall conduct a final visual and any necessary clearance sampling following the abatement activities. Task 7: The Consultant will perform soil sampling and a report documenting the sample collection. The First Amendment proposal was \$25,582.01.

An RTM was submitted at the board meeting on February 28, 2020, and funds were certified. Unfortunately, no purchase order was executed to encumber the funds for the First Amendment. This project was then put on hold due to the Corona Virus pandemic.

This project has been on hold for a period of 24 months. An updated cost proposal was provided by Enviro Services & Training Center, LLC on September 29, 2022, in the amount of \$27,740.30. Department Staff reviewed the submitted proposal and found that the increase in the proposal amount was justified and deemed acceptable. Additional contract time of 450 calendar days will be needed to complete the project. Since no tasks was completed with the First Amendment, we are submitting a Revised First Amendment to Contract No. 669

**3 PROFESSIONAL SERVICES CONTRACT NO. 732 , DOW-2023-PROF-1 FOR THE CONSTRUCTION MANAGEMENT SERVICES FOR Kīlauea WELLS NO. 1 AND 2 MCC, CHLORINATION FACILITIES AWARDED TO BOWERS+KUBOTA CONSULTING, INC. IN THE AMOUNT OF \$325,000.00**

FUNDING:

Account No.	10-20-10-540-010			
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Acct Description	WU/Eng/Admin/Professional Services			
Funds Available	Verified by WWC		\$	341,250.00
Contract No.	732			
Vendor	Bowers+Kubota Consulting, Inc.			
	Contract Amount	\$	325,000.00	
	5% Contingency	\$	16,250.00	
	Total Funds Certified	\$	341,250.00	\$ <341,250.00>

**BACKGROUND:**

The Kīlauea Wells No. 1 and 2 MCC, Chlorination Facilities project consists of removing and installing a temporary and permanent motor control center (MCC), demolishing, and installing a new roof and other hardening features to the existing pump control building, constructing a new shelter for the existing generator, and associated site grading for the new generator shelter, in accordance with the contract document requirements.

These project improvements are required to address the existing aged MCCs, upgrade the existing pump control building, and adding a shelter for the existing generator.

Professional Services statement of qualifications, pursuant to HRS 103D-304, were evaluated on August 30, 2022. Twenty-two (22) firms on the qualified list were evaluated and ranked. The top three (3) firms were ranked as follows:

1. Bowers + Kubota Consulting, Inc.
2. R.M. Towill Corporation
3. Austin, Tsutsumi & Associates, Inc.

The Department selected Bower + Kubota Consulting, Inc. to provide Construction Management Services for the Kīlauea Wells No. 1 and 2 MCC & Chlorination Improvements project. Based on the scope of work and staffing needs for the project, along with the anticipated project duration, an estimate of \$325,000.00 will be required with a contingency of \$16,250.00 (approximately 5%) for a total of \$341,250.00. The proposal has been reviewed by DOW staff and is deemed acceptable.

**4 4<sup>TH</sup> AMENDMENT TO CONTRACT NO. 639, JOB NO. 17-10, WP2020 #KW-07 REHABILITATE PAUA VALLEY TANK #1, 0.5 MG CONCRETE WITH KAI HAWAI'I, INC. IN THE AMOUNT OF \$7,862.50**

**FUNDING:**

Account No.	10-20-10-540-010			
Acct Description	WU/Eng/Admin/Professional Services]			
Funds Available	Verified by WWC		\$	7,682.50
Contract No.	639			
Vendor	KAI Hawai'i, Inc.			

MANAGER'S UPDATE

Re: Manager's Update for September 2022 to October 2022

October 27, 2022

Page 7 of 8

	Contract Amount	\$	93,625.52	
	First Amendment	\$	68,795.00	
	Second Amendment	\$	11,636.00	
	Third Amendment	\$	<2.12>	
	Total Funds Certified To Date	\$	174,054.40	
Fourth Amendment:				
	Additional Cost to renew expired NPDES Permit	\$	7,862.50	
	Total Amendment	\$	7,862.50	\$ <7,862.50>
	Contract Amount To Date	\$	181,916.90	

BACKGROUND:

Contract NTP Date: July 10, 2017  
Original Contract End Date: March 16, 2018  
First Amendment End Date: May 4, 2019  
Second Amendment End Date: November 6, 2019  
Third Amendment End Date: June, 3, 2020  
New Contract End Date: TBD

The DOW started Job No. 17-10, WP2020 Project No. KW-07 Rehabilitate Paua Valley Tank #1, 0.5MG Concrete to address the aging tank located in Kekaha and to perform repairs, including fixing a leak located at the base of the tank. As part of the project, DOW performed hazardous materials surveys to ensure proper disposal of any material intended to be removed. Results of the hazardous material survey identified the presence of polychlorinated biphenyls (PCBs) within the interior liner of the tank, which required the shutdown of the tank and the involvement of the Department of Health Hazardous Evaluation and Emergency Response Office (HEER) and the Environmental Protection Agency (EPA) to provide direction of proper removal and disposal of PCBs.

After discussions with HEER and EPA, specifications needed to be provided for proper removal and disposal of the interior liner of the tank. Additionally, the soils in the drainage ditch needed to be tested for the presences of PCBs, as this is where the tank discharges overflow or washout water. This additional scope necessitated the first amendment to the contract.

Testing from the drainage ditch resulted in the presence of PCBs within the soils. Requirements from EPA require that a PCB soil removal plan must be developed and approved by the EPA and HEER for proper mitigation of the soil in the ditch. Therefore, the second contract amendment was necessary to complete the PCB soil removal plan to satisfy requirements from HEER and EPA.

During the initial stages of construction, the Contractor submitted an RFI requesting that the exterior paint be tested for PCB contamination on the basis that two other DOW tanks have recently tested positive for PCBs in the exterior paint. PCB sampling in the exterior paint is not typically required by the Department of Health or EPA, but the DOW voluntarily chose to sample the exterior coatings of the Paanau Tank No. 1 and Kaua'i Inn Tanks as part of Job No. 18-02, the Island-Wide Tank Rehabilitation of Tanks Project. The positive results from those two tanks led the Contractor to request that the Paua Valley Tank project be tested on the basis that they were built during the same timeframe and may have used similar materials.

DOW staff met with EPA Region IX to request a determination as to whether PCB testing of the exterior paint was required. The EPA representative stated that PCB testing is not a standalone requirement; however, it was clarified that based on case law in California, the EPA can now “reasonably require” the DOW to test the exterior paint for PCBs at the Paua Valley tank because two other tanks in the DOW system tested positive. Therefore, the DOW is now proceeding with testing the tank’s exterior paint for PCBs. Should the results indicate that PCBs are present, additional mitigation will be needed for the removal and disposal of the paint and the Contractor will submit a change order for the project.

In the Third Amendment the scope of the contract with KAI included the removal of “Additional efforts needed to obtain NPDES Individual Permit” for a contract deduction of \$4,781.12 and the addition of “PCB sampling in the exterior paint” with additional funding in the amount of \$4,779.00. The net difference is a deduction of \$2.12 and therefore no additional funds are needed.

On July 12, 2022, the National Pollutant Discharge Elimination System (NPDES) permit for this project expired; therefore, the Department will need to renew this permit prior to the work commencing. The Fourth Amendment scope will be for KAI Hawai’i Inc. to resubmit the NPDES permit for renewal. The cost to renew the NPDES permit is \$7,862.50

*Pursuant to Board Policy No. 24*

**CONVEYANCE OF WATER FACILITIES \$20,800.00**

Mako Ruffin Igarashi and Jessica Greiwe	2-6-009:069	Koloa	\$20,800.00
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**WATERSMART INNOVATIONS CONFERENCE REPORT**

*Las Vegas, Nevada October 4-6, 2022*

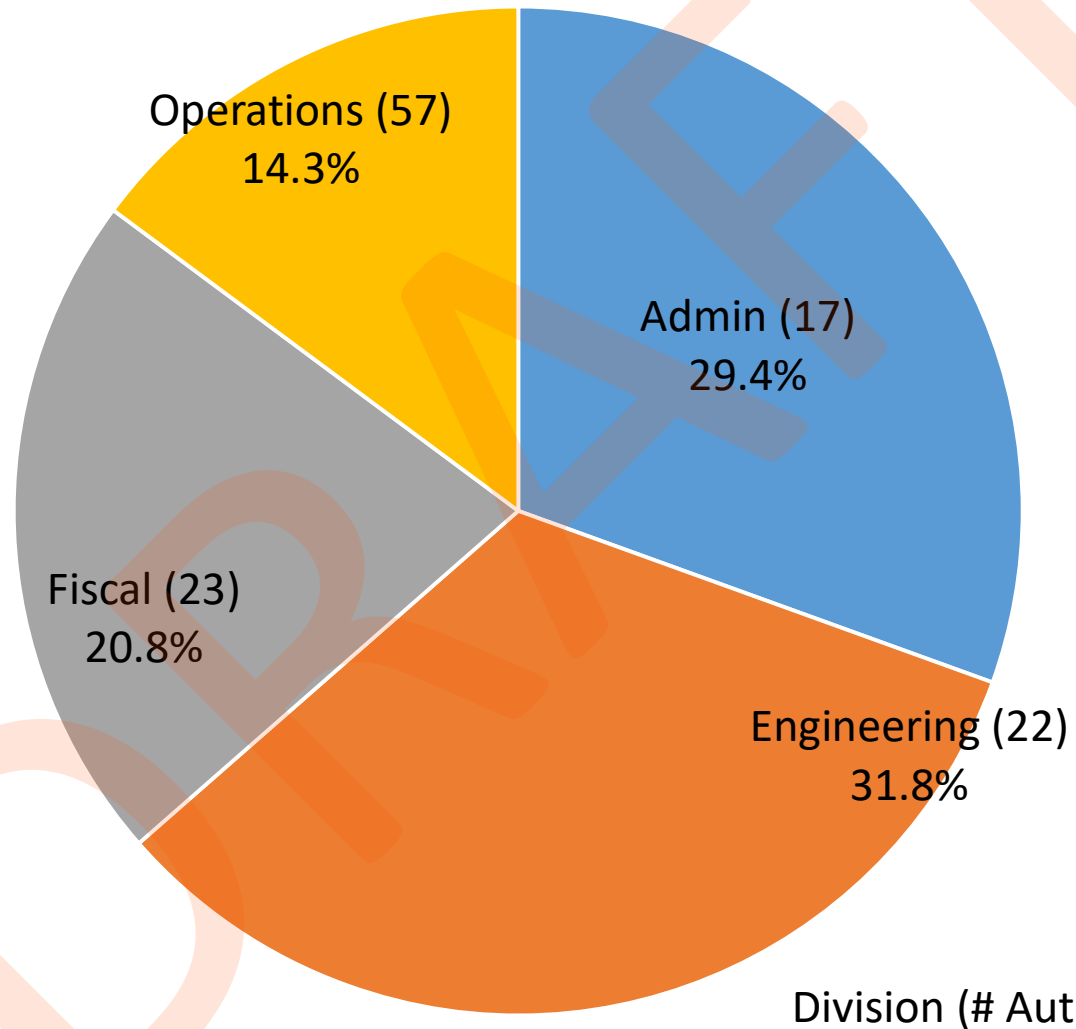
*Please see attached.*

**PERSONNEL MATTERS**

*Please see attached.*

- Attachment: Personnel Matters Chart
- Disposal of DOW Records
- WaterSmart Innovations Conference Report
- Dashboards (Fiscal, Operations, Engineering, Administration)

## % Vacancy Within Each Division Level



	Record Title	Description	Dates
1	Job No. 02-15, WP2020 #WK-28 Wailua Houselots Main Replacement - Phase I	Bid Documents (RFP)	8/23/2012
2	(RE-SOLICITATION) Job No. 02-15, WP2020 #WK-28 Wailua Houselots Main Replacement - Phase I	Bid Documents (RFP)	9/24/2012
3	GS-99-7 Digital Printer/Plotter, Copier, and Scan to File, Contract No. 348	Bid Documents (IFB, Goods & Services)	8/12/1999
4	GS-2004-2, To Assist the Department with Customer Satisfaction Survey, Public and Community Affairs, Legislative Liasion, Public Relations, Graphic Design, Advertising, Printing, Publishing, and Media Distribution, Contract No. 439	Bid Documents (RFP, Services)	6/4/2004
5	GS-2010-3, One (1) SUV 4-Door 4WD or AWD Hybrid Vehicle and/or One (1) 1/2-Ton Extended Cap Pickup Truck with Accessories, Contract No. 528	Bid Documents (IFB)	11/18/2010
6	GS-2010-5, Compact Excavator & Equipment Trailer, Contract No. 532	Bid Documents (IFB)	12/16/2010
7	GS-2012-1, Contract No. 541 (Items No.1 and 4) Furnish and Deliver:		
8	GS-2012-2, Contract No. 547 (Items No. 1 and 2) Contract No. 548 (Item No. 3) Item No. 1, One (1) 4WD Crew Cab Pickup with Accessories AND/OR Item No. 2, One (1) 4WD Cargo Van with Accessories AND/OR Item No. 3 One (1) 1/2-Ton Extended Cab Pickup Truck with Accessories AND/OR Item No. 4, Two (2) SUV 4-Door 4WD or AWD Vehicles	Bid Documents (IFB)	10/13/2011
9	GS-2012-3, Contract No. 554 Furnish and Deliver: Item No. 1, Two (2) SUV 4WD or AWD Vehicles; AND/OR Item No. 2, Two (2) SUV 2WD Vehicles	Bid Documents (IFB)	3/14/2012
10	GS-2012-4, Contract No. 552 Furnish and Deliver Drive-By Acoustic Leak Noise System and Services	Bid Documents (IFB)	3/9/2012
11	GS-2012-5, Contract No. 565 Furnish and Deliver Premium Efficient, Hollow Shaft Vertical Turbine Pump Motors	Bid Documents (IFB)	6/28/2012
12	GS-2013-1, Contract No. 569 Furnish and Deliver One (1) 2WD 15,000 lb GVWR Cab and Chassis with Service Body, Underdeck PTO Air Compressor, and Accessories	Bid Documents (IFB)	2/21/2013
13	GS-2013-2, Contract No. 571 Furnish and Deliver One (1) Trailer Mounted 125 kVA Emergency Diesel Generator	Bid Documents (IFB)	5/16/2013
14	GS-2013-3, Contract No. N/A Furnish and Deliver One (1) Brush Mower Attachment For Takeuchi TB 175 Excavator	Bid Documents (IFB)	5/15/2013
15	GS-2013-4, Contract No. 570 Job No. 13-6, SCADA Server System Upgrade	Bid Documents (IFB)	5/3/2013
16	GS-2013-5, Contract No. 573 Hydrants & Appurtenances and Various Repair and Maintenance Fittings	Bid Documents (IFB)	6/17/2013

	Record Title	Description	Dates
17	GS-2013-6, Contract No. 576 Laboratory Testing Services	Bid Documents (IFB)	8/23/2013
18	GS-2014-1, Contract No. 575 One (1) SUV 4-Door 4WD Vehicle, and Two (2) Extended Cab 4WD Trucks	Bid Documents (IFB)	8/9/2013
19	GS-2014-2, Contract No. 578 One (1) 64,000 lb GVWR Truck Cab and Chassis with 10 cy Capacity Dump Body	Bid Documents (IFB)	12/20/2013
20	GS-2014-3, Contract No. 583 One (1) Super Cab Medium Duty Pickup Truck with Accessories	Bid Documents (IFB)	2/20/2014
21	GS-2014-4, Contract No. 582 Furnish and Deliver Various Drinking Water Pipe Repair and Maintenance Fittings	Bid Documents (IFB)	3/25/2014
22	Job No. Water Plan 2020 #WK-39 Drill and Develop Kapa'a Homesteads Well No. 4 Wailua-Kapa'a Water System Kapa'a, Kaua'i, Hawai'i	Bid Documents (RFP)	9/27/2012
23	Job No. 04-03, WP2020 #WK-30 Pipeline Replacement Along Waipouli Road and Oloheha Road Wailua-Kapa'a Water System Wailua, Kapa'a, Kaua'i, Hawai'i	Bid Documents (RFP)	12/6/2012
24	Job No. 02-08, WP2020 #HE-08 Rehabilitate Eleele Twin 0.4 MG Steel Tanks, Eleele Water System, Eleele, Kaua'i, Hawai'i	Bid Documents (IFB)	12/30/2010
25	Job No. 05-05, WP2020 #PLH-30 Nāwiliwili, Niumalu, Kupolo, 6", 8", and 12" Main Replacements, Phase I, Lihu'e, Kaua'i, Hawai'i	Bid Documents (IFB)	3/24/2011
26	Job No. 11-14 Puhi Well No. 4 – Deep Well Turbine Pump Assembly Replacement, Puhi, Kaua'i, Hawai'i	Bid Documents (IFB)	10/27/2011
27	Job No. 02-17, WP2020 #H-01, H-02, H-03 Maka Ridge Facilities Rehabilitation Plan and Princeville Interconnection Plan, Hanalei, Kaua'i, Hawai'i	Bid Documents (IFB)	9/1/2011
28	PLH - 03, RFP-02-11 Kalihi Horizontal Directional Drilled Well	Bid Documents (RFP)	4/14/2011
29	Sole Source No. SS-141 Four Winds Group, Inc	Bid Documents (Sole Source)	8/6/2013
30	2012 Sole Source Postings: SS-139, One Source Distributors, LLC SS-138, Fluid Systems Hawai'i, Inc. SS-137, Brewer Environmental Industries dba BEI SS-136, Badger Meter, Inc. SS-135, Bacon Universal SS-134, Allied Machinery Corporation SS-133, Glenmount Global Solutions SS-132, Four Winds Group, Inc. SS-13.1, MHW Laboratories	Bid Documents (Sole Source)	2012

Record Title	Description	Dates
2011 Sole Source Procurement Postings: SS-131, Badger Meter, Inc. SS-130, One Source Distributors, LLC SS-129, Fluid Systems Hawai'i, Inc. SS-128, Brewer Environmental Industries dba BEI SS-127, Bacon Universal SS-126, Allied Machinery Corporation 31 SS-124, One Source Distributors, LLC SS-123, Fluid Systems Hawai'i, Inc. SS-122, Bacon Universal SS-121, Four Winds Group, Inc. SS-120, Brewer Environmental Industries dba BEI SS-119, Allied Machinery Corporation SS-118, FluidIQs, Inc. SS-117, Badger Meter, Inc.	Bid Documents (Sole Source)	2011
2010 Sole Source Procurement Postings: SS-116, Park Engineering SS-115, Busch Consulting, Inc. SS-114, Century Computers SS-113, Bacon Universal 32 SS-112, Four Winds Group, Inc. SS-111, FluidIQs, Inc. SS-110, Allied Machinery Corporation SS-109, One Source Distributors, LLC SS-108, Brewer Environmental Industries, dba BEI SS-107, Badger Meter, Inc. SS-106, Fluid Systems Hawai'i, Inc.	Bid Documents (Sole Source)	2010
2009 Sole Source Procurement Postings: SS-105, Bentley Systems, Inc. SS-104, Pacific Fire Protection, Inc. SS-103, Badger Meter, Inc. SS-102, FluidIQs, Inc. 33 SS-101, Allied Machinery Corporation SS-100, Berkley Engineering & Equipment Co., Inc. SS-99, Bacon Universal SS-98, Brewer Environmental Industries, dba BEI SS-97, Fluid Systems Hawai'i, Inc. SS-96, Four Winds Group, Inc.	Bid Documents (Sole Source)	2009
2008 Sole Source Procurement Postings: 34 SS-95, Century Computers SS-94, Four Winds Group, Inc. SS-93, FluidIQs, Inc.	Bid Documents (Sole Source)	2008
2007 Sole Source Procurement Postings: SS-92, Fluid Systems Hawai'i, Inc. SS-91, Bacon Universal SS-90, Kaua'i Automated Fuel Network, Inc. 35 SS-89, Cyclone Air Power SS-88, Brewer Environmental Industries, dba BEI SS-87, Allied Machinery Corporation SS-86, Berkley Engineering & Equipment Co, Inc. SS-85, TT Technologies, Inc.	Bid Documents (Sole Source)	2007

Record Title	Description	Dates
2006 Sole Source Procurement Postings: SS-84, Kaua'i Automated Fuel Network, Inc. SS-83, Cyclone Air Power SS-82, Fluid Systems Hawai'i, Inc.		
36 SS-81, Bacon Universal	Bid Documents (Sole Source)	2006
SS-80, Brewer Environmental Industries, dba BEI SS-79, Allied Machinery Corporation SS-78, Berkley Engineering & Equipment Co., Inc. SS-77, TT Technologies, Inc.		
2005 Sole Source Procurement Postings: SS-76, Kaua'i Automated Fuel Network, Inc. SS-75, Cyclone Air Power SS-74, Bacon Universal		
37 SS-73, Fluid Systems Hawai'i, Inc.	Bid Documents (Sole Source)	2005
SS-72, Brewer Environmental Industries, dba BEI SS-71, Allied Machinery Corporation SS-70, Berkley Engineering & Equipment Co., Inc. SS-69, TT Technologies, Inc.		
2004 Sole Source Procurement Postings: SS-67, Kofax SS-66, Lucid8 Information Services, LLC SS-65, Kaua'i Automated Fuel Network, Inc. SS-64, TT Technologies, Inc.		
38 SS-63, Fluid Systems Hawai'i, Inc.	Bid Documents (Sole Source)	2004
SS-62, Bacon Universal SS-61, Brewer Environmental Industries, dba BEI SS-60, Cyclone Air Power SS-59, Berkley Engineering & Equipment Co., Inc. SS-58, Allied Machinery Corporation SS-57, F.S. Brainard & Company		
2003 Sole Source Procurement Postings SS-56, Four Winds Group, Inc. SS-55, TT Technologies, Inc. SS-54, Kaua'i Automated Fuel Network, Inc. SS-53, Fluid Systems Hawai'i, Inc.		
39 SS-52, Cyclone Air Power	Bid Documents (Sole Source)	2003
SS-51, Brewer Environmental Industries, dba BEI SS-50, Berkley Engineering & Equipment Co., Inc. SS-49, Bacon Universal SS-48, Allied Machinery Corporation SS-47, Loomis Fargo & Co.		
2002 Sole Source Postings: SS-46, Berkley Engineering & Equipment Co., Inc. SS-45, Cyclone Air Power		
40 SS-44, Fluid Systems Hawai'i, Inc.	Bid Documents (Sole Source)	2002
SS-43, Kaua'i Automated Fuel Network, Inc. SS-42, TT Technologies, Inc. SS-41, Allied Machinery Corporation SS-40, Brewer Environmental Industries, dba BEI		



Record Title	Description	Dates
2001 Sole Source Procurement Postings: SS-39, Loomis Fargo & Co. SS-38, Qualseve American Water Works Association SS-36, Fluid Systems Hawai'i, Inc. 41 SS-35, TT Technologies, Inc. SS-34, Kaua'i Automated Fuel Network, Inc. SS-33, Cyclone Air Power SS-32, Brewer Environmental Industries, dba BEI SS-31, Berkley Engineering & Equipment Co., Inc. SS-30, Allied Machinery Corporation	Bid Documents (Sole Source)	2001
2001 Sole Source Procurement Postings: 42 SS-39, Loomis Faro & Co. SS-38, Qualseve American Water Works Association	Bid Documents (Sole Source)	2001
2000 Sole Source Procurement Postings: SS-37, Loomis Fargo & Co. SS-29, TT Technologies, Inc. 43 SS-28, Kaua'i Automated Fuel Network, Inc. SS-27, Cyclone Air Power SS-26, Allied Machinery Corporation SS-25, Berkley Engineering & Equipment Co., Inc. SS-24, Brewer Environmental Industries, dba BEI	Bid Documents (Sole Source)	2000
1999 Sole Source Procurement Postings: SS-23, Kaua'i Automated Fuel Network, Inc. SS-22, Loomis Fargo & Co. SS-21, Berkley Engineering & Equipment Co., Inc. SS-20, Allied Machinery Corporation 44 SS-19, Brewer Environmental Industries, Inc. SS-18, Pacific Machinery-Division of Theo H. Davies & Co., Ltd. SS-17, Cyclone Air Power SS-16, Goldak/UDSEC SS-15, TT Technologies, Inc.	Bid Documents (Sole Source)	1999
1998 Sole Source Procurement Postings: SS-13, Loomis Fargo & Co. SS-12, Kaua'i Publishing Company SS-11, Geographic Decision System International SS-10, DHL Worldwide Express SS-9, GMP Associates, Inc. 45 SS-8, Cyclone Air Power SS-7, Pacific Machinery-Div. of Theo H. Davies & Co., Ltd. SS-6, Brewer Environmental Industries, Inc. SS-5, Allied Machinery Corporation SS-4, Berkley Engineering & Equipment Co., Inc. SS-3, TT Technologies, Inc. SS-1, Motorola MOSCAD units	Bid Documents (Sole Source)	1998
1997 Sole Source Procurement Postings: 46 SS No. n/a, Goldak/UDSEC	Bid Documents (Sole Source)	1997
1996 Sole Source Procurement Postings: 12/5/96, IBM 47 12/21/96, GTE Hawaiian Telephone 10/21/96, Alert Alarm, Inc. 11/8/96, TT Technologies, Inc. 10/18/96, Vibra King, Inc.	Bid Documents (Sole Source)	1996

**OFFICE OF THE MANAGER AND CHIEF ENGINEER**  
**DEPARTMENT OF WATER, COUNTY OF KAUAI**  
**JOSEPH E. "JOE" TAIT, MANAGER AND CHIEF ENGINEER**

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TO: Julie Simonton – Chair, Board of Directors

FROM: Joe Tait, Manager & Chief Engineer

DATE: October 18, 2022

SUBJECT: AWWA WaterSmart Innovations Conference 2022 – Oct. 3-6, 2022 – Las Vegas, NV

Aloha Julie:

Just a few brief comments regarding my attendance at the aforementioned conference I attended with Wayne and Jonell from October 3<sup>rd</sup> through 7<sup>th</sup>, 2022.

I very much appreciate the Board's approval of my attending this year's annual water and technology meetings and sessions after a couple of years of hybrid conferences. I found this year's event heavily focused on two arenas – innovative conservation strategies and tactics as well as technologies available to support funding opportunities - both pertain to water and wastewater programs and projects. The attendance was about slightly more than 500 attendees. Having attended this program since its inception over twenty years ago, I was please to see the large group that was there.

I attended several sessions that also focused on the latest case studies submitted by water and wastewater municipalities to garner national funding for projects as well as new types of hardware and software programs that enable users to utilize captured data to streamline operations and water loss improvement programs. I had Wayne and Jonell attend as these two focus areas are under their management and responsibility. I met several contacts from my past and one, who oversees the grants and funding section there in Boulder, NV., connected me with a firm that supports water agencies by formatting and submitting program funding needs in a near-infallible manner. My contacts at USBR confirmed what I was told and see this woman-owned firm as a viable professional services opportunity for DOW to partner with.

Saving the best for last – DOW, thanks to Jonell's leadership of our water education and conservation programs, garnered its second consecutive EPA National WaterSense Award. We all attended the awards luncheon and shared the stage with the other winners. Only winner from Hawai'i – again!

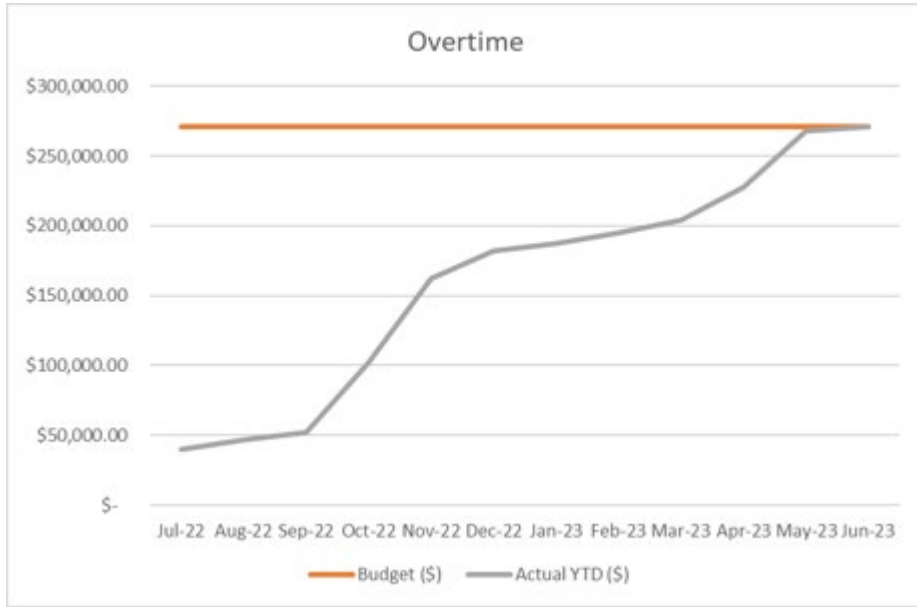
In-attendance membership seemed pleased with the workshops and the technology tools exhibit hall. I appreciate DOW's training budget and forward-looking mindset of the Board.

Respectfully,

Joe Tait

# FISCAL DASHBOARD

REVISED DRAFT SAMPLE

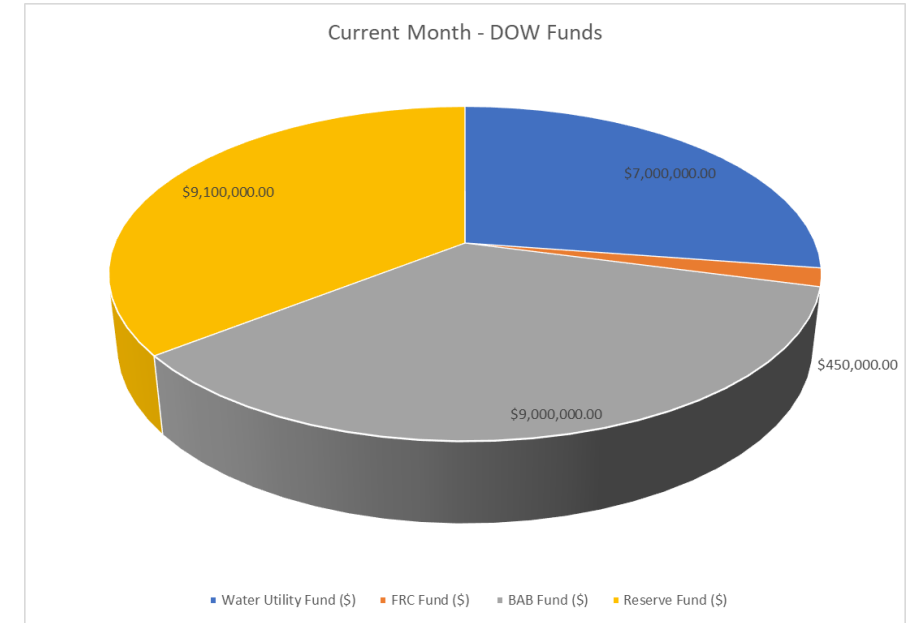


## YOUR INFO HERE

Previous Year	Current Month	Year To Date
3	0	13
Walk-ins this month		Electronic Bills processed
165		12,345

## YOUR TITLE HERE

Insert your data, highlight info for the month



	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>STAFFING</b>				
Budgeted Staff (\$) vs Budgeted Vacancies (\$)				
<b>OVERTIME</b>				
Budget (\$)   Actual (\$)				

**YOUR INFO HERE**

**2**  
business days

# FISCAL DIVISION

REVISED DRAFT SAMPLE

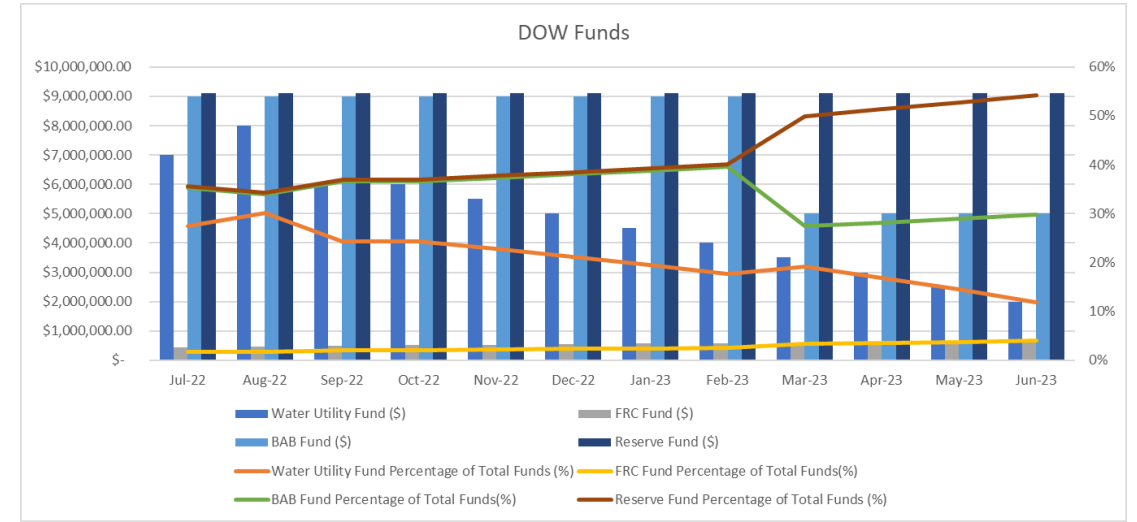
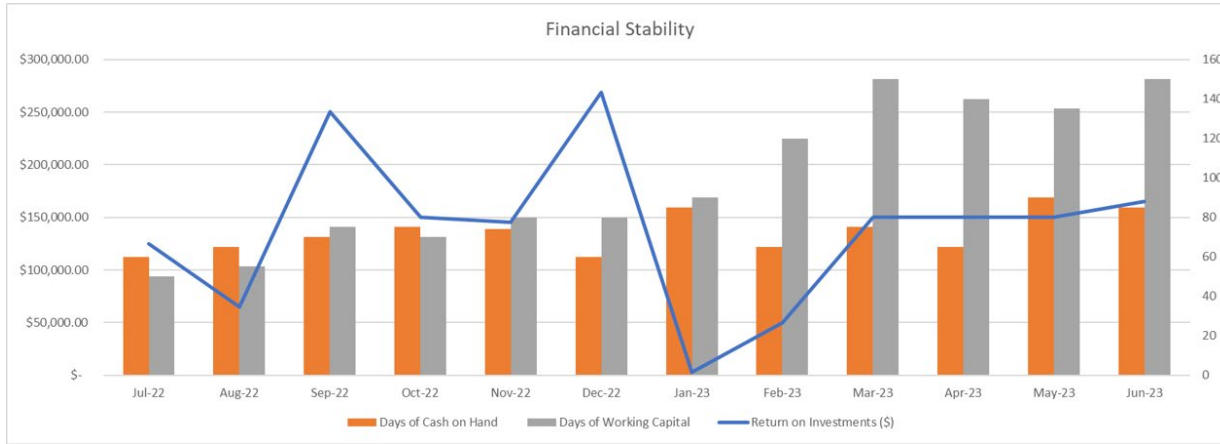
	Last Month			Current Month			Previous FY Year to Date			Current FY Year to Date		
<b>CAPITAL OUTLAY</b>												
Water Utility Fund – Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)												
FRC Fund – Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)												
BAB Fund – Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)												
SRF Loan Fund – Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)												

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>LEVEL OF SERVICES</b>				
Total Customer Accounts per Employee				
# of Bills Processed through Utilitech				
# of Automatic and Electronic Payments				
# of Customers Served at Walk-in & Drop Box				
# of Vendor Invoices Processed				
# of Water Service Applications Received				
Water Service Order Activation Time <i>Date of Service Application to Date of Meter Installed (Days)</i>				

# FISCAL DIVISION

REVISED DRAFT SAMPLE

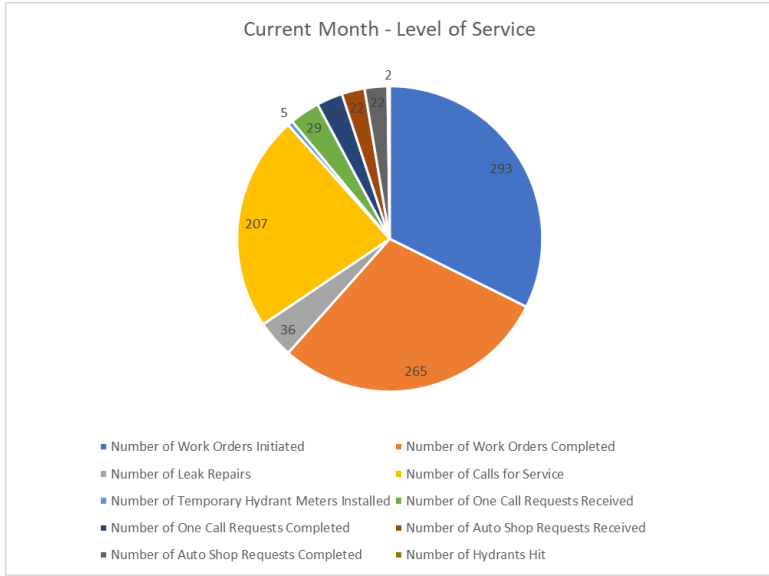
	Last Month		Current Month		Previous FY Year to Date		Current FY Year to Date	
<b>REVENUE</b>								
Water Sales - Budget (\$)   Actual (\$)								
Other Water Revenues - Budget (\$)   Actual (\$)								
State & Federal Grants -Budget (\$)   Actual (\$)								
Investment Income - Budget (\$)   Actual (\$)								
Misc. Revenue -Budget (\$)   Actual (\$)								
Total Revenue – Budget (\$)   Actual (\$)								
<b>EXPENSES</b>								
Operating - Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Debt Principal Payment - Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Capital Project Expenditures - Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Fixed Costs - Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Variable Costs - Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Other Increases/Decreases – Inflation, Shipping Delay & Costs – Budget (\$)   Encumbered (\$)   Actual Expenditures (\$)								
Total Expenses Budget (\$)   Encumbered (\$)   Actual (\$)								



	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>FINANCIAL STABILITY</b>				
Return on Investments				
Days of Cash on Hand				
Days of Working Capital				
<b>DOW FUNDS</b>				
Water Utility Fund (\$)   Percentage of Total Funds (%)				
FRC Fund (\$)   Percentage of Total Funds (%)				
BAB Fund (\$)   Percentage of Total Funds (%)				
Reserve Fund (\$)   Percentage of Total Funds (%)				
<b>TOTAL FUNDS (\$)</b>				

# OPERATIONS DASHBOARD

REVISED DRAFT SAMPLE



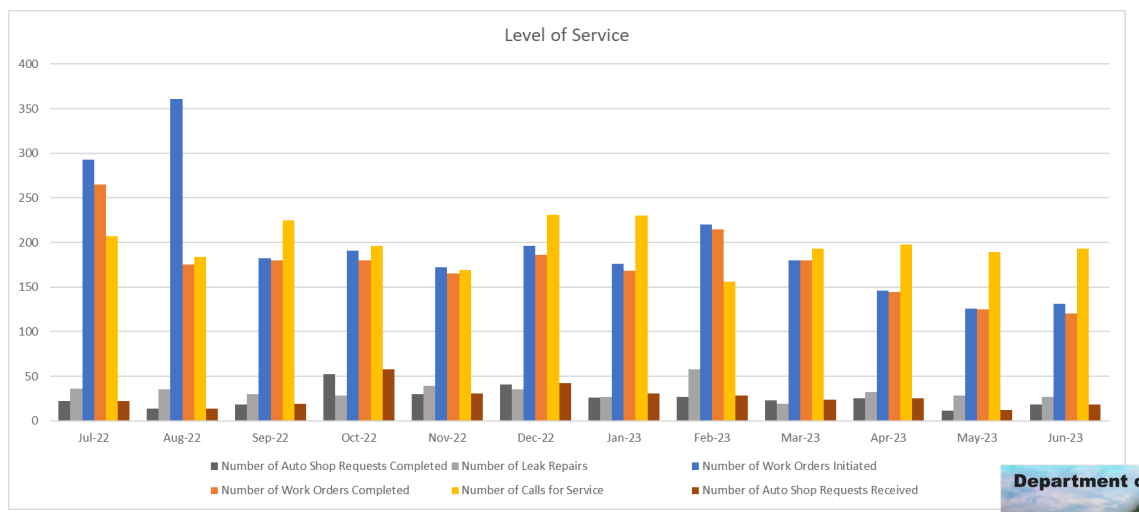
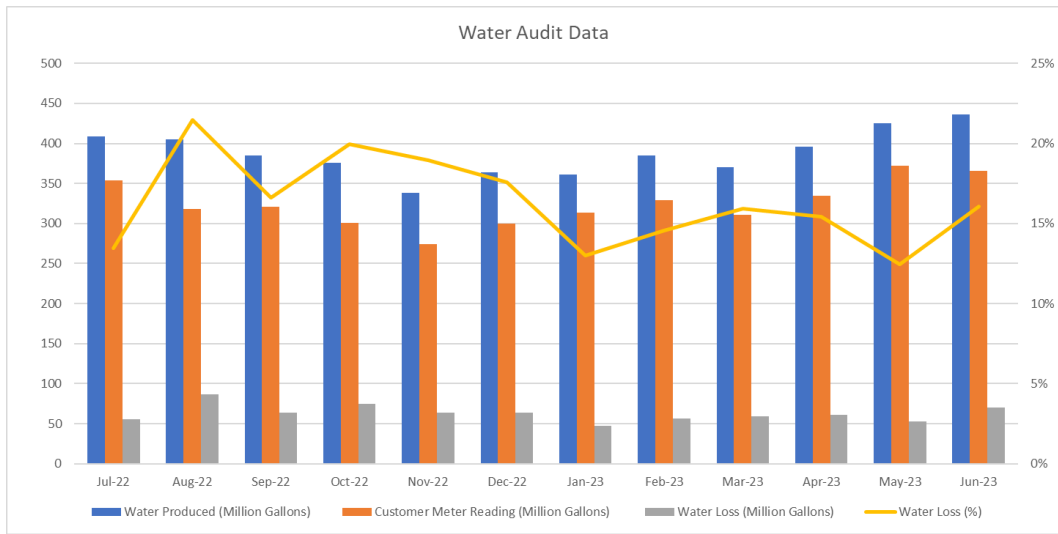
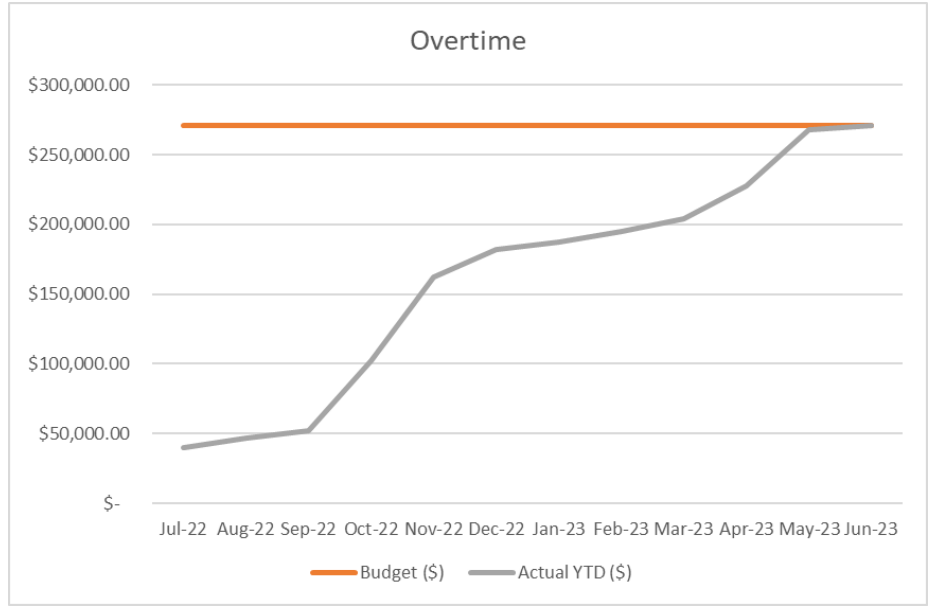
**MONTHLY HIGHLIGHT**

**2**

business days

**ADD TITLE HERE**

Highlight monthly information: comment, data, etc. in this area



# OPERATIONS

REVISED DRAFT SAMPLE

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>STAFFING</b>				
Budgeted Staff   Vacancies				
<b>OVERTIME</b>				
Budget (\$)   Actual (\$)				
<b>FLEET MANAGEMENT</b>				
# of Vehicles Active per day				
# of Vehicles Active per month				
<b>METER PROGRAM</b>				
# of Existing Meters Replaced				
# of Existing Meters Repaired				
# of New Meters Installed				
# of New Laterals Installed				



# OPERATIONS

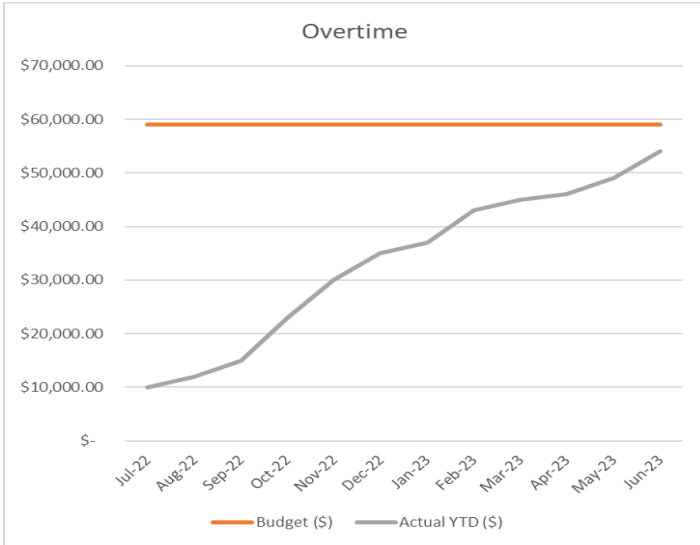
REVISED DRAFT SAMPLE

LEVEL OF SERVICES						
	Last Month		Current Month		Previous FY YTD	Current FY YTD
# of Work Orders Initiated						
# of Work Orders Completed						
# of Mainline Leak Repairs						
# of Service Lateral Leak Repairs						
# of Calls for Service						
# of Temporary Hydrant Meters Installed						
# One Call Request Received   Completed						
# of Auto Shop Requests Received   Completed						
# of Hydrant Hits						

WATER AUDIT						
	Last Month		Current Month		Previous FY YTD	Current FY YTD
Water Produced (Million Gallons)						
Customer Meter Reading (Million Gallons)						
Water Loss (Million Gallons)						
Water Loss %						
Water Loss \$						

# ENGINEERING DASHBOARD

REVISED DRAFT SAMPLE



	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>STAFFING</b>				
Budgeted Staff (\$) vs Vacancies (\$)				
Professional Services: Total \$ Amount   % of Division Budget	\$123,456	78%		
<b>OVERTIME</b>				
Budget (\$)   Actual (\$)				

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>PROJECT MANAGEMENT</b>				
# of DOW Projects in Design   In Construction				
# of DOW Projects completed				
# of Private Projects in Design   Design Approved   In construction				
# of Private Projects Construction Completed				

  
 Average response time **YOUR INFO HERE**  
**2**  
 business days

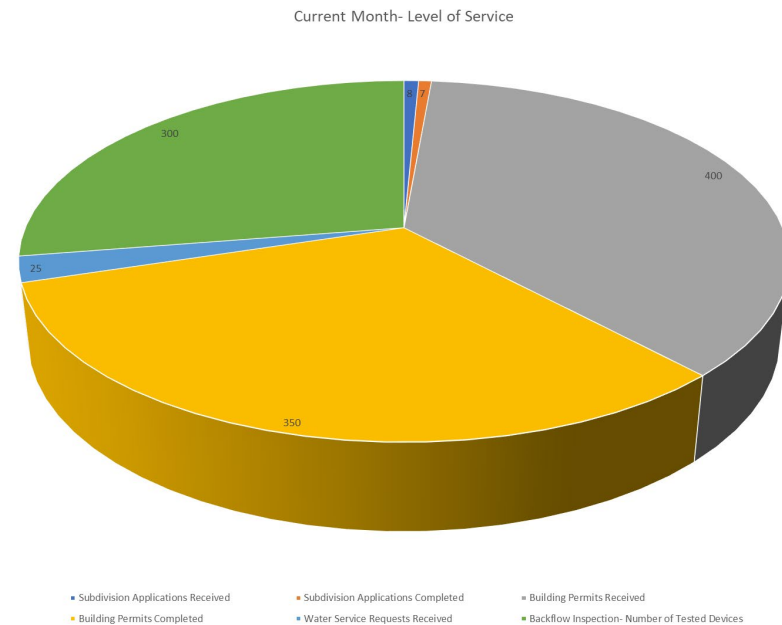
**ENTER TITLE HERE**

Previous Year	Current Month	Year To Date
3	0	13
<b>Pending Resolution</b>		<b>Resolved</b>
0	2	

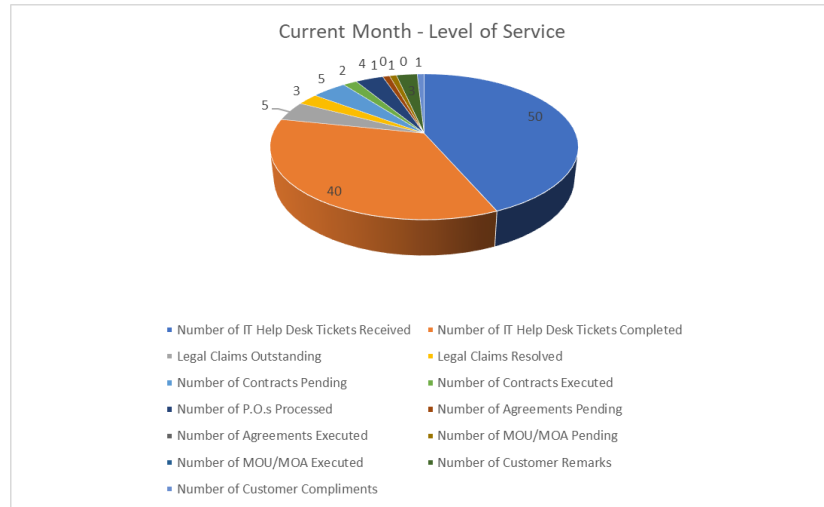
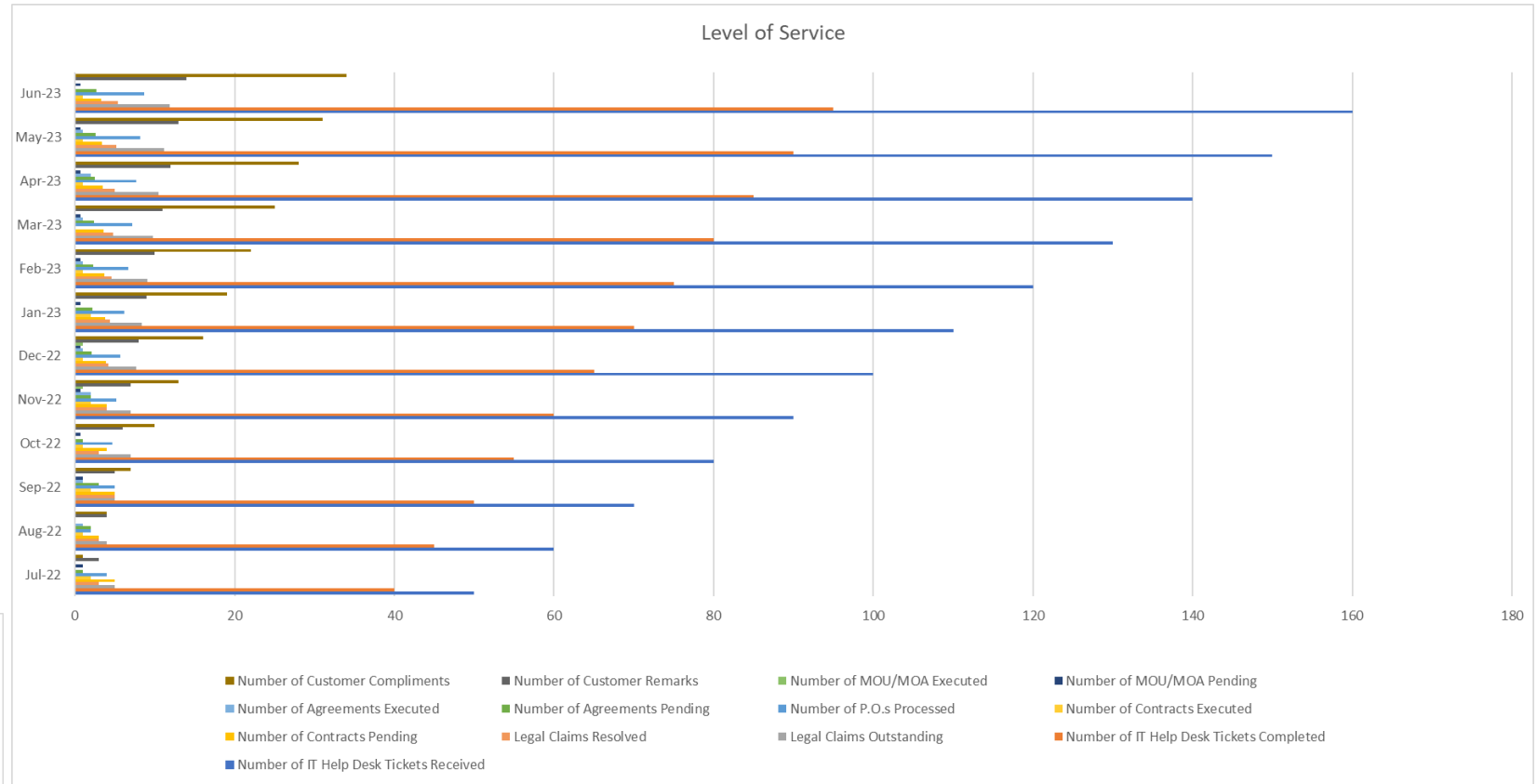
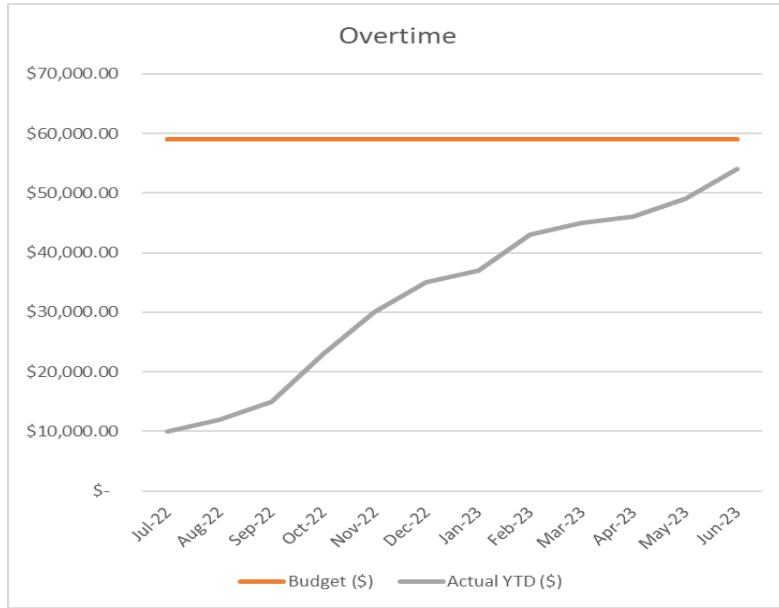
# ENGINEERING

REVISED DRAFT SAMPLE

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>LEVEL OF SERVICE</b>				
<b>Number of Customer Requests Received   Completed by Type</b>				
Subdivision Applications, Zoning, Land Use and Variance Permits				
ADU/ARU Clearance Applications				
Building Permits				
Water Service Requests				
Government Records Request				
Backflow Inspection # of Devices Tested				
<b>Average Response Time to Customer Requests by Type (Days)</b>				
ADU/ARU Clearance Applications				
Building Permits				
Water Service Requests				



# ADMINISTRATION DASHBOARD *REVISED DRAFT SAMPLE*



**YOUR TITLE HERE**  
 "Thank you for providing dependable water service!"  
 – Mr. Kamaboko, Waimea resident

**YOUR TITLE HERE**  
 "Thank you for providing dependable water service!"  
 – Mr. Kamaboko, Waimea resident

# ADMINISTRATION

REVISED DRAFT SAMPLE

	Last Month	Current Month	Previous FY YTD	Current FY YTD
<b>STAFFING</b>				
Budgeted Staff vs Vacancies (Admin-HR-IT-PR)				
<b>OVERTIME</b>				
Budget (\$) vs Actual (\$)				

	Last Month	Current Month	Previous FY YTD	Current FY YTD
<b>LEVEL OF SERVICES</b>				
# of IT Help Desk Tickets Received   Completed				
# of Legal Claims Outstanding   Resolved				
# of Contracts Pending   Processed				
# of Purchase Orders Processed				
# of Agreements Pending   Executed				
# of MOU   MOA Pending				
# of MOU   MOA Executed				
# of Customer Remarks				
# of Customer Compliments				



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

QUARTERLY

REPORTS

**COUNTY ATTORNEY QUARTERLY REPORT**

This report is submitted pursuant to Board Policy No. 25.

CLAIMS SETTLED: None.

# QUARTERLY UPDATE

Period of July 1, 2022 to September 30, 2022

ENGINEERING DIVISION

Submitted by: Michael K. Hinazumi, P.E.

DEPARTMENT OF WATER

October 27, 2022



# Executive Summary

Significant updates for this quarter include:

- **Water Resources and Planning Section**

- Subdivision-Land Use applications completed => 64 (decrease of 2%)
- Water Service Requests => 51 (decrease 16%)
- Building Permit applications => 850 (decrease 39%)
- Backflow Devices Inspected and Tested => 987
- Water Systems Investment Plan => 27.5% complete

- **Project Management Section**

- Overseeing 17 ongoing DOW Design projects, including several multi-phased projects
- Private Project Reviews => 16 (decrease of 59%)
- Kapaia Cane Haul Road 18-Inch Waterline (Job No. 16-02) => On Hold - Supreme Court
- Rehabilitate Paua Valley Tank No. 1 (Job No. 17-10) => NPDES work to recommence
- Wailua Homesteads 0.25 MG Tank (Job No. 12-2) => Soil investigation in process
- Hanapepe-Eleele Waterline (Job No. 15-07) – Construction closeout in process
- Completed four (2) private projects

# Water Restriction Areas

Water System/Sub-System	Restrictions (5/8-inch water meter or number units per lot)	Inadequate Facilities	Comments
Upper Lawai	2	Storage	Administration Approved
Poipu	300	Storage	Board Approved (50% of new tank allowed for new development; 50% to make up storage deficit)
Wailua Homesteads	5	Storage	Administration Approved
Upper Wailua Homesteads	2	Storage	Administration Approved
Kapaa Homesteads	5	Source	Board Approved
Moloa'a	0	Source and Storage	Water Purchase Agreement
Kilauea-Kalihiwai	5	Source and Storage	Administration Approved
Aliomanu – Kukuna Road	0	Transmission	Administration Approved
Anini	1	Source and Storage	Water Purchase Agreement
Upper Wainiha Valley	1	Storage	Administration Approved
Wainiha – Haena	3	Storage	Administration Approved

# Accomplishments

	July 2022 – September 2022
Subdivision Applications; Zoning / Land Use / Variance Permits; Zoning Amendments; ADU/ARU Clearance Applications	64
Water Service Requests	51
Building Permit Applications	520
Backflow Inspection Program – No. of Tested Devices	987

Private Projects	July 2022 – September 2022
In Design Review	16
Design Approved	11
In Construction	3
Completed	2

# Water Plan 2020 Construction Project Status

WP 2020 NUMBER	JOB NO	PROJECT TITLE	% COMPLETE JUNE 2022	ORIGINAL ESTIMATE TO COMPLETE	CURRENT ESTIMATE TO COMPLETE	CURRENT CONTRACT AMOUNT
HE-01	15-07	Kaumuali'i Highway 16" Main and Emergency Booster Pump Connection	100	Q3 2019	Q4 2021 (2)	\$11,010,599.39
HE-10	15-07	Hanapepe Road 6" Main Replacement				Combined with HE-01
WK-39 & WK-08	02-14	Kapaa Well 4 Drainage line & Kapaa Well 4 Drill & Test	87	Q3 2019	Q4 2022 (2,3)	\$2,382,043.35
KW-07	17-10	Paua Valley Tank Repairs	4	Q2 2021	Q3 2023 (4)	\$2,264,750.00
PLH-35B	16-02	Kapaia Haul Cane Road 18" Transmission Line	7	Q3 2019	Q4 2024 (1)	\$4,127,545.00
WKK-03	16-04	MCC, Chlorination Facilities, Kilauea Wells No. 1 and No. 2	(5)	(5)	(5)	\$3,124,020.00
K-01 & K-12	09-01	Kalaheo Water System Improvements Package A – 0.5 MG Yamada Reservoir Package B – 0.1 MG Clearwell Reservoir Package C – Water Main Installation	(6)	(6)	(6)	\$21,756,430.00
	18-07	Kukuilono Tank Demolition	0	Q2 2023	Q2 2023	\$380,968.25
					TOTAL =	\$45,044,355.99

(1) Project issued stop work order and is on hold pending SHPD final approval.

(2) Additional contract time required for re-design and COVID-19 shutdown.

(3) Additional contract time to redesign drainage system and obtain land owner approval for DOW drainage easement.

(4) NPDES permit in process for project work to recommence.

(5) Project awarded to Kiewit Infrastructure West Company (\$3,124,020.00) and notice to proceed pending. (\$2.6M State funding assistance)

(6) Project awarded to Hawaiian Dredging Construction Company, notice to proceed issued October 12, 2022. (\$10.2M State funding assistance)

# Supplemental Support Services

Contract Number	Company	Professional Service	Contract Amount	Remaining Balance	Number of Projects
637	RM Towill, Inc.	IDIQ - Project Management	\$1,467,392	\$11,412.38	1
700	Brown & Caldwell	IDIQ- Design Services	\$150,000	\$80,039.82	1
723	Esaki Surveying & Mapping, Inc.	IDIQ - Surveying	\$20,000	\$20,000	0
725	Bowers + Kubota	Kalaheo WSI Project Management	\$1,060,000	\$1,060,000	1
728	RM Towill, Inc.	IDIQ - Project Management	\$1,000,000	\$1,000,000	0



# Information Technology Quarterly Update

*July 2022 – September 2022*

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Wayne Takabayashi

October 2022

# TECHNOLOGY

- Replace Department servers
  - 4-node system delivered and racked
  - High-speed switches ETA Mar 2023, workaround planned as old switches exist
- IT assessment prior to system deployment and app migration
  - Network mapped
  - Software/service accounts being inventoried

# BUSINESS PROCESS IMPROVEMENTS

- DOW IT Steering Committee
  - Share software application assets and requirements between divisions for cohesive needs assessment
  - Combine partnership opportunities with County and other water utilities regarding professional services/program needs
  - Refresh IT Strategic Plan doc to FY23 current/future direction



# IT FOCUS: ISSUES AND TIMELINES

- Cisco Unified Communications Manager system (phone admin) repaired
  - System is repaired, corrections from 2017, following up for employees' info and greeting
  - Phone Tree documented, redesign under way
  - Vulnerability assessment conducted, issues being addressed
    - IT team addressing issues and dealing with changes
  - Lack of security awareness training
    - Will incorporate Workday in video requirement for awareness training during orientation.
- Change Management
  - Lack of formal change management policies and procedures for GP
    - In communication with RSM who kept our GP instance current
    - GP backups saved changes being made by DOW